

**KELSET PAC GENERAL MEETING AGENDA**  
**27 November 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	
Approval of last meetings minutes	Motion Seconded By	
President's Report <ul style="list-style-type: none"> <li>- MLA meeting: update</li> <li>- Superintendent COPACS meeting: update</li> <li>- BOOK FAIR</li> <li>- Holiday craft fair and our involvement: The school – suggest to hand out hot cider and treats/cookies</li> <li>- Strike action on behalf of PAC – anything needed?</li> <li>- Beacon Nature Club</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 <ul style="list-style-type: none"> <li>- Christmas fundraising: need a hand?</li> </ul>	Christina McCulloch, Simone Manchip Mary-Ellen Lundgren (Purdy's)	
Communications Coordinator	Keira-Leigh Drake	

Events Committee Coordinators <ul style="list-style-type: none"> <li>- Pumpkin carving night</li> <li>- Craft night: Dec 11: School is asking for two tables sponsored by PAC</li> <li>- Movie night changed to January 17<sup>th</sup> in the gym</li> </ul>	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"> <li>- KELSET Cares - Clarify parameters for seeking community donations, and what/if qualifies for tax receipt.</li> <li>- Holiday food hampers collection</li> <li>- Hamper assembly</li> </ul>	Kristin Schnurr, Andrea Mctavish
Spring Fair Coordinator <ul style="list-style-type: none"> <li>- Survey to be sent next week re fair ideas</li> </ul>	Szymon Szymczakowski
Playground Project Coordinator <ul style="list-style-type: none"> <li>- Need to form a committee</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>- Beacon Nature Club Closure – impact on families and discussion</li> <li>- Lead testing in KELSET Elementary water (Liz Keating), results of last test (Liz Keating)</li> </ul>	All
Old Business	All
Motion to Adjourn	Meghan Judson, Marie Fish

Minutes taken by KELSET PAC Secretary: Laura Veasey



November 15, 2019

Dear Community Families,

**RE: Important update on Beacon's Nature Club program**

We're sorry to say we will be not be continuing the Beacon's Nature Club out of school care program past the end of December. We realize this is surprising news and we very much regret any inconvenience or disruption it may cause your family.

We are grateful to the congregation and Minister of Saanich Peninsula Presbyterian Church for opening their doors and hosting Beacon's Nature Club since September. We also recognize and respect the Church must give priority to a variety of its other core activities and it's therefore not feasible to continue our current arrangement. As a result, the program at this site location will close effective December 20, 2019 at 6 pm.

Please be assured we continue to look for appropriate space that will meet licensing requirements and enable us to provide affordable licensed before and after school care for local families. However, at this time we do not have a viable alternate location.

In the meanwhile, Beacon will continue operating before and after school care at Brentwood Elementary. While regular school day programming at Brentwood Elementary is already at capacity, we will also explore offering additional spots at our Winter Break Camp. Families who are registered – or who wish to register – for Winter Break Camp at Brentwood Elementary, please connect with Sheldon Taylor at [otterbefuncare@beaconcs.ca](mailto:otterbefuncare@beaconcs.ca) ASAP; full day Winter Break programs continue to be available there.

We would also call your attention to Child Care Resource and Referral ([www.childcarevictoria.org](http://www.childcarevictoria.org)) and the Province's Find Child Care site ([www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/how-to-access-child-care/search-for-child-care](http://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/how-to-access-child-care/search-for-child-care)), in hopes that these resources may be of assistance.

If you wish, we would also be pleased to keep your contact information and advise you of any new out of school care that may become available at other locations in the future.

We wish your family all the best, and look forward to being able to serve you through other Beacon programs in future.

Sincerely,

Nicole Hietamaa  
Out of School Care Coordinator

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2723 Quadra Street \_ Victoria, BC V8T 4E5 \_ Tel: 250-658-6407 \_ Fax: 250-361-8720

**[www.beaconcs.ca](http://www.beaconcs.ca)**

*Employment Services \_ Child, Youth & Family Services \_ Counselling \_ Volunteer Services \_ Seniors Supports \_ Housing  
Charitable Registration No. 12995 1174 RR0001*



# KELSET Elementary School

## PAC Meeting Sign-In Sheet

27 November 2019

NAME	POSITION	SIGNATURE
Cathy Crocket-Moore	Principal	Crocket-Moore.
Leila Sinclair-Wise	Vice-Principal	Leila Sinclair-Wise
Gwen McEwen	Teacher Rep	
	Teacher Rep	
	Teacher Rep	
Meghan Judson	Co-President	Meghan Judson
Marie Fish	Co-President	Marie Fish
Jessica Kwasnica-Rechsteiner	Vice-President/DF	
Michelle Squire	Treasurer	
Laura Veasey	Secretary	L. Veasey
Christina McCulloch	Fundraising Coordinator	Christina McCulloch
Simone Manchip	Fundraising Coordinator	
Keira Drake	Communications Coordinator	Keira Drake
Jessica Hopkins	Event Committee Coordinator	
Andrea Paget	Event Committee Coordinator	Andrea Paget
Heather Brass	Event Food Coordinator	Heather Brass
Liz Keating	COPACS Representative	Liz Keating
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	Tiffany Brantley





# KELSET Elementary School

## PAC General Meeting Minutes

27 November 2019

		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"/>
	Gwen McEwen	Teacher Rep / Parent <input checked="" 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 type="checkbox"/>
	Michelle Squire	Treasurer <input 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 checked="" type="checkbox"/>
	Kristin Schnurr	KELSET Cares <input 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"/>
<b>OTHERS</b>	John Bataller	Parent <input checked="" type="checkbox"/>
	Sharon Larade	Parent <input checked="" type="checkbox"/>
	Christy Remington	Parent <input checked="" type="checkbox"/>
	Bing Chow	Parent <input checked="" type="checkbox"/>

Call to order at 6:30 pm

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





# KELSET Elementary School

## PAC General Meeting Minutes

27 November 2019

<b><u>AGENDA ITEM</u></b>	<b><u>ACTION</u></b>
<b><u>Guest Speaker</u></b> None this month	N/A
<b><u>ADMINISTRATION REPORT</u></b> Cathy Crocket-Moore, Leila Sinclair-Wise <ul style="list-style-type: none"> <li>- A LOT of date changes! November/December newsletter is busy!</li> <li>- Early dismissal 3/4/5 December, 1:48pm dismissal. Teacher specific interviews may occur, not all will have interviews on these days though</li> <li>- BOOK FAIR! 2/3/4/5/6 December! Open at lunch recess, until 4pm every day, and Thursday evening. Come buy your Xmas presents! A significant amount of money in book credits and cash goes straight back into the school – support this event as we have missed it the last few years!</li> <li>- Fun Lunch Friday 29 November</li> <li>- Soccer jamboree 4/5 December next week at Panorama tennis courts!</li> <li>- Swim Club starting January!! Grade 4/5</li> <li>- Basketball starts in January!! Grade 4/5</li> <li>- Holiday craft night on 16 December, need 16 stations but only 10 confirmed so far. List of crafts needed by 29 November. Apple cider and cookies would be appreciated (PAC?). School bus will pick up from some communities. PAC may be needed to help fill in remaining stations.</li> <li>- Report cards going out 16-19 December.</li> <li>- Christmas concert 18 December 10am and 1pm; students are practicing in class with teachers, and Sue is working with classes.</li> <li>- Food hampers being done again – usually 1 item per class (and or gift cards) being assigned, perishables to be brought in later in the week. Hampers will be picked up by 16 December.</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>
After their update, Cathy Crocket-Moore and Leila Sinclair-Wise departed the meeting for the PAC to have a closed meeting	
Approval of last meetings (October) minutes	<b>Motion</b> by Meghan Judson <b>Seconded</b> by Liz Keating
<b><u>PRESIDENT REPORT</u></b> – Meghan Judson <ul style="list-style-type: none"> <li>- Craft Night – families REALLY enjoy not volunteering for this school/teacher-led event, so we hope more teachers will step up to</li> </ul>	<b>Childminding for PAC meetings – RSVP basis for this year, please</b>



# KELSET Elementary School

## PAC General Meeting Minutes

27 November 2019

do stations so we won't need to find 12 parents to fill the gaps for 6 stations (1 hour shifts). PAC will not provide cider and cookies this year (didn't last year, everyone so busy otherwise), will focus efforts on filling "missing" craft tables. PAC would prefer crafts to be sourced from a cheaper place than Michaels? Planning for 200 people/craft. PAC goal is to fund 50% for event (upto \$600). Signup genius: 5-6pm, 6-7pm. Supervise, assist craft night. Motion: Simone, Second: Meghan; all in favour.

- People writing Xmas cards to the forces overseas, kids could write cards if PAC buys Christmas cards ..... decided not enough time this year with strike time missed but would like to do it next year school wide.
- Ashley Sonosky (BCCPAC) wants to apply for a grant (upto \$4000) to fund KELSET Cares food program, on behalf of KELSET PAC. Motion: Sharen Larde, Second: Simone.
- MLA meeting update, Adam Olsen: Marie, Meghan, Brentwood PAC, Keating PAC and Deep Cove PAC – impact and concerns on families, broader picture of education and wider concerns – townhall style in January and ask COPACS to help push this. He asked govt for \$40/child – TBC, but money saved has disappeared out of education into general revenue. So, would be better to divert it to parents instead.
- Some parents attended the PAC meeting to discuss issues regarding imminent out-of-school care closure. A round table discussion took place. Families attending feel that childcare is part of education continuum and the provision of this important service needs additional support from school district and admin. Change in class size and composition meant we lost the portable space for the KELSET CARES as no space left to rent. Because its ALR land we apparently cannot add another portable, school can only add to existing footprint. But we could build in the forest area above the car park, is this an option ... but school may be paying for a building they may not use all the time? Impacts 40 families of the school, 10% of school population.

With Beacon Nature Club: only half managed to transfer to this new care after KELSET CARES closed – there is no back-up space anywhere with 6 weeks notice (15Nov letter, closing 20Dec) of out of school care closing. Christina has a spot with Pacific Heart (5 of 20 kids only got lucky), limited spaces, and cost \$260 more/kid/month. Church should have said its not working and ended at end of school year, rather than 6 weeks. Panorama is run through greenglade and services all local schools, and have limited rooms. It took all summer to get licensing for church so they are trying to find a new location but not having much luck. Families need help to find a solution. PAC advocacy role? Draft a letter?

**reply in advance of meeting**

**Need District and MLA Adam Olsen to help to identify solutions to the closure of out of school cares in our area**





# KELSET Elementary School

## PAC General Meeting Minutes

27 November 2019

<p><b><u>VICE PRESIDENT REPORT</u></b> – Jessica Kwasnica-Rechsteiner</p> <ul style="list-style-type: none"><li>- No report</li></ul>	<p><b>Need a final class rep list communicated to PAC ASAP</b></p>
<p><b><u>TREASURER REPORT</u></b> – Michelle Squire</p> <p>Michelle Squire not present but Meghan Judson gave an update on decisions made from October PAC Closed Meeting regarding funding requests and PAC spending decisions:</p> <ul style="list-style-type: none"><li>- Update given on closed PAC meeting in October – the PAC decision making process has slightly changed. Previously we had a funding form that should be filled out and given across to the PAC when admin/teachers have a funding request, this form should be reinstated and used consistently again please. The funding requests should be described in the admin portion of the meeting and then in the executive portion of the meeting, the PAC will discuss the requests and vote to review/approve/decline to save feeling pressured to accept all requests and then end up scrambling for funds after the fact. The PAC can then afford to save for our big ticket items e.g., second accessible playground (costs towards \$250,000). It was also discussed with admin that the PAC strongly feels that items they fund should remain with the division and not be teacher owned items e.g., school supplies and rainy day activities. It is not expected that the funds going towards classroom supplies move when a teacher moves from the school, they should stay in the class otherwise we could lose \$4,000 of PAC funded supplies every year that could just walk out the door. This will be communicated to teachers by admin, thank you.</li><li>- Improved transparency on school budget would be appreciated to understand funding priorities and requests</li></ul>	
<p><b><u>FUNDRAISING COORDINATORS</u></b> – Christina McCulloch, Simone Manchip</p> <ul style="list-style-type: none"><li>- Purdy's fundraiser going ahead at about \$1,500 but unfortunately far below the \$5,000 we have previously got, likely due to strike. Will transition fundraiser to Christina McCulloch.</li><li>- 12 December, need help sorting poinsettia fundraiser</li></ul>	



# KELSET Elementary School

## PAC General Meeting Minutes

27 November 2019

<p><b><u>COMMUNICATIONS COORDINATOR</u></b> – Keira-Leigh Drake</p> <ul style="list-style-type: none"> <li>- Strike over – yay!</li> <li>- Fundraisers posted</li> <li>- Signup genius for book fair is up and running</li> <li>- Craft night signup genius is coming</li> <li>- Holiday hampers – class list coming from admin</li> </ul>	
<p><b><u>EVENT COMMITTEE COORDINATORS</u></b> – Jessica Hopkins, Andrea Paget</p> <ul style="list-style-type: none"> <li>- Pumpkin Carving Night went really well, actually made \$315 profit!</li> <li>- A MASSIVE thank you to McTavish Art Academy for stepping up to offer to help with movie night during the strike, we really appreciate the offer. As it happens, we rescheduled so new date now is January 17<sup>th</sup> in the gym!</li> <li>- Family Dance in KELSET Kindness Week – need to book Moises as DJ!</li> </ul>	<p><b>Laura Veasey to send Family Dance photos and contacts to Events Committee</b></p>
<p><b><u>EVENT FOOD COORDINATOR</u></b> – Heather Brass</p> <ul style="list-style-type: none"> <li>- Servery clutter – Heather would like to re-organize etc.</li> <li>- Servery worked well at pumpkin night.</li> </ul>	
<p><b><u>COPACS REP</u></b> – Liz Keating</p> <ul style="list-style-type: none"> <li>- December 3<sup>rd</sup> 7pm, Bayside, redesign of middle school curriculum</li> <li>- December 9<sup>th</sup> next COPACS meeting</li> <li>- January townhall with Adam Olsen – TBD, Mary Winspear</li> <li>- February 6<sup>th</sup>, Bayside TBD 7-9pm Bayside, Indigenous topic and PAC Presidents must attend.</li> <li>- COPACS want to know if a PAC President retreat is wanted with presidents to hear what is going on with other schools and have an opportunity for discussion. Meghan and Marie will go, Meghan would have a strong preference for after work hours.</li> <li>- Educational night re vaping – parents can attend and maybe students. Details to come.</li> <li>- Strike discussion – lots of people worked very hard, a lot of work to do, really appreciated rally support.</li> <li>- BCCPAC – KELSET must sign up and pay for this please, check with Michelle that our PAC have. Did a lot of help with strike issue.</li> <li>- Provincial level talking about having upto 30 kids from Grade 3 and up, to a max of 32 students in a class!!!! ☹</li> <li>- COPACS reminded PAC groups to not take sides on any strike, which KESLET PAC didn't ..... so they thanked us.</li> </ul>	<p><b>FAQ list to be put together re common questions when there is a strike, Keira to start work on this</b></p>



# KELSET Elementary School

## PAC General Meeting Minutes

27 November 2019

<ul style="list-style-type: none"> <li>- Q Parents getting into school during a strike, can ask admin if you need access to the school during a strike and they can help.</li> <li>- If there is a strike, school playgrounds are still available and you are welcome to use them.</li> </ul>	
<p><b><u>FIRST NATIONS REP</u></b> – Tina Savea</p> <ul style="list-style-type: none"> <li>- Christmas hampers (already discussed)</li> <li>- Welcome Pole date TBD</li> </ul>	<p><b>Welcome Pole Date?</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>- Need fun lunch volunteers for FRIDAY please!! 2 people prior to 11am then main volunteers at 11:10am</li> </ul>	
<p><b><u>KELSET CARES COORDINATOR</u></b> – Kristin Schnurr, Andrea Mctavish</p> <ul style="list-style-type: none"> <li>- Ashley applying for a \$4,000 grant for KESLET CARES</li> <li>- Christmas hampers collection by 14 December – see Admin report</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>- No report, survey to come out now strike is over</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>- Need to fill a team, no report otherwise</li> <li>- Change position to "Committee" rather than a Coordinator. We really need someone writing grants, minimum \$100,000 - \$250,000 for accessible playground. We have \$5,000 right now! So project will not every happen unless we come up with a massive fundraiser, and/or write grants.</li> </ul>	<p><b>Grants and community Fundraising needed. Facilities need to come and visit. Contact district via admin staff re playground pricing etc</b></p>
<p><b><u>GRADE 4/5 COORDINATORS (CAMP AND FAREWELL)</u></b> – Nicole Nason, Tiffany Brantley</p> <ul style="list-style-type: none"> <li>- <b>***Grade 4/5 Camp Date 29 May 2020!! Alert Families***</b> the PAC fundraising (\$6,000 goal) we will do will be applied to reduce the parent cost.</li> <li>- Grade 4/5 camp fundraising ideas so far:             <ul style="list-style-type: none"> <li>o Cookie dough, cheesecake fundraiser.</li> <li>o Family Photo Session charge \$10/photo .... Could fundraise a lot of money?</li> </ul> </li> </ul>	



# KELSET Elementary School

## PAC General Meeting Minutes

27 November 2019

<ul style="list-style-type: none"><li>○ Bottle drive post-Christmas?? Get Grade 4/5's to get involved. TBC</li></ul>	
<b><u>EARTHQUAKE COORDINATOR</u></b> – Maeve Maddison <ul style="list-style-type: none"><li>- Clean out and reorganize the supplies: admin requested a meeting is needed; Cathy choosing a date in the Spring and a pro-D day.</li></ul>	<b>Maeve to reach out to admin re meeting to date to organize supplies asap</b>
<b><u>LOST &amp; FOUND COORDINATOR</u></b> – Terri Dobree <ul style="list-style-type: none"><li>- No report</li></ul>	
<b><u>FRUIT &amp; VEG PROGRAM</u></b> – Jo Hall <ul style="list-style-type: none"><li>- No report</li></ul>	
<b><u>New Business</u></b> <ul style="list-style-type: none"><li>- Lead testing in KELSET Elementary water, results of last test (Liz Keating)</li></ul>	Laura Veasey requested info from Admin – unfortunately, as the topic was not raised at start of open meeting with admin present the results could not be shared. To be shared in Jan meeting.
<b>Old Business</b> <ul style="list-style-type: none"><li>• N/A</li></ul>	
Meeting was adjourned at 8:25 pm.	
<b><u>**NEXT MEETING will be on 08 January 2020 at 6:30pm</u></b>	

### **CONTACT:**

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

Email: [kelsetpac@hotmail.com](mailto:kelsetpac@hotmail.com)