



Linden Lanes Parent Council

Minutes

September 15th, 2025

Attendance: Shelley Cords, Melissa Allen, Deanna Clark, Julie Poole, Michelle Andrews, Ibiwangi Atabor, Sarah Alston, Danika Banman, Niomie Cummings, Jennifer Potvin

1. Welcome and Introductions
2. **Call to order @ 6:33pm by Melissa Allen**
3. Review of minutes from May 26th, 2025 - *Niomie Cummings*
 - Motion: *Julie Poole*
 - Second: *Deanna Clark*
4. Report from the School - *Principal Cords*
 - Welcome back to all staff and students! We currently have 489 students enrolled at Linden Lanes this year.
 - Reminder that volunteers require a Criminal Record Check, Child Abuse Registry Checks and Respect in School must be completed and in compliance with BSD policy. Please see Mrs. Roziere for more information.
 - Options classes – there have been some changes this year to how the options classes will be administered. Grades 7 + 8 will have Band or Art for the first option and everyone will take Shop and Home Economics. This year the students will go in smaller groups of 10 to one of the hosting schools (Earl Oxford, Riverheights or Harrison). Those who remain back on their off days will take Indigenous Studies, which will be a combination of academic and movement sessions.
 - September Events:
 - Entire month of September and October we are practicing a variety of drills such as: fire, Shelter in Place, bus evacuations
 - Sept 24 (rain date Sept 25) – Grade 5/6 Soccer Jamboree – location TBD
 - Sept 29 – no school – PD Day
 - Sept 30 – no school – Truth and Reconciliation Day
 - Oct 1 (rain date Oct 2) – Grade 4 Soccer Jamboree – location TBD
 - Oct 2 – Picture Day



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- Oct 3 – Haverstock (6) and Davidson (6) are going to the Discovery Center for Truth and Reconciliation Day
 - Oct 8 (rain date Oct 9) – Grade 7-8 Golf Jamboree
 - Oct 10 – Terry Fox Walk
 - Oct 13 – no school – Thanksgiving Day
 - Volleyball will be starting up in October
- Safe School Advisory Council: ****See Appendix A****
This special committee will coordinate with the Parent Council meeting in some way, to be discussed at next month's meeting.

- Motion: *Danika Banman*
- Second: *Jenn Potvin*

5. Treasury Report – *Julie Poole*

- Last year our fundraising efforts brought in a total of \$4,431.85
- Our expenditures last year were as follows:
 - Mobile Gazebo \$ 145.59
 - Classroom Field Trips \$2,200.00
 - Outdoor Sports Equipment \$1,914.61
- Balance as of September 1, 2025 \$7,595.20
 - Motion: *Jenn Potvin*
 - Second: *Michelle Andrews*
- We motion to remove Julie Poole, Kaleigh Houck and Wayne Kirk from signing authority for the Linden Lanes Parent Council
 - Motion: *Jenn Potvin*
 - Second: *Ibiwangi Atabor*
- We motion to add signing authority for the Linden Lanes Parent Council to Michelle Andrews and Melissa Allen
 - Motion: *Danika Banman*
 - Second: *Deanna Clark*



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6. Old Business:

- Parent Council had previously approved \$100 Donations toward each classroom to aid in the purchase of supplies. We determined that the number of classrooms this fall is 24, so a \$2,400 cheque was presented to Mrs. Cords after the meeting.
- Picture Day – the concerns raised from the photo satisfaction survey last year were brought up again. Niomie will gather the results from the survey and supply a summary to Mrs. Cords, who will offer feedback to Imperial Photography in the hopes that it may bring awareness to the concerns, giving the chance to improve.
- Church Parking Lot – we motion to approve an increased yearly contribution of \$200 to be paid to the church for the use of their parking lot and to aid in costs incurred by the snow removal.
 - Motion: *Jenn Potvin*
 - Second: *Niomie Cummings*

7. New Business:

- Lunch Program changes at the BSD level – the current model places full responsibility for lunch programming on volunteers, but luckily for Linden Lanes, we still have the YMCA that runs our lunch program. Melissa emailed government officials including Wab Kinew and got a response from the Executive Assistant to the Minister of Education stating that it falls with the School Division to cover lunch as part of the school day. However, the BSD has not yet come back with an agreed-upon solution for the collective Parent Councils in the division.
- Insurance for Parent Council events – it has come to parent council's attention that we are not currently covered under the school's insurance for parent council events that take place outside of designated school hours, such as dances, paint nights etc. This is the same with lunch hours, however since we enlist the YMCA to run our lunch program, that is covered through them. Most schools pay for liability insurance so that parent council cannot be held accountable for any accidents or damage that occur at a parent council sanctioned event outside of the typical school day. Melissa has been in touch with Guild Insurance, and they informed us that the cost is approximately \$500 + PST. Melissa will attain a quote from two separate insurance companies to bring to the next council meeting for consideration.
- Community Building Plan for the Year:



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- Paint night was discussed but determined to have run its course for now
- Family Dance – Valentines Day has been such a hit that we will plan to do this again on Thursday, February 12th with the same structure as previous years
- Year End Pizza – this worked so well last year that we are planning to do the same thing, so it coincides with a Dough Riser night.

8. Fundraising Ideas:

- Vista Gift Card fundraiser – we would like to do this again this year leading up to Christmas. It was suggested that we attain more local options for families to choose from, as the percentage that comes to Linden Lanes is much higher than those through Vista.
- Dough Riser (Dominos) – we will host 2 hot lunches through Dominos again to be eligible for the Dough Riser events. We want to utilize one of our Dough Riser nights for the year end pizza night. The pizza lunch option will be offered to all students with a pre-order form going home. Those wishing to order can send back money with their form and get their pizza slice(s) on the designated day. \$2 per slice. We will entertain the option for those who go home for lunch to take their order home with them. Niomie will touch base with Kaleigh from last years council to get the details. The pizza will be delivered to the school by 11:30am on the following dates:
 - November 10 (K- grade 4)
 - November 17 (grades 5-8)
- Potential Project Expenditures:
 - We may still require a gate for the propane tank for the BBQ, but safety issues are still being considered.

9. Community Concerns / Questions:

- A parent reached out to ask about the possibility of a subsidy for the lunch program. We had a discussion regarding the option but ultimately it was determined that there are significant privacy concerns, as well as creating an inequitable spending of fundraised monies. It would be impossible to determine who we would offer this option to without having to gather extensive information, which would be againsts



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FIPPA laws. The parent was told to reach out the YMCA for potential subsidized funding for their program, as it does not fall under the umbrella of parent council.

- Another parent from our community reached out to ask about the potential to have hot lunches again, as we have done in the past. Prior to COVID, parent council did offer hot lunches through a program called Munch-A-Lunch. During this time, the students all ate in the lunchroom, which no longer exists as students remain in classrooms for lunches now. The logistics of delivering to many different classrooms may prove to be an obstacle, but the parent council does not oppose the idea. The key to the success of such a program is volunteers, who are essential to plan, coordinate with restaurants, upload to the website, pick up, deliver and distribute the food. This is the roadblock we have come up against in the past. If any parent(s) or family members (who are approved to volunteer) willing to commit to taking on this endeavor, please come forward and join us at our next meeting.
- Linden Lanes still has the Nutrition Grant program running, where all students have access to snacks in their classrooms throughout the day. This program is amazing and very appreciated by all students!
- We welcome any questions or concerns from our community of families and encourage you to reach out to our email: LindenLanes.PAC@gmail.com

Adjournment @ 8:26pm by *Melissa Allen*

- Motion: *Danika Banman*
- Second: *Jenn Potvin*

Next Meeting Date: Monday, October 20, 2025 @ 6:30pm



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APPENDIX A

SAFE SCHOOLS ADVISORY COMMITTEE Terms of Reference

BRANDON SCHOOL DIVISION

1031 -6th Street, Brandon, Manitoba R7A 4K5

Phone: 204-729-3100 | Email: info@bsd.ca





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PURPOSE

The Safe Schools Advisory Committee (SSAC) is established to support a safe, inclusive, and caring school environment for all students, staff, and community members. The committee provides leadership, coordination, and advice on strategies, policies, and practices that promote safety, equity, well-being, and positive school climate.

MANDATE

- To review, implement, and monitor the school/division's Safe and Caring Schools Plan
- To identify safety and well-being concerns impacting the school community and recommend strategies for prevention and intervention.
- To promote student/parent voice and encourage meaningful perspective in decision-making regarding school safety and climate.
- To serve as a communication and advisory body for staff, students, parents, and community stakeholders.
- To review relevant policies (e.g., Code of Conduct, Risk Response, Anti-Bullying, Digital Citizenship) and recommend updates to be considered.
- To monitor and review data (e.g., incident reports, climate surveys, attendance) to guide planning and improvement.



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COMPOSITION

Membership should reflect a broad cross-section of the school community. Suggested membership:

- Principal/Vice-Principal (Chair or Co-Chair)
- Teachers (at least two, representing different grade levels or subject areas)
- Support Staff Members (at least two, representing Educational Assistant, Administrative Assistant, Custodian, etc.)
- Student Representatives (two to four age-appropriate students, chosen by peers or student council)
- Parent/Guardian Representatives (at least two, through parent council or volunteer process)
- Community Partner Representatives (possibly Brandon Police Service, School Resource Officer, RCMP, Military Police, Brandon Fire and Emergency Services, community agency, Elder, or others as relevant)

ROLES AND RESPONSIBILITIES

- Chair/Co-Chairs
 - Convene and chair meetings.
 - Prepare and circulate agendas.
 - Ensure follow-up on action items.
- Members
 - Attend and actively participate in meetings.
 - Represent their stakeholder group's perspectives.
 - Support implementation of committee recommendations in the school community.
 - Maintain confidentiality where required.





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MEETINGS

- Meetings will be held a minimum of four times per school year (September, November, February, May).
- Additional meetings may be scheduled as needed.
- Agendas will be circulated in advance; minutes will be recorded and shared with members.

DECISION MAKING

- Recommendations will be made by consensus where possible.
- Where consensus cannot be achieved, recommendations will be made by majority vote of members present.
- Quorum: 50% + 1 of the members.

ACCOUNTABILITY AND REPORTING

- The SSAC will provide a brief report to the Parent Council and to the School Division as required.
- An annual summary of activities, key issues, and recommendations will be prepared and shared with the school community.

TERM OF MEMBERSHIP

- Membership terms are one school year, renewable.
- Student representatives may serve for one year with opportunity for renewal.
- Consideration for parent/community representatives to serve staggered terms to ensure continuity.

REVIEW OF TERMS OF REFERENCE

- These Terms of Reference will be reviewed annually (at the first meeting of each school year) to ensure relevance and alignment with provincial and divisional policies.





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Accepting the Challenge

Brandon School Division
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