

KELSET PAC GENERAL MEETING AGENDA
16 September 2020
7pm, Zoom Virtual Meeting



**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
<p>Administrator's Report</p> <ul style="list-style-type: none"> - Monika ROSE (Teacher) is spearheading a welcome video for KELSET. We're hoping to add the PAC in the video. Stay tuned! <p>Parent/Teacher interviews: The options for teachers are:</p> <ul style="list-style-type: none"> - Parent makes an appt with teacher. Masks are worn, parents enter classroom via exterior door, inside both socially distance - Phone call - Teams Mtg - The gym will be open for teacher's use, however the equipment will not. - The teachers will be taking the children outside as much as possible in all types of weather. Parents will need to outfit children according to weather each day. (barring really bad weather) 	Leila Sinclair-Wise, Shauna Doehring	30 min
Executive Meeting	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	

Executive Meeting		45-60 min
Topic	Responsibility	
<p>President's Report</p> <ul style="list-style-type: none"> - Don Penny, North Saanich engineer who is advocating for fixing our traffic safety related issues at KELSET is looking for feedback on traffic safety this year vs pre-pandemic, due 25Sep - Future meetings and advertising for attendance: create an event on page with an open link to encourage more attendees rather than them having to request link specifically? - Approaches to creating virtual events or other engagement opportunities. - Vote Steve Fish in as Earthquake Coordinator 	Marie Fish	
Vice-President	Meghan Judson, Jessica Kwasnica-Rechsteiner	
<p>Treasurer</p> <ul style="list-style-type: none"> - Account balances - Fundraising target 	Michelle Squire	
<p>Fundraising Coordinators</p> <ul style="list-style-type: none"> - What are our fundraisers this year? What can and cannot go ahead due to COVID-19? What should our fundraising target be? Admin confirmed craft fair, movie nights, etc are not currently allowed until a vaccine is widely distributed. - Can we do some virtual events? - We will have the gym as a temporary storage spot for items purchased online by parents for distribution. Once an order arrives we would need a couple of volunteers to bring the items from the gym to parents outside the gym. If we arrange in advance, facilities could bring out tents for outside during inclement weather. Yay! 	Christina McCulloch, Simone Manchip	
Communications Coordinator	Keira-Leigh Drake	
Events Committee Coordinators	Jessica Hopkins, Andrea Paget	

Executive Meeting		45-60 min
Topic	Responsibility	
Event Food Coordinator	Heather Brass	
COPACS Rep	Liz Keating	
First Nations Rep	Tina Savea	
Fun Lunch Coordinators <ul style="list-style-type: none"> Unfortunately we can not operate munchalunch this year. If you have not been refunded MunchaLunch money from last year and would like it back, please email kelsetpac@hotmail.com with the details for refund. 	Claire Erdem, Tiffany Brantley, Christina McCulloch	
KÉLSET Cares Coordinators <ul style="list-style-type: none"> KELSET CARES is critical, as it is every year. This is one of the ways we directly support children as it's not just lunches There are bins in each class which are topped up with snacks for any child that needs food during the day. We need volunteers to pack lunches a few days a week for those kids in need of a lunch. Mrie will update once she touches base with Robin. 	Kristin Schnurr, Andrea Mctavish	
Spring Fair Coordinator	Vacant	
Playground Committee Coordinator/Members	Meghan Judson	
Grade 4/5 Coordinators (Camp and Farewell) <ul style="list-style-type: none"> ADMIN will discuss 4/5 camp options with staff. Let's post for a 4/5 camp fundraiser position (Keira) if camp does not materialize, we would discuss. 	Vacant	
Earthquake Coordinator	Steve Fish	
Lost & Found Coordinator	Terri Dobree	
Fruit & Veg Coordinator	Jo Hall	

Executive Meeting		45-60 min
Topic	Responsibility	
<p>New Business</p> <p>School Supplies</p> <ul style="list-style-type: none"> - Admin to confirm how school supplies are being handled this year? Are the items that the teachers have built up over the years (scissors, rulers, etc) going to be temporarily assigned to students? Or if the supplies are being kept by the teacher still, how will they be cleaned? Admin: All students have separate supplies..... rulers and scissors are being divided out to students to use for the year. They will remain in the classroom at the end of June. - Miscommunication regarding requiring scissors and rulers if have done teacher school supply program: they are on order, you are not required to bring them in as additional items. 	All	
Old Business	All	
Motion to Adjourn	Marie Fish	

Minutes taken by KELSET PAC Secretary: Laura Veasey



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		Present
ADMINISTRATION	Leila Sinclair-Wise	Acting Principal <input checked="" type="checkbox"/>
	Shauna Doehring	Acting Vice-Principal <input checked="" type="checkbox"/>
		Guest Speaker <input type="checkbox"/>
		Teacher Rep / Parent <input type="checkbox"/>
PAC EXECUTIVE	Marie Fish	President <input checked="" type="checkbox"/>
	Meghan Judson	Co Vice-President/Playground Committee Coordinator <input checked="" type="checkbox"/>
	Jessica Kwasnica-Rechsteiner	Co 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 type="checkbox"/>
	Tina Savea	First Nation Representative <input checked="" type="checkbox"/>
	Claire Erdem	Fun Lunch Coordinator <input type="checkbox"/>
	Christina McCulloch	Fun Lunch Coordinator <input checked="" type="checkbox"/>
	Tiffany Brantley	Fun Lunch Coordinator <input type="checkbox"/>
	Kristin Schnurr	KELSET Cares <input checked="" type="checkbox"/>
	Andrea McTavish	KELSET Cares <input type="checkbox"/>
	<Vacant>	Spring Fair Coordinator <input type="checkbox"/>
	Meghan Judson	Playground Committee Coordinator <input checked="" type="checkbox"/>
	<Vacant>	Playground Committee Member <input type="checkbox"/>
	<Vacant>	Playground Committee Member <input type="checkbox"/>
	Steve Fish	Earthquake Coordinator <input type="checkbox"/>
	<Vacant>	Grade 4/5 Coordinator <input type="checkbox"/>
	Kristin Quayle	Member at Large <input checked="" type="checkbox"/>
	Cathy Watts	Member at Large <input type="checkbox"/>
	Kara Shade	Member at Large <input type="checkbox"/>
Ashley Sonoksy	Member at Large <input checked="" type="checkbox"/>	
OTHERS	Ellen Bowick	Guest <input checked="" type="checkbox"/>
		<input type="checkbox"/>
Call to order at 7:00 pm		



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AGENDA ITEM

ACTION

Guest Speaker – N/A

ADMIN REPORT – Leila Sinclair-Wise, Shauna Doehring

- Off to a great start, lots of good vibes from staff and families about start-up activity
- 61/378 students enrolled in remote learning, now 9 more today have wanted to return to school
- 9-10 students in distance learning (Sides)
- 2nd French teacher due to be confirmed next week
- Kids adjusting well to cohorts, playground is in 5 sections
- Monika Rose will take photo of all staff and their space and out into video, PAC on video also
- Monday Sept 28th Pro-D day – indigenous activities
- Wed Sept 30th is orange shirt day – please wear orange! Robin Dupree will provide some education. District gets a small order of shirts every year – local indigenous groups Bear Horn shirts (big wheel burger) and Native Northwest. Indigenous dept at SD63 may have some for sale \$20 each; also Doug LaFortune on facebook. Tina to share names/companies on facebook
- Terry Fox Run hopeful: Karen Sheridan heading that up, perhaps run in cohorts, or do tracking of activity throughout week
- Tour de Rock going ahead as per normal, they cannot come into gym but hopeful school can line up whilst riders come past – to be confirmed
- Meet the teacher activities will be end September time
- K/1/2 go outside to play first, Gr 3/4/5 eat inside and then switch 30 mins later: school grounds divided up into 5 areas
- Gym doors propped open whilst in gym time
- Mrs Doehring outside on supervision wandering around today and seeing more imaginative play as spaces are smaller and kids working cooperatively
- Is outside time being limited due to smoke? SD63 limiting strenuous activity outside so OK at lunch but gym time is inside
- Rob Lum – has been chased re Aluminium goal posts and Small basketball nets. A quality tether ball has been brought by Leila.
- School has been saving money for Literacy Project (includes buying books)

PLEA TO FAMILIES!
Subscribe to forum emails, Facebook page, and school calendar too!



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<p>Approval of last meetings (11Mar2020) minutes</p>	<p><i>11Mar2020 minutes</i> Motion by Michelle Squire Seconded by Keira Drake, Liz Keating</p>
<p><u>PRESIDENT REPORT</u> – Marie Fish</p> <ul style="list-style-type: none"> - Items on email transferred into various roles below. - Traffic-related safety feedback requested, if its same as pre-pandemic level they will send a contractor out to assess otherwise they will wait to do this. Feedback needed 25Sep 	
<p><u>VICE PRESIDENT REPORT</u> – Meghan Judson, Jessica Kwasnica-Rechsteiner</p> <ul style="list-style-type: none"> - Once they get confirmed class lists they will start to coordinate class reps 	
<p><u>TREASURER REPORT</u> – Michelle Squire</p> <ul style="list-style-type: none"> - 80 e-transfers received for school supplies right now. May be some cheques also at school. - Operating account: \$30,495 – no cheque written yet for money owed so sitting at \$25-26,000 - Gaming account: \$8,008.81 - BCCPAC - Approved for Thriftys smile card – how are families going to access these? Add to facebook and mail them? Teachers hand out? - Fundraising – amount required needs discussion – need to talk to admin first, unsure of rules on events/fundraisers.... - A lot of teachers will expect to receive classroom funds still and may have already spent that money 	<p>Michelle/Fundraising team to speak with admin re fundraisers (esp donations and parking space!) and distributing Smile Cards, a clear need for money is KELSET CARES – all ideas to be itemized so we can plan</p>
<p><u>FUNDRAISING COORDINATORS</u> – Christina McCulloch, Simone Manchip</p> <ul style="list-style-type: none"> - What are our fundraisers this year? What can and cannot go ahead due to COVID-19? What should our fundraising target be? Admin confirmed craft fair, movie nights, etc are not currently allowed until a vaccine is widely distributed. - Can we do some virtual events? - We will have the gym as a temporary storage spot for items purchased online by parents for distribution. Once an order arrives we would need a couple of volunteers to bring the items from the 	



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<p>gym to parents outside the gym. If we arrange in advance, facilities could bring out tents for outside during inclement weather. Yay!</p> <ul style="list-style-type: none"> - We have a Co-Op number that people can use. Thriftys cards. Purdys for Christmas – logistics are tricky but Christina happy for pick up at hers. Or we could do a drive through? Poinsettias? Happy hippo as stocking stuffer ide - Epicure backpacks – Christina to circulate Epicure backpack leaflet to PAC and everyone to try and sell them, \$40 worth \$130! Keep selling locally. Need to move them from Longview Farms - Ashley: can we ask for a flat out donation like NSMS? Make it a complete voluntary donation and the amount is upto the donor? All PAC executive are onboard with this option, especially during COVID times when fundraising is even more difficult and everything is virtual. Bring to admin - Auctioning off a parking space “VIP” – bring to admin 	
<p><u>COMMUNICATIONS COORDINATOR</u> – Keira-Leigh Drake</p> <ul style="list-style-type: none"> - No report 	
<p><u>EVENT COMMITTEE COORDINATORS</u> – Jessica Hopkins, Andrea Paget</p> <ul style="list-style-type: none"> - No report 	
<p><u>EVENT FOOD COORDINATOR</u> – Heather Brass</p> <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"> - Orange shirt day, Tina would like to share some education on this day to facebook to educate families and engage them in conversations with their children 	
<p><u>FUN LUNCH COORDINATORS</u> – Claire Erdem, Tiffany Brantley, Christina McCulloch</p> <ul style="list-style-type: none"> - No report, at this time Munchalunch/Fun Lunch program is not allowed 	



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KELSET CARES COORDINATOR – Kristin Schnurr, Andrea Mctavish

- Everything for KELSET CARES is based in the server room now
- Need to hear from admin about what is expected for this role to help work out what volunteering and supplies are required

Post-meeting note via Kirstin's communication with Robin Dupree:

- New big kitchen is working well.
- September food is sorted.
- 1 additional volunteer needed before school 2-3 days/week from 8:20-8:40 - Robin to confirm days

- Robin Dupree is working on a monthly budget and will forward to me when complete.
- Need is high this year, there are more remote learners, but families hit hard by pandemic.
- Breakfast - 20/day
- Lunch - 20-30/day

- Breakfast - toast/butter/fruit
- Lunch - brown bag, granola bar or snack, fruit, veggie, sandwich (meat or w/o butter/jelly), yogurt tube if have

Possible pending donations:

- Breakfast for Learning grant application in (through Superstore)
- Kids Klub - blue bin of bread/jam/apples once/week

Declined donations:

- Costco
- Thrifty's

Reaching out to the following this week with letter from PAC:

- Portofino
- Save On Sidney

Items/foods needed:

- brown paper bags
- wax paper sleeves for toast
- sandwich size baggies
- peanut free snacks

Other:

- a couple families in need of inside shoes - more info to come

Action: 1 additional volunteer needed before school 2-3 days/week from 8:20-8:40 - Robin to confirm days



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<ul style="list-style-type: none"> - water bottles would be helpful - possible sponsor to provide bulk order of 30-50? 	
<p><u>SPRING FAIR COORDINATOR</u> – Vacant</p> <ul style="list-style-type: none"> - Silent Auction online could work but an online fair would likely cost more than it would make - With current COVID climate, a Spring Fair is unlikely to occur so at this time we will not look to seek a volunteer for this position 	
<p><u>PLAYGROUND PROJECT COORDINATOR</u> – Meghan Judson</p> <ul style="list-style-type: none"> - No report <p><i>Post-meeting note via Facebook post</i></p> <ul style="list-style-type: none"> - Costs for an accessible playground estimated to be upto \$250,000 (see Nov2019 PAC minutes) - Michelle McDormand has offered grant writing experience 	
<p><u>GRADE 4/5 COORDINATOR (CAMP AND FAREWELL)</u> – Vacant</p> <ul style="list-style-type: none"> - No report 	
<p><u>EARTHQUAKE COORDINATOR</u> – Steve Fish</p> <ul style="list-style-type: none"> - Vote in Steve Fish: he is involved in search and recovery team for earthquakes; he will check supply list is sufficient 	
<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 	
<p><u>New Business</u></p> <ul style="list-style-type: none"> - Laura Veasey read out KELSET PAC Executive positions and volunteer names to vote in as there was no AGM last school year. All positions voted in by Executive. 	



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Old Business

Let's revisit in October:

- 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.
- Ideas for virtual events for connection/

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?)

Meeting was adjourned at 8:06 pm.

****NEXT MEETING will be on 14 October 2020 at 6:30pm**

CONTACT:

Facebook page (KELSET Elementary PAC): <https://www.facebook.com/KELSETPAC>

KELSET PAC Email: kelsetpac@hotmail.com

KELSET PAC Fundraising email for e-transfer: kelsetpacfundraising@gmail.com