

KELSET PAC GENERAL MEETING AGENDA
14 October 2020
6:30pm, 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
Administrator's Report - Traffic study update - Class reps process	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	
President's Report - Traffic study update	Marie Fish	
Vice-President	Meghan Judson, Jessica Kwasnica-Rechsteiner	
Treasurer - Account balances - Fundraising target?	Michelle Squire	
Fundraising Coordinators	Christina McCulloch, Simone Manchip	
Communications Coordinator - PAC Facebook Page Content	Keira-Leigh Drake	
Events Committee Coordinators	Jessica Hopkins, Andrea Paget	
Event Food Coordinator	Heather Brass	

Executive Meeting		45-60 min
Topic	Responsibility	
<p>COPACS Rep</p> <p>1. Volunteer positions are open for volunteers to fill:</p> <ul style="list-style-type: none"> - Parent Education - Emergency Preparedness - Aboriginal Engagement and Liaison - Committee Representative – James noted that he is willing to stand in this role again for one more year; however, he would like to share the role since this will be his final year in the school system. The position involves attending committee day once a month (Tuesday ?) and to stand in for the President/VPs at Board meetings. <p>2. There was a discussion at the AGM about seeking funds to help schools upgrade their emergency preparedness (EP). It was noted that there has been a debate in the past about whether this funding should come from PACs or the School District. In the past, PACs have provided perishable items for EP kits; however, this may be changing.</p> <p>3. Superintendent mentioned PAC can do the following to help our schools through COVID-19</p> <ul style="list-style-type: none"> o Build community o Provide an opportunity to encourage parents to engage outside more o Encourage parents to follow recommendations <p>4. School calendars for next year have been approved and are available online: https://www.sd63.bc.ca/sites/default/files/2021-22%20School%20Calendar_0.pdf</p>	Liz Keating	
First Nations Rep	Tina Savea	
Fun Lunch Coordinators	Claire Erdem, Tiffany Brantley, Christina McCulloch	
KELSET Cares Coordinators	Kristin Schnurr, Andrea Mctavish	
Spring Fair Coordinator	Vacant	

Executive Meeting		45-60 min
Topic	Responsibility	
Playground Committee Coordinator/Member - Hiring a grant writer for the playground project - Farrah Simpson is the Keating PAC member who offered advice on this project	Meghan Judson	
Grade 4/5 Coordinators (Camp and Farewell) - Carried over from Sep: 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	
New Business	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 type="checkbox"/>
	Meghan Judson	Co Vice-President/Playground Committee Coordinator <input checked="" type="checkbox"/>
	Jessica Kwasnica-Rechsteiner	Co Vice-President/Fun Lunch Coordinator – Chaired this meeting <input checked="" 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"/>
	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 type="checkbox"/>
	Cathy Watts	Member at Large <input checked="" type="checkbox"/>
Kara Shade	Member at Large <input type="checkbox"/>	
Ashley Sonoksy	Member at Large <input checked="" type="checkbox"/>	
OTHERS		Guest <input type="checkbox"/>
		<input type="checkbox"/>
Call to order at 6:30 pm		



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<u>AGENDA ITEM</u>	<u>ACTION</u>
<u>Guest Speaker – N/A</u>	
<p><u>ADMIN REPORT –</u> Leila Sinclair-Wise, Shauna Doehring</p> <ul style="list-style-type: none"> - Photo day today was a success, photographers wearing masks. Retake date November 19th - Terry Fox run last Friday, \$835 raised from today - Great shakeout tomorrow 10:15am, duck and cover count and count to 60 twice over - Success club is happening, Mon and Wed, Grades 2-5, boost in literacy mostly maybe numeracy. Doing it in cohorts, silver cohort now. 6 sessions. 8-9 kids. Black cohort next. No snacks being offered. - Pro-D day upcoming on October 23rd, staff participating in online webinars or early literacy learning - November 17/18/19 early dismissal, 1:48pm those days. Parent teacher interviews will look different. Teacher conferences will be offered via phone or Teams meeting. - November 20th, another Pro-D Day, used for reporting. - We are seeing increased parent activity around front steps to spider climber and around back; no masks being worn. A note will go out to discourage this. Back part of field is OK only. Other elementary schools have a no parent on school ground policy but we are trying not to do that - Craft nights/activities for Christmas is on hold for now, maybe some other news will change this in new year. There will be a kids only sing along or something like that - Traffic study/survey – Leila met with Don Penney and Jason Reid and Rob Lum, have same amount of traffic flow if not more as less kids going on school bus. Looking at school bus rerouting to free up traffic a little. MANY people do not go to either cross walk, they are running across traffic or sending the kids across on their own. Traffic study will go on in next couple of week’s. More people fill this out, the more info they can get out of it and the more options can be. May apply to take back some of ALR land at E Saanich Rd perhaps. LV asked if the land uphill from the car park could be used as a drop off zone (naturescape), but this won’t be investigated due to gradient of land. 	<p><u>PLEA TO FAMILIES!</u> <u>Subscribe to forum emails, Facebook page, and school calendar too!</u></p>



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<ul style="list-style-type: none"> - Class reps this year – Jessica and Meghan have letter to send out, is same process happening with binder? Leila says yes go ahead with it. Field trips will be much reduced this year. - Remembrance Day November 11th, agreed to change next meeting to November 18th, 6:30pm 	
<p>Approval of last meetings (16Sep2020) minutes</p>	<p><i>16Sep2020 minutes</i> Motion by Kristin Schnurr Seconded by Meghan Judson</p>
<p><u>PRESIDENT REPORT</u> – Marie Fish</p> <ul style="list-style-type: none"> - None other than traffic study 	
<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"> - No report 	
<p><u>FUNDRAISING COORDINATORS</u> – Christina McCulloch, Simone Manchip</p> <ul style="list-style-type: none"> - Password KELSET will be added for kelsetpacfundraising@gmail.com - If making a donation to PAC – please add in notes it is a donation - Smile Cards up and running, letters out to K students with card attached \$2,000 max - Purdy’s is now running, usually \$1,000 - Happy hippo ~\$1,000 – ships straight to you! Will deliver to your door across Canada! Natural goods, helps charities out. Free shipping over \$40. KELSETPAC promo code gets 10% off! - Volunteer donations based on 50% students paying \$10 = \$1,900 - Approved bottle depot bin at school, maybe \$6,000? - KELSET clothing fundraiser will be done again 	
<p><u>COMMUNICATIONS COORDINATOR</u> – Keira-Leigh Drake</p> <ul style="list-style-type: none"> - PAC Facebook Page Content: appropriate, anything missing? Value in putting out community events? 	



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<p><u>EVENT COMMITTEE COORDINATORS</u> – Jessica Hopkins, Andrea Paget</p> <ul style="list-style-type: none"> - No report as nothing going on 😞 	
<p><u>EVENT FOOD COORDINATOR</u> – Heather Brass</p> <ul style="list-style-type: none"> - No report as nothing going on 😞 	
<p><u>COPACS REP</u></p> <ol style="list-style-type: none"> 1. Volunteer positions are open for volunteers to fill: <ul style="list-style-type: none"> - Parent Education - Emergency Preparedness - Aboriginal Engagement and Liaison - Committee Representative – James noted that he is willing to stand in this role again for one more year; however, he would like to share the role since this will be his final year in the school system. The position involves attending committee day once a month (Tuesday ?) and to stand in for the President/VPs at Board meetings. 2. There was a discussion at the AGM about seeking funds to help schools upgrade their emergency preparedness (EP). It was noted that there has been a debate in the past about whether this funding should come from PACs or the School District. In the past, PACs have provided perishable items for EP kits; however, this may be changing. 3. Superintendent mentioned PAC can do the following to help our schools through COVID-19 <ul style="list-style-type: none"> o Build community o Provide an opportunity to encourage parents to engage outside more o Encourage parents to follow recommendations – learning process, follow the steps in place right now 4. School calendars for next year have been approved and are available online: https://www.sd63.bc.ca/sites/default/files/2021-22%20School%20Calendar_0.pdf 	<p>Steve Fish to be encouraged to please attend next meeting and update us (Earthquake Coordinator)</p>
<p><u>FIRST NATIONS REP</u> – Tina Savea</p>	



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<ul style="list-style-type: none"> - \$540 grant from Presidents Choice - Santa's Anonymous has grants, perhaps we can apply for a grant for playground? 	
<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 😞 - Middle school doing lunches, as are private schools? Keating also doing fun lunch and popcorn? Andrea Paget to speak with admin <p><i>Post-meeting note: Leila clarified no elementary school is doing this, this includes Keating. Keating was planning on moving forward, however was told to stop. The only way schools allow food in is if teachers are on board and arrange for distribution in their classrooms and the food is completely pre-packaged before it enters the school.</i></p> <ul style="list-style-type: none"> - Andrea Paget: West Shore PAC do popcorn from Hillside Kernels, pre-packaging it and needs picking up? Ask admin 	<p>Andrea Paget to talk with Admin</p>
<p><u>KELSET CARES COORDINATOR</u> – Kristin Schnurr, Andrea Mctavish</p> <ul style="list-style-type: none"> - Letter requests for Sidney Bakery and Save on Foods - Final numbers from Robin pending - Offer leftover events food/drinks to KELSET CARES? Not sure, juice boxes and snacks not being encouraged ... will assess what is there. Maybe donate to food bank or add to Xmas hampers 	
<p><u>SPRING FAIR COORDINATOR</u> – Vacant</p> <ul style="list-style-type: none"> - With current COVID climate, a Spring Fair is unlikely 😞 	
<p><u>PLAYGROUND PROJECT COORDINATOR</u> – Meghan Judson</p> <ul style="list-style-type: none"> - Michelle McDormand has offered grant writing experience in her spare time but her work is a challenge right now. So we think it is best to hire someone to do grant writing to us. They take commission upto 10% of grant if they are successful – or pay an hourly fee. Commission likely better as need to raise \$200,000 - Farrah Simpson (Keating PAC) offered her advice on their playground experience 	



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<ul style="list-style-type: none"> - Raise a Motion that we should hire a professional grant writer to assist with writing grants on a commission basis, Meghan Judson second Liz Keating - Cathy Watts offered to be a member of committee and may be able to offer ga 	
<p><u>GRADE 4/5 COORDINATOR (CAMP AND FAREWELL) –</u> Vacant</p> <ul style="list-style-type: none"> - No report, address at next meeting – ask admin 	
<p><u>EARTHQUAKE COORDINATOR –</u> Steve Fish</p> <ul style="list-style-type: none"> - He is involved in search and recovery team for earthquakes; he will check supply list is sufficient; PAC would love his attendance at November meeting to update us 	
<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>	
<p><u>Old Business</u></p> <p>Let’s revisit in November/when events come back on:</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. - Ideas for virtual events for connection/ 	<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>Meeting was adjourned at 7:36 pm.</p>	
<p><u>**NEXT MEETING will be on 18 November 2020 at 6:30pm</u></p>	



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CONTACT:

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

KELSET PAC website page: <https://kelset.sd63.bc.ca/course/view.php?id=66>

KELSET PAC Email: kelsetpac@hotmail.com

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