

# TILlicum Elementary PAC Meeting Minutes

April 9th, 2025, via Microsoft Teams

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## In Attendance

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

Admin: Jeff Duyndam (Principal), Karen Higginbotham (Vice Principal)

- Parents: Shannon Karner, Cheryl Ferreira, Shae Mellors, Virginia, Sara Cannon, Karli Reeve
- Staff: n/a

**Regrets:** None

**6:30pm – Open Meeting** - Brought to order by Keja Lake/Lauralee Wood

- Motion: Cheryl Ferreira
- Second: Lauralee Wood

**Introduction** - The meeting opened quickly - everyone present at start of meeting knows each other

**6:35 pm - Meeting Minutes** – Approval of last meeting's minutes

- Motion: Keja Lake
- Second: Colleen McDavid

Summary of amendments from March 9<sup>th</sup> meeting minutes: None

**6:40pm - Administration Updates Principal/Vice-Principal Report** – Jeff Duyndam & Karen Higginbotham

- The fire alarm went off at the end of the school day on Tuesday. Toast was burned in one of the preschool portables and the alarm went off dispatching the fire department. Thank you to the staff for executing this so well during dismissal time.
- Thursday May 15th is the Welcome to Kindergarten Day in the gym as well as Grade 5 transition day where the grade 5 classes go to visit middle school.
- May 12th - 15th is rainbow week with May 13th being the school rainbowthon.
- June 19th will be the school Beach Day and buses are being organized to transport the students.
- Student lead conferences take place next on April 16th and 17th with early dismissal happening at 11:50am on the 16th. The scholastics book fair items arrived this week and will be available during student lead conferences.
- We are in the middle of reviewing staffing packages and numbers are being submitted to the district.
- The province is not in the best financial spot and the school district is feeling it too. We are working through staffing needs and budget restraints.
- The schools chosen pro d day for next year has been decided and will take place on Jan 26<sup>th</sup>, 2026. This will be an elementary focused day of learning for staff.
- Teachers are looking over class supply lists and streamlining the supply list. Items not used will be returned.
- Track is starting soon. Lawns have been mowed, and the track lines will be put on the field. Thank you to the teachers that take on the extra work of organizing and leading.

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the track program

- May 28th and 29th is track day
- Spring dance is coming up. Glow in the dark and black and white art projects are being done in classes to help decorate for the spring dance. Hoping to get song requests from kids
- The Victoria Symphony came in and worked with music students to do a story symphony piece. This was very well received by both students and staff
- Swimming lessons have wrapped up and was well received by students. There was a lot of growth for the kids. Thank you to the PAC for the funding for this program
- Karen is a drum steward for Tillicum and every second Tuesday the K-2 students rotate learning to drum for 20mins in the afternoon. If PAC is interested can make drums and gift them to the school this can be arranged
- April and May are both huge learning months and busy full time of year around the school
- New practicum students:
  - Mrs. Frasers class, 3 weeks starting Monday
  - Ms. Crystals class, 6 weeks practicum from UVIC starting Monday
  - Mr. Carlson, practicum student in final stages and finishes April 18th

### 6:55pm - Treasurer Report – Colleen McDavid

- **Account Balances:**
  - Tillicum PAC High-interest Savings \$90.94
  - Tillicum PAC Chequing \$18,489.51
  - Tillicum Gaming Chequing \$9,968.04
  - General PAC Account in Office \$19,662.86

Recent Payments:

- \$40 to McKenzie PAC for their parent education night
- \$419.27 to Calling All Cows or December Food for Fun milk

March Food for Fun:

- \$2905.95 Revenue - \$1396.52 Expense = \$1509.43

\*\*Have not received invoice for March FFF milk

Have not been invoiced for swimming yet. Karen will follow up with Megan to send to PAC.

\*\*Swimming and beach day buses to come out of gaming

### 7:00pm - VCPAC Update – Lisa Gelling

- No update as March meeting was cancelled
- Lisa has still not been given the Feb meeting minutes for review
- April 30th is the next scheduled meeting but no updates at this time

### Upcoming events/Fundraisers

- **FFF** - Review March 7, next FFF is April 25. Portal will close Apr 15 at 11am
  - Everything went smooth, \$1509.43. Shae has stepped up as a new shopper to get the items for FFF. Thank you!

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- **Parent Education Event** - *Powerful Conversations, Strengthening Family Bonds* with Allison Rees - April 14 @ 6:30pm @ Strawberry Vale School
  - Pooled resources with other schools to get this impressive speaker. Chipping away at the \$250 parent education grant. There is a virtual option as well and speaker really encourages participation
- **Spring Dance** - Thurs April 24, Glow in the Dark theme, Beauty and the Beat to DJ again, paint is purchased, link to volunteer: [Sign Up here to Volunteer](#)
  - Dance will take place between 6-7:30pm
  - Black lights that were purchased last year can be reused. Karen loves ladders and is happy to put them up. Need zip ties from PAC room to secure them to the basketball hoops
  - Set up to start at 4:30. Left over artwork from last year that can be reused
  - Concession will be set up in the hallway to sell drinks left over from games night and a few snacks. Colleen will confirm and provide float
  - Dominos Pizza Coupons available for students - Colleen to verify they are valid before handing these out to students. They have been moved to the PAC room
  - Email going out to families tomorrow about the spring dance
- **Hilltop Spring Plant Sale** - April 29 delivery, April 30 pick up before/after school - location TBD, volunteers needed
  - Orders closed on Sunday and sent to Hilltop on Monday. Keja to follow up with Megan to ensure that this has been paid
  - Fundraiser went smoothly and thank you to Karli for her help on this
  - Plant pick up has been confirmed in the gym
  - Volunteers needed for morning and afternoon pick up shift 8:15-9am & 2:30-4:30pm windows. Karli to communicate to Hilltop that the delivery truck must come through Albina with check in at the office
  - \$396 in profit for this fundraiser
- **Ice Cream Day** - Thursday May 22, finalize choices so promo material can be made; portal open April 25 - May 9 11am order submitted by the 12th; ice cream to be delivered @ 1:45pm
  - Delivered in freezers and organized by division
  - Seven choices to choose from
- **May Bottle Drive** - Saturday May 24, 9am - 3pm; signs up by May 7; other promotion?
  - Sign up for volunteer will be sent out. Kids are welcome
  - Bottles will be picked up from school 2-3pm
  - Hosted on the Albina side on the staff parking lot
  - Tent, table, and chairs will be provided by Jeff
  - Signs advertising this bottle drive will go up by May 7th
- **National Donut Day June 6** - same date as final FFF; call out for helper to take on V/GF donut options, otherwise MadeGood option
  - Cheryl is working on this and has determined options, prices that will be added to the promo and school cash portfolio

**Ongoing** - Fairway Market Community Cards, Emily Press Labels, Bottle Depot

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### 7:35pm – New Business

- **Executive Positions** opening up for 2025/26 - Secretary, Chair and Vice Chair (or Co-Chairs with no Vice)
  - Reiterating how important it is to have these roles filled. PACs come in all shapes and forms and participation is crucial
  - Parents asking to provide further information or spend more time sharing experience. Requested to set up separate meeting to specifically discuss the PAC roles and responsibilities
  - Work on more direct messaging to new kindergarten families about PAC openings on May 15th Welcome to Kindergarten. Colleen offered to speak/present about the need
  - New kindergarten families can come to meeting but cannot vote until they are officially a registered parent
- Two new accounts for ongoing fundraisers: Esquimalt Return-It Depot at 935 Ellery St (Tillicum Elementary School - 288) and Return-It Express (1 Hartland Ave) - we have \$32.70 in Hartland express already ;)
- Decide about keeping all ongoing fundraisers or eliminating some?
  - Emily Press - Still have an account but last order was September 2024. Good one to give access to Kindergarten welcome letter
  - Fairway cards - load them with cash and a payback to the school. Is this still worth running?
  - Will we do another Tillicum gear order - Need to meet minimum orders - 16 people showed interest. There is a 36 item minimum order. Staff have also suggested a crew neck and a baseball t option. Look at calendar to see if there is a window where this order would work and fit it in
  - Quotes for hockey nets being affected by the new tariffs and postponed at this stage
  - Bread is still being dropped to Lauralee. Community liaison has indicated that the bread program would not continue. Dion will be taking it on for the remainder of the year. During summer it goes to gorge burnside
    - Discontinuing this program would not have a significant impact on the budget as most of the bread is given out to families
- **Budget Review for 2025/2026** at next month's meeting
  - If anyone has a great idea or strong feeling about existing fundraisers, please email the PAC
  - Also welcoming innovative ideas or fun ways to spend accumulated funds
- Deadline for 2025/2026 Gym Dates is May 16
- Jr Choir performing Sunday April 27th at 2:00pm at the Victoria conservatory of music.

### 8:00pm – Meeting adjourned.

- Motion: Cheryl Ferreira
- Second: Colleen McDavid