

PARKLAND MIDDLE SCHOOL
PARENT ADVISORY COUNCIL
Wed 15 October 2025

Annual General Meeting and Extraordinary (Regular) Meeting

Minutes

Attendees

Jennifer Innes
Sharon Heidemann
Elizabeth Matejka
Janice Bradshaw
Lorraine MacKenzie
Jen Morrison
Jeff Crozier (Rocky Mountain International Student Program) – guest speaker
Irene Bischler (Trustee)
Brenda Tyson (Principal)
Pam Drydale (Vice Principal)

1. Welcome/Call to Order/Land Acknowledgement at 6:38 pm
2. Approval of Agenda – Motion made by Jennifer, seconded by Sharon, all in favour.
3. Elections for PAC Executive for FY 25/26. All positions are open
 - a. Chair Jennifer Morrison self-nominated, Elizabeth seconded, all in favour.
 - b. Treasurer Joanne Meisner self-nominated, Elizabeth seconded, all in favour.
 - c. Secretary Vacant, to be revisited next meeting.
 - d. DPAC * (non-executive position) Jennifer Innes self-nominated, Janice seconded, all in favour.
 - e. Social media/Comms (FB and gmail) * (non-executive position) Sharon self-nominated, Janice seconded, all in favour.

Note: CIBC Signing Authorities: Chair, Secretary and Treasurer (CIBC appt to transfer)

4. Recap of Activities FY 24/25:
 - a. Welcome BBQ, Festive Turkey Lunch, Swings installation, purchased jerseys, IM floor hockey eqpt and chafing dishes; fundraisers: Echo Sketch and Domino's Night
5. Current Funds Available \$420.16 carried over from last FY (\$133.61 in gaming, \$286.55 in general)
6. Proposed Activities and Budget for FY 25/26
 - a. PAC Meetings: Oct (AGM), Nov (Funding Reqs), Jan, Feb, Apr (Funding Reqs) and May. 3rd Wednesday of the month, 1830 library.

For approval of meeting schedule FY 2025-2026 Motion made by Jennifer Innes, seconded by Sharon, all in favour.

- b. Events: Welcome BBQ, Dominos fundraiser, Other if required
- c. Budget:
 - i. Balance In (combined gaming and general acct): \$420.16.

- ii. Gaming Grant \$8840.
- iii. Proposed Fixed Expenditures (Gaming):
 - 1. Welcome BBQ \$1000
 - 2. Festive Turkey Lunch \$2000
 - 3. Annual Bank Fees \$48 x 2 accounts \$96
 - 4. Balance fwd to next FY \$400
 - 5. BCCPAC \$100
- iv. Discretionary balance: \$5664.
 - 1. End of year
 - 2. Sports Eqpt – IM, other
 - 3. Team jerseys
 - 4. Arts, music
 - 5. General, foyer

For approval of budget FY 2025-2026 Motion made by Elizabeth, seconded by Jenice, all in favour. Note that any amounts in excess of those listed in the proposed fixed expenditures above will require a new vote.

- 7. Open Discussion. Nil
- 8. Adjournment of AGM at 7:06 pm / Call to Order for extraordinary meeting
- 9. Review and Approval of Previous (Jun 25) Minutes Motion made by Sharon, seconded by Jennifer, all in favour.
- 10. Correspondence Review/Update. BCTF magazines an KBam solicitation (school performers). Note access to PAC gmail, FB page (in newsletter)
- 11. Principal Report. Good start to school year, Gr 7s have settled in quickly. Strong leadership group, creating momentum. Spirit week next week. Back to school things getting in place, admin on track. Started FSA with Gr 7s, used to identify areas to explore/work on. New Growth Plan on school website, new simpler format, three goals for this cycle: literacy, numeracy and social/emotional goals; seeking parent feedback. Flex created in timetable to allow dedicated literacy support, Read Theory program to see if fluency or comprehension support is needed for example. Numeracy support blocks also available with diagnostics. Human connectedness – relationships and belonging within the school; different strategies for behaviour challenges. Working on parent nights, likely Nov, Josh Lockhart on Raising Kids with Anxiety.
- 12. School Trustee Report. Balanced budget, an extra EA in elementary Kindergarten classes. Toured all schools as far as Elkford, finished Fernie Secondary yesterday.
- 13. DPAC Report. Not covering BCCPAC fees \$100, webinar on Keeping Kids Safe from Unplugged Canada.com, on Mon 20 Oct, Sharon and Brenda to send out. Note that school volunteers (e.g. coaches, lunch helpers etc) need criminal record checks (new streamlined process, centralized at the board district).
- 14. Treasurer Report Balance as of 1 Oct: Gaming \$133.61; General \$286.55. Since June 2025: \$22K gaming and \$850 general transferred to SD5 for swings; reimbursement of \$938 for BBQ. Expected in: gaming grant funding \$8840. Note bank fees no longer waived on gaming account. Also note deposit of \$7.79 on 1 Oct by Awin Inc (Shareasale.com) – query with bank but no info available and cannot return.
- 15. Old Business

- a. Recap from Open House Welcome BBQ. Went well, hot dogs were easy to prepare and clean up.
- b. Soccer net purchase and lining proposal. Brenda to re-engage for nets/attachment (spring?).

16. New Business

- a. Teacher Funding Requests (table to Nov). Jennifer Morrison to send updated request form to Brenda.
- b. Info on Rocky Mountain International Student Program (Jeff Crozier). Seeking host families. Fall sign up program ongoing, \$250 bonus if signed up by end Oct. Welcome approx. 150 students to the region, recently added Salmon Arm; based out of SD6, welcome students from Europe, S America for terms of 3, 5 or 10 months, ages 13 to 18. 42 students currently at Mount Baker. This year will be graduating two students from Egypt who have been here two years. Full time office staff. Benefits of hosting – learning about other cultures, languages, connecting with young people and others in your community, compensation (\$1050 per student per month). Require a bedroom with a window, criminal record check for all adults in the home, English spoken in home, access to town/school, open-mindedness and welcoming a new family member into your lives. Application process, home visit by coordinator, await a placement. September intake for the 10 month duration but always looking for families. Offer a referral program to PACs. Info session Mon 20 Oct virtual, details will be posted on PAC.
- c. CPF Update. Chapter connect with Brenda, passed on to FI teachers. Grants available for sociocultural events.

17. Adjournment at 8:03pm. Next meeting: Wed 19 Nov 25 at 630pm in the school library