

# **TILlicum ELEMENTARY PAC MEETING MINUTES**

**May 7th, 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: Cheryl Ferreira, Shae Mellors, Karma Cuning, Karli Reeves, Laura Hube, Shannon Karmer, Virginia
- Staff: n/a

**Regrets:** None

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

- Motion: Cheryl Ferreira
- Second: Keja Lake

**Introduction** - The meeting opened quickly - everyone present knows each other.

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

- Motion: Karli Reeves
- Second: Cheryl Ferreira

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

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

- Aaron Parker will be the new principal at Tillicum as of September 2025
  - He is coming over from Vic High with lots of experience.
  - He toured the school today and Jeff is excited about him joining Tillicum as he is fantastic and believes he will fit nicely into the community. Karen will be there with all the knowledge to support this transition.
  - Jeff leaves Tillicum with mixed emotions after 7 years at Tillicum. Internal moves happen every 4-6 years, so his time was up.
- Welcome to Kindergarten event will take place Thursday May 15th and grade 5's will tour their middle schools with most going to Colquitz.
- Rainbow week is May 12th to 15<sup>th</sup>.
  - Sidewalk chalk messages of inclusivity that all the classes do on the Monday.
  - Dress colorfully on Tuesday with a rainbow run on Tuesday afternoon.
  - Assembly Wednesday as well as activities happening in classrooms.
- Beach Day - Thursday June 19th
  - Thank you, Karen, for booking buses and making sure we have all the kids in the right spots as it is a huge task to organize all the divisions.
- Summary of learning (formally called report card)
  - Published on Parent Connect at 3:00pm on June 26th across the school district.
  - Hoping that with all the work staff do for the report cards that all our families will open the report and either read it to their child or together as there is valuable information in these reports.
- Enrollment – Tillicum currently has 21 divisions that we fought to keep.

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- Typically, enrollment increases every year; however, this year there is a slight decline of about 20 students.
- If this does not increase, we will lose a division and Karen and Aaron will have to reorganize the school into new classes so hoping to get new families and kids coming.
- Staffing - Two jobs that will be posted on June 5 in our school.
  - Mr. Konings – Long time librarian is retiring, and this position will be filled.
  - Mrs. Harms – will still be on maternity leave and her position will be posted again for the school year 2025/2026. The teacher covering this position currently, Mr. Morrison, would need to re-apply.
- Thank You's.
  - To all our track staff who volunteer their time and head up this program: Mrs. Knolt for Gr 3, Mrs. Tompkins for Gr 4, and Mrs. Crystal for the Gr 5s. Also, all the other staff that help with practices to help make this program possible.
  - To Karen for volunteering to be at the Spring Dance and to the PAC for putting on the dance
  - To the PAC for the PISE wheelchair program in the gym. All classes had a wonderful time, and it has been good for them to see and experience this.
  - To our staff that did an excellent job with Greek day and welcomed the Greek Community to come and feed the school lunch and performed traditional dances. The Greek Community donated \$3,500 to the lunch program from Greek Fest fundraising, and we are very thankful and appreciative to them.
  - To Anika for her work with Jr Choir and success at their performances.
- Code of Conduct – In May, the district will be working on a code of conduct.
  - Schools will no longer individually do this. The district has moved forward with a standard district code of conduct for all elementary schools.
  - Middle schools and high schools will do the same.
  - Any questions, let Jeff for Karen know.
- The school track meet – May 28th
  - Tillicum will be in zone D with about 120 students participating.
  - Working to ensure if we can cover everyone and staffing requirements.
  - City finals take place on May 29th in the evening from 6:00 to 8:00 at UVic.
  - Mr. Duynham will be the MC.
- Celebrate 5000 nights of reading – To take place on June 12<sup>th</sup> in the afternoon.
- Bike to school Week - June 2nd to the 6<sup>th</sup>
  - Need to consider the construction on Orillia St to avoid issues.
- Double Assembly Day - Wednesday, May 14th
  - Tillicum received a grant to have Scrap Arts Musical come to Tillicum and they will be performing in May 14<sup>th</sup> at 10:45.
  - Rainbow week assembly will take place the same day at 1:45

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- **Account Balances:**

o Tillicum PAC High-interest Savings	\$91.05
o Tillicum PAC Chequing	\$18,827.71
o Tillicum Gaming Chequing	\$9,968.04
o General PAC Account in Office	\$20,599.68

- Spring dance profits: \$318.46 (high because drinks were leftover from a previous event, so expenses were very low)
- FFF April profits: \$1579.89 (waiting for CAC invoice so this will be lower after that comes through)
- \$79 cheque paid out to Strawberry Vale for Parent Education.
- We received invoices for Grade 5 year end party, library, Rainbow Club, and sports day (\$2500 total to be paid out of Chequing), and butterflies, Garden Club, and Grade 3 swimming lessons (\$5304 total to be paid out of Gaming). These withdrawals will reflect in account balances at the next meeting.

## 2025/2026 PAC Budget Presentation

Colleen, Keja, and Lauralee met thoroughly to review budgets prior to PAC meeting. This was a chance to speak up if anything stood out to change.

Budget Year runs Sept 1- Aug 31<sup>st</sup>. Spends Under \$300 the PAC executive can move on however, any spending over \$300 needs to be voted upon

## Items Discussed

- Art fundraiser added - kids art put onto holiday card etc.
- Fairway cards - Fund raiser to be reviewed with Fairways.
- Option of adding Country Grocery fundraiser - receipts get recycled for a rebate.
- Library funding to be reviewed:
  - o Every year 100s of items need to be replaced as well as technology.
  - o Discussed the idea of funding library an extra \$500 as part of the reward for 5000 nights reading.
  - o New librarian taking over in the fall - keep budget at \$1500 and work with them if they need more funding.
- Added line items for future funding supports in Music and Gym
  - o They have an equipment budget however, adding specific equipment or cool events for the students such as PISE would be of value.
  - o There will always be a need so ensure that the requests go through admin.
  - o PAC funds should be an add on as opposed to regular funding of needs.
- All calendar nights will be set for next year and it is confirmed that meet the teacher night will take place and should remain in the budget.
- Question from Shannon - Is there a trend of the same families participating in the fundraising and if so, could we request a donation, and this would give us the opportunity to reduce the number of fundraisers and therefore work? Or have bigger fundraiser with bigger impact.

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- Do we still need the line item for repairing the metal gr 5 metal art for fences?
  - Either revive old cut outs of former students and/or add fresh new art project
  - We would need a need a volunteer to take this on if we are going to refresh the program.
  - Left in budget for now.

### Motion

- Keja Lake
- Celeste Slow

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

- All new members on the VCPAC executive team
- There were some issues around whether voting should take place in person or online and the validity of votes.
- May 12 - Regular meeting scheduled.

### Upcoming events/Fundraisers

- **Parent Education Event** - April 15th - Small group in person, well spent fund for the quality of her presentation. Still have \$131 for parent education remaining in the budget
- **Spring Dance**
  - Issues with 5th graders on phones in the bathrooms. Might want to address in future dance.
  - There was filming in the dance and phones out so this needs to be addressed moving forward on how the school would like to manage this.
  - Bigger kids dropped off or parents were not participating in monitoring the kids which needs to be addressed with parents. Only 1 adult with larger groups of kids
  - Running and roller shoes made it a bit chaotic.
  - Glow in the dark theme – Doors needed to be closed to make it dark for the glow in the dark theme, but this made it extremely hot. Consider moving this theme to winter when its cooler.
  - Thanks to Karli and beauty and the beat for the music.
- **FFF** - Next FFF + Donuts is June 6, portal will open May 13, close May 27
  - Panago will have a new owner, and the pricing will be honouring for now. Thank you to Shea for shopping and everyone for their work on this.
  - Shae found a GF and vegan donut and can pick up the donuts and will provide details in case of questions.
  - Cheryl will be picking up other donuts.
- **Hilltop Spring Plant Sale**
  - No names or descriptions on plants so it was confusing to organize. This feedback should go to Hilltop to make it smoother for next year.

### Upcoming Events:

- **Ice Cream Day** - Thursday May 22; portal open April 25 - May 9; submit order May 12; ice cream to be delivered @ 1:45pm on May 22
  - NO actual truck. Ice cream delivered to classrooms.

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- **May Bottle Drive** - Saturday May 24, 9:00am - 3:00pm; signs up by May 7 [Sign up here to volunteer](#)
  - 2 hours shifts on Albina side, tables and potentially a tent will be provided.
- **Staff Appreciation Breakfast** - set date, volunteers for shopping, set up.
  - June 17th works best for this Shae and Karli have both offered to shop. Keja and Celeste can also help on the day.
- **Monk Office School Supply Fundraiser** - May 26th to July 24th, leader needed to run this.
  - Karli has volunteered to run this. Thank you!
- **Welcome to Kindergarten PAC Letter** - will include PAC info and Monk details.
  - Keja and Lauralee are working on this letter so that it will be ready for next week.
  - Look at prinking Monk flyer on one side and PAC welcome letter on the other.
- June meeting in person or online?

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

### 7:35pm – New Business

- Deadline for 2025/2026 **Gym Dates** - May 8<sup>th</sup>
- Confirm dates for gym bookings:
  - *Meet the Teacher / Pizza Night*
  - *Sun Oka Apple Sale*
  - *Halloween Dance*
  - *Holiday Market*
  - *Holiday Gift Sale*
  - *Hilltop Poinsettia Plant Sale*
  - *Hilltop Spring Plant Sale*
  - *Board Game Night*
  - *Spring Dance*

### 8:00pm – Meeting adjourned.

- Motion: Keja Lake
- Second: Karli Reeves