

**Denman Island Community School PAC Meeting Minutes -
March 3, 2026 in the Denman Island Community School Library and via ZOOM**

Meeting Minutes: Kathryn West

Chair: Emily Anderson

Vice Chair: Becky Nykwest

Treasurer: Kristen Wright

Secretary: Kathryn West

DPAC Rep: Sara Schouten

Members at Large: Lleilah Chernovsky, Will Lepore, Tahiti Rey, Quinn Lundberg, Leanna Pugsley, Mitch Dublanica

Regrets: Kristen Wright, Will Lepore, Leanna Pugsley, Mitch Dublanica

Attendance: Emily Anderson, Jack Fletcher, Lleilah Chernovsky, Rebecca Nykwest, Quinn Lundberg, Kathryn West, Rebecca Moore, Karla Neuffer (Vice Principal), Reed Stewart, Sara Schouten, Keith Porteous, Olenna Starchuck

ZOOM participants: Tahiti Rey

Guests: Enrico Wauri (DICES Chairperson), Gracie MacDonald (DICES Coordinator), Kazka Starchuck (student)

Meeting Called to Order at 5:37pm

Agenda Item	Action Required
<p>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.</p>	
<p>Introductions of all meeting attendees</p>	

<p>Confirmation of Quorum with three officers present</p>	
<p>Assignment of the Meeting Timekeeper</p>	<p>ACTION: Quinn, 5 min/topic</p>
<p>The Secretary explains the Consent Agenda (Pages 12-15) 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:</p> <ul style="list-style-type: none"> - none <p>Motion to accept all written reports on the Consent Agenda dated March 3, 2026</p> <p>Motion moved by: Becky</p> <p>Seconded by: Quinn</p> <p>Motion: Carried</p>	
<p>Motion to approve the Meeting Agenda for March 3, 2026</p> <p>Motion moved by: Emily</p> <p>Seconded by: Becky</p> <p>Motion: Carried</p>	
<p>New Business</p> <p>1. <u>PAC Budget Discussion</u> (Emily)</p> <ul style="list-style-type: none"> ● Goal: create a rough map for spending for the rest of the year ● Discussion and review of draft Budget created by Kristen and Kathryn ● Feedback - Gaming Grant: add it to the income for the year - Add a grant line. 	<p>ACTION: Re 1</p> <ul style="list-style-type: none"> ● Add the annual recycling center donation (Kristen) ● Add a Grant Income section ● Fix the spirit wear line for stickers - shouldn't say \$810

2. DICES: Parent Involvement in School Recreation

(Gracie and Enrico)

Discussion: The school lunch program continues to provide exceptional, high-quality food; however, funding remains a significant challenge. The program must either maintain its current high standards while operating at a financial loss or identify ways to sustain the program with increased volunteer support.

When DICES was founded in 1996, it received \$75,000/year in funding. That amount has since decreased to \$20,000/year. DICES is working within a very limited budget. The COVID-19 pandemic resulted in the loss of all volunteer facilitators, and the current environment presents different challenges in rebuilding volunteer capacity. The goal is to increase volunteer involvement in order to reduce the need for fundraising, which also requires time, energy, and financial resources.

DICES Request:

- Parents are asked to commit to volunteering one hour, once per month, to help sustain the program while maintaining current food quality standards.

- Emily to talk to Paola and Shel about the Plant Sale.
- Gracie will be point person for Plant Sale, Keith Porteous to drive, Rebecca Moore to volunteer as well.

ACTION Re 2:

- PAC will do a separate volunteer call-out on fb and email for DICES volunteers in the kitchen
- Kathryn to send Gracie Rotary Club soup program info.

- An additional volunteer is needed for Wednesdays, or a Tuesday prep cook at 9:00 a.m.

Two parents currently volunteer regularly, and their contributions were acknowledged with appreciation.

Feeding Futures / Community School: DICES administers the Feeding Futures program funding and is responsible for providing meals based on the statistical number of children in need. Due to the school’s remote location, DICES receives slightly more than the standard per-child allocation.

Historically, hot lunch was offered two days per week; it is now offered three days per week. The school has refrigerators and freezers available for food storage.

Lunch Coordination: Tahiti (Lunch Coordinator) would like to hold planning meetings prior to placing orders. Menu adjustments are possible. A suggestion was made to allow for more flexibility in the menu by utilizing available fridge and pantry items rather than adhering to a highly specific menu.

From the Floor:

General agreement that simplifying the menu is acceptable (noted nods of agreement).

DPAC Rep Sara: All schools in the district offer hot lunch, some 5 days a week. Sara has volunteered to help connect with DPAC, Tahiti, and Thea Cockerton (SD #71 Food Services Coordinator) for additional collaboration and support.

3. Parent Advocacy Tool Kit (Kathryn)

Background: The existing document reflects ideas and concerns raised by families at that time (Feb 2023). A community meeting (not a PAC meeting) was called because there were many families who were finding that access to school board processes and resources was not being

ACTION: Re 3

- PAC to create a resource package accessible to families

supported and, and in some cases, was being hindered and the document summarized proposed approaches to address specific concerns relevant during that period.

Discussion Points:

- There are families in the school, who are facing challenges and would benefit from PAC support.
- Consider pulling in existing school and community resources to provide support.
- DPAC is well organized, and a resource package has already been created. This package will be forwarded to PAC
- The package will be sent to Sara (DPAC representative), who will support families in accessing appropriate resources.
- The original vision included creating a Denman-specific pamphlet to share with families at the start of the school year.
- PAC volunteers could help families navigate the school system and available supports.
- Discussion included how to better utilize existing school, district and community resources and PAC's responsibility to assist families in accessing them.

4. DPAC Update (Sara):

- Focus areas include inclusive education and access to

now and in the future.

- Sara to source DPAC's parent support info around Inclusive Education
- Sara will serve as the point person for PAC to direct families to appropriate resources.
- Emily requested that PAC support for parent advocacy to be institutionalized into PAC processes and memory
- Pac to review and update PAC advocacy support processes and resources on an annual basis.
- Quinn, Rebecca M., offered to support Sara in determining how to best utilize school and district resources.

ACTION: Re 4

- Sara to share DPAC

IEP support.

- DPAC is planning a workshop speaker series and creating a pamphlet explaining how to access supports through the SD71 website (noted as difficult to navigate).
- PAC can advocate for inclusion grants via DPAC that benefit an entire class.
- Information will be shared on funding for safe walking initiatives, anti-racism committee work, White Hatter resources, Seen (NIC), and ERASE program information.

5. Community School Plan/Vision/Legacy (Karla)

PAC discussed the opportunity to revisit and renew the school’s cultural vision. It was noted that the culture of the school has evolved, and there is an opportunity to be intentional about articulating who we are as a community. Karla highlighted that while the school is small, it is very special. DICES is growing quickly, and there is potential to integrate the blended learning program more fully into the broader school community. The conversation emphasized starting from a place of joy, connection, and shared care for the children. Many options for possible core values; including examples of relationships and literacy

There was interest in revisiting and sharing the Community School’s Mission as a living document that reflects current values and priorities.

Next Steps:

- Explore developing a cultural or values statement to create continuity and clarity around the school’s vision and guiding principles.

resources with PAC
facebook

ACTION: Re: 5

- Karla will review Denman Island Community School strategic plans and historical documents
- Karla will locate and share the previous school handbook

- Begin by revisiting the current Vision and Mission Statement to determine if it remains relevant.
- This document could be shared with new staff and families to clearly explain and educate about Denman Community School's identity and values.
- School administration would lead the creation of the document, with PAC serving as a holder and distributor of the information.
- Further thought is needed on how to operationalize a high-level vision document into everyday practice.
- Ensure alignment by reviewing the existing Community School framework, and the SD #71 Strategic Plan.

6. School Calendar (Kristen)

Discussion Points: could a school calendar become a community hub and include other community events, holidays, etc? Note that DIRCS has one. School and PAC to send events to theirs for inclusion.

Can additional days be added to the school's calendar to be celebrated annually for Spirit and inclusion?

Next Steps: Unanimous approval for Kristen to champion creating a list of dates

ACTION: Re: 6

- Kristen to work with Sara to put together World Autism Day, and Rainbow Day events/activities at the school in cooperation with staff and students.
- Kristen to send event listings that are school and PAC sponsored public events, such as Trivia Night or the Winter Concert to DIRCS calendar. All school events are on our public school website.

	<ul style="list-style-type: none"> • Kristen to put together a list of dates to celebrate and present to Karla and teachers to see if they can be added to school spirit activities led by PAC Spirit Squad • Sara to connect with Karla to speak to students in classes for chalkboard project • Sara will format and make a calendar and connect with Kristen on this.
<p>Old Business</p> <p><u>1. PAC Activities & Budget (Emily)</u></p> <p>Discussion:</p> <p>PAC discussed how to allocate remaining funds for the rest of the school year and what the purpose of these funds should be (e.g., enrichment, inspiration, student experience). Consideration was also given to how funding allocations should be structured in future years, including sustainability in years with reduced fundraising revenue. The Denman Fire Hall model of maintaining a savings account during strong fundraising years was referenced.</p> <p>A per capita funding model was discussed (as introduced at the previous meeting). The group reviewed:</p> <ul style="list-style-type: none"> • Fixed costs (e.g., bussing) • Parameters around what qualifies as enrichment 	<p>ACTION: Re: 1</p> <ul style="list-style-type: none"> • Lleilah is seeking door prizes for Trivia Night; Gracie via DICES will provide charitable receipts.

- The distinction between supporting enrichment versus core curriculum (PAC funds are not intended to support core curriculum)
- Class composition and teacher needs may change. The group discussed determining an annual allocation amount and continuing further work on refining the funding allocation process for future years.
- Differences in field trip needs (e.g., primary classes may require less elaborate trips, allowing more funds to support in-school activities)

Two funding categories were clarified:

- **Field Trip Fund:** Funds must be returned if unused.
- **Enrichment Fund:** Funds do not need to be returned.

Motion:

To allocate \$4,000 shared funds to Divisions 1, 2, and 4 for their Enrichment Fund, with PAC requesting an accounting report in September, and unspent funds to be rolled over into the following year.

- **Motion Moved by** Quinn
- **Seconded by** Rebecca N.
- **Motion Carried**

TABLED TO NEXT MEETING:

Decision regarding allocating additional funds for Division 3 for this year’s final trip.

2. Student involvement in PAC (Rebecca N.)

Discussion: Rebecca N. introduced a discussion on increasing student involvement in PAC. Student Kazka shared that students should have a voice in school matters, noting that students are an important part of the community and should have opportunities to speak with peers and adults

Action: Re 2.

- Sara will gather additional information about the district Student Voices initiative for Kazka.

about school-related topics.

Student Council Proposal:

A request was brought forward to establish a Student Council.

- **Representation:** It was suggested that each class could have a representative, with classes determining their own selection process.
- **Adult Support:** No adult lead has been identified yet.
- **Structure:** Discussion included whether a Student Council representative could attend PAC meetings and when Student Council meetings might take place (e.g., lunchtime).
- **Current Opportunities:** Morning announcements were noted as an existing leadership opportunity that could potentially be expanded.
- **District Opportunity:** Comox Valley Schools (CVS) offers “Student Voices,” a district-level panel of students who respond to questions submitted by PACs and Educators. These meetings are held quarterly.

3. Update - School kitchen stoves (Gracie)

- Rebecca N. wrote a letter and left a voicemail asking Home Depot for a discount or donation, and will follow up in person on March 4th.
- Question: can it go to all the big retailers? Yes, Rebecca N. will share with them all.

4. Update - Denman Dragon Spirit Merch (Sara & Kristen)

Discussion: There are bulk order discounts available

TABLED TO NEXT MEETING: Order to be done after posters and Sara has done some demos at the school etc.

- Gracie and Karla will support Kazka with her idea of a Student Council
- Kristen for Facebook and Kathryn for Consent Agenda will connect with Kazka regarding scheduling and inclusion in the Consent Agenda report.

ACTION: Re.3

- Keep discussing and brainstorming potential options for stove sponsors together by email.

<p><u>5. Update - Experience/Passion Funds Idea follow up - Herring Run</u> (Karla)</p> <p>Karla contacted the principal of the Hornby Island Community School and was told that the school does not go out to view the herring run as the herring tend to be out near the boats. They decorate the Art Centre (hall in the past) and this year a group of students is working with volunteers on a dance/small play to open the festivities.</p> <p><u>6. Tetherball Update</u> (Karla)</p> <p>TABLED TO NEXT MEETING: Further discussion on grants, funding and fundraising.</p> <p><u>7. End of Year Community School Spirit Event</u> (Emily)</p> <p>TABLED TO NEXT MEETING</p> <ul style="list-style-type: none"> • Anyone interested and able to help with this is asked to come with a plan, costs, as jobs must be allocated at the next meeting. <p><u>Correspondence - None to report</u></p>	
<p>Creative Ideas Parking Lot - None</p>	

Meeting Adjourned at 8:05pm

Next Meeting: Tuesday, April 14, at 5:30 pm in the Denman Island Community School Library

Motion to Approve these Minutes made on ____ via email at _____

Second: made on ____ via email at _____

Motion Carried.

PAC Consent Agenda - March 3, 2026

PAC Coordinator Report - Emily Anderson

This was a short month! Here is some of what we have been up to in the past three weeks:

PAC Processes, Organization and Governance: We continue work in the background on PAC processes, organization and governance. Goals of this work include updated Constitution and By-Laws documents, and tools to improve PAC operation, communication, and institutional memory.

Communicating with Denman Families: A Denman PAC Facebook page has been set up to share information and resources with families of DI School students. If you haven't already received an invitation, please request to join via the link to shared through DI School, or search for the page and request to join. We are also working on an email mailing list; please watch for an email request to join the list, or send an email to denmanpac2021@gmail.com and request to join.

Trivia Night: Families of Division 3 students and DICES are working with Mr. Farrow to put on the annual **Denman Trivia Night on March 14**. Come out and give your trivia brain a workout to raise money for Division 3 students to spend three days learning at Strathcona Lodge!

PAC Treasurer Report - Kristen Wright

Accounts as of February 25 2026

General Chequing: \$12, 533.65 **General Savings:** \$2,500.34

Gaming Chequing: \$0.00 **Gaming Savings:** \$0.01

Remaining amount from donations since 2024: \$10, 688.08.

→ \$650 was used in June 2025 for DICES homework club

Deposits:

→ \$142 from Denman Community School via SD71 for childminding in the 2025 school year.

→ We currently have \$132 for the 2025/2026 school year that an invoice will be sent to the school for reimbursement next year. The district gives the school money in January for PAC.

Completed Action Items:

- Div 3 has received their \$3,500 for their Field Trip/Passion Fund.
- All Divisions have received their discretionary funds

Pending/Ongoing Tasks:

- Getting items organized for the Gaming Grant, applications open April 1 and close June 30, once submitted we will hear by September 30. Late applications will be contacted by March 31. (*There is still time for DCS to hear if we will receive the grant.*) I am working on a step by step guide for the gaming grant application process in particular. However, my hope is to use it as a template for all grant applications, who doesn't love free money!
- Also looking into other grants that PAC & DICES qualify for, one is the Capital Project Grants (*application date TBD*), we will be able to use this for a full kitchen upgrade, sporting equipment, the school garden or to enrich our music or textile arts within the community school and afterschool programs offered.
- Collectively working on a budget for PAC. Thank you Kathryn for finding an incredible template and inputting the current numbers.
- Improving our PAC ledger to be able to track finances in a more efficient manner and then be able to pass the ledger template on to future PAC treasurers.

Vice Principal Report - Karla Neuffer

Herring Run, Hornby School:

I contacted the principal of the Hornby school and was told that the school does not go out to view the herring run as the herring tend to be out near the boats. They decorate the Art Centre (hall in the past) and this year a group of students is working with volunteers on a dance/small play to open the festivities.

Gym Floor:

The gym floor is scheduled to be resurfaced this summer.

Red Carpet Day:

We had so much fun showing off our fancy clothes and walking (or dancing) down the Red Carpet to the beat of the Bee Gee's 'Stayin' Alive'

Massive Show and Tell:

This was a very successful event! We broke up into three groups with our buddies and

everyone had an opportunity to share and ask questions. The variety of presentations was fabulous, the listeners were respectful, attentive and asked good questions, and the experience was enjoyed by all.

Welcome to Kindergarten:

Natalie, Karla, and Olena will be hosting a Welcome to Kindergarten event in Room 1 on **Wednesday, March 4 at 3:00 p.m.** for families and their children who will be turning five by the end of this year.

Blended Learning Open House:

Olena will be hosting an open house for the Blended Learning program on **Thursday, March 5th, from 9-12.**

Andy the Musical Scientist: Andy will be performing at the school March 11 th in the afternoon.

Trivia Night:

Division 3 will be hosting the Trivia Night at the Hall on **Saturday March 14th** , doors open at 5 pm. This is a fundraiser for the Strathcona field trip supported by DICES and the parents of students in Div. 3.

Backwards Day: Friday, March 20th is Wear Your Clothes Backwards Day.

Spring Break:

Last day of school prior to spring break is Friday, March 10 th . Reports will go home this day.

First Day Back: School starts up again on Tuesday, April 7 th .

Lines for a second 4-square court:

The Work Order for painting the 4 square and hopscotch lines was put in on Sept. 17, 2025. We just have to wait until we are next in line.

DICES Executive Director's Report - Gracie MacDonald

Thanks everyone for sharing your kids with us after school!

After School programs:

Most programs will remain where they are, any changes will go out next week. If you are a parent able to volunteer your time if one of our community volunteers is sick, let me know. We would rather not cancel an after school day if we can help it! We are grateful to community

volunteers Kevin, Angus, Peter, Enrico and Del for pitching in. Because of them and a donation from two islanders, we are able to offer many of our programs for free this winter and spring.

School lunches:

We will break even on lunch and snack costs if as many people who can pay do so, for the last three months of the school year. The order form will come out before spring break. Tahiti is planning a menu with a thinner budget in mind. Think home made casseroles and pastas. DICES has some reserve funds from fundraising to cover a shortfall, should that happen. One way parents can help with our healthy meals is to help in the kitchen! Once a week or even once a month for an hour or two makes a big difference. The district food funding is targeted to help out school families with incomes in the lowest "quintile" (bottom 20 per cent.) They assume the other 80 per cent can pay for their lunch. Many thanks to Gerli and Lindsay for their help in the kitchen, we could not do it without them!

Writing project:

I have asked the kids creating the school newspaper to meet me after school, as we can't find enough time during the week. This team will also help compile the whole school anthology for the year end. The writer's festival is reserving a spot for one to three readers at the July event (They have guaranteed one, we have asked if it can be 3, in the same time slot). More info to come. Thank you to the generous donor who is funding the costs of this project!

Blackberry Lane Children's Center Report - Kathryn West

March 3, 2026

- Open Mon to Fri, 8am to 4pm, closed for Stat. Holidays.
- Total of 33 children registered in daycare programs each week.
- Operating 3 licensed care programs per day; infants & toddlers in a Multi-Age program called Little Explorers, kids 18 months to 30 months in a Multi-Age Program called Junior Adventurers, and kids 30 months to school age in a Group Childcare program called Creative Learners. We care for 13 to 24 children each day.
- Captain Goose - Caregiver & Tot program runs Fridays at 9:30am with ECE Basil.
- Before-school care available for \$5 per day.
- 5 ECE's and 2 RA's on staff
- Sad news that the Govt sponsored \$10/day program has been paused and no new Centers are being signed up. Fundraising continues!
- Denman Island Pre-School Society is actively seeking Board Members: you do not have to have a child in care to be on the Board. In fact, we'd love some community members without young children to join the cause! Volunteer on this important non-profit board and give back to the community in a very meaningful way. Email thebbboard@gmail.com for more info.