



École Intermédiaire
LANSDOWNE
Middle School



**PARENTS
ADVISORY**
COUNCIL

AGENDA

26 November 2025

18:00 – 19:30

South Campus Library

- Territorial Acknowledgement
- Welcome, Introductions, and check-in
- Approval of Agenda
- Approval of 22 May and 15 Oct Minutes (see attached)

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

- New business
 - Nominations for Executive (LMPA Liaison, VCPAC Liaison)
 - Donation update : Rifflandia
 - Parent Education event (Screenagers) : Funding request (\$332)
 - Budget Review and approval of standing items:
 - Classroom sports bags (\$2000) from Gaming
 - Earthquake supplies (\$1000) from Gaming
 - Grade 8 Celebration (\$500) from Donations
 - LMS Teacher Volunteer Appreciation (\$500) from Donations
 - LMS staff appreciation event (\$350) from Donations
 - Faculty funding requests (see attached)
 - FIRST LEGO League (\$500)
 - Christina Wilson : class project (sugar cookies) (\$55)
 - Christina Wilson : class project (macrame) (\$226)

- Next meeting 28 January (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

LPAC DRAFT MINUTES 15 OCTOBER 2025

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

Call to order: 6:05 p.m. with acknowledgement and introductions

Agenda approved : September minutes approved, May minutes deferred until next month

Reports

- Chair
 - Oak Bay High (w/ Monterey and Lansdowne) Parent Event : Screenagers
 - Funding confirmation
 - VCPAC request to withdraw membership
- Treasurer
 - Presented current financial statement \$15,340 from gaming plus \$3500 in donations
 - Considered standing line items and regular funding requests
 - Treasurer will work with Chair to establish budget for next meeting
- LMPA liaison and VCPAC liaison (vacant)
- Admin
 - Gill provided an update from the school which was interesting enough for me to forget to keep notes; however, included in update were:
 - Photo day retakes
 - earthquake drill, 16 Oct
 - Terry Fox run
 - Hot lunches (and how they fund student activities)
 - 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)
 - Wendy Zhao (accounts clerk) has left the school

Funding Requests:

- Eco Ed : Community Field Trips (\$4000) : will explore other funding
- Library : Authors and Illustrators (\$4000) : will explore other funding
- Drama Dep't: Spring Musical Production (\$1000) : will explore other funding
- Intermural Sports : Team Uniforms (\$1000) * **funded**
- School admin : Outdoor equipment (\$300) * **funded**
- C. Dorian Gr. 8 class : Stage Lights (\$200) * **funded**
- Foods Room : six kettles (\$120) : will explore other funding
- Baking Club : supplies (\$400) * **funded**
- Craft Club : supplies (\$200) * **funded**
- GSA : supplies (\$209.92) * funded * **funded**

Meeting Adjourned (7:15 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: FIRST LEGO League

Date: Oct 27, 2025

Requested Item and cost

support for the *FIRST* LEGO League team

\$500

to help with the annual team registration (\$400), annual Challenge kit (\$200), and tournament participation (\$225)

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

***FIRST* LEGO League teams learn teamwork, science, robotics, research, communication, and coding while participating in a world-wide program. They prepare for local, regional or even international competitions, travel to these events and meet other science and technology enthusiasts. *FIRST* LEGO League is very life-like – the kids work and make decisions together, they do research, they produce something, they have a deadline, they explain their product. *FIRST* program participants are much more likely to choose a career in science or technology than other kids.**

The Lansdowne team starts off in September and meets until mid-May.

Date Reviewed:

PAC president signature on behalf of attending PAC members:

☐ Request approved ☐ Request declined

Winter sugar cookies.



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: Christina Wilson.

Date: Oct 29, 2025

Item Requested: ingredients for Winter Sugar Cookies.

$\$6 \times 4$	$\$3.50 + \4.00	$\$4$	
butter,	sugar (granulated + icing),	eggs (12),	
$\$5$	(@ home)	$\approx \$7.00$	24.00
flour,	food colouring,	sprinkles	7.50
			4.00
			5.00
			7.00
REQUEST $\approx \$55.00$			$47.50 + \text{tax?}$

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

My students will be making cookie dough, baking +
decorating sugar cookies before Winter Break (Dec 15th)

This will help them to work in groups, learn to
bake and decorate.

Date Reviewed: _____

PAC president signature on behalf of attending PAC members: _____

☐ Request approved ☐ Request declined

Macrame plant holder
219 yds = 657 ft.
80 ft x 22 students
= 1760 ft
x 3 = 1971 ft.



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: Christina Wilson

Date: Oct 31, 2025

Item Requested: Macrame cord, wooden rings, small planter pots.

Macrame cord: 3 x \$47.50 = \$141.50

Wooden rings: \$15.00

(with bottoms)
planter pots: 3 x \$15 = \$45.00

Total \$226.50 (includes tax)

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

Students will be learning knot-making skills,
designing w/ cordage, keeping a plant (they
are starting to root a few plants - learning how to
propagate plants. I am thinking it is a nice
winter gift. 😊

Date Reviewed: _____

PAC president signature on behalf of attending PAC members: _____

☐ Request approved ☐ Request declined



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VCPAC General Meeting
October 16, 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), Roy Hernes (Frank Hobbs), Kendall Salahub (George Jay), Trevor Barry (Glanford), Stephie Hellard (Margaret Jenkins), Kerry-Lynn Weatherhead (Northridge), Tyler Eames (Quadra), Hannah Smaadahl (Reynolds), Fiona Anderson (Shoreline), Jenna Shouldice (South Park), Anna Warhurst (Spectrum), Jen, Glenn May (Victoria High), Leah Pence (Vic West),

NON-VOTING: Saloumeh Pourmalek (VCPAC chair), Karen Anderson

Meeting Summary

The October VCPAC General Meeting focused on several key issues, including the responsibility to ensure children's success in education, involvement of parents in the District's policy revision activities, and the upcoming budget allocation process which will likely see a cut to programs and resources due to a budget shortfall.

Attendance and quorum challenges were discussed, with updates on school representatives and the need for improved parent engagement strategies to address socio-economic, cultural, and language barriers. Two schools did not have representatives to send to VCPAC, a few others are still actively looking for a representative.

The meeting addressed the formation of committees, including the District's Climate Action Committee, Equity Committee, and the VCPAC governance committee. VCPAC members were encouraged to participate in the District's decision making process and engage with review/modernization of VCPAC Constitution and Bylaws.

Concerns were raised about low parent engagement in PAC/VCPAC, particularly at the middle school level, and the need to have parents and students engaged in upcoming board activities. Discussions highlighted the challenges of diverse meeting formats and the need for better communication to ensure parent involvement in advocacy efforts. Strategies were discussed amongst participants to address these concerns and improve overall engagement.

Decisions Made

- The agenda was accepted with an amendment to add Strategies around increasing parent participation for PACs/VCPAC
- The September minutes were accepted as presented
- Tyler Eames joined the VCPAC Executive as a Member-at-Large

Topics & Highlights

1. Meeting Introduction and Acknowledgements

- **Fact** | The meeting was identified as general meeting number two.

2. Introductions and Land Acknowledgement

- **Fact** | The meeting included a land acknowledgement as part of the introductions.
- **Task** | Saloumeh to verify school representatives during introductions.

3. Meeting Attendance and Quorum Issues

- **Concern** | There were issues with quorum in the previous meeting, affecting the ability to proceed with the agenda until an additional member joined 30min into the meeting representing two additional PACs. Letter was sent out to schools to waive membership if they cannot send a representative so the quorum numbers are not artificially high.
- **Task** | Glenn to establish the committee for reviewing the constitution to address quorum and voting issues in future meetings and ensure consistency with other DPACs.
- **Fact** | Two schools have signed the waiver, four are actively looking for representatives, and one is not comfortable signing the waiver but is looking for a rep.
- **Next steps** | Karen to provide an update on the number of schools that have responded regarding their representatives.

4. Meeting Structure and Agenda

- **Next steps** | Participants to suggest agenda items for discussion ahead or during the meetings.
- **Fact** | Current VCPAC quorum is 14 reps.

5. Parent Engagement Challenges

- **Concern** | Low parent engagement due to socio-economic challenges and language barriers.
- **Next steps** | Saloumeh to propose a strategy for improving parent engagement through collaboration with more established PACs/DPACs.

6. Executive Participation and Nominations

- **Fact** | There are four vacancies on the executive committee that need to be filled.
- **Next steps** | Participants are encouraged to consider joining the executive committee and to express their interest.
- **Decision** | Tyler has volunteered to join the executive committee, and no opposition was heard during the discussion.

7. Policy Impact and Feedback on Budget Proposal

- **Next steps** | Saloumeh to share policies and budget consultation/timetable with VCPAC members for feedback to present to the district.
- **Fact** | The district is expected to announce budget details on March 9th, with provincial funding announced on March 13th.
- **Concern** | Historical underfunding may lead to cuts in essential programs like music and counseling due to budget shortfalls.

- **Concern** | Concerns raised about the impact of potential policy deletions and replacements if parents and students are not consulted in a meaningful and timely way.

8. Climate Action Committee & Equity Committee Discussion

- **Concern** | The subcommittee lacks advisory power and does not see itself in a capacity to influence decisions.
- **Next steps** | Saloumeh encourages anyone interested to step up for participation in the climate action committee.
- **Fact** | The climate action committee meetings are planned to occur once a month.
- **Next steps** | The equity committee's first meeting is scheduled for next Monday at 4:00 PM.

9. Governance Committee Formation

- **Next steps** | Saloumeh to prepare a slideshow to present VCPAC and encourage PAC participation in Townhall events.
- **Next steps** | PAC chairs to submit names of members for Google Drive access to facilitate document sharing.

10. Document Sharing and Access

- **Fact** | All documents in the VCPAC drive are accessible to PAC reps and PAC members. It will ideally serve as the location for everyone to work at their own pace from the same and on the same documents.
- **Next steps** | Karen to share information on Google Workspace access with all PAC members and PAC reps for a second time.
- **Next steps** | PAC chairs to submit names of members for Google Drive access to facilitate document sharing.

11. QR Code Usage and Issues

- **Next steps** | Saloumeh to cancel the current QR code subscription and seek reversal of fees / otherwise submit receipt for reimbursement.
- **Concern** | Saloumeh expressed regret over not using Canva for QR code creation, leading to potential advertising issues.
- **Fact** | Saloumeh reported 120 clicks on the QR code since it went live, and cannot change the poster now due to wide distribution.

12. Parent Engagement Strategies

- **Concern** | | Low parent participation in PACs despite a large student population, highlighting barriers such as language and income.
- **Fact** | The VCPAC Townhall is set for next week. It has been advertised on Facebook and sent out to schools. It will also be shared through local media.
- **Task** | PAC Reps encouraged to share information about the VCPAC Townhall scheduled for Oct 23, 2025 with their school community
- **Task** | Saloumeh to engage with educational facilities (UBC, SFU, Camosun) for survey design and analysis planning.

13. Parent Communication Strategies

- **Fact** | Spectrum has 1,200 students and eight active PAC members.
- **Fact** | Vic West has 340 students with 10 to 15 parents attending monthly PAC meetings.
- **Fact** | Frank-Hobbs has successfully engaged with 100+ parents using WhatsApp.

- **Next steps** | Explore ways to increase parent engagement and awareness of PAC's role and advocacy.
- **Next steps** | Saloumeh to speak about an advocacy program at the PAC level to address student concerns and improve communication.

14. Engagement Strategies for New Members

- **Fact** | Kerry-Lynn shared that they provided free tickets to a fun fair for incoming kindergarten parents to encourage community involvement.
- **Next steps** | All suggested reaching out to parents early to improve engagement and attendance at meetings.

15. Challenges in Parent Engagement

- **Concern** | Participants are restarting advocacy efforts from scratch due to lack of continuity in processes and documentation.
- **Concern** | Parents feel excluded from discussions and decision-making processes, impacting their engagement.
- **Concern** | High school parents are less involved as their children grow older, affecting participation in school events.

16. Hybrid Meeting Participation Challenges

- **Concern** | Participants expressed concerns about feeling disconnected in hybrid meetings, impacting engagement.
- **Concern** | Barriers to participation were highlighted, such as parents needing to be near their children and logistical issues with travel.

17. Feedback on PAC Engagement

- **Concern** | There is a perceived lack of engagement and representation at the middle school level, indicating a gap in support.
- **Fact** | Cara Jackson shared her experience attending PAC meetings at Cedar Hill and Lake Hill, highlighting low attendance at Cedar Hill.



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VCPAC General Meeting

November 29, 2025 7:00pm
at Victoria High School and on Google Meet

ATTENDEES

PAC REPS: Helen Yuen (Arbutus, Campus View), Kirsten Webster (Braefoot), Cara Jackson (Cedar Hill, Lake Hill), Meghan Lawlor (Cloverdale), Mark Weston (Esquimalt), Roy Hernes (Frank Hobbes), Kendall Salahub (George Jay), Trevor Barry (Glanford), Madilyn Klyne (Macaulay), Katie Waterhouse (Marigold), Kerry-Lynn Weatherhead (Northridge), Tyler Eames (Quadra), Hannah Smaadahl (Reynolds), Fiona Anderson (Shoreline), Jen Chicorelli (Sundance Bank), Lisa Gelling (Tillicum)

NON-VOTING: Saloumeh Pourmalek (VCPAC Chair), Sadie Greco, Karen Anderson

MINUTES

1) Call to Order

The meeting started at 7:00pm and was chaired by Saloumeh Pourmalek.

2) Land Acknowledgements

The meeting included a land acknowledgement as part of the introductions and there was discussion on ways to include a representative from the Songhees PAC in VCPAC. Other DPACs have done this with an executive role. Governance committee to look at possible ways to include Songhees Nation PAC in VCPAC.

3) Roll Call

Quorum was met with 18 PAC representatives present. The current quorum is 14.

4) Welcome & Introductions

5) Call for additional items

It was requested that we discuss ways to fundraise for a new school playground.



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6) Approval of Agenda

MOTION: That the November 20, 2025 agenda be approved with the addition of discussion on playground fundraising.

Approved.

7) Review of Previous Meeting Minutes

MOTION: That the October minutes be approved with the addition of discussion on playground fundraising.

Approved.

8) Reports from Executive, Members and Committees

I. Chair Update -

- Parent Engagement Committee organized November 27th event on Inclusive Education
- Sent out invitations for Education Satisfaction Survey Advisory Committee
- Attended SD61 Board, Partner's & Subcommittee meetings (FRIM, Equity, Climate)
- Trustee electoral boundary updates (legislative changes to come in December)
- Budget discussions and decisions (2026-2027 Budget Development Process)
- Policy revisions and changes (Policy 5131: Student, Staff, and Volunteer Safety)

- II. PAC representatives shared that they're starting to see or planning to see their school police liaison officers. Many schools had successful events in October - for some the first event in years.

Northridge PAC shared that they are participating in the **CRD Ready, Step, Roll** program. Another school shared that they have already participated in that program and it was really helpful to map safe routes to school and provide suggestions for the school or the PAC to do to improve safe routes to school.

- III. There was discussion on how to start the process of planning for and **fundraising for new playground equipment**. Several schools have either completed the process or looked into it and decided not to proceed due to cost or difficulty getting started. Any



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work needs to be done through Facilities, and getting a quote from them is the first step. Some PACs have had success with grants for funding.

- IV. There was a call for nominations for vacant VCPAC positions. The Treasurer position remains vacant.

MOTION: That Kendall Salahub from George Jay be elected to the vacant VCPAC Secretary position.

Approved.

MOTION: That Kirsten Webster from Braefoot be elected to the vacant VCPAC Executive Director position.

Approved.

9) New Business

- I. There was discussion on the upcoming November 27th parent engagement event on Inclusive Education and the participation of GVTA as a speaker. General sentiment was that parents want to have access to as much information about their child's education as possible, even if they may sometimes disagree with GVTA views on specific issues. It was noted that VCPAC shouldn't put out a joint statement with GVTA as the two organizations have very different mandates, but views could align on certain issues. PAC representatives were generally supportive of the current speakers for the November event.
- II. There was discussion on the **selection of speakers** for future events. Speakers will continue to be selected by the Parent Engagement Subcommittee, and interested PACs can reach out to the Chair for information on speakers ahead of time if they want to provide more input.
- III. There was discussion on the \$3,000 **Parent Education Fund** for the 2025-26 school year that the GVSD will pay directly to VCPAC. This is a fund that previously was paid to VCPAC, but more recently was paid to PACs. Several schools reported accessing this fund before and that they would like schools to continue to be able to access it. Previously, PACs would apply for up to \$250 from VCPAC to run parent education events. No decision was made on how to prioritize applications as not every school will be able to receive \$250, but PACs expressed interest in sharing events with other schools of the same age groups.



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- IV. Discussion on **food programs at schools** will be had at a later meeting.
- V. Resource shared from British Columbia School Trustees Association (BCSTA) on [how parents can exert influence politically](#).

10) Old Business

- I. The **Governance Review subcommittee** has not yet met and is still seeking members. Parents do not have to be their PAC representative to sit on this subcommittee, and PACs are encouraged to share this with parents at their school. This committee will review and recommend updates to VCPAC Constitution, Bylaws and Policy.
- II. There was discussion on a **Strategic Retreat** for parent volunteers to meet and discuss governance policies, decision making, communication, parent engagement, advocacy and representation. PAC representatives were appreciative of the work and intent, but many did not have the capacity to take anything more on right now.
- III. The **Parent Engagement Subcommittee** is also still looking for more members. Parents do not have to be their PAC representative to sit on this subcommittee, and PACs are encouraged to share this with parents at their school. This committee plans parent engagement events and hopes to begin work on a survey to get a better understanding of what parents in our district want to prioritize and advocate for.

11) Announcements

- I. The next meeting is scheduled for Thursday, December 11, 2025.

The meeting was adjourned at 9:05pm.