

# École Intermédiaire Lansdowne Middle School PAC

## General Meeting Minutes — DRAFT

**Date:** Tuesday, September 29, 2026

**Time:** 6:00 PM – 7:30 PM

**Location:** North Campus Library & Online (Hybrid via Google Meet)

**Meeting Chair:** Saloumeh Pourmalek

**Secretary:** Vacant (notes by MD)

### 1. Call to Order, Welcome & Approvals

- **Call to Order:** The meeting was called to order at 6:10 PM.
- **Introductions, Hopes, Intentions and Strategic Direction:** Attendees held an open dialogue regarding hopes and focal points for the school year:
  - Expanding engagement, connection, and inclusion across both campuses.
  - Creating meaningful dialogue and partnership between families and the school.
  - Building shared vocabulary, community presence, and creative/artistic ways for families to participate.
  - Influencing school policies and culture while modelling active community engagement.
  - Welcoming ideas, approaches, and educational opportunities learned from other communities.
- **Meeting Length & Format Feedback:**
  - Parents in attendance noted that a 2-hour duration is too long for family schedules.
  - Strong preference was expressed for keeping a distinct separation between formal PAC business/administration and parent learning/discussion topics to ensure focused, efficient use of time.
  - Emphasis was placed on maintaining predictable start and end times to encourage broader and sustained attendance.
- **Parent Learning Series Structure:** Saloumeh noted that any PAC member or interested parent is welcome to step forward and organize any parent education night or topical discussion they wish to pursue.
- **Agenda:** Approved as circulated.
- **Previous Minutes:** Draft minutes from the AGM held on May 27, 2026, were reviewed and approved.

### 2. Executive Structure & PAC Governance

- **Executive Roles & Vacancies:**
  - Saloumeh Pourmalek confirmed as PAC Chair.
  - Melissa Donaldson confirmed continuing as Treasurer.

- Ann Valikoski gave notice that she is unable to fulfil the role of Secretary for the 2026–27 school year.
- The PAC has an urgent need for more parents to step into executive and coordinator roles (e.g., Secretary, Vice-Chair, VCPAC Representative, and event leads) to distribute the workload and support council operations.
- **Meeting Governance:** General agreement to keep meetings running smoothly and practically using a simplified, accessible parliamentary procedure ("Robert's Rules-ish").
- **Banking Signing Authority:** Saloumeh Pourmalek will be added as an authorized signing officer on the PAC bank accounts.
- **School Website & Communications:** A formal request was made for school administration to update the school website with current meeting dates, agendas, and associated attachments/handouts.

### 3. Traffic & Bus Safety

- **BC Transit (BCT) Engagement:** An initial meeting with BC Transit has already occurred this school year between school admin and BCT, regarding transit routing and campus safety.
- **Ongoing Advocacy:** Traffic flow and bus safety around both campuses remain high priorities and will continue as an active PAC agenda item and municipal advocacy issue.

### 4. Financial Report & Fundraising

- **Treasurer's Report:** The Treasurer presented an update on current balances and accounts. Provisional budget below:

| Budget Allocated                       |                                     | Gaming account   | General account | Total Budget     |
|----------------------------------------|-------------------------------------|------------------|-----------------|------------------|
| <b>Forecasted Revenues</b>             |                                     |                  |                 |                  |
| 770                                    | Gaming grant                        | \$ 15,400        |                 | \$ 15,400        |
|                                        | Donations                           |                  | \$ 3,000        | \$ 3,000         |
|                                        | PST refund (2024-)                  |                  |                 | \$ -             |
|                                        | Reimbursement of BCCPAC annual dues |                  |                 | \$ -             |
| <b>Total revenues</b>                  |                                     | <b>\$ 15,400</b> | <b>\$ 3,000</b> | <b>\$ 18,400</b> |
| <b>Forecasted Expenses</b>             |                                     |                  |                 |                  |
|                                        | Funding requests                    |                  |                 |                  |
|                                        | field trips (15 per student)        | \$ 11,550        |                 | \$ 11,550        |
|                                        | club 1                              |                  |                 | \$ -             |
|                                        | club 2                              |                  |                 | \$ -             |
|                                        | club 3                              |                  |                 | \$ -             |
|                                        | club 4                              |                  |                 | \$ -             |
|                                        | club 5                              |                  |                 | \$ -             |
|                                        | club 6                              |                  |                 | \$ -             |
|                                        | club 7                              |                  |                 | \$ -             |
|                                        | club 8                              |                  |                 | \$ -             |
| <b>Total forecast funding expenses</b> |                                     | <b>\$ 11,550</b> | <b>\$ -</b>     | <b>\$ 11,550</b> |
|                                        | Other expenses                      |                  |                 |                  |
|                                        | Bank charges                        |                  | \$ 50           | \$ 50            |
|                                        | Events (Screenagers/etc)            |                  | \$ 1,000        | \$ 1,000         |
|                                        | Donation                            |                  | \$ 100          | \$ 100           |
|                                        | BCCPAC membership dues              |                  | \$ 75           | \$ 75            |
|                                        | Staff appreciation                  |                  | \$ 850          | \$ 850           |
|                                        | Grade 8 Celebration                 |                  | \$ 500          | \$ 500           |
|                                        | Other from prior yr                 | \$ 850           | \$ -            | \$ 850           |
| <b>Total forecast other expenses</b>   |                                     | <b>\$ 850</b>    | <b>\$ 2,575</b> | <b>\$ 2,575</b>  |
| <b>Total forecast expenses</b>         |                                     | <b>\$ 12,400</b> | <b>\$ 2,575</b> | <b>\$ 14,125</b> |

- **Provincial Gaming Grant:** Funds have been deposited in the amount of **\$15,400** (\$15.00 per student based on an enrolment of 770 students).
- **Available for Teacher / Club Requests:** Based on projected income and available bank balance (~\$6,444), approximately **\$10,719.71** is unallocated and available to support teacher funding requests, club allocations, and school priorities at the October meeting.
- **Fundraising Strategy:**
  - Discussion on school-wide fundraising mechanisms, revenue sources, and food programs (such as hot lunches).
  - Discussed coordination and clarifying the respective roles of the PAC and the Lansdowne Music Parents Association (LMPA) regarding funding streams and campaigns.

- **Funding Requests:** Teacher and school funding requests will be brought forward at the October meeting for parent discussion and formal voting.

## 5. School Administration Update

- **Provincial Literacy Mandate:** In alignment with provincial directives issued via School District 61, Lansdowne has implemented a dedicated literacy goal (see Literacy Docs, end of report\*).
  - Baseline target: 70% of students performing at or above grade level; up to 30% designated as priority learners requiring targeted intervention.
  - Action: A journal has been purchased for every student, and all advisory teachers are actively participating.
- **Upcoming Dates & Check-ins:**
  - Parent-Teacher interviews are scheduled for October.
  - School administration continues structured check-ins with student teams throughout the school year.
- **Parent Expectations Hub:** Saloumeh raised a request for a centralized reference or hub outlining what parents can reasonably expect from the school regarding routines, supports, and communications.
- **Trustee Elections:** Clarified that the PAC's role in upcoming school trustee elections is strictly informational—distributing non-partisan information and sharing questions for candidates without endorsing individuals.

## 6. Health & Safety / Violence Reporting in Schools

School administration provided context and answered questions regarding incident reporting and workplace safety protocols:

- **Reporting System:** A specialized reporting application is now in use, making it straightforward for staff to submit immediate reports on all incidents (physical, verbal, or emotional).
- **Committee Review:** Data is reviewed monthly by the site Health and Safety Committee.
- **Context & Student Support:** Administration noted a higher prevalence among students transitioning from elementary school due to developing emotional expression and regulation skills. Incidents typically involve priority learners and frequently reflect repeated reports involving the same student or multiple staff reporting on a single incident, primarily impacting support staff (EAs).
- **Safety Plans:** When incidents occur, a team convenes to assess antecedents, formulate a tailored safety plan, and embed supports into the student's learning plan. Behaviors generally mitigate as students mature and gain coping strategies.
- **Scope of Reporting:** The platform currently captures incidents directed at staff, not student-to-student incidents. Administration noted this distinction is likely tied to employee data collection and WorkSafeBC protocols.
- **Staff Frontline Insight:** An Educational Assistant (EA) member of PAC shared that these behaviors typically arise from student frustration rather than intentional violence, and emphasized that thorough reporting is critical for securing the necessary resources and staffing supports for the child.

## 7. District & Provincial Business

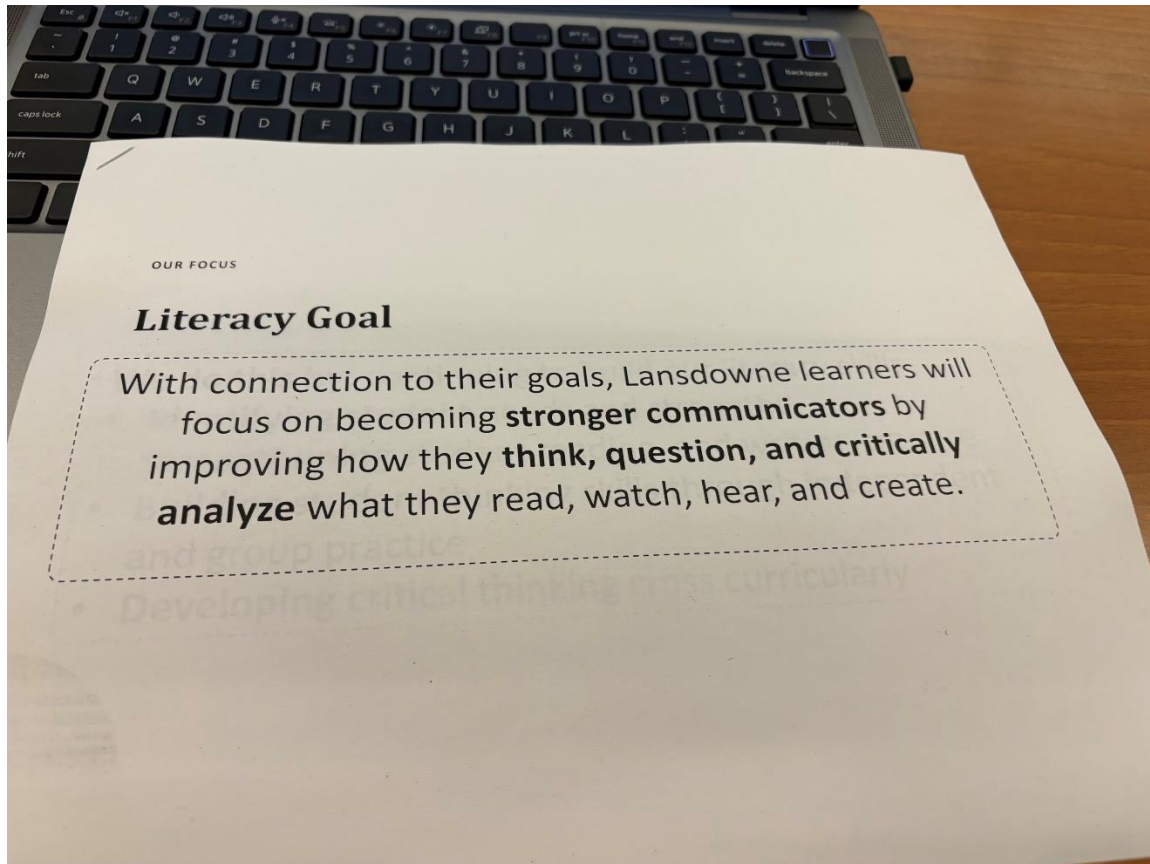
- **Policy Review:** The PAC noted a call for community feedback regarding **Draft Policy 5145**.
- **BCCPAC Annual Membership:** Motion presented to approve renewal and payment of the annual BCCPAC membership fee.
  - **Outcome:** *Carried / Approved*.

## 8. Adjournment & Next Meeting

- **Meeting Adjourned:** 7:20 PM.
- **Next General Meeting:** Tuesday, October 27, 2026, at 6:00 PM (North Campus Library / Hybrid).
  - *Proposed Focus Topic:* Student Safety, Belonging, and Peer Relationships.

(Note for Executive Follow-up / Off-Record Governance: A review of the PAC Constitution & Bylaws / Terms of Reference may be required prior to the next meeting, as current operational practice with reduced meeting frequency and executive vacancies does not strictly satisfy formal constitutional benchmarks.)

\*Literacy docs:



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## Literacy Goal

**We do this by:** continuing to build our literacy skills

- **Identifying** student needs and strengths
- **Strengthening** student reading, and writing practice
- **Building** student thinking skills through independent and group practice
- **Developing** critical thinking cross curricularly

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## Literacy Goal: Ideas From our Literacy Committee

| Building Literacy Skills                                                       | Ideas for Lansdowne                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Identifying</b> student needs and strengths                                 | <ul style="list-style-type: none"><li>• Writing assessment in classrooms (Sept/ Jan/ June)</li><li>• Reading assessment in classrooms (Sept/ Jan/ June)</li><li>• Look at CSL, Class Solver, student files, FSA Data</li><li>• Using self assessments- student engagement</li><li>• Connecting with SBT for intensive support (pull out/push in)</li></ul> |
| <b>Strengthening</b> student reading, and writing practice                     | <ul style="list-style-type: none"><li>• Consistent (daily) reading time</li><li>• Consistent (weekly) library focused time</li><li>• Use of Journals (school wide)</li><li>• Positive oral communication expectations across the school</li><li>• SMART learning strategies in all domains</li></ul>                                                       |
| <b>Building</b> student thinking skills through independent and group practice | <ul style="list-style-type: none"><li>• A/B Partner talk, Lit Circles across subjects, etc...</li><li>• Variety of group strategies for critical thinking/ discussion</li><li>• Explicit and Consistent class expectations with learning focus</li></ul>                                                                                                   |
| <b>Developing</b> critical thinking cross curricularly                         | <ul style="list-style-type: none"><li>• School wide (weekly) question of the week</li><li>• Common strategies (A/B, visuals, group strategies)</li><li>• Teachers co-creating ACROSS subjects</li></ul>                                                                                                                                                    |