

KELSET PAC GENERAL MEETING AGENDA
13 January 2021
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	
President's Report	Marie Fish (absent), Meghan Judson stepping in	
Vice-President	Meghan Judson, Jessica Kwasnica-Rechsteiner	
Treasurer	Michelle Squire	
Fundraising Coordinators	Christina McCulloch, Simone Manchip	
Communications Coordinator	Keira-Leigh Drake	
Events Committee Coordinators - Silent auction update - Bottle Drive: Sunday Jan 10 th : results!	Jessica Hopkins, Andrea Paget	

Executive Meeting		45-60 min
Topic	Responsibility	
Event Food Coordinator	Heather Brass	
COPACS Rep - Upcoming January 19th 6-8pm virtual Parent Information Evening Safer Schools: Social Media Awareness, Digital Footprints, and Cyberbullying-- For Parents/Guardians of School-Aged Students. Registration is free, but participants must register using the link https://docs.google.com/.../1FAIpQLSd3bWXJrt2rb..../viewform	Liz Keating	
First Nations Rep - We are currently working with the Breakfast Club of Canada to become a secured source of funding. This is very exciting news! - We have 2 new Indigenous EAs Jessica Underwood and Kendra Stewart.”	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	
Old Business	All	
Motion to Adjourn	Marie Fish	

Minutes taken by KELSET PAC Secretary: Laura Veasey



KELSET Elementary School

PAC General Meeting Minutes

13 January 2021

		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 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 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 type="checkbox"/>
	Tiffany Brantley	Fun Lunch Coordinator <input type="checkbox"/>
	Kristin Schnurr	KELSET Cares <input checked="" 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 checked="" 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 checked="" type="checkbox"/>	
OTHERS		Guest <input type="checkbox"/>
		<input type="checkbox"/>



KELSET Elementary School

PAC General Meeting Minutes

13 January 2021

Call to order at 6:35 pm

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AGENDA ITEM

ACTION

Guest Speaker – N/A

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

- Accepted into the Canada Breakfast Program! 3 installments. We do not need to reapply each year. Will also cover equipment e.g. fridge etc. There are guidelines we have to follow (e.g., inclusive, 3 food groups etc), Robin working with admin. Need to document how many access the program, it will relieve some PAC required funds. A ballpark figure should be know by next meeting.
- Lock down drill process starting, will be before Spring Break.
- Earthquake drills (1 of 2 done), fire drills (3 of 6 done)
- Promote Kindergarten registration 26/27/28 Jan: early 7:30-8:30am slot for working parents if needed, afternoon and after school slots.
- Find the snowman: requests to do it twice more a year!
- PLEASE DO NOT park in the disabled spots at the school
- PLEASE DO NOT park in the BC transit bus stop, past Panorama recreation before East Saanich on the school side – now happened 3 times without parent even in the car. Could the curb be painted red maybe ? Its hard to know how long the stop needs to be
- Traffic calming measures, speed humps, drop and go,... 50 staff members and we only have 30 spots so where do parents go? Talking about how to separate family drop offs and bus routes
- Path to grassy drop off area – a lot more mud, can it be extended due to slope downwards and its compact? Admin to take it to district

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

Keira to post on facebook the kindergarten registration dates and times! Classes are built on these

Approval of last meetings (16Dec2020) minutes – corrected in meeting

16Dec2020 minutes
Motion by Meghan Judson
Seconded by Michelle Squire

PRESIDENT REPORT – Meghan Judson on behalf of Marie Fish

- Class reps: admin to remind teachers to recruit parents



KELSET Elementary School

PAC General Meeting Minutes

13 January 2021

<p><u>VICE PRESIDENT REPORT</u> – Meghan Judson, Jessica Kwasnica-Rechsteiner</p> <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: 31,051.38 - Gaming: 8,739.66 	
<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, \$4,000 sales – keep ordering all year around - Purdy's for Easter planned - Spring bundle packages for Happy Hippo - Need to promote Thrifty's - Need to promote Co-Op number 	<p>Keira to remind on families regularly what PAC donations are spent on e.g., I pads, 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, \$1,900 goal Successful filled 26 bins which was great considering there were 30 bottle drives that weekend! Final total due in next 2 weeks - Silent auction, letters going to 4-5 companies per day, need families help to get ours first out there.... Local businesses can have free advertising and offer 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><u>EVENT FOOD COORDINATOR</u> – Heather Brass</p>	



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13 January 2021

<ul style="list-style-type: none"> - No report as nothing going on 😞 	
<p><u>COPACS REP</u> – Liz Keating</p> <p>Upcoming January 19th and January 20th 6-8pm virtual Parent Information Evening Safer Schools: Social Media Awareness, Digital Footprints, and Cyberbullying--For Parents/Guardians of School-Aged Students. Registration is free, but participants must register using the link</p> <p>https://docs.google.com/forms/d/e/1FAIpQLSd3bWXJrIt2rbRAsYZV_Jng_jyUjWlj9q2Vop4WI5Rx8L1JUow/viewform?fbclid=IwAR2yEOW-5KjWAc7PqvD4ty1OumVNAv8uu-LHvZrHqk0wt9rDZcXIXLYsk0Y</p>	<p>Keira to post on facebook</p>
<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> <ul style="list-style-type: none"> - Valentines KELSET kindness food drive TBA 	
<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"> - Meghan to meet with Cathy tomorrow for go ahead - 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. - Basketball hoops and soccer nets pending news 	
<p><u>GRADE 4/5 COORDINATOR (CAMP AND FAREWELL)</u> – Michelle Squire</p>	



KELSET Elementary School

PAC General Meeting Minutes

13 January 2021

<ul style="list-style-type: none"> - No report 	
<p><u>EARTHQUAKE COORDINATOR</u> – Steve Fish</p> <p>Carried over.....</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 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><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>



KELSET Elementary School

PAC General Meeting Minutes

13 January 2021

Meeting was adjourned at 7:21 pm.

****NEXT MEETING will be on 10 February 2021 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)