DUNSMUIR MIDDLE SCHOOL

PAC Meeting Minutes

September 22, 2026 – 6:30 pm

1. Meeting called to order: 6:26 PM
   With gratitude and respect, we acknowledge that we live, learn, and work on the traditional territories of the Coast Salish: T'Sou-ke Nation, SĆIA̓NEW (Beecher Bay) Nation, and the Nuu-chahnulth: Paaʔčiidʔatḥ(Pacheedaht) Nation. We also recognize that some of our schools are located on the traditional territories of the MÁLEXEŁ (Malahat) Nation, and the Lək̓ʷəŋən peoples of Songhees and Esquimalt Nations.

2. Introductions
   Attendees:
   Jen Nixon – Principal
   Stephanie Tomlinson – President
   Kara McFarlane – Vice President
   Candice McLeod – Communications Officer
   Allison Hyatt – SPEAC Rep
   Donna Wilner – Treasurer
   Serena Beck – Secretary
   Jan – Parent
   Courtney – Parent
   Sandra – Parent
   Lindzie – Parent
   Noor – Parent
   Erin – Parent

3. Approval of the agenda – Candice and Kara

4. Approval of minutes from the **June 2026** meeting – Candice and Kara

5. **Principal/Administration Report**
   - 32 divisions, 856 students, up by 2 divisions from last year. The grade with the most students is grade 7.
   - Weekly Wednesday newsletters (adding a PAC spot back in).
   - Parent Facebook group: Dunsmuir Middle school parents
   - Engaged parents equals engaged kids. Engagement goal and attendance across Canada.
   - Literacy goal of confident readers.
   - Numeracy and fraction work improvements from last year.

- Assessments in class to see where everyone is for reading fluency and numeracy for grades 6-7.
- **Thursday, Sept 24, 2026, 6-7 PM:** Meet the teacher Community connects night-29 organizations coming such as JDF, rugby etc and swag.
- Spirit wear and grad hoodies starting this week for ordering.-adults only for sizing. Alexis organized these. Order deadline is mid-October.
- Pizza starts this Friday. Pizza Pizza
- Parent handbook from the district website and new app as well.
- Orange shirt day is Tuesday, Sept 29th
- FSA (Foundation Skills Assessment) tests starting. Grades 4, 7, and 10
- Social media – not the place for complaints. Contact the school directly.
- Gr 8 leadership. 87 but now 32 and then Sean Pollitt health and wellness leadership and principal helper's leadership too for options. Kids applied and were interviewed before the school year started.
- 1500 people is the capacity for the gym now. It was recently increased from 750.

6. **Old Business**
   - N/A.

7. **New Business**
   - Thursday, September 24, 2026: Handing out a hello from the PAC executives. 5:30 set up with a table. Panago coupons and Night of Light tickets.
   - Hot lunch website and QR code.
   - School start (school supplies fundraiser): 248 kids and 5-7 percent profit.
     - 101 gr 6s,
     - 105 gr 7s
     - 42 gr 8s. You receive the money for the next year.
   - Winter art cards in the fall next year. Incentive for teachers to do it. Nine teachers did not participate last year.
   - **Gr 8 Grad committee:** Fundraising for reducing grad ticket pricing. Grad photos and possibly bake sales to reduce tickets. Feb-March for grad committee.
   - Stephanie said she'll volunteer to take the cap and gown photos for a fundraiser. Done through cash online.
     - Gr 8 end of year trip? Jen will check and see.
   - Mountain West photos and family portrait night and sitting free. Fundraiser for family photo shoot. Oct or Nov date if we want to do it. Night market room. We could do this too.
   - PAC donations on school cash online as a fundraiser one time fee that people can contribute. This is instead of volunteering to sell items.

8. **Committee Reports**

President

- Covered already.

Vice President

- Covered already.

Treasurer

- **Operating**: $33,986.83
- **Gaming**: $3101 budgeted money that the school did not use last year and it carries forward to this. $5418.73 that we can use this year.
- Applied for the gaming grant and listed Stephanie, Candice, and Donna (President, Communications Officer, and Treasurer) on the form. We'll receive $16,220 from the gaming grant for the next school year. We'll receive this in October 2026.
- All the bursaries were cashed from last year.
- Budget meeting Oct 27th and filling out the grants before that. Oct 9th for a deadline for teachers filling it out. These will be tracked on a spreadsheet with Kelly.

Secretary

- In September, change the bursary form to include where have you applied and for what program instead of acceptance letters.
- Review the PAC constitution and see if we have any updates.-November meeting.
- Tether ball and basketball net for funding.-we'll discuss at the budget meeting.

SPEAC

- Wed last week. New website, app and glitches working out still.
- North Langford high school building Sept 2030 and 2000 students
- District catchment review process taking place this year, starting in October. Looking at all catchments across the district in preparation of the North Langford secondary school opening and the pathways the feed middle and secondary schools in the next decade or two. You will see surveys and open house invitations coming, with the goal of new catchment areas sent out for feedback in June 2027.
- School trustee elections. Oct 13th can meet the SD62 candidates at the Belmont Theatre at 6:30 PM.

Communications, Hot Lunch, and Fundraising

- Night of Lights letter for Jen to sign. 100 tickets ordered. The school receives the full $5.00 for each ticket. Hot lunch site too. Night market too. Nov 22nd is the date but our market is Nov 26th. 50/50 at the night market too.
- 50 Panago coupons ready for this Thursday. $14.00 and if paying with tap then there is a fee.
- **Hot Lunch:** Made enough in October to cover all 3 bursaries already, $2300 profit so far. Oct-May. No Sept and no June. 380 kids signed up already.
  - If students have ADST classes before lunch, they still return to their home room for their lunch as it is delivered to their home room.
  - Vendors: Subway, Belmont Sushi, Booster Juice, and Bar Burrito.

9. Meeting Adjourned: 8:13 PM

Agenda item for our next meeting: a school dance

Next meetings at 6:30 PM:

- Tuesday, Oct 20, 2026 – Budget
- Tuesday, Oct 27, 2026 regular meeting (costume night)
- Tuesday, Nov 24, 2026 (PJ night)
- Tuesday, Jan 26, 2027
- Tuesday, Feb 23, 2027
- No meeting in March
- Tuesday, April 27, 2027 6 PM for bursaries
- Tuesday, May 25, 2027
- Tuesday, June 15, 2027

AGM

6:20-6:27 PM

Candice as Communications officer (voted in by Stephanie and Kara)

Serena as Secretary (voted in by Donna and Stephanie)

Kara as Vice President (voted in by Stephanie and Candice)

From back in June:

Stephanie as President (voted in by Kara and Allison)

Donna as Treasurer (voted in by Serena and Kara).