

# TILLICUM ELEMENTARY PAC MEETING MINUTES

September 11, 2024, via Microsoft Teams

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## In Attendance

Executive: Lauralee Wood (Co-Chair), Keja Lake (Co-Chair), Colleen McDavid (Treasurer), Celeste Slow (Secretary)

- Admin: Jeff Duyndam (Principal), Karen Higginbotham (Vice Principal)
- Parents: Yuichi Taayama, Shae Mellors, Monica Bergess, Elaine Parke, Shannon Karner, Allana Mahr, Cheryl Ferreira, Sara Cannon, Ashley, Laura Hube, Karma Cuning, Virginia Espinoza, Kim Hailey, Romenett Divinaflor
- Staff: None

**Regrets:** none

**6:33pm** –Brought to order by Keja Lake/Lauralee Wood

- Motion: Colleen McDavid
- Second: Keja Lake

The meeting opened with a welcome to all new and existing parents of Tillicum. All attendees introduced themselves and shared a bit about their families.

## Introduction

Karen Higginbotham introduced as new vice principal. She joined Tillicum in July 2024 and has been working in the school since August. She previously worked at Craigflower Elementary, View Royal elementary. She will be sharing her time between teaching kindergarten and her Vice Principal role. She is happy to be here and thanked everyone for the warm welcome.

Jeff Duyndum has been the principal for years and loves the Tillicum Community School. He has enjoyed seeing kids come through the school. He thanked everyone for coming to the first PAC meeting of the year.

**Meeting Minutes** – Review and approval of last meeting's minutes

- Motion: Keja Lake
- Second: Cheryl Ferreira

**Administration Updates Principal/Vice-Principal Report** – Jeff Duyndam & Karen Higginbotham

- **Parent Info tent**
  - Thank you to the PAC for their info tent which was well attended.
- **Custodial Team**
  - A thank you to this team for a fabulous summer of cleaning to get the school ready for a new year.
  - Tillicum has a new custodial team this year with Dave Hellman, who is in the school until 1:30pm. Eric starts the evening shift at 3:30pm shift.
  - Jeff and Karen are the contact between 1:30pm-3:30pm for any emergencies.
- **Enrollment**
  - Tillicum currently sitting at 465 students in 21 divisions.

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- All classes are at the hard cap in the collective agreement, so no students can be added at this time.
- Student moves in the first week are at an all time low due to high enrollment the class placements system has improved.
- **Staffing Updates**
  - Jesse Morrison is new to tillicum teaching Gr 4 & 5
  - Sherry Neudorf teaching Gr 2 & 3
  - Amanda Sharing is new to Tillicum and Karen's teaching partner halftime in her K class.
  - Mike Morrison is the new PE teacher and is covering for Erica's maternity leave.
  - Sarah Tate is the new kindergarten librarian and in the library with Mr. Koning
  - Ilana Hampton and Amanda Carlson are the two new members of the inclusive education team.
  - Amanda Zink is a new parent to the school and joining the EA department.
  - Seth Brooks is in for Caitlin's maternity.
  - Lori Fortune is joining the office in the Clerks desk as Renata is partially retired.
  - Mrs. Cathcart has posted her Fridays Gr 5 job share position.
  - Nutritional snack program posting is up and should be filled in the next few days and a couple of staff members are stepping up.
- **Fire drills**
  - First fire drill will be September 18<sup>th</sup>. The school district requires 1/month.
  - The fire department in the city requires we have 3 in the fall and 3 in the spring.
- **Field Trips**
  - All field trips and PAC requests to go through Jeff and Karen. Teachers should not approach the PAC directly to ensure transparent and even playing field for all 21 divisions.
- **Crossing guards**
  - Crossing guards back to Seaton at Burnside and Tillicum at Maddock. They are posted there 40 minutes before and after the bell.
- **Halloween Dance**
  - Scheduled for October 24th from 6:00 - 7:30. This is organized by the PAC and staff have stepped up to sponsor that.
- **Terry Fox Run and Cops for Cancer**
  - The coin drive will start on September 24th and the Terry fox Run will take place on October the 1st.
  - All the funds collected will be split between them.
- **Sports and Activities**
  - Soccer has started for Gd 4 & 5. Soccer jamboree information to be confirmed.
  - Lego club has started Monday Wednesday and Friday in the library for all grades.
  - Choir has started for all students in Gr 3,4 & 5
  - Burnside Gorge activities will start in the next couple of weeks as they get their programming up and started.
- **Meet the Teachers & Pizza Night**
  - Sept 17th from 4pm-5pm

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- Pizza outside from 5pm-6pm on the Orillia Street side of the building
- Cash only event \$3/slice, \$2/drink.
- A great chance to spend time with staff, parents, and guardians.
- **Complaints Process**
  - School district policy 1155 to cover the complaints process.
  - This process is an official process and everyone in the district must adhere by it ensure that everyone's concerns are heard and given respect whilst still upholding the integrity of the school system and the education system.
- **Student Information**
  - Admin is reviewing all student anaphylaxis, chronic health, and medical orders as well as any legal orders in place to ensure safety of all students.
  - Emergency release forms to be updated and returned.
  - Jeff has offered a pizza party for the class that brings back all their student information packages back the quickest.
- **Swimming & Skating**
  - Swimming lessons are booked for 9 weeks.
  - Looking into cost effective transportation as the school districts buses have been booked.
  - Skating lesson requests have been submitted and waiting for confirmation in the next week. Should be every class is signing up for one skating.
- **Community School Programming**
  - The extra curricular program is run by Mandy and her job is to make sure everybody gets a chance to participate. All forms should be starting to go out next week.
  - Programs offered are free of cost and provide extracurricular activities for kids.
  - All schools are funded the same, but PACs are what really separates schools, and Tillicum has a strong PAC.

## Treasurer Report

- **Budget Review**
  - Revenue: \$32,259.86
  - Expenses: \$23,142.88
  - Net: \$9,066.99
- **Gaming Grant update**
  - Parent Educations Grant from SD 61 – Pending Update
- **Gr 3 Swimming**
  - Lessons \$1944 - this is for 9 weeks of swimming lessons; 1 week longer than last year and about 10 more students than last year.
  - Bussing \$3060 - this covers all but one day as the busses are already booked; Karen is looking into alternative transportation / cancelling one swimming lesson day.
  - Costs up by \$716 from last year so budget was increased to \$4500 in anticipation of rising costs.
  - Gaming grant will pay for this.

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- **Account Balances:**

- Tillicum PAC High-interest Savings \$90.15
- Tillicum PAC Chequing \$14,189.19
- Tillicum Gaming Chequing \$2,292.72
- General PAC Account in Office \$13,156.00

## VCPAC Update – (Lisa Gelling was absent)

- Waiting for an update from Lisa in next PAC meeting

## Upcoming Fundraisers/ Events – Keja Lake/Lauralee Wood - Review and assign tasks and roles as needed:

- **Monk's School Supply Fundraiser**

- 135 kits ordered which is up about 30 kits from last year.
- Feed back from teachers is that they love it as they can plan their activities since everyone has what they need and do not have to supplement items.
- An effortless way to contribute to the PAC, help the teachers and students have a successful start to the year. \$835 raised from the Monk fundraiser.

- **Meet the Teacher & Pizza Night**

- Volunteers needed and usually have an assembly line kind of situation to serve pizza and drinks.

- **Comfort Kits**

- Cheryl Ferreira and another parent to organize and coordinate the collection and storage of comfort kits.
- Items must fit in a small zip lock bag and are items that would comfort your child in the rare event of an emergency.
- A notice will be sent that tells parents and guardians everything that you need to know. Kits will be returned at the end of the year.

- **Sun-Oka Fruit Farm Apple Fundraiser**

- Closes Oct 9th, delivery October 22/23 (pending confirmation on harvest dates)
- These ambrosia and honey crisp apples that come from the Okanagan and this is the 3<sup>rd</sup> year of this fundraiser.
- Volunteers needed.
- Fund-raising link that is sent via e-mail can be click on to buy a box of apples for yourself.
- Or choose on their web page to be a seller and generate your own link that you can then send to local friends and family. This option is a rewards program so if you sell a certain number of boxes, you get a money off your own the "seller" purchased. Seller must be the pickup person.

- **No Sort Bottle Drive #1**

- This is slated for Oct 19 however; this is the same day that Tillicum will be used for an election voting station. The gym is booked for four days.
- Will confirm if bottle drive will still be held that day and if so, can it be held in the staff parking area.

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- Volunteers needed to take shifts for this. Family and kids welcome
- **Food for Fun**
  - First FFF October 18th, Lisa G will be leading with a group of other parent volunteers.
  - FFF dates: December 6, January 31, March 7, April 25, and June 6
- **Halloween Dance**
  - Held on Thursday, October 24 from 6-7:30. Friday is a Pro-D Day
  - Looking for volunteers for this free family event. Connect with past volunteers to start planning.
  - New family at Tillicum has offered to DJ but need to confirm they have lights as well.
  - No face covered mask. All grades K-5, fire code for numbers
- **Winter Market - Nov 16, 2024**
  - Three co-coordinators have stepped up – Annie, Shannon, and Shae Lynn
  - Review binder with past information.
  - Log in info for the email market inbox will be shared so all email communication and organization can be accessed.

#### **Fund Raisers to be discussed more thoroughly @ October meeting:**

- **Gift Sale (December 10th)**
  - Karma Cuning to lead the coordination of this and other parents have stepped up to offer help.
  - Families donate new or gently used items and then kids will shop for these items in the gym during their school day for gifts for their family.
  - Cheryl F will wrap gifts for students.
- **Poinsettia Sale; Purdy's Winter, Royals tickets**
  - Need volunteers and will review further details for this year.
- **Ongoing - Fairway Market Community Cards, Logo'd Gear, Emily Press Labels, Bottle Depot**
  - Tillicum gear can be ordered in larger quantity to bring down costs however concerns around inventory sitting at the school for too long as it did in the past.
- **Miyawaki Forest Project**
  - A letter from the PAC and Red Door has gone to Jeff for delivery at the Board Office ASAP
  - Budget for this project is \$45K-50K.
  - Planning to have a forest on the Tillicum school grounds but need SD 61 approval to proceed.
  - Potential forest between the playground on the Orillia side of the property and the day care centre
  - Teaching space inside a very densely packed forest with opportunities for the kids to learn about nature on our school grounds.
  - Looking for volunteers and support to apply for and write grants to help pay for this project.
  - 2BT initiative: <https://greenmunicipalfund.ca/funding/tree-planting>

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- Jeff will communicate superintendents' office and facilities and move forward in a gentle way to balance what can be done through volunteers and what needs to be completed by SD61.
- The new development at Obed and Tillicum Development includes \$117K toward playground infrastructure in the area. However, not confirmed that Tillicum would get this.

### Old Business

- 2024-25 PAC meeting schedule
  - September 11, October 9, November 6, January 15, February 12, March 5, April 9, May 7, June 11
  - Discussion about holding in person meetings for some PAC meetings this year. Nothing confirmed and will discuss again in Oct PAC meeting.
  - Jeff shared feedback that hybrid option does not work well and we should select either online or in person.

### 8:02– Meeting adjourned.

- Motion: Cheryl Ferreira
- Second: Colleen McDavid