

KELSET PAC GENERAL MEETING AGENDA
16 December 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	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	

Executive Meeting		45-60 min
Topic	Responsibility	
<p>President's Report</p> <ul style="list-style-type: none"> - Keating's playground was not re-allocated funding from seismic upgrading, the playground was within the area the District needed to upgrade, therefore the playground was within the budget of the upgrading to replace as they needed to remove the old one. All ethical and pre-planned. - The North Saanich Traffic Survey is available until December 18th (Keira to re-post for last two days) - Tax receipts for cash donations and donations in kind. - The receipts are from the district. There are two different forms; one for cash and one for products. The District cannot give receipts for services offered. - There are forms for the donor to fill out, the form is then sent to the District and the receipt is sent directly to the donor. It's a bit cumbersome, but it can be arranged..:) 	<p>Marie Fish</p>	
Vice-President	<p>Meghan Judson, Jessica Kwasnica-Rechsteiner</p>	
Treasurer	<p>Michelle Squire</p>	
Fundraising Coordinators	<p>Christina McCulloch, Simone Manchip</p>	
Communications Coordinator	<p>Keira-Leigh Drake</p>	

Executive Meeting		45-60 min
Topic	Responsibility	
Events Committee Coordinators - Silent auction update - Bottle Drive: Sunday Jan 10 th : Posters, Flyers, email: kelsetbottledrive@gmail.com , send to Dean Park Community Association? deanparkestatescommunityassn@gmail.com	Jessica Hopkins, Andrea Paget	
Event Food Coordinator	Heather Brass	
COPACS Rep 1. The School Board approved the Board Policy Handbook and Administrative Procedures Manual. The policies and admin procedures were intentionally split (Policy = What, Admin Proced. = How). This is available on the SD63 website. Improvements include search-ability & hyperlinks. 2. Feb 16th is next time to opt in or out of remote learning. 3. Are there any interested participants in a working group regarding Sustainable Food System for SD63? 4. Parent Education Night was held Dec 14th, Speaker Dr Allison Rees presented on "Parenting".	Liz Keating	
First Nations Rep	Tina Savea	
Fun Lunch Coordinators	Claire Erdem, Tiffany Brantley, Christina McCulloch	
KELSET Cares Coordinators	Kristin Schnurr, Tina Lee	
Spring Fair Coordinator	Vacant	
Playground Committee Coordinator/Member	Meghan Judson	
Grade 4/5 Coordinators (Camp and Farewell)	Vacant	
Earthquake Coordinator	Steve Fish	
Lost & Found Coordinator	Terri Dobree	
Fruit & Veg Coordinator	Jo Hall	
New Business	All	

Executive Meeting		45-60 min
Topic	Responsibility	
Old Business	All	
Motion to Adjourn	Marie Fish	

Minutes taken by KELSET PAC Secretary: Laura Veasey



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		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 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 (Committee) 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"/>
	Christina McCulloch	Fun Lunch Coordinator <input 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"/>
	Michelle Squire	Grade 4/5 Coordinator <input type="checkbox"/>
	<Vacant>	Grade 4/5 Team Member <input type="checkbox"/>
	<Vacant>	Grade 4/5 Team Member <input type="checkbox"/>
	Kristin Quayle	Member at Large <input 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"/>



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Call to order at 6:40 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!

AGENDA ITEM

ACTION

Guest Speaker – N/A

ADMIN REPORT – Cathy Crocket-Moore, Leila Sinclair-Wise

- Huge thank you to KELSET PAC volunteers and all our families for the hampers – KELSET community came together so well this year with very little time, 35 hampers (from 20 last year) went out and 7 parent volunteers assembled the hampers. Included books and toys from Mary Winspear toy drive plus a generous donation of books.
- Exciting experiment happening tomorrow – classroom school dance at 1:30pm
- Friday is red and green day and holiday hat day!
- Snowman on the shelf – a bit like Elf on the shelf, if the kids find him you put your name on a piece of paper and get a small prize!
- Weather is very wet – reminder to bring a change of clothes due to mud and rain! Heather Brass said the maintenance of the field is not working great, its still very slippery.
Soccer goal posts received September, Rob Lum promised that this will be job #1 in January

PLEA TO FAMILIES!

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

Keira to add to Facebook a BIG THANK YOU to all the families for hampers, done in just 1.5 weeks and a huge thank you to those who offered to volunteer!

Approval of last meetings (18Nov2020) minutes

18Nov2020 minutes
Motion by Heather Brass
Seconded by Simone Manchip

PRESIDENT REPORT – Marie Fish

- Keating's playground was not re-allocated funding from seismic upgrading, the playground was within the area the District needed to upgrade, therefore the playground was within the budget of the upgrading to replace as they needed to remove the old one. All ethical and pre-planned.
- The North Saanich Traffic Survey is available until December 18th (Keira to re-post for last two days)

Keira to repost survey

Keira to add to Facebook a BIG THANK YOU to everyone on the PAC and to admin for keeping our kids safe and happy



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- Tax receipts for cash donations and donations in kind. The receipts are from the district. There are two different forms; one for cash and one for products. The District cannot give receipts for services offered. There are forms for the donor to fill out, the form is then sent to the District and the receipt is sent directly to the donor. It's a bit cumbersome, but it can be arranged..:)

- Clothing drive cannot happen due to COVID right now

- Hot lunch is still benched due to COVID and will not re-start until COVID rules change

Many acknowledgements: Thanks to:

Fundraising for being flexible and creative: Christina, Simone, Andrea, Heather, Jessica

Communications: Keira for continuing to engage our community most effectively and creatively!

KELSET Cares and Hampers: Kristin, Tina and Robin for coordinating KELSET CARES and the Hampers

Secretary: Laura for keeping us organized and always on task!
Cathy, Leila Teachers and all staff for keeping our school safe, nurturing as fun as it can be despite the pandemic!

Budget: Michelle for keeping us well informed and confident in the budget

Co-Presidents for arranging class reps, and Meghan scouring for a grant writer and taking on the playground project

Liz Keating for keeping us well informed about COPACS

Tina for keeping us in the loop with our indigenous activities

Our new Members at large: Kristin Quayle, Kara Shade, Cathy Watts, Ashley Sonosky

Fun lunch coordinators for staying current on the status of fun lunch: Claire Erdem, Tiffany Brantley, Christina McCulloch

Terri for organizing our lost and found and actually making us money from it!

Steve Fish for working at keeping the Earthquake box current

Jo Hall for being our Fruit and Veg Coordinator.

- Laura Veasey: a massive THANK YOU to Marie for leading the PAC, especially on her own and through difficult times.

VICE PRESIDENT REPORT – Meghan Judson, Jessica Kwasnica-Rechsteiner



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<ul style="list-style-type: none"> - Class reps (Meghan and Admin): only a few signed up, teachers usually reach out to parents to help – what should we do? Leila will talk to teachers tomorrow to find a rep, it won't be a huge job this year 	
<p><u>TREASURER REPORT</u> – Michelle Squire</p> <ul style="list-style-type: none"> - Operating \$29,928 - Gaming account \$8,738 - Purdy's \$1,700 - Michelle is able to switch Athletics to gaming account and will do so 	
<p><u>FUNDRAISING COORDINATORS</u> – Christina McCulloch, Simone Manchip</p> <ul style="list-style-type: none"> - Purdy's - \$1,713.60 profit - Happy Hippo \$724.97 profit – keep ordering all year around - 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>
<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, Heather Brass</p> <ul style="list-style-type: none"> - CONTACTLESS DRIVE-BY bottle drive: January 10th, drop bottles off in parking lot 10am-2pm – info has gone out, want to beat \$1,900 goal - Fliers to promote event to neighbours / community available by emailing kelsetbottledrive@gmail.com - Volunteers needed! Please use our Sign-up Genius to sign up: https://m.signupgenius.com/#!/showSignUp/805044eaeaa29a4f94-kelset1 - Silent auction update: Spring-time, try and get ours first out there.... Local businesses can have free advertising and offer 	



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<p>products. Some success but needs some help. Andrea is sending out letters by email to local businesses. Some donations are trickling in from the first blast out to the school families.</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> – Liz Keating</p> <ol style="list-style-type: none"> 1. The School Board approved the Board Policy Handbook and Administrative Procedures Manual. The policies and admin procedures were intentionally split (Policy = What, Admin Procedures = How). This is available on the SD63 website. Improvements include search-ability & hyperlinks. 2. Feb 16th is next time to opt in or out of remote learning. 3. Are there any interested participants in a working group regarding Sustainable Food System for SD63? Marie: sustainable food program knowing every school has people that need food but funding is so disjointed. Marie put together a presentation, they show it to board in January. School district wide, every school, food programs accessible to kids who need food – an overall picture of the need for food not just at school but home environment. 4. Parent Education Night was held Dec 14th, Speaker Dr Allison Rees presented on "Parenting". <i>Laura V noted that at the last meeting the date for this night was to be determined but not announced/shared so many may have not been aware this was going on. Can we promote these dates through Facebook and Leanne when they are released as the events can get lost in minutes.</i> 	
<p><u>FIRST NATIONS REP</u> – Tina Savea</p> <ul style="list-style-type: none"> - No report - Team to keep an eye on Welcome Pole Plans next year 	
<p><u>FUN LUNCH COORDINATORS</u> – Claire Erdem, Tiffany Brantley, Christina McCulloch</p> <ul style="list-style-type: none"> - No report as nothing going on 😞 	
<p><u>KELSET CARES COORDINATOR</u> – Kristin Schnurr, Tina Lee</p>	



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<ul style="list-style-type: none"> - BIG thank you to all the families for all the food donations! 	
<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"> - Assessment to be done re playground location, once discussion had an estimate on budget needed will be given. - Grant writing: we can hire who we choose. 	
<p><u>GRADE 4/5 COORDINATOR (CAMP AND FAREWELL)</u> – Michelle Squire</p> <ul style="list-style-type: none"> - From Nov, reminder: Michelle Squire and a friend have volunteered to coordinate the event/activity chosen. - Grade 4/5 camp – unable to get kids to help out due to COVID rules, lets ask Grade 4/5 families to help out with the bottle drive as the money is going towards this. The kids can help post flyers and posters on mailboxes. - Grade 4/5 camp – unable to get kids to help out at the bottle drive in person due to COVID rules. Let’s ask Grade 4/5 families to help out with the bottle drive as the money is going towards this. The kids can help by posting flyers and posters on mailboxes and distributing to friends and neighbours. - Depending on the amount raised, a portion of funds will go to Grade 4 / 5 farewell event. 	<p>Heather to contact admin regarding PAC decision to promote Grade 4/5 volunteers for bottle drive and kids to help out over holidays.</p> <p>Grade 4/5 fundraising volunteer needed</p>
<p><u>EARTHQUAKE COORDINATOR</u> – Steve Fish</p> <ul style="list-style-type: none"> - Steve to attend meeting in the New Year regarding this. - Notes from last meeting... - 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, Health & Safety/Ops Manager SD63, will meet with 	



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<p>COPAC regarding Emergency Planning & Preparedness and discuss bulk procurement between SD63 schools for earthquake water/supplies to save money. Steve will liaise with Ryan.</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 	
<p><u>New Business</u></p> <ul style="list-style-type: none"> - None 	
<p><u>Old Business</u></p> <p>Let's revisit in New Year 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 7:28 pm.</p>	
<p><u>**NEXT MEETING will be on 13 January 2021 at 6:30pm</u></p>	

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)