

KELSET PAC GENERAL MEETING AGENDA
09 October 2019
6:30pm to 8:00-8:30 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!**

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

Executive Meeting		45-60 min
Topic	Responsibility	
President's Report <ul style="list-style-type: none"> - School supplies discuss support for this venture - School asked for a PAC mtg time during the day to include a time when teachers are able to attend - discuss feasibility of this, it was tried last year and not successful for executive, parent, or teacher attendance BUDGET <ul style="list-style-type: none"> - decision making for cost share (case by case or always 50/50...etc) - Separate out the fund-raising for playground money (...need any help with grant writing...etc) - two person signatures for money over a certain amount...300? - Receipt book, system for accounting for money at an event.....tickets? - Muncha Lunch every two weeks? - Renew Math program: reflex Math (5,000) 	Meghan Judson, Marie Fish	
Vice President <ul style="list-style-type: none"> - Class Reps 	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"> - Pumpkin carving night - Craft night: Dec 11: School is asking for two tables sponsored by PAC 	Jessica Hopkins, Andrea Paget
Event Food Coordinator	Heather Brass
COPACS Rep	Liz Keating
First Nations Rep	Tina Savea
Fun Lunch Coordinators	Claire Erdem, Jessica Kwasnica-Rechsteiner, Tiffany Brantley
KELSET Cares Coordinators <ul style="list-style-type: none"> - KELSET Cares - Clarify parameters for seeking community donations, and what/if qualifies for tax receipt. 	Kristin Schnurr, Andrea Mctavish
Spring Fair Coordinator <ul style="list-style-type: none"> - Survey to be sent next week re fair ideas 	Szymon Szymczakowski
Playground Project Coordinator <ul style="list-style-type: none"> - Progress 	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"> • 	All
Old Business	All
Motion to Adjourn	Meghan Judson, Marie Fish

Minutes taken by KELSET PAC Secretary: Laura Veasey



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PAC Meeting Sign-In Sheet

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NAME	POSITION	SIGNATURE
Cathy Crocket-Moore	Principal	Crocket-Moore
Leila Sinclair-Wise	Vice-Principal	L. Sinclair-Wise
	Teacher Rep	
	Teacher Rep	
	Teacher Rep	
Meghan Judson	Co-President	M Judson
Marie Fish	Co-President	Marie Fish
Jessica Kwasnica-Rechsteiner	Vice-President/DF	JKR
Michelle Squire	Treasurer	M Squire
Laura Veasey	Secretary	L Veasey
Christina McCulloch	Fundraising Coordinator	Christina McCulloch
Simone Manchip	Fundraising Coordinator	
Keira Drake	Communications Coordinator	K Drake
Jessica Hopkins	Event Committee Coordinator	J Hopkins
Andrea Paget	Event Committee Coordinator	A Paget
Heather Brass	Event Food Coordinator	H Brass
Liz Keating	COPACS Representative	L Keating
Tina Savea	First Nations Representative	T 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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		Present
ADMINISTRATION	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"/>
PAC EXECUTIVE	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"/>
	Kristin Schnurr	KELSET Cares <input checked="" type="checkbox"/>
	Andrea Mctavish	KELSET Cares <input checked="" type="checkbox"/>
	Szymon Szymczakowski	Spring Fair Coordinator <input 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 type="checkbox"/>	
OTHERS		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Call to order at 6:30 pm

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AGENDA ITEM

ACTION

Guest Speaker
None this month

N/A



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ADMINISTRATION REPORT

Cathy Crocket-Moore, Leila Sinclair-Wise

- Terry Fox Run 2pm this Friday, it's a great family event. Toonies for Terry are being collected through Friday and next week – please! Leila and Cathy will kiss the pig (Sweetpea) should they reach a certain \$ amount... thinking of \$1,000!
- Watch Out for Advance Polling Day in gym, 9am-9pm (shorter route for higher grades this year).
- Indoor soccer starts next week. Mid November soccer jamboree at Panorama rec, Grades 4 and 5 – date TBC.
- Foundation Skills Assessment to compare with other kids in province – Grade 4, weeks of 15Oct week and 21Oct – math online, reading online and writing portion.
- Winter Holiday Concert happening again! December 18th 10am and 1pm performances. Full rehearsal December 17th half before lunch and half after lunch.
- Ready, Set, Learn 16Oct, 3:30-6pm, exposure to community school for 3-4 year olds – spread the word. Leadership opportunities for Grade 4/5 students (10) to show people around the school. PAC table to be set up.
- SENCOTHEN language classes starting Tuesday afternoons – 10 lessons per class, 5 classes at a time. District budgeted for all students. Kindergartens will have 7 sessions on Fridays. KELSET has been chosen to have some teachings on FN land in their communities. Admin to ask how skills can be transferred to home skills. Perhaps we could add SENCOTHEN Happy Bday to assemblies after English and French versions.
- PAC Meeting in Tsawout will occur this year.
- SENCOTHEN app is available – oral for those that want to learn more.
- CLUB DAYS – Grades K-5, lots of choices but always need new talents! (need criminal record check). 11:15-11:50, first one is 23 October, every 2 weeks.
- Staff to take a school-based pro-D day to get someone to critique what we have and do a practice for emergency procedures.
- Parking is HORRENDOUS – safety is bad, families are not crossing at crossing guards. Panorama parking lot is incredibly busy and there are complaints about safety. RCMP will be here much more often to monitor situation and to make it safer. Need to look at Panorama parking school bus with volunteer parents but some families are too pushed for time. Transportation manager meeting today, maybe move buses to outside on main road to go through dean park to turn around, and then KELSET parking lot would be a quick kiss and



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<p>go. PARENTS need to follow EXPECTATIONS and PARENTS need to CORRECT THEIR BEHAVIOUR: stop using people's drives and yards to turn around when parking on side streets, take one minute more to do a loop to turn around – via Pender Park Drive or over to Dean Park Rd. Don't cross over at Haro – no crosswalk and no sidewalks, teaching kids unsafe behaviours. Come 5 mins early and there is no traffic! Also, we have duties on from 8:20am in the school grounds so kids can have fresh air before school starts.</p>	
<p>Approval of last meetings (September) minutes</p>	<p>Motion by Meghan Judson Seconded by Michelle Squire</p>
<p><u>PRESIDENT REPORT</u> – Marie Fish, Meghan Judson</p> <ul style="list-style-type: none"> - School Supplies – only 67% people have paid – a reminder to please check if you didn't order supplies or did order and forgot to pay as the PAC will have to fund the difference which means less money for other projects. Add a school supplies button to website that will show information re supplies. - School asked for a PAC mtg time during the day to include a time when teachers are able to attend - discuss feasibility of this, it was tried last year and not successful for executive, parent, or teacher attendance. Not many parents come to meetings, so last year tried one after school – but no new parents came to participate, some teachers were willing to come at 3pm. During school hours is difficult as executive needs to be present and most have jobs. TBD could maybe try a shorter meeting 3-4pm with childminding. - Muncha Lunch every two weeks? Really time consuming to set up unfortunately and the ordering is difficult and takes time. It doesn't make much money to be honest, little point if its not raising funds, our school doesn't make money on it 	<p>Childminding for PAC meetings – RSVP basis for this year, please reply in advance of meeting</p> <p>Admin: Add a school supplies button to website that will show information re supplies.</p> <p>Budget discussions – closed session only</p>
<p><u>TREASURER REPORT</u> – Michelle Squire</p> <ul style="list-style-type: none"> - No report, see November PAC minutes for new process re approving funding and voting. 	<p>Closed session only</p>
<p><u>VICE PRESIDENT REPORT</u> – Jessica Kwasnica-Rechsteiner</p> <ul style="list-style-type: none"> - Class Reps, one per division required – <u>9 Classes Missing Reps</u> <ul style="list-style-type: none"> o Emergency contact list o Communicating PAC/event messages 	<p>9 reps to be found</p> <p>ACTION: 2018-2019 Class reps to bring in</p>



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<ul style="list-style-type: none"> ○ PAC event volunteers ○ Spring fair volunteers ○ May responsibility: commit and pay to school supplies or not ○ Sign-up genius to be sent out 	<p>red folders for shredding</p>
<p><u>FUNDRAISING COORDINATORS</u> – Christina McCulloch, Simone Manchip</p> <ul style="list-style-type: none"> - PURDY's – Christmas fundraiser and Cookie Dough for Spring both for Grade 4/5 camp fundraising - Poinsettia fundraiser registered, delivery Thursday 28 November (hopefully morning) – pick up Friday 29 November in case delivery is late, a few extras will be ordered. Deadline 18 November. Spread word through companies for bulk orders. Volunteers needed to package them up. - Happy Hippo Bath Company – various bundles offered, bath stuffs for adults and kids. - Greeting cards: box of mixed cards – maybe do earlier next year - Mabels Labels always running - Buy groceries on your Smile Cards to help fund Grade 4/5 Camp - REMINDER: Epicure picnic backpacks still to be sold, \$40 each = \$12,000! - REMINDER! BOOK FAIR IS BACK! Week of November 18-21 in gym – same week as early dismissal days (20/21) so extra time to shop! 	
<p><u>COMMUNICATIONS COORDINATOR</u> – Keira-Leigh Drake</p> <ul style="list-style-type: none"> - No report, communicate if anything missing! 	<p>Secretary will post meeting minute summary to facebook</p>
<p><u>EVENT COMMITTEE COORDINATORS</u> – Jessica Hopkins, Andrea Paget</p> <ul style="list-style-type: none"> - Pumpkin carving night: pumpkins available (suggested donation \$5 for those that can) or bring your own! 24 October 5:30-7:30pm. Pizza for sale plus baking for sale - Heads Up: CRAFT NIGHT on 11 December TBC, 16-18 stations – if so PAC meeting will change to 04 December 	<p>Admin to confirm Craft Night Date</p>
<p><u>EVENT FOOD COORDINATOR</u> – Heather Brass</p> <ul style="list-style-type: none"> - Pumpkin carving night: Pizza for sale (35 pizzas, 13 pepperoni, 13 cheese, 9 hawaiian) plus baking sign-up genius needed 	



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<p><u>COPACS REP</u> – Liz Keating</p> <ul style="list-style-type: none"> - No report - First COPACS meeting confirmed as Thursday October 10th, 7pm 	
<p><u>FIRST NATIONS REP</u> – Tina Savea</p> <ul style="list-style-type: none"> - Blanket exercise plus sharing circle went well. - A family in need requires these things please: formula samples, excess formula and a bassinet - Orange shirt day – was a success. 	<ul style="list-style-type: none"> -
<p><u>FUN LUNCH COORDINATORS</u> – Claire Erdem, Jessica Kwasnica-Rechsteiner, Tiffany Brantley</p> <ul style="list-style-type: none"> - No report 	
<p><u>KELSET CARES COORDINATOR</u> – Kristin Schnurr, Andrea Mctavish</p> <ul style="list-style-type: none"> - Lisa handed over a lot of information, which went well - 2 volunteers for programs found to free Robin - 35 kids receiving breakfast and lunch every day – need funding - Can we ask for money directly for ease of shopping, cash is better than a gift card for a local grocery store (but last year Thriftys delivered it directly to save time – this needs to be implemented again) - Community grants / donations to be sought out: letter to be sent out - Christmas Hampers and Valentines (KELSET Kindness) Food Drives 	
<p><u>SPRING FAIR COORDINATOR</u> – Szymon Szymczakowski</p> <ul style="list-style-type: none"> - No report (emailed) 	<p>Survey Monkey to come out next week re last year's Spring Fair</p>
<p><u>PLAYGROUND PROJECT COORDINATOR</u> – Christine Davis</p> <ul style="list-style-type: none"> - No report - Want an accessible playground \$120,000 estimated, ramps etc – a basic one would be \$65,000-\$80,000 - Consider a massive event – music concert? - District funding for playgrounds, but we haven't made the list yet 	<p>Grants and Community Fundraising needed</p> <p>Contact district via admin staff re playground pricing etc</p>



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<p><u>GRADE 4/5 COORDINATORS (CAMP AND FAREWELL) –</u> Nicole Nason, Tiffany Brantley</p> <ul style="list-style-type: none"> - No report 	
<p><u>EARTHQUAKE COORDINATOR –</u> Maeve Maddison</p> <ul style="list-style-type: none"> - No report 	<p>Maeve to reach out to admin re meeting to organize supplies asap</p>
<p><u>LOST & FOUND COORDINATOR –</u> Terri Dobree</p> <ul style="list-style-type: none"> - No report 	<p>No report</p>
<p><u>FRUIT & VEG PROGRAM –</u> Jo Hall</p> <ul style="list-style-type: none"> - No report 	<p>No report</p>
<p><u>New Business</u></p> <ul style="list-style-type: none"> - Bottle recycling: TBD if we can have bins put at school, could raise ~\$2-3,000 a year versus risk of wasps etc - Sangha App: discontinued, delete the app from your phones! - District news: sign upto COPACS also - Welcome Back coffee/treats - how did it go? Very well - 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 	<p>Sangha App: discontinued, delete the app from your phones!</p>
<p><u>Principal and Vice Principal Departed 8:06pm</u></p> <p><u>CLOSED SESSION STARTS – SEPARATE MINUTES TO EXECUTIVE ONLY</u></p>	
<p>Old Business</p> <ul style="list-style-type: none"> • N/A 	
<p>Open Meeting was adjourned at 8:06 pm. Closed Meeting was adjourned at 9:25 pm.</p> <p>**NEXT MEETING will be on 13 November 2019 at 6:30pm</p>	

CONTACT:

Facebook page (KELSET Elementary PAC): <https://www.facebook.com/%E1%B8%B0ELSET-Elementary-PAC-160145434052826/>

Email: kelsetpac@hotmail.com