

**KELSET PAC GENERAL MEETING AGENDA**  
**12 May 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<br><b>Laura – any lead on a FN rep for next year?</b><br><b>Laura – Grade 4/5 activity?</b> | Cathy Crocket-Moore,<br>Leila Sinclair-Wise | 30 min    |
| Executive Meeting  | Marie Fish                                  | 30-45 min |
| Social   | All   | 15 min    |

| <b>Executive Meeting</b>                               |                                     | <b>45-60 min</b> |
|--|-------------------------------------|------------------|
| <b>Topic</b>   | <b>Responsibility</b>               |                  |
| Approval of last meeting's minutes                     | Motion<br>Seconded By               |                  |
| President's Report<br>Cathy Crocket-Moore...retirement | Marie Fish                          |                  |
| Vice-President   | Jessica Kwasnica-Rechsteiner        |                  |
| Treasurer  | Michelle Squire                     |                  |
| Fundraising Coordinators<br>Bottle Drive June 6th      | Christina McCulloch, Simone Manchip |                  |
| Communications Coordinator                             | Keira-Leigh Drake                   |                  |

|  |  |
|--|--|
| Events Committee Coordinators  | Jessica Hopkins, Andrea Paget                          |
| Event Food Coordinator<br><br>Teacher Appreciation: Heather will buy Haagen Dazs after extensive price comparison research. No dairy allergies at the school that we know of. Christina McCulloch volunteered to make tags for each bar. Waiting on her availability and a sunny day to distribute!  | Heather Brass  |
| COPACS Representative<br><br>1. The following (non-executive) COPACS volunteer positions are available:<br><br><ul style="list-style-type: none"> <li>· Committee Representative</li> <li>· Parent Education</li> <li>· Emergency Preparedness</li> <li>· Aboriginal Engagement and Liaison</li> </ul><br>2. Jason Reid, SD63 Secretary Treasurer advised SD63 will maintain program stability (due to reserve funds) but is not 'sustainable' beyond next year. Discussions during the Budget Advisory meeting addressed priority to implement/continue custodial support in schools. | Liz Keating  |
| First Nations Rep  | Tina Savea   |
| Fun Lunch Coordinators   | Claire Erdem, Tiffany Brantley,<br>Christina McCulloch |
| KELSET Cares Coordinators  | Kristin Schnurr, Tina Lee                              |
| Spring Fair Coordinator  | Vacant   |
| Playground Committee Coordinator/Members   | Meghan Judson  |
| 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<br><br>- <b>REMINDER</b> Google docs, add roles and responsibilities<br><a href="https://docs.google.com/spreadsheets/d/1FArg_SK1uFY-sW1WDFvlnaW1h1-d-wPnyKWaKJ9-nJ4/edit">https://docs.google.com/spreadsheets/d/1FArg_SK1uFY-sW1WDFvlnaW1h1-d-wPnyKWaKJ9-nJ4/edit</a> | All        |
| Motion to Adjourn  | Marie Fish |

Minutes taken by Laura Veasey, KELSET PAC Secretary

# KELSET PAC EXECUTIVE 2021-2022 (as of 12May2021)

## Executive Positions PAC Constitution (Nov2013)

**President (Critical) – Job Share - Marie Fish, Co-president required**

**Vice-President – Heather Brass**

**Treasurer (Critical) – Job Share - Vacant, Michelle Squire (mentor)**

**Secretary (Critical) – Keira Drake**

**Fundraising Coordinators – Tiffany Brantley**

**Communications Coordinator – Vacant**

**Event Committee Coordinators – Jessica Hopkins, Andrea Paget**

**Event Food Coordinators – Heather Brass, Vacant**

**COPACS Representative – Liz Keating**

**First Nations Representative – Vacant**

**Members at Large – Michelle Squire**

**Past-President – N/A**

**School Planning Council Representative – N/A**

## Other Executive Positions

**Fun Lunch Coordinators – Claire Erdem, Tiffany Brantley, Christina McCulloch**

**KELSET Cares – Tina Lee, Kristin Schnurr**

**Spring Fair Coordinator – Vacant**

**Silent Auction Coordinator – Vacant**

**Playground Committee Coordinator – Meghan Judson**

**Playground Committee Members – Cathy Watts**

**Grade 4/5 Coordinator (Camp Fundraising and Grade 5 Farewell) – Kara Shade**

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

**Bottle Drive Coordinator – Vacant**

**Earthquake Coordinator – Steve Fish**

**Lost & Found Coordinator – Terri Healy**

**Fruit & Veg Coordinator – Jo Hall**



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|                       |                              | Present  |
|-----------------------|------------------------------|--|
| <b>ADMINISTRATION</b> | 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"/>  |
| <b>PAC EXECUTIVE</b>  | 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 checked="" 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 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 checked="" 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 type="checkbox"/>   |
| <b>OTHERS</b>         | Jeannine Wakely              | Guest – Grade 5 Volunteer! <input type="checkbox"/>                                    |
|                       |                              | <input type="checkbox"/>   |



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Call to order at 6:32 pm

We would like to acknowledge that we are on the traditional land of the WSANEC people.  
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| <b>AGENDA ITEM</b>  | <b>ACTION</b>   |
|---|---|
| <b>Guest Speaker – N/A</b>  |   |
| <p><b>ADMIN REPORT –</b> Cathy Crocket-Moore, Leila Sinclair-Wise</p> <ol style="list-style-type: none"> <li> <p><b>Grade 4/5 end of year plan:</b> end of year book is being organized by Jeannine. Monika Rose taking photos of all the kids that will used for year books. We will be asking for \$10-\$12 from each family to put towards cost of year book, cost to PAC to be confirmed once compass drawings have been handed in.</p> <p>Admin talked to end of year team. Island View Beach planned for 28 June – red barn or subway lunch, picnic area has been booked. All cohorts can go together and go up in cohorts to get food/hang out.</p> <p>29 June possible swim at Panorama. Cathy Watts is coordinator – earliest booking is 1:15pm but need to figure out groupings and staggering. If this doesn't work perhapsdo the previous week on multiple days.</p> <p>Grade 5 ceremony – switching gifts with Grade 4/ classes planned as loop grades so this works well. For a parent / gym ceremony, we are having to pause as it will depend on COVID rules come June.</p> </li> <li> <p><b>Orca Welcome Pole</b> project started school Year 2017-2018 – Doug LaFortune (carver) and Catchy LaFortune, project started a couple of years ago but delayed due to illness and COVID. Massive ceremony was planned but not possible.... Now just 8 people part of ceremony. Facilities will erect pole, opening prayer, drumming, blessing, unveiling of Orca. Pole will be erected prior to ceremony but covered. Ceremony will hopefully 3<sup>rd</sup> June, live streamed and recorded for middle school students to see also. Some food will be provided. Print of Orca will be given to every student.</p> </li> <li> <p><b>Spirit week-</b> planned for May 25-28<sup>th</sup>, admin will speak to Grade 5's to see what they want to see for a spirit week, what activities and messaging will look like.</p> </li> </ol> | <p><b><u>PLEA TO FAMILIES!</u></b><br/><b><u>Subscribe to forum emails, Facebook page, and school calendar too!</u></b></p> |



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| <p>4. <b>Class placements suggestions</b> form accepted until Friday 14 May.</p> <p>5. FN rep for 2021-2022 – admin still working on this</p>   |  |
| <p>Approval of last meetings (14Apr2021) minutes</p>  | <p><i>14Apr2021 minutes</i><br/> <b>Motion</b> by Michelle Squire<br/> <b>Seconded</b> by Meghan Judson</p>      |
| <p><b><u>PRESIDENT REPORT</u></b> – Marie Fish, Meghan Judson</p> <ul style="list-style-type: none"> <li>- Cathy retirement – will go</li> <li>- Leila – leaving and thank you gift</li> <li>- Staff appreciation day – see event food coordinator role</li> </ul>  |  |
| <p><b><u>VICE PRESIDENT REPORT</u></b> – Meghan Judson, Jessica Kwasnica-Rechsteiner</p> <p><b>2021/2022 PAC positions (see attached draft at end of document on responses at 12May2021 PAC meeting)</b></p> <p><b>CRITICAL positions must be advertised asap and lots, stressing how much money will be given away to other district PACS!– Treasurer, and Co-President mandatory</b></p> <p>Communications Coordinator also vacant and really is key to keep the school community informed and interested</p> | <p><b>Keira</b> to advertise for Critical positions</p>  |
| <p><b><u>TREASURER REPORT</u></b> – Michelle Squire</p> <ul style="list-style-type: none"> <li>- Operating \$30,664.68</li> <li>- Gaming \$6,6619.43</li> <li>- Gaming grant \$6,800 has been applied for</li> <li>- When do we want to see closing budget for the year? June meeting please</li> <li>- Grade 4/5 farewell budget</li> <li>- Teacher gift/retirement budget</li> </ul>  |  |
| <p><b><u>FUNDRAISING COORDINATORS</u></b> – Christina McCulloch, Simone Manchip</p> <ol style="list-style-type: none"> <li>1. Heather: Bottle Drive June 6<sup>th</sup>, had some volunteers sign up. Allow for bottle drop offs on the Friday.</li> </ol>  | <p><b>Keira to remind on families regularly what PAC donations are spent on e.g., Ipads, Literacy, Other</b></p> |



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| <p>2. Silent auction now live online<br/> <a href="https://www.32auctions.com/kelset2021">https://www.32auctions.com/kelset2021</a></p> <p>3. Growing smiles: \$848 made.</p>  | <p><b>projects to educate families on money spent</b></p> |
| <p><b><u>COMMUNICATIONS COORDINATOR</u></b> – Keira-Leigh Drake</p> <p>- No report</p>   |   |
| <p><b><u>EVENT COMMITTEE COORDINATORS</u></b> – Jessica Hopkins, Andrea Paget, Heather Brass</p> <p>- No report.</p>   |   |
| <p><b><u>EVENT FOOD COORDINATOR</u></b> – Heather Brass</p> <p>- Haagen Daaz planned for Ice cream for teacher appreciation</p>  |   |
| <p><b><u>COPACS REPRESENTATIVE</u></b> – Liz Keating</p> <p>1. The following (non-executive) COPACS volunteer positions are available:</p> <ul style="list-style-type: none"> <li>· Committee Representative</li> <li>· Parent Education</li> <li>· Emergency Preparedness</li> <li>· Aboriginal Engagement and Liaison</li> </ul> <p>2. Jason Reid, SD63 Secretary Treasurer advised SD63 will maintain program stability (due to reserve funds) but is not 'sustainable' beyond next year. Discussions during the Budget Advisory meeting addressed priority to implement/continue custodial support in schools.</p> |   |
| <p><b><u>FIRST NATIONS REP</u></b> – Tina Savea</p> <p>- No report</p>   |   |
| <p><b><u>FUN LUNCH COORDINATORS</u></b> – Claire Erdem, Tiffany Brantley, Christina McCulloch</p> <p>- No report</p>   |   |
| <p><b><u>KELSET CARES COORDINATOR</u></b> – Kristin Schnurr, Tina Lee</p>  |   |





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| <ul style="list-style-type: none"> <li>- No report</li> </ul>  |  |
| <p><b><u>SPRING FAIR COORDINATOR</u></b> – Vacant</p> <ul style="list-style-type: none"> <li>- No report</li> </ul>  |  |
| <p><b><u>PLAYGROUND PROJECT COORDINATOR</u></b> – Meghan Judson</p> <ul style="list-style-type: none"> <li>- Press pause and discuss with new administration, hope for a plan by October 2021.</li> </ul>  |  |
| <p><b><u>GRADE 4/5 COORDINATOR (CAMP AND FAREWELL)</u></b> – Michelle Squire</p> <ul style="list-style-type: none"> <li>- See Admin report for discussion.</li> <li>- Jeannine Wakely and Michelle Squire to coordinate.</li> </ul>  |  |
| <p><b><u>EARTHQUAKE COORDINATOR</u></b> – Steve Fish</p> <ul style="list-style-type: none"> <li>- No report</li> </ul>   |  |
| <p><b><u>LOST &amp; FOUND COORDINATOR</u></b> – Terri Dobree</p> <ul style="list-style-type: none"> <li>- No report</li> </ul>   |  |
| <p><b><u>FRUIT &amp; VEG PROGRAM</u></b> – Jo Hall</p> <ul style="list-style-type: none"> <li>- No report</li> </ul>   |  |
| <p><b><u>New Business</u></b></p> <ul style="list-style-type: none"> <li>- None</li> </ul>   |  |
| <p><b><u>Old Business</u></b></p> <ul style="list-style-type: none"> <li>- <b>Post-meeting note:</b> Laura V suggested over the summer er switch to a KELSET PAC gmail account so the PAC can hold google docs and previous years documents/meeting agendas/minutes and executive lists. Marie F agreed, will get agreement at June meeting</li> </ul> |  |



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- **ACTION for executive to fill in PAC roles and responsibilities asap please, to help with recruiting:**  
[https://docs.google.com/spreadsheets/d/1FArg\\_SK1uFY-SW1WDFvInaW1h1-d-wPnyKWaKJ9-nJ4/edit](https://docs.google.com/spreadsheets/d/1FArg_SK1uFY-SW1WDFvInaW1h1-d-wPnyKWaKJ9-nJ4/edit)

Missing descriptions for:

- KELSET Cares
- Grade 4/5 Coordinator
- Playground Committee Coordinator
- Lost and Found Coordinator
- Fruit/Veg Coordinator
- Silent Auction Coordinator
- Bottle Drive Coordinator

Meeting was adjourned at 7:44 pm.

**\*\*NEXT MEETING will be on TUESDAY 08 June 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](mailto:kelsetpac@hotmail.com)

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



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### KELSET PAC EXECUTIVE 2021-2022 (status 20May2021)

#### Executive Positions PAC Constitution (Nov2013)

**President (Critical) – Job Share** - Marie Fish, **Co-President required**

**Vice-President** – Heather Brass

**Treasurer (Critical) – Job Share** - **Vacant**, Michelle Squire (mentor)

**Secretary (Critical)** – Keira Drake

**Fundraising Coordinators** – Tiffany Brantley, **Vacant**, Christina McCulloch

**Communications Coordinator** – **Vacant**

**Event Committee Coordinators** – Jessica Hopkins, Andrea Paget

**Event Food Coordinators** – Heather Brass, **Vacant**

**COPACS Representative** – Liz Keating

**First Nations Representative** – **Vacant**

**Members at Large** – Jessica Kwasnica-Rechsteiner, Kylee Lothrop

**Past-President** – N/A

**School Planning Council Representative** – N/A

#### Other Executive Positions

**Fun Lunch Coordinators** – Claire Erdem, Tiffany Brantley, Christina McCulloch

**KELSET Cares** – Tina Lee, Kristin Schnurr

**Spring Fair Coordinator** – **Vacant**

**Silent Auction Coordinator** – **Vacant**

**Playground Committee Coordinator** – Meghan Judson

**Playground Committee Members** – Cathy Watts, **Vacant**

**Grade 4/5 Coordinator (Camp Fundraising and Grade 5 Farewell)** – Kara Shade

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

**Bottle Drive Coordinator** – **Vacant**



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**Earthquake Coordinator – Steve Fish**

**Lost & Found Coordinator – Terri Healy**

**Fruit & Veg Coordinator – Jo Hall**