

KELSET PAC GENERAL MEETING AGENDA
18 November 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 <ul style="list-style-type: none"> - Budget proposals and expectations (Marie) - Are there any district or school guidelines that we need to be aware of before selecting a grant writer? (Meghan) - Keating Elementary is rolling out hot lunch program they have put a lot of work into. Available to educate/assist other schools with starting a hot lunch program if interested. Is KELSET interested? (Note NSMS do Pizza Friday's too?) <ul style="list-style-type: none"> - Grade 4/5 Camp – thoughts 	Cathy Crocket-Moore, Leila Sinclair-Wise	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 <ul style="list-style-type: none"> - Date for next meeting - Budget and expectations (see admin report) 	Marie Fish	
Vice-President <ul style="list-style-type: none"> - Grant writing (see Admin report) - Classroom reps need filling, Keira to add facebook post 	Meghan Judson, Jessica Kwasnica-Rechsteiner	

Executive Meeting		45-60 min
Topic	Responsibility	
Treasurer - Vote on the budget (see admin report)	Michelle Squire	
Fundraising Coordinators	Christina McCulloch, Simone Manchip	
Communications Coordinator -	Keira-Leigh Drake	
Events Committee Coordinators - Silent auction update - Bottle Drive: Sunday Jan 10th	Jessica Hopkins, Andrea Paget	
Event Food Coordinator	Heather Brass	
<p>COPACS Rep</p> <p>I will be attending the district board meeting tomorrow evening on behalf of COPACS (I am one of the COPAC VPs this year) so will not be able to meet with the PAC. If you or someone could read through the below items and note comments I would be grateful.</p> <ol style="list-style-type: none"> 1. Updated Board Policy and Administrative Procedure expected to be approved this week. This will be available online with improved search-ability. 2. Superintendent & COPACS President met to discuss a March 11 2021 virtual meeting to be held regarding mental health and well-being. Invitation will be extended to parents. 3. Executives & COPACS want to express the importance that parents are aware of the “appeal process” and that PACs provide parents with access to this information as needed. A PDF overview is available at bccpac.bc.ca/upload/2016/05/bccpac_universal_concerns_procedure_0-1.pdf 4. Ryan Lacasse, Health & Safety/Ops Manager SD63, will meet with COPAC regarding Emergency Planning & Preparedness. Date TBA. Will discuss bulk procurement between SD63 schools for earthquake water/supplies to save money. Do we know what KELSET needs to replace? Are there any other topics we want discussed? 5. Keating Elementary is rolling out hot lunch program they have put a lot of work into. Available to educate/assist other schools with starting a hot lunch program if interested. Is KELSET interested? (see admin report) 6. Keating Elementary is planning a parent education 	Liz Keating	

Executive Meeting		45-60 min
Topic	Responsibility	
<p>night with speaker Dr. Alison Rees to speak on the topic of "Parenting". Date TBA.</p> <p>7. Deep Cove PAC annually selects a school to provide \$2000 in funds for kids in need. Is this something we should apply for or recommend another school?</p> <p>8. The district received a \$12k grant from Victoria Rapid Relief Funding and finalized details on a food program for families in need.</p>		
First Nations Rep	Tina Savea	
Fun Lunch Coordinators	Claire Erdem, Tiffany Brantley, Christina McCulloch	
<p>KELSET Cares Coordinators</p> <p>I am unfortunately not able to be here tonight so am sending through the following agenda items and update:</p> <p>Andrea McTavish is needing to step down for personal reasons – thank you Andrea for your help!</p> <p>Tina Lee has graciously offered to step into her position KELSET Cares, so we will work together.</p> <p>I am not sure if I can nominate her as I am not in attendance, but if so, I would like to officially nominate her for the position.</p> <p>We have updated numbers from Robin Dupree for this school year: There are approximately 25 breakfasts/day. There are approximately 10-12 lunches/day.</p> <p>We received the Breakfast for Learning Grant of \$540, amazing!</p> <p>Robin approved the drafted letters requesting donations and these have been dropped off at Save-on Foods in Sidney and Portofino Bakery in Saanichton.</p> <p>At this time we are still waiting to hear back from Robin/Cathy/Leila re: Holiday Hampers. It would be good if we could check in on this with Leila and Cathy at tonight's meeting.</p> <p>Questions: Can we run the holiday hamper program this year? If so, how many hampers are needed? Do we have poinsettia boxes this year or do we need to collect boxes? When will we run the collection and what date for hamper pick up (December 17th)?</p>	Kristin Schnurr, Tina Lee	

Executive Meeting		45-60 min
Topic	Responsibility	
<p>Possible for parent volunteers to assemble hampers, if so, how many and what day?</p> <p>And finally, here is the draft from previous year for hamper collection - just needs current teachers updated and adjustments for these times in terms of drop off information.</p> <p><i>It is that time of year again to start collecting for our KELSET family Christmas hampers! This year each division will be assigned one item out of the 19 listed below and then assembled with each item. Please review the list below and have your child bring in the item assigned during the week of December 10-14. Feel free to contribute more than one of your item.</i></p> <p><i>Williams - stuffing and gravy</i> <i>Manning - potatoes</i> <i>Rose - carrots</i> <i>Rochan - onions</i> <i>Hagar - sweet potatoes</i> <i>Ashton - cranberry sauce</i> <i>Underwood - spaghetti noodles</i> <i>Steele - juice</i> <i>Hodgson - flour</i> <i>Sheridan - oranges</i> <i>McKinnon - sugar</i> <i>Shaw - apples</i> <i>Backaus - chili</i> <i>Rice - perishable food items</i> <i>Fawkes - spaghetti sauce</i> <i>Coles - soups</i> <i>Hale - cooking oil</i> <i>Stewart - granola bars</i> <i>Sinclair-Wise - tape/bows/ribbon/wrapping paper</i></p> <p><i>If you want to make a monetary donation, please bring cash or gift cards to the office. These will be used to purchase any items that are still needed.</i></p> <p><i>Let's make this year another success!!</i></p>		
Spring Fair Coordinator	Vacant	
Playground Committee Coordinator/Member <ul style="list-style-type: none"> - Hiring a grant writer for the playground project - Farrah Simpson is the Keating PAC member who offered advice on this project 	Meghan Judson	

Executive Meeting		45-60 min
Topic	Responsibility	
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



KELSET Elementary School

PAC General Meeting Minutes

18 November 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	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 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 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 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 type="checkbox"/>
	Tina Lee	KELSET Cares <input checked="" 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 type="checkbox"/>	
OTHERS		Guest <input type="checkbox"/>
		<input type="checkbox"/>
Call to order at 6:35 pm		



KELSET Elementary School

PAC General Meeting Minutes

18 November 2020

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!

<u>AGENDA ITEM</u>	<u>ACTION</u>
<u>Guest Speaker – N/A</u>	
<p><u>ADMIN REPORT</u> –Cathy Crocket-Moore, Leila Sinclair-Wise</p> <ul style="list-style-type: none"> - Remembrance Day assembly was really neat, all the classrooms made a great effort and got to see the video afterwards to see the whole thing put together. MCs spoke over the PA. Ms Rose and tRachie, singing o Canada over the phones to the neighbourhood! - Early closures for 3 days to connect with teachers - Report cards December 11th - Doehring reading - Blue cohort reading success club starting end of month - Cohedental, indigenous kids, ages 5/6 - Sue Robinson will do virtual xmas sing along - Lunchtimes staggered lunchtimes working v well, more space - Rob Lum out 2 weeks ago, ground slippery off forest park, gripper ordered - Thanks to families for practicing social distancing including on fields - Good hum in school, staff feel very safe in building with our protocols - Cathy stressed for students to be dressed appropriately for this weather and with a spare change of clothes, fresh air is so important - Last 2 years saving for literacy and technology and we have purchased new resources to enhance and refresh resources in classroom - Purchased ipads and Sphero's, robotic circles that help kids learn coding and they move in different directions 	<p><u>PLEA TO FAMILIES!</u> <u>Subscribe to forum emails, Facebook page, and school calendar too!</u></p> <p>Keira to add facebook reminder regarding students to be dressed for the weather and pack a change of clothes</p>
Approval of last meetings (14Oct2020) minutes	<p><i>14Oct2020 minutes</i> Motion by Meghan Judson Seconded by Michelle Squire</p>
<p><u>PRESIDENT REPORT</u> – Marie Fish</p> <ul style="list-style-type: none"> - December date: 16th December, Leila confirmed that works with admin too. 	



KELSET Elementary School

PAC General Meeting Minutes

18 November 2020

<p><u>VICE PRESIDENT REPORT</u> – Meghan Judson, Jessica Kwasnica-Rechsteiner</p> <ul style="list-style-type: none"> - Class reps, only heard from 3 classes so far – need class reps 	
<p><u>TREASURER REPORT</u> – Michelle Squire</p> <ul style="list-style-type: none"> - Michelle went through budget discussions and outlook. Down to a projected revenue of \$5,800 this year versus a usual \$15,000 😞 (no spring fair) - Teacher appreciation alternative, kids write cards and put them out on the teacher’s windshields - KELSET CARES – this amount is really needed for food and clothing for students in need, \$4,750 - Will be taking \$9,000 loss on KELSET, PAC think that we need to take a hit due to COVID and couldn’t think of an emergency scenario where we would need this money and it would likely be a school emergency funding issue rather than be on the PAC to fix. - Constitution allows a deficit budget to be run, may be an issue if we didn’t have excess money but we have the Savings we can choose to spend - Meghan – can athletics be included in gaming? Michelle to check - We need to raise awareness of KELSET PAC funding to families to encourage their support of the PAC and let them know how much is spent and where its spent and how much it is saving them - Can the school take clothing items right now? Should we do a clothing drive? - Unanimous decision to pass the budget as a deficit and any extra funding will improve it. 	<p>Michelle to check if gaming can be assigned to ATHLETICS, Laura believes this has been done previously</p>
<p><u>FUNDRAISING COORDINATORS</u> – Christina McCulloch, Simone Manchip</p> <ul style="list-style-type: none"> - Purdy’s \$5,096.70 of orders - \$1,200 profit, on top there is another \$700 to come in that people owe - Happy hippo, \$3,200 sales so far, profit \$574.24 goes to 30 November. Spring bundle campaign is order form, not online Online parties through Epicure and the Pampered Chef, online order and shipped directly - Bottle recycling bin – when one is repaired they will get one to school and dropped off - Bottle drive – January - Donations to KELSET school optional – so far we have \$1,340 	<p>Keira to remind on families regularly through Leanne and Facebook to promote PAC donations by letting folk know what money has been spent on e.g., Ipads, Literacy, Other projects to educate families on money spent</p>



KELSET Elementary School

PAC General Meeting Minutes

18 November 2020

<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"> - CONTACTLESS DRIVE-BY bottle depot drive-by January 10th, drop bottles off in parking lot 10am-2pm, just 30 families \$1,900 in 4 hours! Need to promote with school, local sites and community - How many volunteers are allowed on site – ask admin, can we ask Grade 4/5 to step up and help? - Anyone have any contacts for signs? Need to really promote the contactless drive-by bottle drive - Silent auction update: Spring-time, try and get ours first out there.... Local businesses can have free advertising and offer products 	<p>Admin to confirm how many volunteers are allowed on site for drive-by bottle drive,</p>
<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> <p>I will be attending the district board meeting tomorrow evening on behalf of COPACS (I am one of the COPAC VPs this year) so will not be able to meet with the PAC. If you or someone could read through the below items and note comments I would be grateful.</p> <ol style="list-style-type: none"> 1. Updated Board Policy and Administrative Procedure expected to be approved this week. This will be available online with improved searchability. 2. Superintendent & COPACS President met to discuss a March 11 2021 virtual meeting to be held regarding mental health and well-being. Invitation will be extended to parents. 3. Executives & COPACS want to express the importance that parents are aware of the “appeal process” and that PACs provide parents with access to this information as needed. A PDF overview is available at bccpac.bc.ca/upload/2016/05/bccpac_universal_concerns_procedure_0-1.pdf 4. Ryan Lacasse, Health & Safety/Ops Manager SD63, will meet with COPAC regarding Emergency Planning & Preparedness. Date TBA. Will discuss bulk procurement between SD63 schools for earthquake water/supplies to save money. Do we know what KELSET needs to 	



KELSET Elementary School

PAC General Meeting Minutes

18 November 2020

<p>replace? Are there any other topics we want discussed? Steve Fish will connect with Ryan.</p> <p>5. Keating Elementary is rolling out hot lunch program they have put a lot of work into. Available to educate/assist other schools with starting a hot lunch program if interested. Is KELSET interested? (see admin report)</p> <p>6. Keating Elementary is planning a parent education night with speaker Dr. Alison Rees to speak on the topic of "Parenting". Date TBA.</p> <p>7. Deep Cove PAC annually selects a school to provide \$2000 in funds for kids in need. Is this something we should apply for or recommend another school?</p> <p>8. The district received a \$12k grant from Victoria Rapid Relief Funding and finalized details on a food program for families in need.</p>	
<p>FIRST NATIONS REP – Tina Savea</p> <ul style="list-style-type: none"> - No report 	<p>Update on welcome pole? – set for Spring, admin to confirm plans</p>
<p>FUN LUNCH COORDINATORS – Claire Erdem, Tiffany Brantley, Christina McCulloch</p> <ul style="list-style-type: none"> - Hot Lunch at Keating – is KELSET interested? Leila: unsure, have staff meeting tomorrow. Also raising other fun food options tomorrow e.g. popcorn bags. - Keating Elementary is rolling out hot lunch program they have put a lot of work into. Available to educate/assist other schools with starting a hot lunch program if interested. Is KELSET interested? (Note NSMS do Pizza Friday's too?) – pizzas purchased per classroom, eat the cost if don't cover it. One teacher takes orders and class teacher responsible for distributing food to class. Run canteen through Parklands and pre-ordered for week ahead. 	<p>Admin to update by email on hot lunch options available to us <i>Post-meeting note: The Hot-lunch program is off the table for now, this includes Keating Elementary. Given the rise of COVID cases, the administrators do not think hot lunches can be managed properly without risk.</i></p>
<p>KELSET CARES COORDINATOR – Kristin Schnurr, Andrea Mctavish</p> <ul style="list-style-type: none"> - Deep Cove PAC raised \$2,000 for vulnerable families, we will be applying for some of the money for our school families. - Of \$12,000 available from relief funding from food program, KELSET has received \$300-500. <p>I am unfortunately not able to be here tonight so am sending through the following agenda items and update:</p>	<p>Admin to review hamper teacher/product list and confirm if hampers are being done this year</p>



KELSET Elementary School

PAC General Meeting Minutes

18 November 2020

Andrea McTavish is needing to step down for personal reasons – thank you Andrea for your help!

Tina Lee has graciously offered to step into her position KELSET Cares, so we will work together – thank you Tina!

I am not sure if I can nominate her as I am not in attendance, but if so, I would like to officially nominate her for the position.

We have updated numbers from Robin Dupree for this school year:
There are approximately 25 breakfasts/day.
There are approximately 10-12 lunches/day.

We received the Breakfast for Learning Grant of \$540, amazing!

Robin approved the drafted letters requesting donations and these have been dropped off at Save-on Foods in Sidney and Portofino Bakery in Saanichton.

At this time we are still waiting to hear back from Robin/Cathy/Leila re: Holiday Hampers.

It would be good if we could check in on this with Leila and Cathy at tonight's meeting.

Questions: Can we run the holiday hamper program this year?
If so, how many hampers are needed?
Do we have poinsettia boxes this year or do we need to collect boxes?
When will we run the collection and what date for hamper pick up (December 17th)?
Possible for parent volunteers to assemble hampers, if so, how many and what day?

And finally, here is the draft from previous year for hamper collection - just needs current teachers updated and adjustments for these times in terms of drop off information.

It is that time of year again to start collecting for our KELSET family Christmas hampers! This year each division will be assigned one item out of the 19 listed below and then assembled with each item. Please review the list below and have your child bring in the item assigned during the week of December 10-14. Feel free to contribute more than one of your item.



KELSET Elementary School

PAC General Meeting Minutes

18 November 2020

<p>Williams - stuffing and gravy Manning - potatoes Rose - carrots Rochan - onions Hagar - sweet potatoes Ashton - cranberry sauce Underwood - spaghetti noodles Steele - juice Hodgson - flour Sheridan - oranges McKinnon - sugar Shaw - apples Backaus - chili Rice - perishable food items Fawkes - spaghetti sauce Coles - soups Hale - cooking oil Stewart - granola bars Sinclair-Wise - tape/bows/ribbon/wrapping paper If you want to make a monetary donation, please bring cash or gift cards to the office. These will be used to purchase any items that are still needed.</p> <p>Let's make this year another success!!</p>	
<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"> - Grant writing: nothing to consider from Admin perspective, we can choose a grant writer and hire who we choose. Spoke with Keating PAC rep, assumed they had great fundraising but they used seismic upgrade money to upgrade playground \$115,000 and PAC put in - Andy from Habitat group did playground project for Keating and Sidney and they should be helpful He may have ideas how to raise money and grant writers. Need it to be coordinated. - Maybe find 3 options and let kids pick <p>Goal posts for soccer field Rob Lum was hopeful it would be September. Leila said she will contact Ron 19th November.</p>	<p>Admin to contact Rob Lum re: soccer goal posts promised from last year</p>
<p><u>GRADE 4/5 COORDINATOR (CAMP AND FAREWELL)</u> – Vacant</p>	<p>Grade 4/5 fundraising volunteer needed</p>



KELSET Elementary School

PAC General Meeting Minutes

18 November 2020

<ul style="list-style-type: none"> - Grade 4/5 camp – alternative options, do we get a Grade 4/5 coordinator to think about this? Maybe a celebration in their cohorts if nothing else, likely a good idea to start here? Unknown at this time, fundraising towards this something would be a great idea. Laura V maybe we could plan with other PACs to brainstorm ideas? Last year kids got Tanners Books certificate. Yearbooks would be supported by teachers in classrooms – art, writing, photos etc. Give teachers and students an idea of what to do – give them a voice. - Michelle Squire and a friend have volunteered to coordinate the event/activity chosen (THANKS!), but they need another volunteer to take the lead with fundraising for the events 	
<p><u>EARTHQUAKE COORDINATOR</u> – Steve Fish</p> <ul style="list-style-type: none"> - Door is leaking, the District is going to fix the locking mechanism. Steve has reached out to ADMIN and COPACS to ensure the District’s standard is met for the earthquake box. - Some perishables, such as bottled water will need replacing soon. Ryan LACASSE Ryan Lacasse, Health & Safety/Ops Manager SD63, will meet with COPAC regarding Emergency Planning & - Preparedness and discuss bulk procurement between SD63 schools for earthquake water/supplies to save money. Steve will liaise with LACASSE. - Meghan noted we spent money on an expensive water filter so bear that in mind when ordering more water 	
<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 New Year when events come back on:</p>	<p>Action Team Effort to add role/</p>



KELSET Elementary School

PAC General Meeting Minutes

18 November 2020

- 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/

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 8:21 pm.

****NEXT MEETING will be on 16 December 2020 at 6:30pm**

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)