

KELSET PAC GENERAL MEETING AGENDA
10 March 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 (apologies)	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	
Vice-President 2021/2022 PAC positions (see attached draft at end of document on responses so far)	Meghan Judson, Jessica Kwasnica-Rechsteiner	
Treasurer	Michelle Squire	
Fundraising Coordinators	Christina McCulloch, Simone Manchip	
Communications Coordinator	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> <ol style="list-style-type: none"> 1. Stelly's PAC rep said the PAC was very pleased with swift communication of the Covid-19 exposure at their school. 2. COPACs asking PACs to discuss/communicate with parents about mask wearing on school properties; consider asking Admin to put up signs to remind parents. 3. "Parent Involvement Evening" on the topic "What is Mental Health" is taking place virtually, March 11 @ 7:00pm- 8:30pm. Registration details on KELSET Facebook. 4. PACE FC soccer fundraiser, \$15 of each PACE FC registration goes to the player's school PAC. Flyer on KELSET Facebook. 5. FSA testing for children in grades 4 has been postponed due to Covid-19. 6. The District is reviewing some COVID practices to determine if it would be beneficial to retain any. 7. Process for handling concerns in classroom: first discuss with the teacher, then Administration, then - if necessary – the District. PACs and COPACs can support discussions at any stage. 8. If parents want to attend the public portion of a board meeting contact the board or COPACs and an email link will be provided. 	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	

Executive Meeting		45-60 min
Topic	Responsibility	
Grade 4/5 Coordinators (Camp and Farewell)	Michelle Squire	
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 Liz Keating (thank you) as Laura Veasey, KELSET PAC Secretary unavailable

KELSET PAC EXECUTIVE 2021-2022

Executive Positions PAC Constitution (Nov2013)

President (Critical) – Vacant

Vice-President – Vacant

Treasurer (Critical) – Michelle Squire

Secretary (Critical) – ? Keira Drake

Fundraising Coordinator – Christina McCulloch, ? Cathy Watts

Communications Coordinator – Vacant

Event Committee Coordinator – Vacant

Event Food Coordinator – ? Heather Brass and or other role

COPACS Representative – Liz Keating

First Nations Representative – Vacant

Members at Large – Vacant

Past-President – N/A

School Planning Council Representative – N/A

Other Executive Positions

Fun Lunch Coordinator – Claire Erdem, Tiffany Brantley, Christina McCulloch

KELSET Cares – Vacant

Spring Fair Coordinator – ? Keira Drake

Playground Committee Coordinator – ? Cathy Watts

Playground Committee Members – Vacant

Grade 4/5 Coordinator (Camp Fundraising and Grade 5 Farewell) – Vacant

Grade 4/5 Team Members (Camp Fundraising and Grade 5 Farewell) – Vacant

Earthquake Coordinator – Vacant

Lost & Found Coordinator – Terri Healy?

Fruit & Veg Coordinator – Jo Hall?



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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 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 (Committee) 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"/>
	Tina Lee	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"/>
	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 type="checkbox"/>	
OTHERS		Guest <input type="checkbox"/>
		<input type="checkbox"/>



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Call to order at 6:30 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
<u>Guest Speaker – N/A</u>	
<p><u>ADMIN REPORT</u> – Cathy Crocket-Moore, Leila Sinclair-Wise</p> <ol style="list-style-type: none"> Kindness Campaign went well. Grade 4/5 students spoke on the intercom talking about random acts of kindness. Food Drive was very successful. Some food went to the Sidney Food Bank. Lots of donations received for the school to get through June. Thank you for donations! Photo of heart wall will be shared on Facebook. Pink shirt day went well, photos taken of cohorts next to a massive heart outside. Photo will be shared. 100 Day Parade was enjoyed by the kids even with the modified route. Spring Break is next week. A memo is going out to remind parents. Michael Mitchell will perform singing on April 13th. Two different times to see this on Zoom depending on cohort (10-11, 12-12:30). Lockdown drill April 7th at 10am, police will be at the school. Memo will go out the day before to parents. Virtual Book Fair through Russell Books April 19-30th. A percentage of sales (for purchases in school or in store) go back to the school. 	<p><u>PLEA TO FAMILIES!</u> <u>Subscribe to forum emails, Facebook page, and school calendar too!</u></p>
Approval of last meetings (10Feb2021) minutes	<p><i>10Feb2021 minutes</i> Motion by Simone Manchip Seconded by Meghan Judson</p>
<u>PRESIDENT REPORT</u> – Marie Fish	
- No report	



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<p><u>VICE PRESIDENT REPORT</u> – Meghan Judson, Jessica Kwasnica-Rechsteiner</p> <ol style="list-style-type: none"> 1. Reviewed positions filled and needing to be filled. Keira to post Jessica’s revised list on Facebook. 2. Keira Drake motioned & Heather Brass seconded to approve last meeting notes. Class reps (Meghan and Admin): progress being made 	
<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> <ol style="list-style-type: none"> 1. Purdy’s sales are \$1500 so far, with \$516 pending. If any sales are outstanding on March 19th the orders will be cancelled. Keira to post reminder on Facebook. 2. Art Kits Fundraiser off to a slow start. 12+ kits have been ordered. Extending fundraiser to March 19th. Keira & Leanne to post reminder. 3. Growing Smiles will arrive by May 4th in time for Mother’s Day. 	<p>Keira to remind on families regularly what PAC donations are 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> <ol style="list-style-type: none"> 1. Working on silent auction however less responses are coming in. Some more calls are going out. Donations were received by Sea Cider and Sidney Scones. There is a need for more donations. PAC will donate an Epicure basket. 	
<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. Stelly’s PAC rep said the PAC was very pleased with swift communication of the Covid-19 exposure at their school . 	



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<ol style="list-style-type: none"> 2. COPACs asking PACs to discuss/communicate with parents about mask wearing on school properties; consider asking Admin to put up signs to remind parents. Discussed and determined signage is not needed as protocols are being followed. 3. "Parent Involvement Evening" on the topic "What is Mental Health" is taking place virtually, March 11 @ 7:00pm-8:30pm. Registration details on KELSET Facebook. 4. PACE FC soccer fundraiser, \$15 of each PACE FC registration goes to the player's school PAC. Flyer on KELSET Facebook. 5. FSA testing for children in grades 4 has been postponed due to Covid-19. 6. The District is reviewing some COVID practices to determine if it would be beneficial to retain any. 7. Process for handling concerns in classroom: first discuss with the teacher, then Administration, then - if necessary – the District. PACs and COPACS can support discussions at any stage. 8. If parents want to attend the public portion of a board meeting contact the board or COPACs and an email link will be provided. 9. COPACS AGM is coming up April 8th. Looking for a nominee for the critical position of Recording Secretary. Other positions need to be filled as well. Keira to post a note on Facebook. 	
<p><u>FIRST NATIONS REP</u> – Tina Savea</p> <ol style="list-style-type: none"> 1. "The grade 4/5 classes have been learning about the saanich moons. Super fun!! 2. The last grade 3 class just finished their watercolour paintings after a workshop in indigenous art!! They look amazing !!" 3. There was no update regarding the welcome pole. Robin was going to connect with artist again today. 	
<p><u>FUN LUNCH COORDINATORS</u> – Claire Erdem, Tiffany Brantley, Christina McCulloch</p> <p>- No report as nothing going on 😞</p>	
<p><u>KELSET CARES COORDINATOR</u> – Kristin Schnurr, Tina Lee</p> <p>- No report</p>	
<p><u>SPRING FAIR COORDINATOR</u> – Vacant</p>	



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<ul style="list-style-type: none"> - No report 	
<p><u>PLAYGROUND PROJECT COORDINATOR</u> – Meghan Judson</p> <ul style="list-style-type: none"> - No report 	
<p><u>GRADE 4/5 COORDINATOR (CAMP AND FAREWELL)</u> – Michelle Squire</p> <ul style="list-style-type: none"> - No report - <i>Post-meeting note: Laura Veasey asked Jeannine Wakely if she may be interested in coordinating something and said likely Jeannine will attend April meeting to discuss ideas</i> 	<p>Keira to request volunteers on facebook</p>
<p><u>EARTHQUAKE COORDINATOR</u> – Steve Fish</p> <ul style="list-style-type: none"> - No report 	
<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>



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Meeting was adjourned at 7:15 pm.

****NEXT MEETING will be on 14 April 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)