

KELSET PAC GENERAL MEETING AGENDA
08 January 2020
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 - Request to admin to share lead testing results in KELSET Elementary water (Liz Keating) - Grade 4/5 Camp Day (? 29 May 2020)	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 meeting's minutes	Motion Seconded By	
President's Report - Beacon Nature Club Closure and In The Garden upcoming closure (end June) – impact on families and discussion, what can we do to support a positive change for our community and provide help?	Meghan Judson, Marie Fish	
Vice President - Class Reps	Jessica Kwasnica-Rechsteiner	
Treasurer - Budget meeting	Michelle Squire	
Fundraising Coordinators - Updates - Red Barn Fundraiser, 10% on barn bucks cards – we have done this previously, shall we do it again? Would need coordination	Christina McCulloch, Simone Manchip	
Communications Coordinator	Keira-Leigh Drake	

<p>Events Committee Coordinators</p> <ul style="list-style-type: none"> - Movie Night 17 January 2020 - Family Dance Night Feb 2020 (note: 14 Feb pro-D Day so 13th may not get best attendance as wraps onto Family Day long weekend) 	Jessica Hopkins, Andrea Paget
<p>Event Food Coordinator</p> <ul style="list-style-type: none"> - Movie Night 17 January 2020 	Heather Brass
COPACS Rep	Liz Keating
First Nations Rep	Tina Savea
Fun Lunch Coordinators	Claire Erdem, Jessica Kwasnica-Rechsteiner, Tiffany Brantley
KELSET Cares Coordinators	Kristin Schnurr, Andrea Mctavish
<p>Spring Fair Coordinator</p> <ul style="list-style-type: none"> - Survey to be sent re fair ideas 	Szymon Szymczakowski
<p>Playground Project Coordinator</p> <ul style="list-style-type: none"> - Need to form a Playground Committee - Grant writing <p>Email update: I'm going to send my feelers out and reconnect with some of the playground providers I had been in contact with. I'll need to meet with the people that had the meeting with the school board regarding placement, size etc so I can get a rough idea of what kind of budget we will need to look at. I think getting a committee together right now would be the best so that when I'm not able to give it my 100% I can delegate responsibilities to the team</p>	Christine Davis
Grade 4/5 Coordinators (Camp and Farewell)	Nicole Nason, Tiffany Brantley
<p>Earthquake Coordinator</p> <p>Email update: No new supplies needed this year. Only outstanding is the container cleanup, I will schedule that for an after school or pro-d day in April/May.</p>	Maeve Maddison
Lost & Found Coordinator	Terri Dobree
Fruit & Veg Coordinator	Jo Hall
New Business	All
Old Business	All
Motion to Adjourn	Meghan Judson, Marie Fish

NAME

SIGNATURE

PAL Meeting 05 Jan 2020

NAME

Signature

LAURA VEASEY

L. Veasey

JESSICA KWASNICA



Melhan Judson



Marie Fish

Marie Fish

Kristin Schurr



Andrea McTavish



Michelle Squire

M Squire

LIZ KEATING



Heather Brass

H. Brass

Jess Hopkins



Leila Sinclair-Wise

L Sinclair-Wise

Catny Crockett-Moore

C Crockett-Moore

Simone Mancip



Szymon Szymrakowski





KELSET Elementary School

PAC General Meeting Minutes

08 January 2020

		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 / Parent <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 type="checkbox"/>
	Jessica Hopkins	Events Committee Coordinator <input checked="" type="checkbox"/>
	Andrea Paget	Events Committee Coordinator <input 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 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 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"/>	
OTHERS		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Call to order at 6:30 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!



KELSET Elementary School

PAC General Meeting Minutes

08 January 2020

<u>AGENDA ITEM</u>	<u>ACTION</u>
<p><u>Guest Speaker</u> None this month</p>	<p>N/A</p>
<p><u>ADMINISTRATION REPORT</u> Cathy Crocket-Moore, Leila Sinclair-Wise</p> <ul style="list-style-type: none"> - Please reinstate PAC Calendar document month by month – Laura Veasey send to Events Committee and Keira Drake - SWIM CLUB 16th January 2020 to 5th March 2020 for Grades 3-5 Thursday 3-3:30pm, starting up until Spring Break, Swim Meet 11th March 2020, 12-3pm. Please encourage your child to attend! - Postponed November Pro-D Day changed to Friday 5th June 2020: alert parents! - Literacy focus for Tuesday staff meeting and school this year, asking staff for ideas and what resources they need. Last time we got new books was when PAC donated them a number of years ago. - Scholastic book fair results are in! School got \$400 worth books straight away plus another \$300 in our scholastic account to spend this year. \$875 cash to purchase more resources from other sites eg amazon. - Grade 4/5 focus on immigration this year for 5 weeks, have 8 copies of each one – picture books to novel studies. Readers will work at their own pace to do this project. - 29th May 2020, confirmed as Grade 4/5 camp day! ~7am to 7pm by school bus - Basketball starts in a couple of weeks with jamboree prior to Spring Break on 6th March 2020 afternoon. - Pauquachin called yesterday, Science World are visiting Pauquachin community on 16th January 2020 at 4pm-8pm or so. - Tsawout would like to host 8th April meeting at their community. - Liz Keating questioned lead testing results: according to the Director of Facilities, there is not a concern. The results were the same as the water in the homes. He shared a level of 0.001 mg/litre basically stating that it does not register. The concern was more in buildings built prior to 1975. - Welcome Pole Date TBC Meeting with LaFortune tomorrow, hoping to have ceremony by Spring Break if carving is completed. It will be placed by Joyce Manning’s classroom area by tree. PAC sponsored project (\$6,000), will ask for media to be present. - Kiss the Pig is HAPPENING! It will be on a Monday assembly..... admin will keep us informed of the date. - Families have received notice that In The Garden daycare being is being closed by end June 2020 as the district will not renew the 	<p><u>PLEA TO FAMILIES!</u> <u>Subscribe to forum emails, Facebook page, and school calendar too!</u></p> <p>Action: Laura Veasey to send PAC Calendar to fill in and reinstate (sent to Events)</p> <p>Action Keira to alert parents to 05Jun2020 Pro-D Day</p> <p>Action: Keira to communicate Grade 4/5 camp date!</p> <p>Action: Keira to communicate Science World Date, free drop-in</p> <p>Action: Keira to post reminder for childcare survey – please submit responses</p>



KELSET Elementary School

PAC General Meeting Minutes

08 January 2020

<p>lease due to seismic upgrades being required and them not spending the money on them..... now aswell as Beacon Nature Club. Plan B is in the works by district They continue to work with Beacon for fall and Greenglade looking to expand up from 2 classrooms, Panorama are interested in expanding their services. District would help with bussing students to Greenglade. Jason Reid secretary treasurer for district is unable to attend next two meetings due to conflicts but will keep us updated or can attend a meeting at another time. If you have any questions or have concerns, contact Cathy Crocket-Moore and she would be happy to update as she knows.</p>	
<p>Approval of last meetings (November and December) minutes</p>	<p><i>27Nov2019 minutes</i> Motion by Heather Brass Seconded by Simone Manchip</p> <p><i>18Dec2019 budget minutes</i> Motion by Michele Squire Seconded by Meghan Judson</p>
<p><u>PRESIDENT REPORT</u> – Meghan Judson</p> <ul style="list-style-type: none"> - Childcare closure issues: PAC asked families to send letters to Adam Olsen and the District, copy PAC and COPACS so we can send supportive letters. Now had 3 childcare closures on peninsula, Beacon Nature Club, now In The Garden (school and preschool age) and Montessori (preschool) have all closed recently. - Consider attending a district meeting and asking it to be put on agenda for families to attend and discuss. - Also PAC could coordinate a separate meeting with the families affected when Jason Reid could attend in the next few weeks, Marie to organize. 	<p>Childminding for PAC meetings – RSVP basis for this year, please reply in advance of meeting</p> <p>Action: Marie to request Jason Reid attend an additional PAC meeting re childcare issues</p>
<p><u>VICE PRESIDENT REPORT</u> – Jessica Kwasnica-Rechsteiner</p> <ul style="list-style-type: none"> - We still only have half the class reps, and their role is critical And the other class reps have not had information sent home yet as was planning to do it all at once. Jessica to send list to admin to ask teachers for action 	<p>Need a final class rep list communicated to PAC ASAP, Action Jessica to request teachers help to recruit reps as needed in emergencies</p>



KELSET Elementary School

PAC General Meeting Minutes

08 January 2020

<p><u>TREASURER REPORT</u> – Michelle Squire</p> <ul style="list-style-type: none"> - Bank balances communicated - Budget update given from 18 December 2019 meeting (see separate minutes posted to school website). - School supplies, if everyone spends their \$700 approved (with receipts) we will lose \$2,100. If it stays the current way we will make money – to be determined. - If we save a little more and do some extra fundraising, we hope we won't be in deficit at end of year but we did have to pass a deficit budget for now. - SUPERTEACHER worksheet.com website for worksheets is \$358, this will fit into classroom funds - Propose PAC give school a cheque for \$5,000 for classroom funds – then if they want to pay \$358 out of this then go for it. This way we don't have the effort of reconciling classroom costs ourselves and they would need to figure out if one staff needs more then it will have to be balanced with someone else getting less. What happens if they underspend? - we would expect the money back to PAC. Run this past admin for approval. - Smile Cards Thrifty Payments – missing kickback from thrifty's ... Michelle will chase Sobey's for missing payments. 	<p>Action: Keira Drake to communicate clearly with parents that if they drop cash or cheques that the</p> <ul style="list-style-type: none"> - names of the student - name of their teacher - payment amount - reason for payment (if munchalunch order please add order number) - name of parent/guardian is CLEARLY written on envelope with money, it is very difficult to tie some of these payments together and reconcile them. E.g., fun lunch, school supplies, a specific fundraiser.
<p><u>FUNDRAISING COORDINATORS</u> – Christina McCulloch, Simone Manchip</p> <ul style="list-style-type: none"> - Christmas Purdy's fundraiser \$389.17 profit only, possibly poor year as affected by strike - Poinsettias, Christina said we made ~\$1,000? Michelle says we sold \$2,000 but our account had profits of ~\$400. To be confirmed. - Happy Hippos bath bombs, perhaps do around Mothers Day - Growing Smiles Spring Fundraiser, to be confirmed - Thrifty Smile Cards need to go out for camp - Easter Purdy's fundraiser: going ahead - Red Barn Market, School Barn Bucks program get 10% back for school...are we interested? Laura Veasey to call and find out information. - Kernels Popcorn – can we look into doing this? Seems a successful fundraiser. 	



KELSET Elementary School

PAC General Meeting Minutes

08 January 2020

<p><u>COMMUNICATIONS COORDINATOR</u> – Keira-Leigh Drake</p> <ul style="list-style-type: none"> - No report - Below to be posted to facebook: <p>Highlights from 08Jan PAC meeting - please READ and mark your calendars with these important dates!</p> <p>Thursday 16th January - Pauquachin are hosting a Science World event at their community hall (9010 West Saanich Road), the event is free and drop-in 4pm-8pm - the invite is open to all families to come along and enjoy some science activities!</p> <p>Thursday 16th January - Grades 3-5 swim club starts every Thursday 3-3:30pm until March 5th, please encourage your kids to take part in this amazing club. District Swim Meet is at Commonwealth pool Wednesday 11th March 12-3pm, a friendly competition.</p> <p>Friday 17th January - KELSET Movie Night 5:30pm pizza and treats, 6pm movie starts - watch this space for the movie to be confirmed this week!</p> <p>Monday 10th - Thursday 13th February: KELSET kindness week, food drive collection</p> <p>February Family Dance - date to be confirmed</p> <p>Friday 29th May is *Grade 4/5 Camp Date* ~7am-7pm!</p> <p>Friday 5th June: NEW Pro-D Day - this takes the place of the November pro-D day that was postponed due to the strike</p> <p>June KELSET Spring Fair - date to be confirmed</p>	
<p><u>EVENT COMMITTEE COORDINATORS</u> – Jessica Hopkins, Andrea Paget</p> <ul style="list-style-type: none"> - Movie Night 17th January 5:30pm start, pizza, treats etc - Family Dance in KELSET Kindness Week, date will be 21 or 28 February – need to book Moises as DJ so waiting to hear on availability! - Paint Nite possibility? 	
<p><u>EVENT FOOD COORDINATOR</u> – Heather Brass</p>	



KELSET Elementary School

PAC General Meeting Minutes

08 January 2020

<ul style="list-style-type: none"> - No report 	
<p><u>COPACS REP</u> – Liz Keating</p> <ul style="list-style-type: none"> - No report 	
<p><u>FIRST NATIONS REP</u> – Tina Savea</p> <ul style="list-style-type: none"> - Welcome Pole date – see Admin Report 	
<p><u>FUN LUNCH COORDINATORS</u> – Claire Erdem, Jessica Kwasnica-Rechsteiner, Tiffany Brantley</p> <ul style="list-style-type: none"> - 3 fun lunch dates to come this term, success to be determined 	
<p><u>KELSET CARES COORDINATOR</u> – Kristin Schnurr, Andrea Mctavish</p> <ul style="list-style-type: none"> - Collect 10th-13th for food drive for cultural centre, excess food or food we are unable to use at the school will be collected end of day Thursday 13th February. Parent volunteers needed 8:30am-9am to do hearts, markers and tape. - Did Ashley Sonosky manage to submit North Saanich Grant-in-Aid application? Yes! And she has applied for a Farm-to-School Canada Grant max \$10,000 	<p>Action: Send reminder for food drive out on Thursday 6th February.</p>
<p><u>SPRING FAIR COORDINATOR</u> – Szymon Szymczakowski</p> <ul style="list-style-type: none"> - First meeting towards end of the month, Szymon will ask admin if Friday June 12th 2020 will work for spring fair date as 29 May if Grade 4/5 camp and 5th June is now a pro-D day 	
<p><u>PLAYGROUND PROJECT COORDINATOR</u> – Christine Davis</p> <ul style="list-style-type: none"> - Email update from Christine pre-meeting: I'm going to send my feelers out and reconnect with some of the playground providers I had been in contact with. I'll need to meet with the people that had the meeting with the school board regarding placement, size etc so I can get a rough idea of what kind of budget we will need to look at. I think getting a committee together right now would be the best so that when I'm not able to give it my 100% I can delegate responsibilities to the team - Need to form a Playground Committee 	<p>Grants and community Fundraising needed.</p> <p>Action: Keira to post to Facebook if any families can help with grant writing for school– then we can repost to local sites!</p>



KELSET Elementary School

PAC General Meeting Minutes

08 January 2020

<ul style="list-style-type: none"> - Grant writing help required, discussed paying someone to help us do this, lets post to facebook and then we can share the KELSET post to local sites e.g., Peninsula Family Chat to see if anyone can offer grant writing assistance - Facilities person will be at 12th February meeting to be here to answer questions 	<p>Facilities need to come and visit. Contact district via admin staff re playground pricing etc</p> <p>Action: advertise next PAC meeting will be re playground</p>
<p><u>GRADE 4/5 COORDINATORS (CAMP AND FAREWELL) –</u> Nicole Nason, Tiffany Brantley</p> <ul style="list-style-type: none"> - ***Grade 4/5 Camp Date confirmed as: 29 May 2019*** - Waiting to hear from coordinators re fundraising ideas?? 	
<p><u>EARTHQUAKE COORDINATOR</u> – Maeve Maddison</p> <ul style="list-style-type: none"> - Email update from Maeve: <ul style="list-style-type: none"> o All new earthquake supplies are present and easily accessible, supplies were all bought and organized in 2018. As well in 2018 all classrooms received in class emergency supplies. o The outstanding issue is only removing the items that we feel are old and irrelevant in the seacan, and although a great item to get done (and one that I will organize to get done this spring) it is not an urgent item. <i>Admin need to lead the date for clean-up, as facilities need to organize a dumpster to clean old stuff out. cannot do May pro-D day as it backs onto May long weekend Can we do a spring evening as its light?</i> 	<p>Action: admin to organize earthquake supplies date with Maeve to remove old stuff from seacan into dumpster.</p>
<p><u>LOST & FOUND COORDINATOR</u> – Terri Dobree</p> <ul style="list-style-type: none"> - No report 	
<p><u>FRUIT & VEG PROGRAM</u> – Jo Hall</p> <ul style="list-style-type: none"> - No report 	



KELSET Elementary School

PAC General Meeting Minutes

08 January 2020

<p><u>New Business</u></p> <ul style="list-style-type: none">- Set up Google documents area to detail PAC role/responsibilities, challenges, things that worked well, things that didn't etc... Events volunteers for sure finding transition difficult with little information and guidance to help them through the role.- Survey Monkey for KELSET PAC has been set up should we need to access it	<p>Action Team Effort to add role/ responsibilities to google docs area to be set up (can someone offer their google account to do this or should we set up a new PAC gmail email and link it to that?)</p>
<p>Old Business</p> <ul style="list-style-type: none">• N/A	
<p>Meeting was adjourned at 8:47 pm.</p> <p><u>**NEXT MEETING will be on 12 February 2020 at 6:30pm</u></p>	

CONTACT:

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

Email: kelsetpac@hotmail.com