

# **TILlicum Elementary PAC Meeting Minutes \*\*\* DRAFT\*\*\***

**January 14th via Microsoft Teams**

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## **In Attendance**

Executive: Shae Mellors (Co-Chair), Cheryl Ferreira (Co-Chair), Colleen McDavid (Treasurer),  
Admin: Aaron Parker (Principal), Karen Higginbotham (Vice Principal)

- Parents: Matthew Cook, Sara Pipkey, Shannon Karner (acting Secretary)
- Staff: Byron Lienard-Boisjoli (music teacher), Melanie Kennedy (Indigenous Ed support worker)

**Regrets:** Karma Cuning (Secretary), Lisa Gelling (VCPAC Rep)

## **6:30pm – Open Meeting - Brought to order by:**

- Motion: Colleen McDavid
- Second: Shae Mellors

**Introduction** – Lots of new faces. Everyone introduced them selves and shared a bit about their families and involvement in the school and community.

## **6:37pm - Administration Updates Principal/Vice-Principal Report – Aaron Parker & Karen Higginbotham**

- Back to school for 2026; productive start to the calendar year
- Black Excellence celebration assembly tomorrow
  - Local businessman (Troy Wilson) doing a presentation
- Friday is Jersey Day
- Pro-D on Jan 26<sup>th</sup>
- Family Literacy Day Jan 27<sup>th</sup> – families will be invited to read in classes on Jan 28<sup>th</sup>
- Food for Fun at end of month
  - Previous one went really well
  - Shift in timing made a big positive difference
- Spring Dance will be April 23
- Beach Day will be June 16
  - Permit in place
- Safe routes to school
  - Website information needs to be updated
  - Community member has talked to us about this before, but can't find any materials
  - Still investigating history and looking into a solution

## **6:45pm – Staff Request – Indigenous Education Committee (Byron Lienard-Boisjoli (music teacher), Melanie Kennedy (Indigenous Ed support worker))**

- Not enough drums available to have an entire classroom (plus teacher and EA) to be able to drum at the same time and no more to borrow from the district
- Want to make 24 drums – would be smaller to accommodate the younger kids
- Cost of 24 drums is estimated at \$2,125.20 (not including wood for handles or drumsticks)
- Parent volunteers needed (ideally 1 per drum) for most of the day (9-2/2:30); 3-4 I.Ed. staff will be available, bare minimum parent volunteers is 19-20
- Usually presented in a ceremony including pizza lunch (paid from targeted funds)
- Shae advocated strongly in support of the request, and spoke to the importance of the students being able to participate equally
- Date tentatively booked: Monday Feb 9
- Shae raised concern about the being able to get enough volunteers in time
- Want to do a Monday because the library would be booked; Melanie can look into availability of the drum maker on alternate dates (Feb 23; March 2)

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- Send notice out on Friday, which gives 2 weeks to get volunteers; if insufficient volunteers by then, will look at delaying to a later date
- Shae motions to vote to fund this initiative
- In favour: Colleen, Shannon, Cheryl

### **7:05 pm - Meeting Minutes – Approval of last meeting's minutes**

- Motion: Shae Mellors
- Second: Cheryl Ferreira

### **7:05pm - Treasurer Report – Colleen McDavid**

- **Account Balances:**
  - Tillicum PAC High-interest Savings: \$91.91
  - Tillicum PAC Chequing: \$32,265.58
  - Tillicum Gaming Chequing: \$9,467.83
  - General PAC Account in Office: \$9,190.80
- **Deposits since last meeting:**
  - \$979.31 Monks School Supplies Fundraiser
  - \$2381.85 Gift Sale
  - \$1036.32 Bottle Drive
  - \$1486.00 Sun Oka Apple Fundraiser
  - \$10,000 Cheque account transfer from PAC Gen to Coast Capital Chequing Account
- **We paid Calling All Cows for previous FFF so updated net proceeds:**
  - \$1124.38 October
  - \$1079.32 December
- **Winter Market:**
  - TOTAL REVENUE: \$5269.80
  - TOTAL EXPENSES: \$627.78
  - TOTAL NET PROCEEDS: \$4642.02
  - Chequing breakdown: \$4474.80 - 497.78 = \$3977.02
  - Gaming breakdown: \$795 - \$130 = \$665.00
- Drum payment can come out of PAC Chequing

### **7:09pm - VCPAC Update – Cheryl F (passed along from Lisa Gelling)**

- Meeting will be Thursday – Lisa will attend
- Parent education now comes through VCPAC – they will provide a form
- Details will be discussed on Thursday

### **7:12pm - Upcoming Events/Fundraisers review:**

- Dec FFF
  - Timing changed worked well for everyone
  - New forms used and worked well (no one missed)
- Xmas Plant Sale
  - Labeling / tags worked really well
  - Thank you to office staff for getting remaining plants to the families
  - Don't know yet what was raised; invoice was sent to office and was paid
    - Shae to follow up
  - May look into an alternative supplier as Hilltop was challenging to work with; not sure if there are alternative options
- Spring Plant Sale
  - Doesn't bring in much revenue, nice to have some more variation in fundraisers (e.g., art cards), so will forgo this year

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- West Coast Seeds
  - o Missed fall deadline to sign up, so not happening this year
- Gift Sale
  - o Went well overall
  - o Running low on stock
  - o Not enough volunteers
  - o Need double amount of tape and wrapping paper
  - o Spring clean out timing donation collection
  - o Secondary collection closer to gift sale
- Purdy's Xmas
  - o Went well, simple to run
  - o Shaun was really helpful
  - o Waiting on the cheque
- Winter Market
  - o Went well
  - o Great feedback from vendors
  - o Will look at expanding into hall at top of the ramp next year (more vendor space and more bathrooms)
- Raffle
  - o Have left over prizes from Winter Market
  - o Shannon will organize raffle for Spring Dance
  - o Will look into whether we need a few additional prizes to make worthwhile
- Soup
  - o Karma will be running it
  - o Feb 10 – March 2
  - o Hopefully products arrive before spring break
  - o Online campaign and get a cheque after
- Art Cards
  - o Reporting period is first 2 weeks of March, so not a good time to run the classroom activity
  - o Time it so that the artwork is done in February
  - o Do a general love theme
  - o Artwork back to us by March 1
  - o Created By Kids seems to be the best option (no upfront fees, administrative work not downloaded onto school)
  - o Shannon to send request to Created by Kids and draft teacher instruction letter
- Mar FFF
  - o Trying out Subway
  - o Turkey, Ham, Pepperoni, Veg
  - o White/Brown/Gluten-free bread option
  - o Sauce and veg selections
  - o Same options in extras (snacks and drinks)
  - o Will be run through School Cash Online
  - o Working with Subway at Tillicum and Gorge

### **7:35pm – Parent Education Event**

- Shae sent letter to other schools to see if anyone wants to partner, but no collaborative response
- McKenzie is doing free event: Emotion-Focused Family Therapy hosted by Fairfield Psychology (Jan 19 @ 6pm)
- Last year received \$250 grant but only spent \$119
- If we skip a year, don't necessarily lose the grant in the following year

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- When applying for the grant, have to demonstrate use and benefit to community from previous year
- Funding seems flexible on where it is directed if schools are collaborating
- Did a poll to get feedback from parents about ideas
  - o Highest responses from survey: fostering independence, anxiety, emotional regulation, screens, building resilience, Home Alone course, White Hatter
- White Hatter has been done at Tillicum before
- Home Alone course is available through other channels and likely doesn't qualify for the grant as it isn't directed at parents
- Push topic to February for further discussion

### **7:45pm – Game Night**

- Shae and Lauralee to coordinate
- Shae will shop for concession
- Last year concession: fuzzy peaches, Cadbury mini eggs, candy multi-packs
- Concession: water, candy bags, popcorn
  - o Already have water
  - o Cheaper to make your own candy bags
    - Cheryl can put candy bags together
  - o Popcorn machine: Shae will buy popcorn when shopping for concession
- Event is 6-8; gym booked 5:30-8:30 to allow for set up and clean up
- Need garbage cans and recycle bins

### **7:57pm – New Business**

- Potential bottle drive in spring – pushing to Feb meeting for further discussion
- Staff appreciation breakfast – could we do Thursday, June 18<sup>th</sup>? Mr. Parker will have response for Feb meeting

### **8:00pm – Meeting adjourned**

- Motion: Colleen McDavid
- Second: Cheryl Ferreira