



École Intermédiaire
LANSDOWNE
Middle School



**PARENTS
ADVISORY**
COUNCIL

AGENDA

15 October 2025

18:00 – 19:30

South Campus Library

- Territorial Acknowledgement
- Welcome, Introductions, and check-in
- Approval of Agenda
- Approval of 22 May and 24 Sept Minutes (see attached)

- Reports
 - Chair
 - Treasurer
 - LMPA Liaison (vacant)
 - VCPAC Liaison (vacant)
 - Lansdowne administration

- New business
 - Nominations for Executive (LMPA Liaison, VCPAC Liaison)
 - Budget Review and approval
 - Faculty funding requests (see attached)
 - Eco Ed : Community Field Trips (\$4000)
 - Library : Authors and Illustrators (\$4000)
 - Drama Dep't: Spring Musical Production (\$1000)
 - Intermural Sports : Team Uniforms (\$1000)
 - School admin : Outdoor equipment (\$300)
 - C. Dorian Gr. 8 class : Stage Lights (\$200)
 - Foods Room : six kettles (\$120)
 - Baking Club : supplies (\$400)
 - Craft Club : supplies (\$200)

- Next meeting 26 November (North)
- 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

LPAC DRAFT MINUTES 24 SEPT 2025

Attendees: Bijan Ahmadi (Chair), Melissa Donaldson-Blanchette (Treasurer), Satnam Sidhu, Micha Seaberg (admin), Gillian Braun (admin)

Call to order: 6:00 p.m. with acknowledgement and introductions

Agenda approved : minutes deferred until next month

Reports

- Chair
 - overview of PAC processes and guidelines from previous years.
 - Budget planning next month (once Treasurer is voted in)
- Treasurer, LMPA liaison and VCPAC liaison (vacant)
- Admin
 - Created teams last week – take flight initiative
 - Classes okayed by Minister in the first week
 - School-wide assembly (with paper airplane challenge and video celebration)
 - Modeling for the future / place-based learning
 - Fire drill
 - Meet the Teachers (Sept 17)
 - Band Clinics have started (grade 6)
 - Professional Development day
 - Drumming
 - Map of Indigenous Canada available to students
 - Lahal tournament
 - Upcoming
 - Photo day retakes
 - earthquake drill, 16 Oct
 - Terry Fox run
 - Hot lunches start in October
 - Orange Shirt Day and National day for Truth and Reconciliation
 - FSAs will run (grade 7) from 1 Oct – 8 Nov
 - Drop Everything and Read
 - PT conferences (22-23 Oct)
 - Sports
 - Touch rugby
 - Ultimate frisbee
 - Cross-country
 - Basketball
 - 9 clubs already (9 or so more to come)
 - Gym open before school and during lunch recess

New business:

- PAC Treasurer: Melissa Donaldson (acclaimed)

Parent Education Fund

- Support Oak Bay High showing “Screenagers”
- Bijan will apply for funding once it opens

Next meeting: 15 October (South)

Meeting adjourned 7:00 p.m.

PAC Budget Request Form

Parent Advisory Council and District Parent Advisory Council (PAC and DPAC) grants are intended to benefit K-12 students in British Columbia through the enhancement of extracurricular opportunities and community involvement. Please give these to Gillian Braun to collate them for the PAC meeting.

Name: Lorraine Powell. / Eco Ed
Exploratory

Date: August 2025

Item Requested: funds for community field trips

and special visitors. This includes a \$30
gift for all visitors that volunteer their
time for the class presentation eg: Sierra Club.

total cost ~~\$2000.00~~ \$4000.00 3 teams X 4 terms.

\$333.00 each → 12 different classes
Reason for Request (How will this purchase benefit our students?): All students

will come through the Eco Ed Exploratory at
some point this year. The goal is education
of sustainable practices (depending on which
season we are in) and connections w/ different
careers.

Date Reviewed: _____

PAC president signature on behalf of attending PAC members: _____

☐ Request approved ☐ Request declined

*BC Invasive
Species



*Saanic Parks

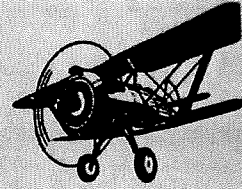
*Victoria compost

*Hartland dump

*Bowker Creek Ass.

*Surfrider

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Name: Lorraine Powell.

Date: September 2025 4 different

Item Requested: For - Library - \$ 4000.00. visitors

We are focusing on reading for pleasure
this year in the Library - I would like
to bring in some authors and illustrators
to talk to the school community.

Reason for Request (How will this purchase benefit our students?):

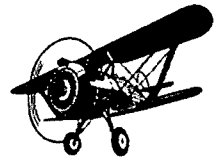
to connect with our careers
curriculum and support a love for
reading and illustrating.

Date Reviewed: _____

PAC president signature on behalf of attending PAC members: _____

☐ Request approved ☐ Request declined

PAC Budget Request Form



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Name: Lauren Marcus

Date: September 15, 2025

Item requested: I am writing on behalf of The Lansdowne Middle School Drama Department to request your support and funding for this Spring's production (scheduled for the week of March 9th) of *Disney's Beauty and the Beast JR.*, a dynamic musical that promises to enrich not only our theatre students, but the entire school community.

We are seeking \$1000 to cover the production costs. This includes: costumes (materials, rentals, thrifted items); props; set materials (cardboard, wood, paint, nails, etc.); microphones (renting or buying a set for the school); lighting (we would like to partner with the English department and buy a set of moveable lights for the school); advertising and printing.

We are also looking for volunteers to help with set building, costumes, and any special skills you may have.

Reason for request (How will this purchase benefit our students?):

Participation in drama productions like *Disney's Beauty and the Beast* provides numerous benefits:

- **Enhanced Creativity & Expression:** Students gain a platform for creative expression and performance.
- **Development of Soft Skills:** Through acting and backstage responsibilities, students develop essential teamwork, communication, and problem-solving skills.
- **Historical & Cultural Context:** The production provides a fun and engaging way for students to connect with historical narratives and cultural discussions.
- **Community Engagement:** The event fosters community spirit by bringing together students, parents, and local community members.
- **Holistic Growth:** The arts inspire, ennoble, and empower students, fostering empathy and a lifelong appreciation for creative pursuits.

We believe that this production will have a lasting positive impact on our students, enhancing their educational experience, strengthening our community bonds and helping to grow our burgeoning Lansdowne Drama Department. We are hoping to make the musical a yearly event and will be using this equipment and materials for years to come.

Thank you for considering our request.

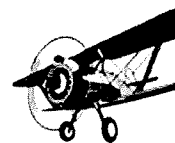
Date reviewed:

PAC president signature on behalf of attending PAC members:

☐ Request approved

☐ Request declined

Order date: _____



PAC Budget Request Form

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Name: Gillian Braun / Todd Schroeder

Date: Sept. 15/25

Requested Item and cost

Continuation of turning over
our outdated uniforms.
Looking for \$1000 for another
set of 25-30. This is to have consistency

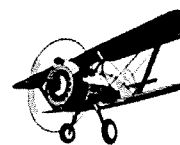
Reason for Request (How will this purchase benefit our students?):

We have many sets from the
1990's and need to update.
Approx. 300 students participate
every year

Date Reviewed: _____

PAC president signature on behalf of attending PAC members: _____

☐ Request approved ☐ Request declined



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Name: Gillian Braun / Suzanne Weckend / Michael Seaberg

Date: Sept. 20/25

Requested Item and cost

\$300 for outdoor balls / equip.
for ALL students to use
@ break times @ both
North and South

Reason for Request (How will this purchase benefit our students?): _____

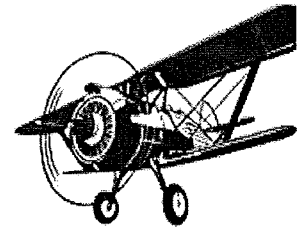
Busy Kids = active Kids =
HAPPY KIDS !!

Date Reviewed: _____

PAC president signature on behalf of attending PAC members: _____

☐ Request approved ☐ Request declined

PAC Budget Request Form



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Name: Charlotte Dorion

Date: 12th September 2025

Item Requested: Stage lights (approx \$200)

Reason for Request (How will this purchase benefit our students?): for

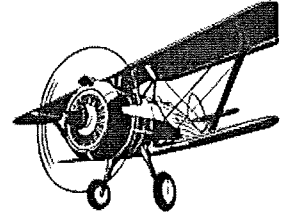
Shakespeare production that I do
every June with my grade 8 students
- I will also share with Drama department

Date Reviewed: _____

PAC president signature on behalf of attending PAC members: _____

☐ Request approved ☐ Request declined

PAC Budget Request Form



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Name: Kim Protheroe

Date: Sept 11, 2025

Item Requested: 6 new ^{stove top} Kettles (approx \$20 each)
= \$120

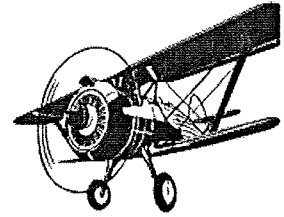
Reason for Request (How will this purchase benefit our students?): I encourage
all students to eat together in the Foods room
and this usually includes tea. Our current
kettles are very old and need replacing.

I find when they are having tea together, they
also enjoy a lot of positive peer connection.
Date Reviewed: _____ All students come to
Foods for 7-9 weeks
a year.

PAC president signature on behalf of attending PAC members: _____

☐ Request approved ☐ Request declined

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Name: Kim Protheroe

Date: Sept 11, 2025

Item Requested: Baking Club supplies (flour, sugar, baking soda, baking powder, chocolate chips etc.) 3 - 6 week sessions (18 kids per session)
\$125 - ¹⁵⁰ a session = \$400

Reason for Request (How will this purchase benefit our students?): Give grade 8 students another positive place to be during lunch/advisory 1 time a week for 6 weeks. Here they can practice skills and connect with friends in a different way.

Date Reviewed: _____

PAC president signature on behalf of attending PAC members: _____

☐ Request approved ☐ Request declined

PAC Budget Request Form



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Name: Michelle Couture

Date: Oct 21 2026

Item Requested: funds to cover the cost of some

craft club supplies (POSCA paint

pens ~40\$), beads + clasps for beading

bracelets + necklaces (~25\$), glue for

glue guns (~10\$), embroidery thread (~15\$)

and other small crafting items / supplies (e.g. clay)

Reason for Request (How will this purchase benefit our students?):

I have started a Crafter's club w/

currently 16 members who would like to

do a range of crafts during our

weekly craft club sessions - Michelle Couture

Date Reviewed: _____

PAC president signature on behalf of attending PAC members: _____

☐ Request approved ☐ Request declined

(If funds can be allocated to The Craft Club + given to Wendy Zhao, I can use my school credit card for purchases)