

**KELSET PAC GENERAL MEETING AGENDA**  
**11 September 2019**  
**6:30pm to 8:00-8:30 pm**



Guest Speaker	N/A	15-30 min
Administrator's Report	Cathy Crocket-Moore, Leila Sinclair-Wise	30 min
Executive Meeting	Meghan Judson, Marie Fish	30-45 min
Social	All	15 min

<b>Executive Meeting</b>		<b>45-60 min</b>
<b>Topic</b>	<b>Responsibility</b>	
President's Report <ul style="list-style-type: none"> <li>- 2019-2020 Executive: 6 positions to vote in by acclamation (see list)</li> <li>- Childminding: RSVP ahead of time only?</li> <li>- Facebook page: scope, posts to include local business job ads etc?</li> </ul>	Meghan Judson, Marie Fish	
Vice President <ul style="list-style-type: none"> <li>- Class Reps</li> </ul>	Jessica Kwasnica-Rechsteiner	
Treasurer	Michelle Squire	
Fundraising Coordinators	Christina McCulloch, Simone Manchip Mary-Ellen Lundgren (Purdy's)	
Communications Coordinator	Keira-Leigh Drake	
Events Committee Coordinators <ul style="list-style-type: none"> <li>- Meet the teacher pizza night</li> <li>- Halloween, pumpkin carving</li> </ul>	Jessica Hopkins, Andrea Paget	
Event Food Coordinator	Heather Brass	
COPACS Rep	Liz Keating	
First Nations Rep <ul style="list-style-type: none"> <li>- Blanket exercise</li> </ul>	Tina Savea	

Fun Lunch Coordinators <ul style="list-style-type: none"> <li>Plans for next year</li> </ul>	Claire Erdem, Jessica Kwasnica-Rechsteiner, Tiffany Brantley
KELSET Cares Coordinators	Kristin Schnurr, Andrea Mctavish
Spring Fair Coordinator	Szymon Szymczakowski
Playground Project Coordinator <ul style="list-style-type: none"> <li>Progress over summer?</li> </ul>	Christine Davis
Grade 4/5 Coordinators (Camp and Farewell)	Nicole Nason, Tiffany Brantley
Earthquake Coordinator	Maeve Maddison
Lost & Found Coordinator	Terri Dobree
Fruit & Veg Coordinator	Jo Hall
New Business <ul style="list-style-type: none"> <li>School Supplies</li> <li>Welcome Back coffee/treats - how did it go?</li> <li>Welcome Back night – anything needed?</li> <li>Bottle recycling</li> </ul>	All
Old Business	All
Motion to Adjourn	Meghan Judson, Marie Fish

Minutes taken by KELSET PAC Secretary: Laura Veasey



# KELSET Elementary School

## PAC Meeting Sign-In Sheet

11 September 2019

NAME	POSITION	SIGNATURE
Cathy Crocket-Moore	Principal	Crocket-Moore
Leila Sinclair-Wise	Vice Principal	LSinclair-Wise
	Teacher Rep	
	Teacher Rep	
	Teacher Rep	
Meghan Judson	Co-President	MJudson
Marie Fish	Co-President	Marie Fish
Jessica Kwasnica-Rechsteiner	Vice-President	JKR
Michelle Squire	Treasurer	M Squire
Laura Veasey	Secretary	L. Veasey
Christina McCulloch	Fundraising Coordinator	Christina McCulloch
Simone Manchip	Fundraising Coordinator	Simone Manchip
Keira-Leigh Drake (Just Keira is fine)	Communications Coordinator	Keira Drake
Jessica Hopkins	Event Committee Coordinator	Jessica Hopkins
Andrea Paget	Event Committee Coordinator	Andrea Paget
Heather Brass	Event Food Coordinator	H. Brass
Liz Keating	COPACS Representative	Present but didn't sign her name
Tina Savea	First Nations Representative	Tina Savea
Claire Erdem	Fun Lunch Coordinator	
Jessica Kwasnica-Rechsteiner	Fun Lunch Coordinator	See signature above (VP)
Tiffany Brantley	Fun Lunch Coordinator	



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## PAC Meeting Sign-In Sheet

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Kristin Schnurr	KELSET Cares	
Andrea Mctavish	KELSET Cares	
Szymon Szymczakowski	Spring Fair Coordinator	
Christine Davis	Playground Project Coordinator	
Nicole Nason	Grade 4/5 Coordinator	
Tiffany Brantley	Grade 4/5 Coordinator	See signature above (Fun lunch)
Maeve Maddison	Earthquake Coordinator	
Katy Hembruff	Member at Large	
Kara Shade	Member at Large	
<i>Nadia Broughton</i>		
LIZ KEATING	NEW MEMBER (COPACS)	
Tina Lee	Member at large	
Hirsti Inglis		



# KELSET Elementary School

## PAC General Meeting Minutes

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		Present
<b>ADMINISTRATION</b>	Cathy Crocket-Moore	Principal <input checked="" type="checkbox"/>
	Leila Sinclair-Wise	Vice-Principal <input checked="" type="checkbox"/>
		Guest Speaker <input type="checkbox"/>
		Teacher Rep <input type="checkbox"/>
<b>PAC EXECUTIVE</b>	Meghan Judson	President <input checked="" type="checkbox"/>
	Marie Fish	President <input checked="" type="checkbox"/>
	Jessica Kwasnica-Rechsteiner	Vice-President/Fun Lunch Coordinator <input checked="" type="checkbox"/>
	Michelle Squire	Treasurer <input checked="" type="checkbox"/>
	Laura Veasey	Secretary <input checked="" type="checkbox"/>
	Christina McCulloch	Fundraising Coordinator <input checked="" type="checkbox"/>
	Simone Manchip	Fundraising Coordinator <input checked="" type="checkbox"/>
	Keira Drake	Communications Coordinator <input checked="" type="checkbox"/>
	Jessica Hopkins	Events Committee Coordinator <input checked="" type="checkbox"/>
	Andrea Paget	Events Committee Coordinator <input checked="" type="checkbox"/>
	Heather Brass	Event Food Coordinator <input checked="" type="checkbox"/>
	Liz Keating	COPACS Representative <input checked="" type="checkbox"/>
	Tina Savea	First Nation Representative <input checked="" type="checkbox"/>
	Claire Erdem	Fun Lunch Coordinator <input type="checkbox"/>
	Tiffany Brantley	Fun Lunch Coordinator/Grade 4/5 <input type="checkbox"/>
	Szymon Szymczakowski	Spring Fair Coordinator <input checked="" type="checkbox"/>
	Kristin Schnurr	KELSET Cares <input checked="" type="checkbox"/>
	Andrea Mctavish	KELSET Cares <input checked="" type="checkbox"/>
	Szymon Szymczakowski	Spring Fair Coordinator <input checked="" type="checkbox"/>
	Christine Davis	Playground Project Coordinator <input type="checkbox"/>
Maeve Maddison	Earthquake Coordinator <input type="checkbox"/>	
Nicole Nason	Grade 4/5 Coordinator <input type="checkbox"/>	
Katy Hembruff	Member at Large <input type="checkbox"/>	
Kara Shade	Member at Large <input type="checkbox"/>	
Tina Lee	Member at Large <input checked="" type="checkbox"/>	
<b>OTHERS</b>	Nadia Broughton	<input checked="" type="checkbox"/>
	Kirsti Inglis	<input checked="" type="checkbox"/>
	Robert Downey (on behalf of Christine Davis)	Playground Project Coordinator – husband <input checked="" type="checkbox"/>

Call to order at 6:34 pm

We would like to acknowledge that we are on the traditional land of the WSANEC people. We are so thrilled to be able to live, learn, and work on this land!



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		Present
<b>ADMINISTRATION</b>	Cathy Crocket-Moore	Principal <input checked="" type="checkbox"/>
	Leila Sinclair-Wise	Vice-Principal <input checked="" type="checkbox"/>
		Guest Speaker <input type="checkbox"/>
		Teacher Rep <input type="checkbox"/>
<b>PAC EXECUTIVE</b>	Meghan Judson	President <input checked="" type="checkbox"/>
	Marie Fish	President <input checked="" type="checkbox"/>
	Jessica Kwasnica-Rechsteiner	Vice-President/Fun Lunch Coordinator <input checked="" type="checkbox"/>
	Michelle Squire	Treasurer <input checked="" type="checkbox"/>
	Laura Veasey	Secretary <input checked="" type="checkbox"/>
	Christina McCulloch	Fundraising Coordinator <input checked="" type="checkbox"/>
	Simone Manchip	Fundraising Coordinator <input checked="" type="checkbox"/>
	Keira Drake	Communications Coordinator <input checked="" type="checkbox"/>
	Jessica Hopkins	Events Committee Coordinator <input checked="" type="checkbox"/>
	Andrea Paget	Events Committee Coordinator <input checked="" type="checkbox"/>
	Heather Brass	Event Food Coordinator <input checked="" type="checkbox"/>
	Liz Keating	COPACS Representative <input checked="" type="checkbox"/>
	Tina Savea	First Nation Representative <input checked="" type="checkbox"/>
	Claire Erdem	Fun Lunch Coordinator <input type="checkbox"/>
	Tiffany Brantley	Fun Lunch Coordinator/Grade 4/5 <input type="checkbox"/>
	Szymon Szymczakowski	Spring Fair Coordinator <input checked="" type="checkbox"/>
	Kristin Schnurr	KELSET Cares <input checked="" type="checkbox"/>
	Andrea Mctavish	KELSET Cares <input checked="" type="checkbox"/>
	Szymon Szymczakowski	Spring Fair Coordinator <input checked="" type="checkbox"/>
	Christine Davis	Playground Project Coordinator <input type="checkbox"/>
Maeve Maddison	Earthquake Coordinator <input type="checkbox"/>	
Nicole Nason	Grade 4/5 Coordinator <input type="checkbox"/>	
Katy Hembruff	Member at Large <input type="checkbox"/>	
Kara Shade	Member at Large <input type="checkbox"/>	
Tina Lee	Member at Large <input checked="" type="checkbox"/>	
<b>OTHERS</b>	Nadia Broughton	<input checked="" type="checkbox"/>
	Kirsti Inglis	<input checked="" type="checkbox"/>
	Robert Downey (on behalf of Christine Davis)	Playground Project Coordinator – husband <input checked="" type="checkbox"/>

Call to order at 6:34 pm

We would like to acknowledge that we are on the traditional land of the WSANEC people. We are so thrilled to be able to live, learn, and work on this land!





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## PAC General Meeting Minutes

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<b><u>AGENDA ITEM</u></b>	<b><u>ACTION</u></b>
<p><b><u>Guest Speaker</u></b> None this month</p>	N/A
<p><b><u>ADMINISTRATION REPORT</u></b> Cathy Crocket-Moore, Leila Sinclair-Wise</p> <ul style="list-style-type: none"> <li>- Introductions to New PAC Executive 2019-2020</li> <li>- Star Cinema Debut – Ms Crocket-Moore “caught speeding” on video!</li> <li>- Kids excited to be back, 391 students – 30 new students and 7 new staff; ~25% first nations students</li> <li>- Teacher/Division list coming in newsletter</li> <li>- School goal: belonging and connectedness</li> <li>- Dog life-threatening allergy to fur, implemented no dogs a couple of years ago, same plea this year please</li> <li>- Pizza and juice boxes available next week at Meet the Teacher, 5:30-7pm Thursday 19<sup>th</sup> September – drop-in event</li> <li>- Subscribe to forum emails to get all the messages, subscribe to Facebook page also! Keep a note on the calendar too!</li> <li>- ***Extracurricular activities***, mainly for Grades 3-5. Lunchtime soccer coming, swim club follows, cross country in spring (plus Grade 2).</li> <li>- Club Days every 4-5 weeks on a lunchtime – athletic, games, crafts, science, kindness, for all grades: families interested in running a club is very powerful: please get in touch! Considering if we can do it every 3 weeks.</li> <li>- Terry Fox Run – date to be determined.</li> <li>- Cops for Cancer – Tour de Rock will stop at KELSET – will raise money for cancer and split between Terry Fox Run and Cops for Cancer</li> <li>- September 23<sup>rd</sup> – District Pro-D Day for Indigenous education at Claremont</li> <li>- Welcome Pole: unveiling, ceremony to be confirmed perhaps October</li> <li>- Criminal Record Check specific to the District: YOU MUST have this completed if you are interested on going on class walks, field trips or camp, complete it ASAP (takes ~3 weeks to 4 months, good for 3 years): recommend to get the application done; its free with the code sent home. If you are unsure if yours has expired, reach out to Leanne Lawson (front desk).</li> </ul>	<p><b><u>PLEA TO FAMILIES!</u></b> <b><u>Subscribe ASAP to forum emails on website to get all the messages from admin,</u></b></p> <p><b><u>Also, subscribe to Facebook page!</u></b></p> <p><b><u>Keep an eye on the school calendar too!</u></b></p>
Approval of last meetings (June) minutes	<b>Motion</b> by Meghan Judson <b>Seconded</b> by Laura Veasey



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<p><b><u>PRESIDENT REPORT</u></b> – Meghan Judson</p> <ul style="list-style-type: none"> <li>- 2019-2020 Executive: 6 positions to vote in by acclamation (see list)             <ul style="list-style-type: none"> <li>o Event Food Coordinator: Heather Brass</li> <li>o COPACS: Liz Keating</li> <li>o KELSET Cares: Kristin Schnurr, Andrea Mctavish</li> <li>o Spring Fair: Szymon Szymczakowski</li> <li>o Playground: Christine Davis</li> <li>o Grade 4/5: Nicole Nason and Tiffany Brantley</li> </ul> </li> <li>- Childminding: we will try to get an RSVP ahead of time for this year</li> <li>- Facebook page: scope, posts to include local business job ads etc?             <ul style="list-style-type: none"> <li>o Some student safety concerns for photos being posted with location/event, focus posts on events, education activities and school messaging.</li> <li>o Has to be an Open Page – direction from COPACS</li> </ul> </li> </ul>	<p><b>Childminding for PAC meetings – RSVP basis for this year, please reply in advance of meeting</b></p>
<p><b><u>VICE PRESIDENT REPORT</u></b> – Jessica Kwasnica-Rechsteiner</p> <ul style="list-style-type: none"> <li>- Class Reps, one per division required             <ul style="list-style-type: none"> <li>o Emergency contact list</li> <li>o Communicating PAC/event messages</li> <li>o PAC event volunteers</li> <li>o Spring fair volunteers</li> <li>o May responsibility: commit and pay to school supplies or not</li> <li>o Sign-up genius to be sent out</li> </ul> </li> </ul>	<p><b>Jessica to kick off documentation/sign-up for class reps</b></p>
<p><b><u>TREASURER REPORT</u></b> – Michelle Squire</p> <ul style="list-style-type: none"> <li>- Last invoices awaited from Leanne to find out accounts from last year</li> <li>- \$1,000 from RBC, applying again this year</li> <li>- We spent \$6,000 more than we raised last year</li> <li>- Budget and bank statements to be provided at every meeting</li> <li>- School Supplies: Grades 1-5, option to pay \$50 for supplies, this is the second year trying it, still don't have many supplies: 52% opted in and paid. Closing date is September 19<sup>th</sup> for munchalunch payments, otherwise cash or cheque with a note to say which kid it is for.             <ul style="list-style-type: none"> <li>o Inclusive classroom by having same supplies.</li> <li>o Parents confused: think it's a fundraiser so costing them more money so they are perhaps opting to buy their own; its not a fundraiser, money goes directly to supplies via teacher</li> <li>o Supplies aren't meant to be returned at the end of the year, they should stay with the division – not the teachers and not</li> </ul> </li> </ul>	<p><b>Messaging from admin needed to teachers and families about school supplies to remove confusion with rolling over supplies and it not being a fundraiser</b></p>





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<p>the students. Then cost savings will come in subsequent years.</p> <ul style="list-style-type: none"> <li>○ PAC lost \$2,000 last year making up unpaid school supplies</li> <li>○ 1/3 of the people who ordered in May on munchalunch haven't paid, reminders to be sent out</li> </ul>	
<p><b><u>FUNDRAISING COORDINATORS</u></b> – Christina McCulloch, Simone Manchip</p> <ul style="list-style-type: none"> <li>- Poinsettia fundraiser to be done again</li> <li>- Student makes professional art projects for gifts e.g., mugs, canvas etc <a href="http://www.createdbykids.ca">www.createdbykids.ca</a> \$3-\$5 per child profit</li> <li>- Global coffee, Maple Ridge</li> <li>- Greeting cards: box of mixed cards</li> <li>- Mabels Labels always running</li> <li>- Smile Cards ongoing, to be handed out at Meet the Teacher Night</li> <li>- Epicure picnic backpacks still to be sold, \$40 each = \$12,000!</li> <li>- Branded school clothing: technical clothing last year</li> <li>- <b>BOOK FAIR IS BACK! Week of November 18<sup>th</sup> in gym – same week as early dismissal days to extra time to shop!</b></li> <li>- Garage sale: TBC</li> </ul>	<p>Mary-Ellen Lundgren (Purdy's and Blueberries) can continue in her role but to be taken off the PAC list (LV: done)</p>
<p><b><u>COMMUNICATIONS COORDINATOR</u></b> – Keira-Leigh Drake</p> <ul style="list-style-type: none"> <li>- No report, please reach out to Keira</li> <li>- Remind people they need cash for Family Night</li> </ul>	<p><b>Post highlights to facebook page from meeting</b></p>
<p><b><u>EVENT COMMITTEE COORDINATORS</u></b> – Jessica Hopkins, Andrea Paget</p> <ul style="list-style-type: none"> <li>- Meet the teacher night: Confirm the float amount a week ahead</li> <li>- Halloween, pumpkin carving             <ul style="list-style-type: none"> <li>○ Speak with Katy and Kara about Halloween</li> </ul> </li> </ul>	<p><b>Confirm float needed for Meet the Teacher Night</b></p>
<p><b><u>EVENT FOOD COORDINATOR</u></b> – Heather Brass</p> <ul style="list-style-type: none"> <li>- Meet the teacher: pizza night: use Peninsula Pizza price dependent, fundraiser; 80 large pizzas, 1/3 cheese, 1/3 pepperoni, 1/3 hawaiian</li> <li>- Juice boxes also</li> <li>- Search around for best pricing</li> </ul>	<p><b>Order food/drink for Meet the Teacher night</b></p>
<p><b><u>COPACS REP</u></b> – Liz Keating</p> <ul style="list-style-type: none"> <li>- First COPACS meeting TBC</li> </ul>	<p>No report Post-meeting: first COPACS meeting</p>



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	confirmed as Thursday October 10 <sup>th</sup> , 7pm
<p><b><u>FIRST NATIONS REP</u></b> – Tina Savea</p> <ul style="list-style-type: none"> <li>- Looking for donations for lunch programs, nut free snacks etc</li> <li>- Robin Dupree would like Pauquachin elders tea and drumming to come</li> <li>- Tina facilitates the blanket exercise plus sharing circle at work, and would like to facilitate one at school for 30-40 people – proposed Thurs 26th 6pm (post-meeting changed to Wed 25<sup>th</sup>): PAC to donate tea and doughnuts and a small gift for an elder e.g., \$25.</li> <li>- Orange shirt day is 30<sup>th</sup> September.</li> </ul>	<p><b>Tina to facilitate 2-2.5hr blanket exercise on Wed September 25<sup>th</sup>, at 6pm – RSVP only, 40 people max.</b></p>
<p><b><u>FUN LUNCH COORDINATORS</u></b> – Claire Erdem, Jessica Kwasnica-Rechsteiner, Tiffany Brantley</p> <ul style="list-style-type: none"> <li>- 4 fun lunches this fall, order asap! Munchalunch sign-up is already running!</li> <li>- Subway may be added in January if possible</li> </ul>	<p>Friday, September 27 Friday, October 18 Friday, November 15 &amp; Friday, December 13. We will continue to use the MunchaLunch online ordering system. Please note that online ordering will close on <b><u>Thursday, September 19.</u></b></p>
<p><b><u>KELSET CARES COORDINATOR</u></b> – Kristin Schnurr, Andrea Mctavish</p> <ul style="list-style-type: none"> <li>- Breakfast and Forgotten lunch programs – volunteers needed</li> <li>- Community grants / donations to be sought out: Lisa could share the letter she sent for this</li> <li>- Children requiring certain items for school</li> <li>- Christmas and Valentines (KELSET Kindness) Food Drives</li> </ul>	<p><b>Find volunteers for breakfast and forgotten lunch program</b></p>
<p><b><u>SPRING FAIR COORDINATOR</u></b> – Szymon Szymczakowski</p> <ul style="list-style-type: none"> <li>- Survey early on for feedback from last year</li> <li>- Plan is to start much earlier and segment it a little more, esp need to make a start on silent auction donations!</li> </ul>	<p><b>Survey Monkey to come out re last year’s Spring Fair</b></p>
<p><b><u>PLAYGROUND PROJECT COORDINATOR</u></b> – Christine Davis</p> <ul style="list-style-type: none"> <li>- Who should she direct contacts to for pricing of playgrounds? Use admin as the project needs to go through district</li> <li>- Special needs society may be of help – larger inclusive play site</li> </ul>	<p><b>Contact district via admin staff re playground pricing etc</b></p>



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<ul style="list-style-type: none"> <li>- Writing grants, BCAA again?</li> <li>- FYI right now its month on/month off for little recess/big recess on playground equipment for Grades K-3 and then Grades 4/5</li> </ul>	
<p><b><u>GRADE 4/5 COORDINATORS (CAMP AND FAREWELL) –</u></b> Nicole Nason, Tiffany Brantley</p>	No report
<p><b><u>EARTHQUAKE COORDINATOR</u></b> – Maeve Maddison</p> <ul style="list-style-type: none"> <li>- Clean out and reorganize the supplies: admin requested a meeting is needed</li> </ul>	<b>Maeve to reach out to admin re meeting to organize supplies asap</b>
<p><b><u>LOST &amp; FOUND COORDINATOR</u></b> – Terri Dobree</p>	No report
<p><b><u>FRUIT &amp; VEG PROGRAM</u></b> – Jo Hall</p>	No report
<p><b><u>New Business</u></b></p> <ul style="list-style-type: none"> <li>- Bottle recycling: TBD if we can have bins put at school, could raise ~\$2-3,000 a year versus risk of wasps etc</li> <li>- Sunday October 13th – Thrifty Food Kids Run, \$20/child early registration, facebook if anyone is interested in managing?</li> <li>- Sangha App: discontinued, delete the app from your phones!</li> <li>- District news: sign upto COPACS also</li> <li>- Welcome Back coffee/treats - how did it go? Very well</li> <li>- May there be other schools purchasing other things we could get good pricing on them e.g., like gaga ball court.... Request that admin let us know</li> </ul>	<b>Sangha App: discontinued, delete the app from your phones!</b>
<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<p>Meeting was adjourned at 08:43 pm.</p>	
<p><b><u>**NEXT MEETING will be on 09 October 2019 at 6:30pm</u></b></p>	



# KELSET Elementary School

## PAC General Meeting Minutes

11 September 2019

### KELSET PAC EXECUTIVE 2019-2020

#### Executive Positions PAC Constitution (Nov2013)

**President (Critical)** – Meghan Judson, Marie Fish (Co-Presidents)

**Vice-President** – Jessica Kwasnica-Rechsteiner

**Treasurer (Critical)** – Michelle Squire

**Secretary (Critical)** – Laura Veasey (back-up: Heather Brass)

**Fundraising Coordinator** - Christina McCulloch, Simone Manchip

**Communications Coordinator** – Keira Drake

**Event Committee Coordinator** – Jessica Hopkins, Andrea Paget

**Event Food Coordinator** – Heather Brass

**COPACS Representative** – Liz Keating

**First Nations Representative** – Tina Savea

**Members at Large** – Katy Hembruff, Kara Shade, Tina Lee

**Past-President** – N/A

**School Planning Council Representative** – N/A

#### Other Executive Positions

**Fun Lunch Coordinator** – Claire Erdem, Jessica Kwasnica-Rechsteiner, Tiffany Brantley

**KELSET Cares** – Kristin Schnurr, Andrea Mctavish

**Spring Fair Coordinator** – Szymon Szymczakowski

**Playground Project Coordinator** – Christine Davis

**Grade 4/5 Coordinator (Camp Fundraising Grade 5 Farewell)** – Nicole Nason, Tiffany Brantley

**Earthquake Coordinator** – Maeve Maddison

**Lost & Found Coordinator** – Terri Dobree

**Fruit & Veg Coordinator** – Jo Hall