



KELSET Elementary School

PAC General Meeting Minutes

September 15, 2021

		<i>Present: x</i>	
ADMINISTRATION	Tassie Harris	Principal	x
	Philip Jungen	Vice-Principal	x
PAC EXECUTIVE	Heather Brass	President	x
	Jessica Hopkins	Co-Vice-President/Event Committee Coordinator	x
	Andrea Paget	Co-Vice-President/Event Committee Coordinator	x
	Sonia Vicente	Co-Treasurer	x
	Michelle Squire	Co-Treasurer (Mentor)	x
	Keira Drake	Secretary	x
	Christina McCulloch	Fundraising Coordinator (Mentor) and Fun Lunch Coordinator	x
	Tiffany Brantley	Fundraising Coordinator and Fun Lunch Coordinator	
	Matt Rutherford	Communications Coordinator	x
	Liz Keating	COPACS Representative	x
	Claire Erdem	Fun Lunch Coordinator	
	Andrea Scott	KELSET Cares	x
	Tina Lee	KELSET Cares	x
	Meghan Judson	Playground Committee Coordinator	x
	Cathy Watts	Playground Committee Member	
	Gary Ng	Playground Committee Member	x
	Terri Dobree	Lost and Found Coordinator	
	Steve Fish	Earthquake Coordinator	
	Jo Hall	Fruit and Veg Coordinator	
	Kara Shade	Grade 4/5 Coordinator	
	Jessica Kwasnica-Rechsteiner	Member at Large	
	Kylee Lothrop	Member at Large	x
	<i>Vacant</i>	Event Food Coordinator	
<i>Vacant</i>	Bottle Drive Coordinator		
<i>Vacant</i>	Spring Fair Coordinator		
<i>Vacant</i>	Grade 4/5 Team Member		
<i>Vacant</i>	Indigenous Voice (First Nations Rep)		
GENERAL ATTENDEES	Celinia and Ryan	Kay Riggins	
	Cailey Hopkins	Erin J.	
	Lisa Thomson	Bethany McNeill	
	Reece and Mailri	Jenna Johnston	
	Farjam Amid	Nicci	



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Call to order at 6:37 pm

*We would like to acknowledge that we are on the traditional land of the WSÁNEĆ people.
We are so thrilled to be able to live, learn, and work on this land!*

AGENDA ITEM	ACTION
Introductory Remarks <ul style="list-style-type: none"> Heather Brass Welcome, Introduction and Territorial Acknowledgement 	
KELSET Administration	
<p>KELSET Administration Report - Tassie Harris and Philip Jungen</p> <p>Ms. Tassie Harris and Mr. Philip Jungen provided introductions and a brief overview of their teaching background, experience and interests.</p> <p>1. Update</p> <p>a. Future updates will focus on information discussed at previous PAC meeting and current status.</p> <p>2. New Information (at school level)</p> <p>a. New staff</p> <ol style="list-style-type: none"> i. Melissa Cole, Kindergarten ii. Lexus Thouli // replacement: Megan Hay (Oct), K/1 iii. Rebecca Simmonds, Kindergarten <ul style="list-style-type: none"> • Job Share with Jennifer Skrivanos iv. Vanessa Clark, Grade 1 <ul style="list-style-type: none"> • Covering Ms. Ashton Leave v. Chris Swift-Fry, Grade 3/4 (PM) and Reading Recovery vi. Sandra McCallum, Grade 3/4 (AM) vii. Katie Liebault, French T/W/Th viii. Colin Stepney, French T/W/Th ix. Holly Vivier (Indigenous Literacy Support Teacher) x. Melissa Rickson, English Language Support (ESL) xi. Carol Anne Pierik (Extra custodial support) xii. Cassandra Zavaczki, Educational Assistant xiii. Charlotte Alcock, Educational Assistant xiv. Kate Mealey, Educational Assistant xv. Brittany Parkes, Educational Assistant 	<p>Communications:</p> <ul style="list-style-type: none"> • Post link to KELSET Elementary Forum • Notice to families re: Parking • Post upcoming events (Terry Fox Run, Pro-D, Orange Shirt Day and National Day for Truth and Reconciliation) <p>KELSET Cares:</p> <ul style="list-style-type: none"> • Connect with KELSET Administration to coordinate food program for 2021/22 school year • Report to PAC on volunteers needed so we can assist with recruitment



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b. Communications

- i. School communications will be via Email and KÉLSET Elementary Website. Occasional 'my-ed' emails.
- ii. Ensure families are signed up to receive any newsletters and notifications via the school website and to check email regularly.
 - Email subscription Link:
https://kelset.sd63.bc.ca/blocks/forum_email/subscribe.php?id=1
- iii. School Newsletter: 1st of every month.

c. Health & Safety

- i. School Contact: Mr. Philip Jungen
- ii. Parents and School Property
 - Parents can be on school property
 - Please drop-off children at exterior doors
 - All adults in school building are required to wear a mask
 - If entering building (planned visit, volunteer, etc.) Please complete a 'daily-health check', and check in with the office. Name will be recorded for contact tracing (if required).
- iii. COVID-19 and 2021/22 School Year
 - returning to 'somewhat of normal education experience'. Ultimately what provincial guidelines are encouraging while keeping staff and students safe.
- iv. Health and Safety Committee
 - Regular staff committee meetings to review school-wide health and safety approach. Review health and safety concerns and incidents, along with planning for large events with parents and students present.
- v. Student Vote:
 - Monday September 20th (PM) Grade 4/5 classes. Opportunity for teachers to engage students in the federal election; platforms, political leaders etc.



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- vi. KELSET Food Program
- Seeking Volunteers for the KELSET Elementary food program. Would include coming in AM to help put together snacks,
 - Currently looking at vision for the 2021/22 school year Food program.
 - Program has provided hot breakfast and lunch for students in need of these meals.
 - Connections with KELSET Cares and the Fruit and Veggie Program.
 - Robin Dupree has moved away from Food program coordination.

d. Multi-Age Classes

- i. Administration provided an overview of multi-age classes and the benefits of this classroom structure. Discussion included the following points:
- Also referred to as 'split' classrooms
 - Children of same age range in their development and needs (social, academic etc.). Both straight-grade and Multi-age classrooms see that range
 - Multi-Age classrooms provide blended learning for the whole class. The learning experience is what would be expected in a single grade class. Students participate actively in their own learning, individually in groups and at their own rate in a variety of ways that reflect the curriculum for their grade.
 - Multi-age classes allow for a wider range of open-ended activities and individual responses. Teachers are taught to diversify their program to meet varying needs in the classroom. You won't see a divide between the grades.
- ii. A question was asked about the rationale for KELSET utilizing multi-age classrooms. Classroom capacity vs. classroom composition.
- Class placement is focused on social aspect (which students work well together, focus challenges, environment etc.) Multi-age classrooms provide



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more options to place students in a good fit and opens up opportunities for social relationships to develop.

- e. Drop off/pick up of students
 - i. Traffic congestion at pick up/drop off continues to be an issue.
 - ii. Important considerations
 - Parking lot is stop and drop. Please keep parking lot free and clear of parked cars (busses need to come through)
 - Please do not use Panorama recreation parking lot for pick up or drop off. This is for Panorama patron use **only**. Concerns also around student safety in busy parking lot.
 - iii. KELSET Traffic Study (spring 2021)
 - Question was raised on what the school district and current administration think of the traffic study findings and proposals.
 - a. Ms. Harris and Mr. Jungen aware of traffic study and the historical challenges with traffic in and around KELSET
 - b. SD63 consulting with District of North Saanich on plan. KELSET administration engaged in discussions as needed and will continue to support the ongoing work.
 - Concerns can be submitted to the Mayor and Council for North Saanich prior to final council meeting. Tentatively scheduled for October 4, 2021.
- f. Mental Health/ Wellbeing Resources for parents:
<https://padlet.com/baygulls5/resources>

3. Upcoming Events

- a. September 24, 2021 - Terry Fox run and fundraiser
 - i. Organized by Ms. Sheridan.
 - ii. Toonies for Terry (donations) and whole school run in the afternoon of September 24.
 - iii. At this time, no oranges. Will wait to ensure alignment with district schools (health and safety).
- b. Sept 27, Pro D (no school)
 - i. all staff engaged in professional day focused on truth and



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<p>reconciliation</p> <ul style="list-style-type: none"> ii. keynote speaker - Kevin Lamoureux c. September 29th: Orange Shirt Day- district acknowledgement. d. Sept 30th - National Day for Truth and Reconciliation (all schools closed) note: Friday October 1, 2021 school in session. e. October FSA for Grade 4s f. TBD October Meet the Staff night: Sorting out health and safety details but hoping for in-person event. Details to come. 	
KELSET PAC Executive	
<ul style="list-style-type: none"> 1. Administrative - Keira Drake (Secretary) <ul style="list-style-type: none"> a. Approve June 8, 2021 Meeting Minutes <ul style="list-style-type: none"> i. APPROVED b. Spelling of KELSET in written documents/communications <ul style="list-style-type: none"> i. See the following link for more information on the SENCOTEN definition of KELSET meaning 'creek': https://kelset.sd63.bc.ca/mod/page/view.php?id=217 c. PAC Email update <ul style="list-style-type: none"> i. Transition from hotmail account to gmail: kelsetpac@gmail.com d. PAC Documents <ul style="list-style-type: none"> i. PAC Executive to utilize Google Docs ii. Final Meeting minutes posted to KELSET Elementary Website: https://kelset.sd63.bc.ca/course/view.php?id=66 	<p>June 8, 2021 Minutes Motioned: Marie Fish Seconded: Michelle Squire</p>
<ul style="list-style-type: none"> 2. President's Report - Heather Brass, Vice-President (for Marie Fish) <ul style="list-style-type: none"> a. Welcome & Introductions 	
<ul style="list-style-type: none"> 3. Vice-President Report - Heather Brass <ul style="list-style-type: none"> a. Nomination of Andrea Paget & Jessica Hopkins as replacement (to be ratified) b. Class Reps <ul style="list-style-type: none"> i. Mr. Jungen provided an overview of what the intention of the role is. Represent PAC as a whole - information getting to families and assisting with PAC led events at the classroom level, fundraisers. ii. An important role particularly as things progress towards normal. iii. Not key emergency contact. School and district have 	<p>Secretary:</p> <ul style="list-style-type: none"> • Add 'class-reps' as an agenda item at future meeting to discuss role in more detail



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<p>specific plans and people in place in case of emergency (e.g., natural disaster).</p>	
<p>4. Treasurer Report - Sonia Vicente and Michelle Squire</p> <ol style="list-style-type: none"> a. Update on current funds / budget meeting <ol style="list-style-type: none"> i. Bank Balances <ol style="list-style-type: none"> 1. Operating: \$32,508.11 2. Gaming \$5,897.06 b. School Supplies Grades 1-5 <ol style="list-style-type: none"> i. \$3,645 deposited for school supplies (81 payment) ii. 11 Teachers reimbursed over \$5,000 so far. iii. Kindergarten payments are to go directly to classroom teacher or school office. c. Gaming Grant: Applied in May 2021 d. BCPAC Registration: Paid September 2021 e. Question was raised on whether to include Spring Fair and Fun Lunch in projections for 2021/22 school year. <ol style="list-style-type: none"> i. No Spring Fair ii. Fun Lunch awaiting approval at District level (more information to come October 2021) f. Sonia Vicente provided a brief introduction (<i>appointment as Treasurer to be ratified</i>) g. Signing Authority Changes <ol style="list-style-type: none"> i. Changes are required. Must go to the bank to make changes and remove signing authorities who have left. ii. Key signing authorities will include: <ol style="list-style-type: none"> 1. President 2. Someone available before/after school to sign cheques 	<p>Communications:</p> <ul style="list-style-type: none"> ● Send out another notice to families regarding school supplies program ● Reminder Kindergarten fee paid directly to teacher or school office. <p>Secretary:</p> <ul style="list-style-type: none"> ● Add fun lunch to October Meeting Agenda <p>Treasurer:</p> <ul style="list-style-type: none"> ● Coordinate signing authority update with PAC President.
<p>5. COPACS Representative - Liz Keating</p> <ol style="list-style-type: none"> a. Next Meeting October 2021. b. COPACS - Confederation of Parent’s Advisory Councils of Saanich (COPACS) 	



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<p>6. Fundraising Coordinators - Tiffany Brantley and Christina McCulloch</p> <ol style="list-style-type: none"> a. Report on current or upcoming fundraisers / plans <ol style="list-style-type: none"> i. Purdy's chocolate for Christmas ii. Tentative <ol style="list-style-type: none"> 1. Snack Packs (Colibr) 2. Plants (poinsettias at Christmas) b. Simone Manchip will continue to help with certain fundraising events. Fundraising Coordinators welcome more volunteers. c. Donations to PAC accepted by etransfer to kelsetpacfundraising@gmail.com d. Bottle Drives (no sort) <ol style="list-style-type: none"> i. Proposal to create a bottle drive coordinator role 	<p>Communication:</p> <ul style="list-style-type: none"> ● Post call for more fundraising volunteers ● Add to facebook and newsletter - general donations to the PAC via etransfer ● Call for bottle drive coordinator
<p>7. Event Committee Coordinators - Jessica Hopkins and Andrea Paget</p> <ol style="list-style-type: none"> a. <i>Events are on hold until further notice</i> b. Will take on silent auction (spring) <ol style="list-style-type: none"> i. Seeking silent auction committee members 	<p>Communications</p> <ul style="list-style-type: none"> ● Call for silent auction committee members.
<p>8. Event Food Coordinator – <i>Vacant</i></p>	<p>Communications</p> <ul style="list-style-type: none"> ● Call for Event Food Coordinator (minimal need this year. Possibly teacher appreciation snacks, etc.)
<p>9. Communications Coordinator - Matt Rutherford (<i>to be ratified</i>)</p> <ol style="list-style-type: none"> a. Introduction provided by Matt 	
<p>10. Indigenous Voice(s) (Formerly First Nations Rep) - <i>Vacant</i></p> <ol style="list-style-type: none"> a. The position focus is currently under review. Discussion was held on the previous role and vision for future participation. <ol style="list-style-type: none"> i. Intended to be liaison between first nations communities and KELSET Elementary PAC. ii. Concern position feels like “token representation” iii. Would prefer more diversity on PAC and in PAC attendance to include our first nations families. 	<p>PAC President:</p> <ul style="list-style-type: none"> ● Connect with Robin Dupree to discuss connections with First Nations families.



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<p>11. Fun Lunch Coordinators – Tiffany Brantley, Christina McCulloch</p> <ol style="list-style-type: none"> a. Claire Erdem stepping down from Fun Lunch. Thanks for your hard work! b. Awaiting approval from Admin / School District (more info by October) 	
<p>12. KELSET Cares Coordinators - Andrea Scott and Tina Lee</p> <ol style="list-style-type: none"> a. Kristin Schnurr is stepping down. Nomination of Andrea Scott (to be ratified) b. Program update <ol style="list-style-type: none"> i. Currently getting organized and up to speed for the 2021/22 school year. 	
<p>13. Playground Project Coordinator and Committee - Meghan Judson and Cathy Watts</p> <ol style="list-style-type: none"> a. Next steps to arrange meeting with Admin re. steps forward <ol style="list-style-type: none"> i. Call for more committee members ii. Government release; \$10M in 60 new school playgrounds in BC. iii. Gary Ng volunteered to join committee. iv. Mr. Philip Jungen can connect KELSET to Keating PAC re: Grant Writing and Playground process to benefit from their knowledge and experience 	<p>Playground Project Coordinator</p> <ul style="list-style-type: none"> ● Set up meeting with Admin to discuss next steps and vision for KELSET Playground.
<p>14. Lost and Found Coordinator - Terri Healy</p> <ol style="list-style-type: none"> a. no updates 	
<p>15. Fruit and Veg Program Coordinator - Jo Hall</p> <ol style="list-style-type: none"> a. no updates 	
<p>16. Earthquake Coordinator– Steve Fish (update provided by Marie Fish)</p> <ol style="list-style-type: none"> a. Require district personnel to access box. b. Moisture is a current problem with the earthquake box. 	<p>Earthquake Coordinator:</p> <ul style="list-style-type: none"> ● connect with KELSET Admin to ensure earthquake box is up to date and stocked.
<p>17. Grade 4/5 Coordinator (Camp and Farewell) - Kara Shade</p> <ol style="list-style-type: none"> a. Coordinator plans and organizes fundraising for end of year event. b. This year all grade 4/5 classes and one 3/4 c. Pre-COVID: Camp Thunderbird - one day camp, significant cost 	<p>Communications:</p> <ul style="list-style-type: none"> ● call for committee members



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<p>d. Will need to determine what this looks like this year.</p>	<p>Grade 4/5 Coordinator:</p> <ul style="list-style-type: none"> Reach out to Grade 4/5 class parents to build committee.
<p>18. Spring Fair Coordinator - Vacant</p> <ol style="list-style-type: none"> Do not intend to plan a Spring Fair for 2022 Possibility of alternative “end-of-year” event. A going away outdoor event rather than Spring Fair. Concerns raised about the volunteer requirement and work-effort to pull off. “Full-time job” for 5-6 months. Historical financials <ol style="list-style-type: none"> Brought in \$24k and profit \$19k. Year after \$17k and profit \$12k. Profits include Silent Auction amount. In 2021 online Silent Auction brought in \$5000 on its own. 	<p>Secretary:</p> <ul style="list-style-type: none"> Add Spring Fair to future agenda item.
<p>19. New Business</p> <ol style="list-style-type: none"> 2021/22 PAC Meetings <ol style="list-style-type: none"> Discussion held on meeting format for the 2021/ 22 school year. Interest expressed in hybrid format (in-person and virtual). School Admin confirmed classrooms have technology to support this format and can arrange custodial cleaning for classroom after. Parents/visitors will be required to wear a mask when in school building. Discussion and vote was held on PAC meeting day of Month going forward <ul style="list-style-type: none"> Decision: 3rd Wednesday Vacancies & New Positions <ol style="list-style-type: none"> Current and open positions include: <ul style="list-style-type: none"> Fundraising committee members Event committee members Playground committee members Grade 4/5 committee members Bottle Drive Coordinator Event Food Coordinator 	<p>PAC Meeting Date: 3rd Wed/Month</p> <p>Motion: Marie (3rd wed) Second: Michele Squire All in favor: yes.</p> <p>Secretary:</p> <ul style="list-style-type: none"> Add to next meeting Agenda - Munch a lunch membership



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<ul style="list-style-type: none"> • Indigenous Voice(s) <p>ii. Voting held to ratify new new positions for 2021/22 PAC Executive</p> <ul style="list-style-type: none"> • Heather Brass (President) Ratified • Andrea Paget (Co-Vice-President) Ratified • Jessica Hopkins (Co-Vice-President) Ratified • Sonia Vicente (Co-Treasurer) Ratified • Matt Rutherford (Communications) Ratified • Andrea Scott (Kelset Cares) Ratified <p>c. Admin Presence at Meetings</p> <ul style="list-style-type: none"> i. School Admin keen to attend whole PAC Meeting. ii. General consensus was approval for this iii. Admin will step-out for confidential votes <p>d. Munch a Lunch Program</p> <ul style="list-style-type: none"> i. Fee needs to be paid soon if we want to use the program (before costs goes up) ii. We use this software to accept orders for Fun Lunch <ul style="list-style-type: none"> • Delay until October PAC Meeting. 	
Meeting Adjourned 8:36pm	Motioned: Marie Fish Seconded: Michelle Squire
Next Meeting: October 20, 2021 6:30pm	

DECISIONS/MOTIONS	
June 8, 2021 Meeting Minutes	APPROVED
2021/22 PAC Meetings: 3rd Wednesday (monthly)	APPROVED

ACTION ITEMS			
Role	Action(s)	Meeting Date	Status
Secretary	<ul style="list-style-type: none"> • Add 'class-reps' as an agenda item at future meeting to discuss role in more detail 	September 15, 2021	



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	<ul style="list-style-type: none"> ● Add Fun Lunch to October Agenda ● Add Spring Fair to future agenda items. ● Add to October meeting Agenda - Munch a lunch membership 		
Communications	<ul style="list-style-type: none"> ● Post link to KELSET Elementary Forum (sign-up for newsletters / info) ● Notice to families re: Parking ● Post upcoming events (Terry Fox Run, Pro-D, Orange Shirt Day and National Day for Truth and Reconciliation) ● Send out another notice to families regarding school supplies program ● Reminder Kindergarten fee paid directly to teacher or school office. ● Add to facebook and newsletter - general donations to the PAC via etransfer ● Post call for volunteers for vacant positions and committees: <ul style="list-style-type: none"> ○ Fundraising committee members ○ Event committee members ○ Playground committee members ○ Grade 4/5 committee members ○ Bottle Drive Coordinator ○ Event Food Coordinator ○ Indigenous Voice(s) ○ Morning food program helpers ○ Members at Large 	September 15, 2021	
KELSET Cares	<ul style="list-style-type: none"> ● Connect with KELSET Administration to coordinate food program for 2021/22 school year ● Report to PAC re. volunteer requirements for morning food program so we can assist with volunteer recruitment 	September 15, 2021	



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Treasurer	<ul style="list-style-type: none"> Coordinate signing authority update with PAC President. 	September 15, 2021	
PAC President	<ul style="list-style-type: none"> Connect with Robin Dupree to discuss connections with First Nations families. Coordinate signing authority revisions with Treasurer 	September 15, 2021	
Playground Committee Coordinator	<ul style="list-style-type: none"> Set up meeting with Admin to discuss next steps and vision for KELSET Playground. 	September 15, 2021	
Earthquake Coordinator	<ul style="list-style-type: none"> Connect with KELSET Admin to ensure earthquake box is up to date and stocked. 	September 15, 2021	
Grade 4 / 5 Coordinator	<ul style="list-style-type: none"> Reach out to Grade 4 / 5 class parents to build committee. 		

KELSET PAC CONTACT:

Facebook page (KELSET Elementary PAC): <https://www.facebook.com/KELSETPAC>

Website page: <https://kelset.sd63.bc.ca/course/view.php?id=66>

General Email: kelsetpac@gmail.com

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