

# Valley View PAC Meeting Minutes

April 23, 2026 6:30pm - Valley View Library

## In Attendance

Chair: Chelsey Newton

Vice Chair: Megan Norrish

Treasurer: Jonathan Kisiloski

Secretary: Erica Otto

Fundraising Co-Coordinators: Susie Gilson  
& Jennifer Stokes (absent)

DPAC Rep: vacant

Trustee: Janice Caton

Principal: Yolanda Lehton (absent)

Vice Principal: Tamara Langan (absent)

Others: Pamela Saccucci,  
Lisa

## Meeting Notes

1. Welcome/Introductions : Chelsey Newton (chair)

Meeting called to order at 6:32 pm

Land acknowledgement

Introductions all around - deferred - no new attendees

2. Approval of Agenda: Chelsey Newton (chair)

Agenda approved as circulated. Jonathan motion Susie Second All in favour: PASSED

3. Approval of minutes from March meeting

Minutes from March to be approved as circulated. Jonathan motion Megan Second All in favour: PASSED

4. Administration Report: Absent – written update shared:

- Staffing update:
  - Yolanda & Tamara staying on as principal and V-P for the 2026/2027 year
  - two new teachers starting on Monday to cover teachers on leave - Division 3 Madeleine Slabbert and Division 9 Sonja Oliver (M,T,W)
- All sensory items ordered. Work order for install and training to occur once they come in
- Student learning survey sent out to parents and encourage all caregivers to submit feedback by April 30<sup>th</sup> (info goes straight to the ministry)
- Many events coming up - see website calendar
  - Jump rope for heart next week May 1st
  - Track Jamboree May 4th; Arden school doing concession
  - School fun day June 12<sup>th</sup>
    - 2 bouncers booked for total cost \$598.50 - cheque to come out of non-gaming (community building events) budget - Yolanda will email the invoice

- Will need as many parent volunteers as possible for fun day
      - Chantal to post on Facebook as a call for volunteers; Jennifer to organize volunteers
    - June 22nd will now be the acknowledgement of National Indigenous Peoples Day that falls on Sunday June 21<sup>st</sup> this year (moved from recognizing on the same day as Beach day). Bannock truck will be on site.
  - Request for field trip \$300 to come out of hardship fund

#### 5. Trustee Report: Janice Caton

- Calendar survey feedback received - next board meeting will be reviewed and confirmed
  - At least 2026/2027 calendar will be posted by the end of April
  - District aware some childcare issues may arise with additional ProD days and are brainstorming (ProD days moved from end of August to throughout year)
- Survey out for long range facilities plan
  - <https://www.comoxvalleyschools.ca/wp-content/uploads/2026/04/LRFP-Survey-Advert-1-1030x1030.png>
- Budget due by the end of June
  - Draft to go to the board in the near future
  - Student population leveling off which may reduce funds to district
- Wee Care has given notice that it will no longer be providing before/after school care at Valley View
  - Portables are being sold
  - Daycare providers will be putting in tenders to district to take over this service
  - District aware that families are waiting for information about next year
  - Concern raised that communication has been poor, so follow up to occur with principal/district regarding planning for next year

#### 6. Chair's Report: Chelsey Newton

- Elections to be held next month
  - Megan will send info to Yolanda to put something in WAG
  - Jonathan has emailed Chantal the job descriptions for facebook posts
    - Chantal to advertise on facebook page often in advance of the next meeting
  - Specifically looking for treasurer and DPAC representative
    - Feedback to include information on time commitment required and - benefits of being on the PAC for advertising
- Signs ordered for grad and teacher appreciation – to be set up by company

#### 7. Fundraising Report: Susie Gilson

- Hanging Baskets for mother's day ongoing - end order date April 27th - e-transfers will be accepted through Jonathan's website set up
- Meat fundraiser to go live in May through the Butchers Block – will trial this year to see how it goes.

#### 8. Treasurer's Report: Jonathan Kisiloski

#### Account balances at end of February:

- Non - gaming: \$13,074.79
- Gaming: \$8,389.64
- To date net profit from fundraising approximately \$7,000
- Still some funds from gaming grant that can be used for some school events/performances, this will include
  - Yearbooks
  - Cultural performances \$1000 – need to be used this year or we lose them  
ACTION: Jonathan will email yolanda to confirm performances
  - \$900 still available for extra curricular
- Request for funds to update first aid kits - funds should come from school and not from PAC as these are mandated by school district

#### 9. DPAC Report

##### -Minutes of April 13 meeting reviewed:

- BC community gaming grants are open - \$20/student based on previous year's enrollment - Jonathan aware and completing application

#### 10. Other Business/Q&A

- Concern re: planning for Grade 7 trip for next year
  - Admin wants to engage grade 7 teachers to get input on the camp vs other possible trips for grade 7 grad recognition
  - Need to ensure deadlines are not missed
- Welcome to kindergarten event Thursday May 21st - 3pm to 4pm
  - Chelsie, Megan, Erica and Susie available and hope for Megan to speak at event
  - Newsletter will be printed for table
- Staff appreciation lunch to be planned for June 16th - plan for ~40 staff
  - Erica to organize event and call for volunteers as we get closer
- Plan to invite safe and active school representative back next year for update to PAC meeting

#### NEW ACTION ITEMS:

- Yolanda to email invoice for bouncers for fun day
- Chantal to post the following on PAC facebook page:
  - a. call for volunteers for Fun day Friday June 12<sup>th</sup>
    - i. General call for volunteers "save the date" and will sort out details later once we know how many volunteers we have
    - ii. with Jennifer's contact information to coordinate volunteers
  - b. info on PAC elections to be held next month (calling for all positions but specifically targeting treasurer and DPAC rep)
    - i. include messaging on time commitment and benefits of being involved in PAC

- Jennifer to get Chantal her contact info; set up spreadsheet for volunteers for Fun day
- Janice to notify superintendent of concerns of communication regarding before/after school care plan for the next school year with hopes to get information out to families affected
- Lisa will follow up with Yolanda regarding before/after school care plan for the next school year with hopes to get information out to families affected
- Megan to follow up with Yolanda on the following items
  - a. PAC elections piece to insert in WAG
  - b. Possible ideas/coordination for cultural performance for national indigenous peoples day or other
  - c. Speaking on behalf of PAC during “Welcome to Kindergarten” event
- Jonathan to follow up with Yolanda to ensure yearbooks, cultural event/performance and extracurricular funds are used from the gaming budget
- For May meeting - review with administration Grade 7 grad plans for next year; specifically discuss booking homewood deadlines vs booking restrictions on other ideas
- Erica to email Susie Welcome to Kindergarten newsletter for printing out for event and will email group to see if anything else needed for event

#### OUTSTANDING ACTION ITEMS:

- Yolanda to determine which Grade 7 award winner years are missing on the plaque to have them completed at the same time this year’s award winner is engraved
  - a. Receipt for engraving to be submitted to PAC
- Tamara to send work order to Molly to get front right hand bush trimmed back for improved visibility of pedestrians and vehicles exiting parking lot
- Follow up with Pam re: active schools person - Jamie Hilland [jhilland@urbansystems.ca](mailto:jhilland@urbansystems.ca)
  - a. Re: Advance arrow at Lerwick/Valley View
  - b. Sandwich sign - can we figure out a way to set out at pick up time
- From email (Sumi): teacher appreciation treat
  - a. Are we moving forward with this? If so, in conjunction with lunch if budget permits vs. a separate task

11. Next Meeting – Thursday May 23, 2026 at 6:30pm – Elections meeting

Meeting adjourned 7:51 pm motion by Jonathan

!! We’re looking for new people to join us! We have several open positions. If anyone is interested in getting more involved in the PAC on any level, please chat with us at a meeting or email [valleyviewpac@gmail.com](mailto:valleyviewpac@gmail.com)