



École Intermédiaire
LANSDOWNE
Middle School



**PARENTS
ADVISORY**
COUNCIL

AGENDA

24 September 2024

18:00 – 19:30

North Campus Library

- Territorial Acknowledgement
- Welcome, Introductions, and check-in
- Approval of Agenda
- Approval of 22 May Minutes (see attached)

- Reports
 - Chair
 - Treasurer
 - LMPA Liaison
 - VCPAC Liaison
 - Lansdowne administration

- New business
 - Nominations for Executive Committee
 - Treasurer : Melissa Donaldson (nominated)
 - LMPA Liaison : vacant
 - VCPAC Liaison : Carlene Nex (vacant?)
 - Budget Review and approval
 - Parent Education Fund *vote
 - coordinate with Oak Bay High on Screenagers?
 - Other parent event? (online safety)

- Next meeting 15 October (South)
- Adjournment

Attendees: Rosemary McCutcheon (Treasurer), Bijan Ahmadi (Chair), Hilary Hope (Secretary), Laura Siberry (LMPA Liaison), Anne Valikoski, Sarah Hostettler, Gillian Braun (Principal), Micah Seaberg (vice-Principal : North)

6:04 call to order / acknowledge territory

Addition to the Agenda:

- New funding requests
- Beth Richardson is leaving at end of term, would like to discuss acknowledging her contributions

Agenda / minutes moved by unanimous consent.

Today is AGM, last meeting of the year. During the AGM we elect new officers for next year.
Budget approval in September.

Laura: did we receive any interest online for joining the PAC officers?

Election of Officers:

- Chair: Bijan Ahmadi voted by unanimous consent
- Treasurer: New volunteer has come forward Melissa Donaldson. Will nominate her in at September meeting
- Secretary: Hilary has stepped down. Anne Valikoski voted in by unanimous consent
- LMPA Liaison: Laura has stepped down, looking for nominations
- VCPAC Liaison: Carlene Nex is our current representative, but that role needs to attend the PAC meetings as well as VCPAC meetings.

PAC Presence at Upcoming Events

- Anne will attend Wednesday June 4th Grade 5 intro night at South as the PAC representative. Bijan will bring all of the supplies.
- Thursday June 12th is Final Concert, would like to have PAC table there. Anne can come for grade 6 concert (6-6:45) and Laura (6:45-7:30) can come for 7/8 concert.
- Gillian Braun: Grade 6 family night on June 24th. Will add a slide to their slide deck promoting PAC opportunities.
- Gillian: Wednesday Sept 17th is meet the teacher night 5:30-6:15 (South) 6-6:45 (North). PAC would like to have a table of representation there.

Chairs' report:

- Nothing further to report

Treasurer's Report:

- passed around last financial statement
- Actuals: \$9163
- Had anticipated carrying forward around \$5000
- Club & Teacher requests: Committed \$5000 but only \$3000 has been accessed so far
- Have to apply for the gaming grant before the end of June, Rosemary would love to show the new Treasurer how to do that
- Gillian: can confirm they have ordered \$9,993 worth of earthquake supplies. Will be spending the \$ allocated towards grade 8 celebration.

LPAC DRAFT MINUTES 28 MAY 2025

- Have ordered logo hats for teacher appreciation gifts
- Laura: there was a soft ask from Lego League last meeting. Are we going to communicate our response to them? Bijan: their ask was large (approx \$1000), and disproportionate to the number of people involved. Would like to remind them of fundraising opportunities (ie. Kernels)

LMPA Report:

- 2 opportunities to have PAC table and LMPA at upcoming events.
- Request clear communication between PAC and LMPA regarding fundraising so we don't overlap

VCPAC Report:

- final meeting (AGM) was postponed from April to May, then postponed again. No word since from VCPAC
- BCCPAC: nominations for by-election for secretary and 2 director positions. We are voting members of VCPAC, and VCPAC has our proxy vote

Administration Report:

Micah:

- Rainbow week was big initiative. Lots of discussions about 2LGBTQA+
- Grade 8 students Camosun College visits (hands on). Camosun has also come here for Grade 7 sessions
- May 15: Transition day and Moosehide campaign
- ProD Day had indigenous base to it.
- Boys Club Network. Looking for opportunities for boys to come together and have access to mentors. Already have a group for girls.
- Finishing off grade 8 transition meetings with high schools that we feed into.
- Competed in rugby championships. 60 kids (boys and girls) participated.
- June 4th track and field city championship
- Friday: Grade 8 survivor hosted in gym: 30 teams with several different activities and challenges

Gillian:

- CC day coming up
- End of year clean up: Library books need to come back, Chromebooks
- June 20: National Indigenous Day: many classes going on field trips that day but going forward it's important for us to all be together at the school acknowledging & celebrating that day
- Grade 8 celebration day: June 25. 250 grade 8s graduating, 30-40 staff, allowing 2 parents to attend.

Funding Requests:

- Inclusive Learning students group of 15: approx \$1500
 - \$780: Positive Connections Landa Fox does small group sessions for special needs students teaching consent, boundaries, sexual health, etc like Island Health does.
 - Voted unanimously to provide \$500
 - \$720: 2 trips to go rock climbing at UVIC Carsa centre with CanAssist staff member.
 - Voted unanimously to provide \$500
- Grade 8 Survivor: requested \$100. Voted unanimously to provide \$100
 - Represents 1/3 of the student population.
- Lauren Marcus Drama teacher: want to do Beauty & the Beast Junior Musical: requesting \$1000 to cover the cost of licensing and materials (scripts, permissions). Voted unanimously to provide \$1000.

New Business:

- Teacher appreciation Day: Gillian's suggestion is Tuesday June 17th at 9:45am. Bijan will organize
- Rifflandia has created a code to give back 15% of the ticket purchase back to Lansdowne PAC. Bijan will provide to Sandra to add to newsletter. Put out flyers at the music nights.
- Parent Education: Bijan will get the ball rolling and vote in September Meeting
- Beth Richardson leaving gift: Bijan will look at the budget for that from last year and would like to match that again for this year. Remembers it being around \$150

Next meeting September 24th (North)

Adjournment at 7:32pm



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VCPAC General Meeting
September 18, 2025 7:00 pm
at Victoria High School and on Meet

Attendees

REPS: Helen Yuen (Campus View), Cara Jackson (Cedar Hill, Lake Hill), Meghan Lawlor (Cloverdale), Melanie Styles (Colquitz, Strawberry Vale), Kelly Lahti (Frank Hobbs), Trevor Barry (Glanford), Stephie Hellard (Margaret Jenkins), James Chaney (Oak Bay), Fiona Anderson (Shoreline), Anna Warhurst (Spectrum), Jen Chicorelli (Sundance Bank), Glenn May (Victoria High), Leah Pence (Vic West),
NON-VOTING: Saloumeh Pourmalek (VCPAC chair), Deb Whitten (Superintendent), Karen Anderson, Danielle Hansen, Jasmine Phillips

Meeting Summary

The VCPAC General Meeting convened on 19 Sep, 2025 in a hybrid format. The chair opened with a land acknowledgement and reviewed the VC PAC constitution and meeting procedures, including a discussion of Robert's Rules and Indigenous meeting practices. Initial roll call and introductions were completed. Quorum was initially not met (13), discussion followed regarding seven schools that had indicated they would not send reps and the process for recording waivers of membership in writing. After additional virtual attendees were identified, quorum was achieved at 8:00. The Superintendent, Deb Whitten, provided a district update covering the extended strategic plan to 2028, a district literacy focus with school-level literacy goals, data sources used for planning, facilities and enrollment trends, and approaches to data requests and privacy. The executive outlined priorities for the year including governance and bylaw review, parent engagement initiatives, budget planning, safety plan implementation discussions, and liaison with district partners. The meeting approved formation of two subcommittees (Governance Review and Parent Engagement), discussed a proposed strategic retreat, and reviewed a working budget for 2025–2026. Motions and consensus decisions were used to approve the two subcommittees



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and working budget. The meeting concluded with reminders about upcoming parent engagement events and action items for follow-up communications.

Decisions Made

- Proceeded with meeting business after confirming quorum following additional roll call.
- Governance review subcommittee struck: chaired by Glenn May (executive), membership to include interested executive and PAC parents; subcommittee to review constitution, bylaws, code of ethics, and consider electronic/hybrid meeting provisions.
- Strategic retreat: agreed to solicit expressions of interest (letter of invitation) to determine timing and format (day-long hybrid retreat preferred by proposers); specific dates to be determined after collecting interest.
- Parent Engagement subcommittee struck: terms of reference to be developed; will work on surveys, town halls, speaker events, and parent complaint tracking support; volunteers to be solicited.
- Working budget for 2025–2026 approved by consensus as presented (gaming and general account allocations adjusted during discussion; BCCPAC AGM travel funding reduced to zero for this year and membership retained).
- Acting roles pending recruitment: Trevor Berry agreed to act as interim treasurer; Glenn May agreed to act as secretary with support from admin and meeting tools.

Topics & Highlights

- Introductions and roll call; troubleshooting of virtual attendance and video issues.
- Land acknowledgement and chair's orientation on meeting roles and decision-making responsibilities.
- Quorum discussion: Clarified quorum calculation (one third of active PACs), challenges with non-participating PACs, and action to request written waivers from PACs that decline participation.
- Superintendent update: strategic plan extension to 2028, literacy focus with school-level goals, use of available data (FSA, literacy/numeracy, belonging



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measures), staffing and facilities planning, limitations on ad-hoc data requests due to capacity and privacy concerns.

- Governance: need to review and modernize constitution/bylaws (including hybrid/electronic meeting language and voting practices); agreed to form a review subcommittee.
- Decision-making guidance: draft decision matrix presented clarifying which items executive can act on versus those requiring general membership approval (e.g., bylaws changes, formal district-wide positions, budget approvals require full membership).
- Parent engagement: plans for monthly socials, parent sessions, surveys, poster distribution for upcoming Lansdowne Library event, and childcare/food considerations to improve participation.
- Budget review: reviewed gaming and general account balances and proposed allocations (including admin support, meeting/printing costs, parent engagement/seminars, child care reimbursement, banking fees, meeting software). Consensus to reallocate some BCCPAC travel funds to local engagement and supports.
- BCCPAC membership: noted provincial DPAC concerns and recent instability at BCCPAC; agreed to maintain membership fee but not send delegates to AGM this year pending further review.
- Recruitment and capacity: three executive members had resigned earlier in the summer; executive urged outreach to recruit PAC representatives and executive volunteers; admin (Karen) to follow up with PACs and collect written waivers where applicable.

Next Steps

- Karen (admin) to email PACs to request written waivers from those declining membership participation so quorum calculations can be adjusted.
- Karen to circulate a letter of invitation / expression of interest for the proposed strategic retreat; collect availability and preferences (in-person, hybrid, weekend vs weekday) to finalize dates.
- Governance review subcommittee (chair: Glenn May) to recruit 2–3 PAC members, review constitution/bylaws/code of ethics, and bring recommended amendments to the membership for approval.



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- Parent Engagement subcommittee to be formed (volunteers to respond to Karen's outreach); begin drafting a parent survey, plan town-hall style events, and coordinate poster distribution for upcoming Lansdowne Library event.
- Trevor Barry to act as interim treasurer; follow-up to confirm treasurer role and any handover from resigned treasurer.
- Karen to update access to shared Google Workspace drive and circulate governance/decision documents and working budget to all PAC reps.
- Executive to follow up with Superintendent (Deb) on specific data requests and clarification on district-provided analyses and timeline for items like trustee boundary updates and safety plan implementation.
- Circulate approved working budget and clarify eligible uses of gaming vs general funds (confirm gaming rules for allowable expenses like meeting room rentals, presenter fees, and clarify food eligibility).
- Plan recruitment outreach to underrepresented PACs and attendance tracking for future meetings; promote hybrid meeting access and child-minding/childcare options for events to increase participation.

VCPAC 2025/2026 Budget - Gaming Account

Category	Description	2024/25	2025/26	Note
Income/Assets	Gaming Account balance	2708.75	2708.75	
Expenses	BCCPAC Registration	0	200	
Expenses	VCPAC meeting costs	0	1000	food costs covered?
Expenses	Office supplies and misc	0	1000	
Expenses	BCCPAC AGM and annual conference travel costs	0	0	
Expenses	Travel cost reimbursement for general meetings	0	500	
	Total Expenses		2700	
	Total Surplus		8.75	

VCPAC 2025/2026 Budget - General Account

Category	Description	2024/25	2025/26	Notes
Income/Assets	General Account balance	27991.68	30985.25	
Income/Assets	SD61 core DPAC funding	9728.48	9700	
Expenses	Secretariat Support	4000	5000	
Expenses	Digital software	1200	500	
Expenses	BCCPAC AGM and annual conference	4500	0	Decided not to carry
Expenses	VCPAC recognition and honorariums	0	500	
Expenses	PAC development fund	500	500	
Expenses	Seminars and Workshops	500	15000	add pizza and childcare for the events
Expenses	Childcare reimbursement/childminding	0	5000	VCPAC General and Executive meetings
Expenses	Banking Fees	0	500	
Expenses	Travel cost reimbursement for general meetings	0	1000	
Expenses	VCPAC meeting costs	300	1000	
Expenses	Office supplies and misc	300	1000	
	Total Expenses		30000	
	Total Surplus		10685.25	

