



KELSET Elementary School

PAC General Meeting Minutes

18 December 2019

		Present
ADMINISTRATION	Cathy Crocket-Moore	Principal <input type="checkbox"/>
	Leila Sinclair-Wise	Vice-Principal <input type="checkbox"/>
		Guest Speaker <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 type="checkbox"/>
	Michelle Squire	Treasurer <input checked="" type="checkbox"/>
	Laura Veasey	Secretary <input checked="" type="checkbox"/>
	Christina McCulloch	Fundraising Coordinator <input type="checkbox"/>
	Simone Manchip	Fundraising Coordinator <input type="checkbox"/>
	Keira Drake	Communications Coordinator <input type="checkbox"/>
	Jessica Hopkins	Events Committee Coordinator <input type="checkbox"/>
	Andrea Paget	Events Committee Coordinator <input type="checkbox"/>
	Heather Brass	Event Food Coordinator <input type="checkbox"/>
	Liz Keating	COPACS Representative <input type="checkbox"/>
	Tina Savea	First Nation Representative <input 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 type="checkbox"/>
	Andrea Mctavish	KELSET Cares <input 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"/>
OTHERS	Ashley Sonoksy	Past Treasurer/Parent <input checked="" type="checkbox"/>

Call to order at 6:25 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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<u>AGENDA ITEM</u>	<u>ACTION</u>
<p><u>TREASURER REPORT – BUDGET DISCUSSIONS</u></p> <p>Decision moving forward: if it's a budgeted expense, a request will be voted on and be approved; otherwise the request will require a separate vote to decide if it will be funded.</p> <p>School supplies</p> <ul style="list-style-type: none">- This needs to be discussed and part of the reason this isn't working IMO. We need to re-run numbers from teacher's perspective for those kids that brought their own school supplies, so we aren't funding deficit of school supplies and overfunding for classrooms that have had kids bring their own supplies. It shouldn't be \$700/class even, funds need to be reduced by \$50/child for those that brings their own supplies. 33% of Grades 1-5 have not paid for school supplies this year (~100 kids) Do we relocate KELSET Cares money to cover these losses, and divert food money to cover this instead? Don't know how many brought their own supplies of these kids however. At a guess, 10-15% maybe bought own supplies, and some will not be able to afford the cost, but that leaves many families who haven't paid. So, we either have to increase average supply money, maybe \$240 was the extra people paid. The PAC will lose \$2100 if all teachers have spent their \$700.- Messaging to divisions needs to be very clear that its \$50 per student to a maximum \$700/division and the supplies stay in the division and do not move out of the school. In theory in subsequent years, the cost should decrease as the class should be adequately supplied with many tools that can be reused.- It is the school's responsibility to ensure supplies are left in the classroom; PAC will propose that any supplies deficit should be covered by school funds and not PAC funds. <i>Total deficit if all divisions spend their allotted \$700 is \$2100.</i>- <i>*Post-meeting clarification: Last year the cost was \$40/student but we lost a lot of money then too, so we raised it to \$50 this year hoping to at least break even. The teachers decided \$700 was the amount the they needed to cover supplies and to take advantage of bulk ordering etc. Basically, those who paid are paying for those who didn't pay...which is part of the problem. If there is a surplus it would go into the same pot we pay the classroom funds from and reduce our overall deficit. *</i>- PAC will continue to request receipts for school supplies.- For 2020-2021 school year, admin have said they will document the below clearly:<ul style="list-style-type: none">o students who paid for school supplies	<p>Make a motion to approve budget as amended and discussed: Michelle Squire</p> <p>Seconded: Ashley Sonosky</p> <p>Request Krista Hale attend January PAC meeting to discuss school supplies process</p> <p>Request admin to let PAC know how much school made with book fair</p> <p>Ashley Sonosky to review application for municipality grant for KELSET CARES</p> <p>Marie Fish to coordinate Smile Cards, Keira Drake to remind families how to use them and keep using them</p>



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- students who are unable to pay for school supplies
 - students who brought their own supplies.
- Fun lunch and supplies were accidentally linked together so it has been difficult to distinguish between them.

Classroom funds

- 20 divisions: 19 divisions plus French. We should ask for receipts for classroom funds/supplies (\$250) ... classroom funds include art room supplies, lego, disposable stuff. If disposable OK but if rainy day activities we expect these to stay in the division and not move out of the school at the end of the year to build up the school supplies.
- IF we made money or broke even on school supplies we could give some extra money, but we are losing every year now over \$2,000 plus giving \$5,000 = \$7,000 per year on classroom supplies which is a massive amount of money.

Other budget items discussed

- Total deficit is -\$3,051 right now.
- Alternate PE \$2,500
- Library \$750 – school get a readers grant and book fair ask admin how much the school made, 25% of book value back to school.
- Science ventures \$2,000
- Arts \$2,000 - Drumming and making drums this year
- Camp \$6,000: families pay a fee which is reduced by PAC funding comes from Spring Fair Raffle money plus specific fundraisers needed this year.
- Reflex math \$5,500 – 2 years, we are paying for 2019-2021
- Craft night \$600, but spent \$400 this year.
- KELSET CARES, add a cap \$4,750 to include belonging and connectedness and craft night where we put events that don't make any money – then food costs will dissipate. Can the school reach out to get a grant for food and PAC top it up as needed? School should reach out to partners for grants for this need – Sheralyn used to get grants for the food for school, Ashley will look into the North Saanich municipality Grant-In-Aid for this.
 - Note, NSMS school district budget covers all forgotten lunch costs, no money is required from PAC.
- Smile cards – need to redistribute these to kindergarten and new families and remind people to use these, Marie to coordinate
- PAC Operations decrease to \$750, didn't use \$1,000 last year
- Teacher appreciation – April pot luck, plus retirements, decrease to \$500 from \$1,000



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<ul style="list-style-type: none">- Field trips \$250/division; Field trip costs are increased at elementary due to school bus costs- Playground Fund \$5,000, additional government grants available for wellness and health that benefit more than the school community. Need help writing grants – post facebook post?- Grade 5 farewell \$1,500 – farewell book, DJ Moises – need to organize up front to order books online at a reduced cost of \$1,000 (plus \$10/book per child paid by families)	
<p><u>AOB</u></p> <p>Request Krista Hale to join January PAC meeting to discuss school supplies process</p> <p>Ask admin how much school made for book fair</p> <p>Request James Taylor, COPACS, attends February meeting to present the role of PAC and COPACS to the parents.</p>	<p>Presidents to confirm</p>
<p>Meeting was adjourned at 7:16 pm.</p> <p><u>**NEXT MEETING will be on 08 January 2020 at 6:30pm</u></p>	

CONTACT:

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

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