

**Denman Island Community School PAC Meeting Minutes -
December 9, 2025 in the Denman Island Community School Library and via ZOOM**

Meeting Minutes: Kathryn West

Chair: Emily Anderson

Vice Chair: Becky Nykwist

Treasurer: Kristen Wright

Secretary: Kathryn West

DPAC Rep: Sara Schouten

Members at Large: Quinn Lundberg, Leanna Pugsley, Mitch Dublanica

Regrets: Tahiti Rey, Lleilah Chernovsky, Will Lepore

Attendance: Quinn Lundberg, Leanna Pugsley, Mitch Dublanica, Kristen Wright, Becky Nykwist, Emily Anderson, Kathryn West, Sara Schouten, Karla Neufer (Vice Principal), Rebecca Moore, Jack Fletcher, Brittany Smith

ZOOM participants: Chelsea McCannel-Keene (SD #71)

Guests: Gracie MacDonald (DICES)

Meeting Called to Order at 5:34 pm

Agenda Item	Action Required
Welcome and Recognition of Traditional Territories We acknowledge that our community lies in the beautiful unceded and traditional territory of the K'ómoks First Nation, who have been the caretakers of the land that we live, work and play on since time immemorial.	
Introductions of all meeting attendees	
Confirmation of Quorum with three officers present	
Assignment of the Meeting Timekeeper	<u>Action:</u> Quinn, 5 min/topic

<p>The Secretary explains the Consent Agenda (Pages 11 - 16) which includes reports from various officers and committees. The Consent Agenda aims to streamline meetings by including reports that don't require further discussion.</p> <p>Call to remove any items from the Meeting's Consent Agenda for further discussion or clarification - one edit - Winter Concerts start time has changed to 4:30pm.</p> <p>Motion to approve the Consent agenda:</p> <p>Motion moved by: Kristen</p> <p>Seconded by: Emily</p> <p>Motion Carried</p>	
<p>Motion to approve the Meeting Agenda including the contents of the Consent Agenda for December 9, 2025</p> <p>Motion moved by: Sara</p> <p>Seconded by: Mitch</p> <p>Motion Carried</p>	
<p>Guest Speaker - Chelsea McCannel-Keene (SD #71</p> <ul style="list-style-type: none"> - Significant work being done at District level; additional allocation of \$400K to Student Safety, dismantling misconceptions around SOGI and building allyship. All District staff are taking these sessions. - Really great work with NaloxHome: dismantling myths about the toxic drug poisoning crisis: 10th consecutive year of Public Health Crisis declaration. - Chelsea is on the VI School Trustees Association; developing a committee to work with water travel and island communities, advocating with BC ferries and other water transport providers for the gulf islands to strengthen ties and address barriers families are facing for travel. 	

- Extensive SD #71 resource **Gender-Based Violence Committee Report** [HERE](#) on Pages 19-54 shared at the Nov 25th meeting of the School Board.
- Many bussing incidents are coming up lately across the District, thank you to Sara for bringing up vaping on buses and the possibility of installing sensors on buses at the recent DPAC meeting. Communication difficulties between SD #71 & First Bussing are being looked into.

New Business

1. Treasurer's Report (Kristen)

General Account: \$16,952.41 (does not include cash and cheque from PAC-O Taco Sales)

Gaming Account: \$0.01 (savings), \$25.00 (shares)

Donation received on Dec 1, 2025: \$250 from Dr. & Mr. Taylor from Jody's birthday party (unknown allocation request)

1.1. **PAC Apparel Sales:** Sold 6 Hoodies, 5 T-Shirts.

1.2. Outstanding payment of \$50.00 for a parent who cannot e-transfer from the US. Can PAC accept Paypal or wait until they return to mid-late Dec to pay cash?

1.3. Request to sell School Spirit merch at the Winter Concert approved. Suggestion of a Winter Concert Special sale with dropped prices Hoodie: \$30, T-Shirt: \$10

Action Item: Re: 1.2:

Kathryn to offer the family the opportunity to send funds by Paypal to her, then will send them to PAC.

Action Items: Re: 1.3:

- Kristen will sell Spirit Wear at the Winter Concert. Sara/Kristen to make a poster for the school weekly email. Deadline to submit to Karla is Thursday morning.
- Karla to include Spirit Wear sales at Winter Fair announcement in the Friday, Dec 12th newsletter.
- Sara to follow up on digitized copy of Denman Dragon.

<p>2. DPAC Rep Report (Sara) School Growth Plan - Denman Community School's is Linked HERE</p> <p>2.1. Anti Racism Resource Guide it's a great resource to share with Admin, Teachers, Librarians, as well as our school community. Link here</p> <p>2.2. Cathy McMillan from Dyslexia BC spoke on early testing and screening often. Using the DIBELS test. Find her slideshow here.</p> <p>2.3. Cameras are on school property and on our buses. - see New Business Item i for discussion points.</p> <p>2.4. Sexual Health Committee: The Gender-Based Violence Committee Report was presented by trustee/committee co-chair Shannon Aldinger at the last public board meeting & is located HERE on Pages 19-54. This comprehensive roadmap contains 30 recommendations that address prevention, response & system accountability and fall into five major categories: Committee Recommendations: p. 7 (1) Establish and Promote District-Wide Policy and Administrative Procedures to Specifically Address Gender-Based Violence p. 7 (2) Increase Staff Capacity p. 9 (3) Increase Student Education p. 10 (4) Promote Consent Culture p. 12 (5) Increase District Coordination and Oversight p. 14.</p> <p>2.5. Much discussion about food programs - how other schools are managing their food. Moving away from it being a fundraiser and into food</p>	<p>Action Item: Re 2:</p> <ul style="list-style-type: none"> • Sara has printed copies of DPAC reports to be put on the PAC noticeboard. <p>Action Item: Re 2.5: Gracie and Sara to connect about the DPAC meeting food info</p>
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for all. Some schools providing food 5 days a week. \$109k from district and \$106k in donations overall last year in the District for food programs.

3. Paco Taco Table Update (Becky)

Made a bit more \$ than last year; sold more tacos but prices were lower than last year.

Sold 440 tacos

Gross \$2990.44

Net \$2090.52

This includes the sale of the Denman Dragon School Spirit merch.

4. Fundraising events for the rest of the year (Emily)

Suggestion from last meeting - Smashing Car Fundraiser (Sara did this at Arden El. as a child. Emily suggests reaching out to Denman Fire & Rescue for info and possible collab?)

VOTING ITEM: Tabled to next meeting.

PAC will make a decision about how many fundraising events/activities will run this year. Will also develop a rough timeline.

Suggestions from the Floor: It feels good and is valuable to have some events that are not fundraisers - some of these, like the Show What you Know/Talent Show, and the Carnival/Fun Fair could be primarily community building events - maybe have a donation jar, but fundraising is not the focus. A whole-school end of year family trip could be a great tradition to start up; camp-out or day away?

Action Items: Re 4:

- PAC members ask families and brainstorm what kinds of things people would like to volunteer for, and what sort of spirit events & fundraisers we could do.
- Emily will reach out to Denman Fire re Smashing Car event
- Emily will reach out to Div 3 families & Daniel to confirm they will take it on the Mother's Day Plant Sale this year.

<p>Other ideas for fundraising: Silent Auction, Raffle. In the past PAC used to do 3 or 4 fundraising events: Plant Sale, Taco Table, Trivia Event. The Plant Sale has moved into a Div 3 Parent Fundraiser.</p> <p>5. Community Directory (Emily) The Community Directory is a resource that will operate as a shared community asset with contacts for experts in their fields and knowledge keepers on Denman willing to share their skills and talents with the Denman Island community. <i>VOTING ITEM:</i> PAC will make a decision to share an info collection survey tool with the school community at the next meeting.</p> <p>6. Funds allocation to classes (Becky) <i>VOTING ITEM:</i> Vote to allocate Discretionary Funding to each class at \$300 to Div 1, 2, 3 and \$75 to Div 4. (Can be spent on class supplies etc and supports professional autonomy) Motion for approval: Rebecca Seconded: Becky Motion Carried unanimously <i>Field Trip Funding Tabled to next meeting:</i> PAC will make a decision about how much to allocate to individual classes for field trips this year, based on Karla's discussion with teachers.</p> <p>7. Budget for 2025/2026 (Kathryn) PAC commits to carry over \$2500 every year in the PAC account for the following September. This will ensure PAC can allocate discretionary funds right at</p>	<ul style="list-style-type: none"> • Kathryn will look to other PAC's for details & info on year-end whole school family celebrations/camp-outs. <p>Action Items: Re: 5:</p> <ul style="list-style-type: none"> • Emily to add that school volunteers requested to do a CRC as part of the application process for the Community Directory. • Emily will email the Community Directory form to the PAC Board and Dec.9th meeting attendees to make suggestions. <p>Action Items: 6:</p> <ul style="list-style-type: none"> • Kristen to send allocated Discretionary Funds to Isabelle. • Karla to ask teachers about field trip goals for the coming year.
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<p>the start of the year, and is in a position to support field trips and teachers' classroom discretionary spending in the first term.</p> <p>Motion for approval: Kathryn Seconded: Kristen Motion Carried unanimously</p> <p>8. Jessy Woolen of Shift Education, teacher and certified sexual health educator she has offered 2 days at \$1,000/day+ GST. Jessy came to Denman Community School last year. Learn more at shift-education.com</p> <p><i>Discussion from the Floor:</i> Teachers don't feel like they need it and are confident in delivering the curriculum. There is value to an outside voice to do sexual education - helps open doors to conversation for difficult conversations.</p> <p>Possible other ideas for speakers instead; neurodiversity affirming speakers, diversity equity and inclusion speakers, people in STEM (Science World), and sports.</p> <p>Andy the Musical Scientist is coming on March 11th, Michael Bortolotto, an inspirational speaker living with and learning from Cerebral Palsy, is tentatively booked for Jan. 15th, but has not yet confirmed.</p> <p>PAC voted to say no to this opportunity with Jessy Woolen at this time.</p> <p>9. Video Surveillance - Current Cameras Baseline (Karla & Sara)</p>	<p><u>Action Items:</u> Re: 8:</p> <ul style="list-style-type: none"> • PAC to think of speakers they would like to have come to the school this year. • Sara and Karla to connect about other speakers (Christina Armstrong, and Crystal Harrietha, the Sexual Assault Service Coordinator from Transition Society.) <p><u>Action Item:</u> Re: 9: Karla to present questions from PAC</p>
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<p>There is one security camera which is located outside the entrance to the school above the front door. PAC presented with a letter notifying the school community of the camera; Emily signed and returned it.</p> <p><i>Questions from the Floor:</i> Where does the video feed go? Does the district get reports? Is it operating 24/7? Is the feed accessible by the school in any way?</p> <p>10. Before School Supervision (Leanna)</p> <p>Parent expressed concern with the lack of consistent daily before-school supervision; looking for ways to improve this.</p> <p><i>Discussion from the Floor:</i> From 8:30am to 8:45, 2 staff are scheduled to be present outside the school on supervision duty. Families are reminded that if you are an adult and you see any incidents or concerns please come to Karla at that moment. There is no supervision before 8:30am. There is Before School Care at Blackberry Lane Children's Center for \$5 from 8am to 8:45am</p>	<p>to SD #71:</p> <p>Where does the video feed go? Does the district get reports? Is it operating 24/7? Is the feed accessible by the school in any way?</p> <p>Action Items: Re: 10:</p> <ul style="list-style-type: none"> • Kathryn will write a letter about the busing safety issue of not passing when flashing lights are on for fb, newsletter and local publications. • Karla to post in school newsletter that there is no supervision before 8:30am. There is Before School care at Blackberry Lane Children's Center for \$5 from 8am to 8:45am
<p>Old Business</p> <p>1. PAC Constitution update - Becky</p> <p>GOAL: to identify people interested in participating, and set a date for the process.</p>	<p>Action Item: Re: 1: Becky will set up a meeting for the end of January/early Feb to meet. PAC will look to other community schools for</p>

<p>Kristen, Emily, Becky and Kathryn are willing to help.</p> <p>2. GaGa Ball Court - (Karla) School vice-principal and staff have decided not to move forward with building the GaGa ball court due to supervision and safety concerns.</p> <p><i>Comments from the Floor:</i> Suggestions of Tether ball, one for each Division. Hockey, wall ball, and other ball games are already happening.</p> <p>3. Staff response to ways PAC could provide support (Karla)</p> <p><i>Staff response:</i> would like the parents to say nice things, express appreciation, resist the mindset of negative assumptions, join in, volunteer, come to the school.</p> <p><i>Questions from the group:</i> How can parents volunteer? Request to hear more from teachers about what they are imagining for support and what that support looks like for them.</p>	<p>guidance.</p> <p><u>Action Items:</u> Re: 2:</p> <ul style="list-style-type: none"> • Karla to contact the SD #71 to ask about tether ball poles and where the original one went. • Karla to inspect the playground rubber ground cover and place work order if required. <p><u>Action Items:</u> Re: 3</p> <ul style="list-style-type: none"> • Building Gingerbread houses next week - Karla to invite families to volunteer in the Dec 9 newsletter. • Karla and teachers to be mindful that the call for volunteers is most inclusive if it comes out as soon as possible - better for working parents to be able to plan. • Karla to ask teachers about what they are
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	<p>imagining for support and what that support looks like for them.</p> <ul style="list-style-type: none"> • Emily will do the staff gifts for the holidays
Creative Ideas Parking Lot - N/A	

Meeting Adjourned at 7:38pm

Next Meeting: January 13th, 2025 at 5:30pm in the Denman Island Community School Library

Motion to Approve these Minutes on Dec 11/25 by Kristen Wright, seconded by Emily Anderson on Dec 11/25. Motion Carried.

PAC Consent Agenda - December 9, 2025

Coordinator Report - Emily Anderson

This month, the PAC got ready for the Denman Christmas Craft Fair. For the third year in a row, we sold tacos to raise money for the PAC. This year, we also sold Denman Dragons apparel. Many school families worked hard to make this happen. Thank you to everyone who volunteered to support this effort!

The PAC supported a successful first field trip of the year to the skating rink.

As Karla and I learn our new roles, we continue to flesh out how the PAC can most effectively support our community school.

Community Directory Update

Some piloting was done on the survey tool. This tool is designed to collect information for the community member directory that the PAC is working on. Please watch for the survey tool to be shared soon. You can use the survey tool to add yourself and/or other community members to our community school directory.

School Leader's Report - Vice Principal Karla Neufer

Action items from November meeting:

1. PAC emails need to be sent out using the current practice of MyEd, this is the program that has access to all parent emails and is the standard for the senior admin assistant to use. The subject line will include the title PAC.
2. Question of ways PAC could provide help to support teachers; Old Business e

Information:

1. School spirit events are on school calendar on home page of the website and will be in the newsletter as they come up, one for each month, created by the senior class. The next one is Pajama and Movie Day, Dec. 19. January 22nd is Dress like your Teacher Day.
2. Written Learning updates will be sent home Dec. 19th, the last day of school before winter break. We return to school Jan. 5, 2026.
3. Winter Concert is at the Community Hall, Friday Dec. 12th, performance time is 4:30

4. Please find attached the Comox Valley School District Volunteer Code of Conduct. If you have signed one (required for any school volunteer work) please ensure that you have read it carefully and understand that you must abide by the expectations.

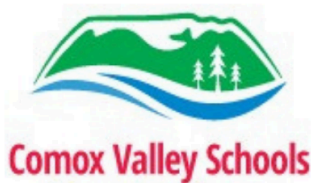
DICES Executive Director's Report - Gracie Macdonald December 2025

Here's what's happening at DICES, let me know if you have questions or suggestions. 2026 is DICES's 30th anniversary!

1. After school sign up for January to spring break will be out the last week of school, deadline to sign up will be January 8, and programs will start the week of January 12. New offerings (depending on interest) will be weaving, table tennis, cooking, pickle ball, ball hockey and possible others. Some activities (ie dance) may be scheduled in the activity centre gym.
2. Lunches menu and sign up will also go out with similar deadlines. School food infrastructure grant (federal government/foodbanks Canada) has allowed us to bulk buy with added refrigeration, appliance upgrades, storage solutions.
3. Working on more adult evening programming commencing in January.
4. Coming in January will be another bed time story hour (Jan. 20) and a movie night (Jan. 29) (tentative dates). Next music bingo night tentatively scheduled for Jan. 21.
5. Students will be working with the school and the local writers' community to produce an anthology of writing and art by the end of the year. Everyone will be included. We are coordinating. More info to come.

Hope everyone has a lovely holiday,
Gracie

SD # 71 School District Trustee Report - Chelsea McCannel-Keene



December Report for DICS Parent Advisory Council

Monday, December 8th, 2025

Sending my wishes to all for a restorative holiday season,

I wanted to share some brief highlights and of recent work and advocacy in our district. I look forward to joining you briefly tomorrow over Zoom, though I will be leaving to attend our Board Session on Equity Scanning at 6:00. I extend my heartfelt gratitude to all families, community and staE members for your continued work, creative involvement and many volunteerism for the school. Here's a few updates for you as we near the year end:

SEXUAL ORIENTATION & GENDER IDENTITY MASTERCLASS

Our governance team, along with all middle and secondary educators in our district, and with a spattering of other partners and collaborators have been taking part in SOGI Masterclasses with Mischa Oak. This is a rare professional learning experience that our district chose to mandate, with the support of the CDTA. We thank the educators for their openness and vulnerability as we continue forward in this important work. Our Principals and Vice Principals completed this training in the Spring of 2025. Some key learning themes are shared below:

- *Dismantling myths about SOGI purpose.*
- *Pro Tips for meaningful Allyship to 2SLGBTQIA+ community.*
- *Understanding the history, to better inform our future.*

BC SCHOOL TRUSTEES ASSOCIATION

We've just returned from our provincial conference, hosted by the BCSTA where we discussed many emerging topics around student safety and systems improvement. Topics included:

- *Our Vancouver Island School Trustees Association is developing a Committee/ Working Group tasked with focussing specifically on Water Transportation, which I will be on. It is*

Our Vision: Compassionate, connected and personalized learning for all.

Our Purpose: To create safe, equitable learning environments that lift each learner to thrive, grow and to share their unique gifts.

- *our hope we can have stronger, consistent advocacy with BC Ferries and be able to represent all districts facing Water Transportation barriers. We look forward to amplifying the voices of Island communities who live with and understand these barriers and can best articulate their unique school community's needs.*
- *NaloxHome presented – Training of Kits and Accessibility in Schools. It has been 10 Years since the Toxic Drug-Poisoning Crisis was announced provincially, claiming an average of 7 Lives per day in BC. NaloxHome hosts Free Zoom Events and training and specifically celebrated the amount of PAC's welcoming their partnership.*
- *Panel on Advocacy/ Support for districts operating or providing space for childcare. The Ministry has appointed an Executive Director of Child Care, a new position to support this work.*

GENDER-BASED VIOLENCE REPORT

- *Our Board wishes to express sincere admiration and gratitude to the Gender-Based Violence Working Group for their fulsome report we recently received; it provides a detailed roadmap through which to advance and this work in harm-reduction and improve safety overall. The document can be found in our November 25th Public Board Meeting agenda, on our District website.*
- *Our Board shared this report in Vancouver last weekend, with our Minister of Education and Child Care, Lisa Beare and with districts across BC as well. We welcome partner feedback through monthly/ bi-monthly meetings with our Superintendent to help inform capacity-building towards next steps.*
- *Our Ad Hoc Policy Committee has the drafted policy under first review at this time.*

BUDGET

- *Our 2026-2027 Budget Timeline Consultation will take place between February 2nd through March 2nd. As well as a Public Engagement Session on March 10th; all engagement opportunities will be made virtual as well, and links will be available on our district website.*
- *Should you have specific questions/ insights, we always welcome them emailed as well! My email is at the bottom of this report; thank you for informing our work!*

STUDENT TRANSPORTATION UPDATE

- *Though we had a presentation on November 25th around improving rider safety and the appointment of a new Location Manager for First Student, we know there have been numerous safety concerns on the rise highlighting the importance of improving our contracted partnership with First Student Canada.*
- *We are aware of many recent concerns/ specific incidents and the significant faults in communication pathways to working between SD71 Busing and First Student. Our District Parent Advisory Council are working with Senior Leadership and Trustees in addressing*

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VOLUNTEER CODE OF CONDUCT

This document defines the District's expectation for all school volunteers.

_____ Name (please print)	_____ Date
_____ Address	_____ Home Phone
_____ Work Phone	_____ Cell Phone
_____ Email Address	

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
2. I will maintain confidentiality outside of school and will share with teachers and/or school administrators **any** concerns that I may have related to student welfare and/or safety.
3. I will not disclose, use, or disseminate student photographs or personal information about students, myself or others without permission from the principal.
4. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
I will not contact students outside of school hours without permission from the
5. students' parents and/or the principal.
I agree to never be alone with individual students who are not under the supervision
6. of teachers and school authorities.
I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or District and will abide
7. by District Administrative Procedure 260-02 (Volunteer Driver Application).

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8. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
 9. I will wear or show volunteer identification whenever required by the school to do so.
 10. I will not be involved in or assist in the promotion or recruitment of any student or staff for any specific ideology, political organization or religious belief.
 11. I have read, understand, and agree to abide by:
 - Policy 17 – Sexual Orientation and Gender Identity (SOGI)
 - Policy 24 – Equity and Non-Discrimination
 - Administrative Procedure 170 - Equity and Non-Discrimination
 - Administrative Procedure 490 – Volunteers in District Schools

(The above Policies and Administrative Procedures are found on our District Website under the Parent Information Tab – Volunteers Section)

I agree to follow the Volunteer code of Conduct at all times.

Name (please print)

Date

Signature

Name of School

Principal Signature

Date