



Linden Lanes Parent Council

Minutes

October 20th, 2025

Attendance: Shelley Cords, Melissa Allen, Michelle Andrews, Niomie Cummings, Deanna Clark, Gurvinder Kaur, Amber White

1. Welcome and Introductions
2. **Call to order** @ 6:30 pm by *Melissa Allen*
3. Review of minutes from September 15th, 2025 - *Niomie Cummings*
 - Motion: *Deanna Clark*
 - Second: *Amber White*
4. Report from the School - *Principal Cords*
 - Students had lots of fun at the grade 4, 5 and 6 soccer jamboree.
 - Volleyball season has started up and there was a tremendous turnout with one grade having enough interest to have two teams.
 - Safe School Template – “What are your wishes for your child?” Mrs. Cords will call a meeting in November
 - The **School Leadership Team** has been working on a school wide focus for students, staff, parents and community. The theme is “Community”, and the goal is to provide activities and events that bring our community together. The first event the team has planned is a color competition. The students and staff are in color teams and will remain in these teams for the school year. Each team will wear as many items as they can in their color. Teachers will count the number of students wearing their color, put it into a spreadsheet and the Leadership team will tally the points to see which team has the most. This event will take place on Thursday, October 23rd.

Team Red	Team Blue	Team Green	Team Purple
Grade 1	Grade 2	Grade 3	Grade 4
Grade 8	Grade 6	Grade 7	Grade 5
Kinder – PM	EAs	Kinder AM – Hintz	Kinder AM - Commer
Shelley Chad June	Troy Stephanie Ashley J	Heather Braeden Meghan S	Jocelynn Karen Maria



Linden Lanes Parent Council

Minutes

October 20th, 2025

- The **School Leadership Team** has also planned a community event. Val Caldwell will be coming to Linden Lanes to talk about internet safety on Wednesday, February 4th, 2026. Val will be talking with students from grades 4 to 8 during the day and we will host a Parent Evening presentation from 6:30 – 7:30pm. Stay tuned for more events to come.
- Upcoming Events:
 - Thursday, October 23 – Color Day event
 - Friday, October 24 – no school – PD for teachers
 - Thursday, October 30 – Picture Retakes
 - Friday, October 31 – Halloween Dance for middle years students and class parties for K-4 students
 - Monday, November 10 – Remembrance Day Service at 11AM
 - Tuesday, November 11 – no school – Remembrance Day
 - Friday, November 14 – no school – PD Day
- Motion: *Niomie Cummings*
- Second: *Michelle Andrews*

5. Treasury Report – *Michelle Andrews*

- Starting balance \$7,595.20
- Our expenditures were as follows:
 - Classroom Supplies \$ 2400.00
 - Donation Church Parking Lot \$ 200.00
- Balance as of September 1, 2025 \$4,995.20
 - Motion: *Deanna Clark*
 - Second: *Niomie Cummings*

6. Old Business:

- Picture Day – Mrs. Cords spoke with Dale regarding the concerns from our parent community from last year. Dale has agreed to come talk to the council if we so choose to discuss further. This year was a different set-up with 3 booths operating at the same time as well as posters with little reminders for the students in line. Amber White added the suggestions to have a “grooming station” set up as the line approaches the



Linden Lanes Parent Council

Minutes

October 20th, 2025

photographer with a mirror so that students can fix themselves up, check their smile, etc.

- Safety Committee – Mrs. Cords will be distributing an email to the community to see who has interest in joining the committee.
- Hot Lunch volunteer – The question was raised again about why we don't have a hot lunch program like we used to. It was discussed again that the volunteers to administer the program is all that is missing. Amber said that she would be willing to help run the program, but we need many volunteers for the logistics. We will send a letter out through School Messenger to drum up volunteers from the community who may have an interest in joining an organized committee. (Niomie will do up letter)
- Insurance for Parent Council events – Melissa attended the BSD meeting and it was determined that we do not require additional insurance, as the division insurance covers Parent Council Fundraising events under the following conditions:
 - The activity is approved or sanctioned by the Board / Senior Administration,
 - The school or Division is involved to ensure alignment with Division priorities, values and requirements, such as:
 - Adult to child supervision ratios
 - Risk management (low risk)
 - Planning and outcomes
 - Nutrition guidelines (Administrative Procedure 2060)
 - Off-Site Programs and Activities (Administrative Procedure 4085)

7. New Business:

- Community Building Plan for the Year:
 - 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 – Niomie has reached out the Vista to get the information for this year. We had discussed having more local options this year. Amber had many contacts that she was willing to talk to. All the council members will reach out to those business



Linden Lanes Parent Council

Minutes

October 20th, 2025

owners they have contact with to see if they would like to take part. Council will need to relay those secured before the next meeting in order to get the order forms ready to go in time.

- Dough Riser (Dominos) – we are hosting 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 send the updated order forms to Mrs. Cords to distribute. 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)

9. Community Concerns / Questions:

- The desire to have hot lunches, such as Munch-A-Lunch, was raised again. 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. We will formally email a letter through School Messenger for a call for volunteers. Niomie will prepare the letter.
- November 3rd is a pre-budget planning meeting for the BSD. Melissa will attend.
- A parent reached out to council regarding the fundraising for the Terry Fox Run. The concern was that the kids do the walk every year but there was no communication sent home about where one can donate to the cause. Mrs. Cords will reach out to Mr. McLean to ensure that information directing parents to the website where donations can be made for next year.
- As always, 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 @ 7:38pm by Melissa Allen



Linden Lanes Parent Council

Minutes

October 20th, 2025

- Motion: *Amber White*
- Second: *Deanna Clark*

Next Meeting Date: Monday, November 10th, 2025 @ 6:30pm



Linden Lanes Parent Council

Minutes

October 20th, 2025

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





Linden Lanes Parent Council

Minutes

October 20th, 2025



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.



Linden Lanes Parent Council

Minutes

October 20th, 2025

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.





Linden Lanes Parent Council

Minutes

October 20th, 2025

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.





Linden Lanes Parent Council

Minutes

October 20th, 2025



Accepting the Challenge

Brandon School Division
1031 – 6th Street · Brandon MB · R7A 4K5
Phone: 204-729-3100 · Fax: 204-727-2217
www.bsd.ca · info@bsd.ca



This document is available in alternative formats upon request. Email: info@bsd.ca