



# KELSET Elementary School

## PAC General Meeting Minutes

October 20, 2021

		<i>Present: x</i>	
<b>ADMINISTRATION</b>	Tassie Harris	Principal	x
	Philip Jungen	Vice-Principal	x
<b>PAC EXECUTIVE</b>	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	
	Liz Keating	COPACS Representative	x
	Kristin Schnurr	KELSET Cares	x
	Andrea Scott	KELSET Cares	x
	Tina Lee	KELSET Cares	x
	Meghan Judson	Playground Committee Coordinator	x
	Cathy Watts	Playground Committee Member	x
	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)		
<b>GENERAL ATTENDEES</b>	Lisa Thomson		
	Marie Fish (Budget vote only)		



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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 WSÁNEĆ people.  
We are so thrilled to be able to live, learn, and work on this land!*

AGENDA ITEM	ACTION
<b>Introductory Remarks</b> <ul style="list-style-type: none"> <li>Heather Brass Welcome and Territorial Acknowledgement</li> </ul>	
<b>KELSET Administration</b>	
<b>KELSET Administration Report - Tassie Harris and Philip Jungen</b> <ol style="list-style-type: none"> <li>1. <b>Update</b> <ol style="list-style-type: none"> <li>a. Staffing               <ol style="list-style-type: none"> <li>i. Sandra McCallum - district transfer to another school:                   <ul style="list-style-type: none"> <li>Nicola Martin now grade 3/4 job share with Chris Swift-Fry (as of Oct 4)</li> </ul> </li> <li>ii. Brittany Parkes transferred to another school: New EA is Lisa Storback</li> <li>iii. Kadie Wozniak - English Language Learner (ELL) Teacher (Th/Fr); Some ESL also.</li> <li>iv. Holly Vivier taking on role of IST (Indigenous Support Teacher) in combination with her position as Indigenous Literacy Support Teacher.</li> </ol> </li> <li>b. Food Program               <ol style="list-style-type: none"> <li>i. Administration extended a big thank you to Tina and Andrea (KELSET Cares) and the PAC in their efforts with the food program and seeking volunteers.</li> <li>ii. Target launch November 1, 2021</li> <li>iii. Dedicated school staff member as “manager of the food program” and to provide orientation training to new volunteers                   <ul style="list-style-type: none"> <li>more volunteers may be required.</li> <li>currently seeking community support and donations.</li> </ul> </li> </ol> </li> </ol> </li> </ol>	<b>Communications:</b> Friendly reminder post to families about not using Panorama lot for parking.



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- c. Parking in Panorama Recreation Lots
  - i. Continued use by KELSET families at drop-off and pick up (lot closest to crosswalk).
    - Panorama receiving concerns from patrons, particularly around child safety in parking lot.
  - ii. Continued request to remind KELSET that parking is for Panorama patrons only.
    - Far lot near tennis courts are available for KELSET use.

### 2. New Information

- a. SD63 Strategic Plan
  - i. trustee to attend upcoming PAC meeting (November)
- b. Welcome Night Review (Philip)
  - i. Thank you to all families for attending and to the PAC for connecting the school and families.
  - ii. Positive feedback received on evening and was wonderful to welcome families to the school and see the excitement of the students as they shared their learning.
- c. Enchanted Forest (Philip)
  - i. “enchanted forest” committee: Working towards a common vision and purpose for what they would like it to be
    - Tied to learning and respectful of neighbours and stewardship of the area. Lots of native species within the space and would like to engage in learning of the area and respective lands.
- d. Halloween KELSET - October 29 (Tassie)
  - i. Halloween costumes, orange/black, regular clothing are all welcome on October 29th.
    - Costumes must be elementary appropriate and no weapons. Masks are allowed, but should be easy to remove. Kids may get their costumes dirty so please be mindful of any favourite costumes etc.
    - Information to be posted on KELSET Elementary Website.
    - Admin will have extra costume items for students



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- who may have forgotten or would like a costume.
- Smaller Grade-group assembly parade will be held for classrooms: Friday AM.
- e. Assemblies - Sharing Student Successes (Philip)
- i. Grade-group assemblies: Encourage student voice
    - Grade 3,4,5 on Tue October 19, k-2 Wednesday October 20.
    - Opportunity for students to share their learnings with their peers.
  - ii. Focus: 6 core KELSET beliefs.
    - Grade 4/5 shared what those beliefs look like in action. E.g., honesty – see a waterbottle in hallway, pick it up and find the right owner.
- f. Facilities (Philip)
- i. Planning for winter weather underway
    - salt for sidewalks
    - boot scrubbers being installed around outside of building
  - ii. Engaged in conversations around outside amenities (e.g., playgrounds and enchanted forest)
  - iii. Inside spaces
    - current review to ensure resources and rooms are being used to the best benefit of students. Reimagining some spaces for new use (e.g., small group or 1:1 student learning).
- g. Shelley Moore Visit (Tassie)
- i. Shelley Moore is an expert in universal design for education: inclusion.
  - ii. 5 Min Video shared with attendees
    - [The End of Average!? Disrupting the green of education!](#)
    - <https://youtu.be/Krec84KwbHE>
  - iii. Additional resources available:  
<https://fivemooreminutes.com/>
  - iv. November 2-4 Shelley Moore will be visiting KELSET, working with teaching staff and administration.
    - 3 full days and 2 after-school sessions
    - classroom observations, direct work with teachers to discuss and provide feedback

### 3. Upcoming Events



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<ul style="list-style-type: none"> <li>a. Oct - Nov 5: Foundational skills assessment (FSA) Grade 4</li> <li>b. Oct 21: BC great shakeout             <ul style="list-style-type: none"> <li>• no evacuation. Students learning about what to do during an earthquake.</li> </ul> </li> <li>c. Oct 22: Pro-D no school for students</li> <li>d. Oct 29: Halloween Activities.</li> <li>e. Nov 2-4: Shelley Moore</li> <li>f. Nov 10: Remembrance Day recognition             <ul style="list-style-type: none"> <li>• Teachers are discussing what this will look like and will follow health and safety regulations. Will acknowledge in an assembly form (possibly via video) the work kids are doing in their class</li> </ul> </li> <li>g. Nov 11: Remembrance Stat (school closed)</li> <li>h. Nov 12: Pro-D (no school for students)</li> <li>i. Nov 17/18: Parent-Teacher Conferences (early dismissal 1:48)</li> </ul>	
<b>KELSET PAC Executive</b>	
<ul style="list-style-type: none"> <li>1.</li> <li>2. <b>Administrative</b> - Keira Drake (Secretary)             <ul style="list-style-type: none"> <li>a. Approve September 15, 2021 Meeting Minutes                 <ul style="list-style-type: none"> <li>i. <b>APPROVED</b></li> </ul> </li> <li>b. Review Action items                 <ul style="list-style-type: none"> <li>i. Updated signatures in progress</li> <li>ii. First week of November playground committee meeting with Admin</li> <li>iii. Earthquake coordinator to connect with Admin</li> </ul> </li> <li>c. Meeting format going forward                 <ul style="list-style-type: none"> <li>i. Admin confirmed PAC meeting may be held onsite and hybrid format is an option.                     <ul style="list-style-type: none"> <li>1. parents required to wear a mask and sign in for contact tracing,</li> <li>2. Possibility for December meeting</li> </ul> </li> </ul> </li> <li>d. Secretary role seeking new volunteer                 <ul style="list-style-type: none"> <li>i. Current secretary stepping down. Critical role and current secretary will provide transition support.</li> </ul> </li> </ul> </li> </ul>	<p><b>September 15, 2021 Minutes</b></p> <p><b>Motioned:</b> Michelle Squire <b>Seconded:</b> Andrea Scott</p> <p><b>Secretary and President:</b></p> <ul style="list-style-type: none"> <li>• discuss in-person/hybrid meeting details with Admin.</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Call for new PAC secretary</li> </ul>
<ul style="list-style-type: none"> <li>3. <b>President's Report</b> - Heather Brass             <ul style="list-style-type: none"> <li>a. Welcome                 <ul style="list-style-type: none"> <li>i. Guest speaker for November meeting - Strategic Plan 2022 - 2027                     <ul style="list-style-type: none"> <li>1. 20-25 minute presentation</li> </ul> </li> </ul> </li> </ul> </li> </ul>	



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<p style="text-align: center;">2. no objections</p> <p>b. Traffic Study Update</p> <p>i. Provided walkthrough of visual plan (figure 15 of report prepared by Watt Consulting) which North Saanich Council has now indicated they plan to adopt.</p> <p>1. Full report available online at:  <a href="https://www.connectnorthsaanich.ca/kelset-traffic-study">https://www.connectnorthsaanich.ca/kelset-traffic-study</a></p> <p>a. See 'documents' right side of webpage.</p> <p>ii. Discussion was held by meeting attendees on the details of the report and continued concerns.</p>	
<p><b>4. Vice-President Report</b> - Jessica Hopkins and Andrea Paget</p> <p>a. Class Reps</p> <p>i. Carried over to next PAC Meeting</p>	
<p><b>5. Treasurer Report</b> - Sonia Vicente and Michelle Squire</p> <p>a. Treasurer report:</p> <p>i. School Supply Payments: 181 payments totalling \$8,130</p> <ol style="list-style-type: none"> <li>1. a few teachers missing reimbursements or have low engagement.</li> <li>2. Admin advised they can support in communications to teachers.</li> <li>3. Reminder - kindergarten students not part of this count.</li> <li>4. Additional options discussed on how to best communicate this program with families. Including paper handout, email from teacher to class.</li> </ol>	<p><b>Treasurer:</b></p> <ul style="list-style-type: none"> <li>● Provide list to administration of classrooms with low participation.</li> <li>● If required, provide list of 'not-paid' students to administration.</li> </ul>



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<p><b>6. COPACS Representative - Liz Keating</b></p> <ul style="list-style-type: none"> <li>· Parent Education series run by Keating Elementary but open to all parents in SD63. 4 virtual sessions with Dr. Allison Rees. Keating requests all SD63 PACs contribute \$100 to help fund.             <ul style="list-style-type: none"> <li>i. <b>Vote request:</b> \$100 KELSET PAC contribution                 <ul style="list-style-type: none"> <li>1. Vote held during Budget Presentation.                     <ul style="list-style-type: none"> <li>a. Approved: KELSET PAC will contribute \$100 from budget to Keating Elementary.</li> </ul> </li> </ul> </li> <li>b. Staff Vaccinations: The school board is the authority to mandate vaccinations for school staff as their employer. COPACS may write a letter to the trustees if parents in favour of vaccination mandate.                 <ul style="list-style-type: none"> <li>i. <b>Vote request:</b> KELSET PAC for or against a vaccine mandate                     <ul style="list-style-type: none"> <li>1. Vote in favor: (12/17)</li> </ul> </li> </ul> </li> <li>c. 2022 - 2027 Strategic Plan for Saanich Schools                 <ul style="list-style-type: none"> <li>i. Proposal: Invite Trustee Stelck to present and hold discussion at a future PAC meeting.</li> </ul> </li> </ul> </li> </ul>	
<p><b>7. Fundraising Coordinators - Tiffany Brantley and Christina McCulloch</b></p> <ul style="list-style-type: none"> <li>a. Report on current, upcoming and planned fundraisers             <ul style="list-style-type: none"> <li>i. Purdy's: November 18 deadline and pickup December 3.                 <ul style="list-style-type: none"> <li>1. Pickup location to be confirmed with admin.</li> </ul> </li> <li>ii. Growing Smiles: Will launch shortly. November 25 delivery with pick up November 25-26.                 <ul style="list-style-type: none"> <li>1. items include poinsettias, wreaths, tabletop planters</li> </ul> </li> <li>iii. Art cards by kids: Kids to create with class, company will send proofs of cards. Teachers will have art compiled by November 5 and orders will be due mid November.                 <ul style="list-style-type: none"> <li>1. Ask: post to facebook to get families excited about this fundraiser.</li> </ul> </li> <li>iv. Kernels Popcorn Friday: Anticipate November date.</li> <li>v. Still seeking coordinator for the bottle drive. Last years sort-free bottle drives raised over \$4000.</li> </ul> </li> </ul>	<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>● Add to facebook and newsletter - general donations to the PAC via etransfer</li> <li>● Call for bottle drive coordinator</li> <li>● Post regarding current and upcoming fundraisers</li> </ul> <p><b>Fundraising Coordinators:</b></p> <ul style="list-style-type: none"> <li>● Confirm fundraising pick up location.</li> </ul> <p><b>Secretary</b></p> <ul style="list-style-type: none"> <li>● Connect Kylee and Heather regarding bottle drive.</li> </ul>



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<p>1. coordinator contacts bottle depot and makes arrangements. committee help includes handing out flyers, seeking volunteers on the day, posting signs etc.</p> <p>vi. Epicure Fundraiser: table until spring.</p>	
<p><b>8. Event Committee Coordinators</b> - Jessica Hopkins and Andrea Paget</p> <p>a. <i>Indoor events are on hold until further notice</i></p> <p>b. Silent Auction to take place virtually in Spring</p> <p>i. Begin soliciting donations now</p> <p>ii. Seeking more volunteers to assist with this</p> <p>c. Seeking 'outside the box' event ideas.</p> <p>i. Proposed: WindowWanderland - each division decorate classroom window, lit up and viewable from outside. Families walk around and vote on favourite window. Winning classroom prize.</p>	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>● Call for silent auction committee members.</li> </ul> <p><b>Event Committee</b></p> <ul style="list-style-type: none"> <li>● Connect with teachers and admin to find dates and work out logistics for Window Wanderland.</li> </ul>
<p><b>9. Event Food Coordinator</b> – <i>Vacant</i></p>	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>● Call for Event Food Coordinator (minimal need this year. Possibly teacher appreciation snacks, etc.)</li> </ul>
<p><b>10. Communications Coordinator</b> - Matt Rutherford</p> <p>a. no update</p>	
<p><b>11. Indigenous Voice(s) (Formerly First Nations Rep)</b> - <i>Vacant</i></p> <p>a. The position focus is currently under review - no update at this time.</p>	
<p><b>12. Fun Lunch Coordinators</b> – Tiffany Brantley, Christina McCulloch</p> <p>a. Update on Fun Lunch program for 2021/22 School Year</p> <p>i. Confirmed - Modified fun lunch will run this year. Individually packaged foods only like Pizza or Subway. First lunch likely December 2021. Coordinators are in discussion with food vendors.</p> <p>ii. Treasurer: Noted Fun lunch often does not make a profit. Ask for ideas to make it a stronger fundraiser as well as to continue to support lunch for students unable to pay/forgot to pay. Also noted Munch-a-Lunch is a lot of work behind the scenes.</p>	<p><b>Fun Lunch Coordinators</b></p> <ul style="list-style-type: none"> <li>● contact other local schools to determine which lunch programs are being utilized other than Munch-a-Lunch</li> <li>● Meet with Admin to discuss Fun Lunch logistics, funds and details.</li> </ul>





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<ul style="list-style-type: none"> <li>iii. Suggestion hotlunches.net</li> <li>b. Munch-a-Lunch Software: Treasurer not sure if renewing our subscription is an option. May have missed the deadline.</li> </ul>	<ul style="list-style-type: none"> <li>● Determine vendors to use and organize for December if possible.</li> </ul> <p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>● work with Fun Lunch coordinators to pay for MunchaLunch or new software to manage this program</li> </ul>
<p><b>13. KELSET Cares Coordinators</b> - Andrea Scott and Tina Lee</p> <ul style="list-style-type: none"> <li>a. Kristin Schnurr: Vote to return to coordinator role             <ul style="list-style-type: none"> <li>i. Vote not required. Welcomed back to role</li> </ul> </li> <li>b. Volunteer needs             <ul style="list-style-type: none"> <li>i. To be determined as program launches and details are sorted.</li> </ul> </li> <li>c. Christmas Hamper Program             <ul style="list-style-type: none"> <li>i. roll out planned for 2nd week of December</li> <li>ii. Ask: Volunteers to help put together                 <ul style="list-style-type: none"> <li>1. Admin noted school staff and administration are happy to help.</li> </ul> </li> <li>iii. Ask: Fundraising to hold onto poinsettia boxes for hampers.</li> <li>iv. May be asking for creative toy ideas or gift cards to contribute.</li> </ul> </li> <li>d. Breakfast program             <ul style="list-style-type: none"> <li>i. Breakfast and lunch program has a good plan going forward. Currently applying for grants and seeking donations, including corporate donations.</li> <li>ii. Currently have Breakfast Club of Canada grant (gift cards) and a President's choice grant</li> </ul> </li> </ul>	<p><b>Fundraising Coordinators</b></p> <ul style="list-style-type: none"> <li>● Keep poinsettia boxes for KELSET Cares Christmas Hampers.</li> </ul>
<p><b>14. Playground Project Coordinator and Committee</b> - Meghan Judson and Cathy Watts</p> <ul style="list-style-type: none"> <li>a. Current status and plan for next steps             <ul style="list-style-type: none"> <li>i. Meeting planned for first week of November                 <ul style="list-style-type: none"> <li>1. Open invite for attendees</li> </ul> </li> </ul> </li> </ul>	<p><b>Playground Project Coordinator</b></p> <ul style="list-style-type: none"> <li>● Meet with Admin to discuss next steps and vision for KELSET Playground.</li> </ul>



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<ul style="list-style-type: none"> <li>ii. Government funding available, however, need to determine where KELSET lands on the district priority list.</li> <li>iii. Discussion had around the former nature playground and whether enchanted forest could be utilized in same way.             <ul style="list-style-type: none"> <li>1. Admin noted the school must be respectful of the initial agreement when the school was built and mindful of how the enchanted forest space is used. Suggestion that space may be available where current picnic tables are located (near playground)</li> <li>2. Admin are open to alternative play area ideas</li> </ul> </li> </ul>	
<p><b>15. Lost and Found Coordinator</b> - Terri Healy</p> <ul style="list-style-type: none"> <li>a. no updates</li> </ul>	
<p><b>16. Fruit and Veg Program Coordinator</b> - Jo Hall</p> <ul style="list-style-type: none"> <li>a. no updates</li> </ul>	
<p><b>17. Earthquake Coordinator</b>– Steve Fish</p> <ul style="list-style-type: none"> <li>a. No update</li> </ul>	<p><b>Earthquake Coordinator:</b></p> <ul style="list-style-type: none"> <li>● connect with KELSET Admin to ensure earthquake box is up to date and stocked.</li> </ul>
<p><b>18. Grade 4/5 Coordinator (Camp and Farewell)</b> - Kara Shade</p> <ul style="list-style-type: none"> <li>a. Discussion re. Kara Shade stepping down as coordinator.             <ul style="list-style-type: none"> <li>i. coordinator role is lead representative of the committee and proposes the end of year plan and funds required from PAC.</li> <li>ii. Kara has decided to stay on and assist with committee for now (via email correspondence post-meeting)</li> </ul> </li> <li>b. Discussion of what event will be             <ul style="list-style-type: none"> <li>i. Pre-Covid Grade 4/5s did Day Camp at Camp Thunderbird. Cost was relatively high.</li> <li>ii. May be a year for the Committee to change things up and decide on a new way to recognize Grade 5s</li> </ul> </li> </ul>	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>● Call for Grade 4/5 committee members.</li> </ul>



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<p><b>19. Spring Fair Coordinator - Vacant</b></p> <p><i>With no Spring Fair Coordinator and Covid uncertainty we are not planning a Spring Fair for 2022.</i></p>	<p><b>Secretary:</b></p> <ul style="list-style-type: none"><li>● Add Spring Fair to future agenda item.</li></ul>
<p><b>Budget Review</b></p> <p>b. Budget Review <i>Administration departed prior to Budget Discussion</i> <i>Vote required on Operating Account</i></p> <p>i. Accounts</p> <ol style="list-style-type: none"><li>1. Operating: \$34,797.93</li><li>2. Gaming: \$13,458.03</li></ol> <p>ii. Projection</p> <ol style="list-style-type: none"><li>1. Deficit \$6,600 – go into our savings</li></ol> <p>iii. PAC approved for gaming grant (\$7k)</p> <p>iv. Budget Overview</p> <ol style="list-style-type: none"><li>1. Looking at deficit this 2021/22 year; Spring Fair was major fundraiser in past.</li><li>2. Operating budget is day to day. Gaming can only be used for specific things such as field trips, grade 4/5 camp, etc.</li><li>3. Note: some amounts presented may change depending on pending conversations with administration on school needs and such.</li><li>4. Silent Auction: projecting at least \$5K</li><li>5. PAC Donation: Monetary donations made \$1,400 last school year.</li><li>6. School supplies: may not profit, unless more payments received.</li><li>7. Classroom funds: each teacher receives. Proposing \$250/division (18 divisions/1 music). Aligns with what PAC has done in past.<ol style="list-style-type: none"><li>a. Funds go towards art supplies, toys, and anything beyond what school funds.</li></ol></li><li>8. Athletics: Alternative PE such as Puckett's Karate, Bike Group lessons. \$1500.<ol style="list-style-type: none"><li>a. This funding supplements district</li></ol></li></ol>	<p><b>Motion to Pass Budget:</b> Heather Brass</p> <ul style="list-style-type: none"><li>● Approved</li></ul> <p><b>Secretary:</b></p> <ul style="list-style-type: none"><li>● Add possible teacher appreciation in December to November Agenda.</li></ul> <p><b>Treasurers</b></p> <ul style="list-style-type: none"><li>● Discuss Reflex math with Admin and update at next meeting.</li></ul> <p><b>President</b></p> <ul style="list-style-type: none"><li>● Discuss bulletin boards at fence entrances with Administration.</li></ul> <p><b>Grade 4/5 coordinator</b></p> <ul style="list-style-type: none"><li>● Confirm for treasurer that yearbooks will be done this year.</li></ul>



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funding.

9. Science and Art: Science Venture and such. \$2000
10. Library: Last year gave \$750 for new books. Would like to offer same amount this year.
11. Reflex Math: Subscription every other year. This year \$5500 payment due. Confirmation needed from administration on teacher utilization of program.
12. Teacher Appreciation \$500
13. KELSET Cares: Typically fund \$5,000. Last school year admin obtained grant and covered expenses. Did not accept PAC donation.
  - a. Breakfast Club of Canada grant of \$2,300 comes out in gift cards (ie., thriftys) (KELSET CARES and FOOD HAMPERS). Presidents Choice grant (\$600) already spent.

Discussion included further consideration of limited events due to covid and traditionally successful fundraising opportunities. Spring Fair was noted as traditionally a major fundraiser and without it going forward PAC will continue to see deficit. Treasurer noted PAC can also apply for grants. Conversation was had on how to make Fun Lunch profitable as it currently doesn't make a profit, and is a very time consuming process. Covering cost of Fun Lunch for all students who cannot afford it puts us in a position to lose money. Treasurer also confirmed PAC has money in operating budget to contribute to Keating Elementary for the Parent Education Series.

Clarification questions were asked

- Field trip payment is automatic to teachers
- Projected deficit of \$6,000 does not put PAC in precarious position
- Gaming account proposing \$250/division for Field Trips. Only 18 divisions as Music doesn't get a field trip fund.

Motion to pass budget \$34,797.00 operating budget for 2021/22 school year.

Heather Brass - motioned

Budget Approved



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<p><b>20. New Business</b></p> <ul style="list-style-type: none"> <li>a. VOTE: KELSET to contribute \$100 from budget to Keating Elementary for the parent education seminars.             <ul style="list-style-type: none"> <li>i. Approved</li> </ul> </li> <li>b. School newsletter: First of Month. Deadline for submissions mid month.</li> <li>c. PAC Social Event: Marie Fish working on</li> </ul>	
<p><b>Meeting Adjourned 9:02pm</b></p>	<p>Motioned: Heather Brass Seconded: Michelle Squire</p>
<p><b>Next Meeting: Wednesday November 17, 6:30pm</b></p>	

DECISIONS/MOTIONS	
September 15, 2021 Meeting Minutes	<b>APPROVED</b>
\$100 PAC contribution to Keating Elementary for Parent Education Seminars	<b>APPROVED</b>
COPACS to send letter to school board trustees in support of mandatory vaccines for staff	<b>12/17 in favour</b>
2021/22 PAC Operating Budget	<b>APPROVED</b>

ACTION ITEMS			
Role	Action(s)	Meeting Date	Status
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Add Teacher Appreciation for December to our November Agenda</li> </ul>	September 15, 2021	
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Notice to families re: Parking</li> <li>• Add to facebook and newsletter - general donations to the PAC via etransfer</li> <li>• Post call for volunteers for vacant positions and committees:               <ul style="list-style-type: none"> <li>○ Secretary</li> </ul> </li> </ul>	September 15, 2021  October 20, 2021	



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## PAC General Meeting Minutes

October 20, 2021

	<ul style="list-style-type: none"> <li>○ Fundraising committee members</li> <li>○ Event committee members</li> <li>○ Playground committee members</li> <li>○ Grade 4/5 committee members</li> <li>○ Bottle Drive Coordinator</li> <li>○ Event Food Coordinator</li> <li>○ Morning food program helpers</li> </ul>		
<b>KELSET Cares</b>			
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>● Coordinate signing authority update with PAC President.</li> <li>● Work with Fun Lunch Coordinators to pay for Munch-a-Lunch or alternative program</li> <li>● Provide List to Admin of school supply payments so admin can work with teachers to drum up further support</li> <li>● Discuss Reflex Math with admin to determine if it is used enough to warrant the \$5500 fee we pay bi-annually.</li> </ul>	<p>September 15, 2021</p> <p>October 20, 2021</p>	In progress
<b>PAC President</b>	<ul style="list-style-type: none"> <li>● Coordinate signing authority revisions with Treasurer</li> <li>● Keep in contact with admin regarding possible addition of bulletin boards to school fences</li> </ul>	<p>September 15, 2021</p> <p>Oct 20, 2021</p>	In progress
<b>Playground Committee Coordinator</b>	<ul style="list-style-type: none"> <li>● Set up meeting with Admin to discuss next steps and vision for KELSET Playground.</li> </ul>	September 15, 2021	Planned for first week of November
<b>Earthquake Coordinator</b>	<ul style="list-style-type: none"> <li>● Connect with KELSET Admin to ensure earthquake box is up to date and stocked.</li> </ul>	September 15, 2021	Not started



# KELSET Elementary School

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<b>Grade 4 / 5 Coordinator</b>	<ul style="list-style-type: none"> <li>• Reach out to Grade 4 / 5 class parents to build committee.</li> <li>• Discussion with committee regarding what event will be planned and how to raise funds to support it</li> <li>• Confirm with Treasurer if yearbooks will be created this year and budget for that</li> </ul>	September 15, 2021  October 20, 2021	
<b>Fundraising &amp; Fun Lunch Coordinators</b>	<ul style="list-style-type: none"> <li>• Confirm pick-up location for Purdy's &amp; Growing Smiles with Admin</li> <li>• Network with other schools to determine which software to use for Fun Lunch</li> <li>• Research vendor options for pre-packaged food and begin planning logistics for a December Fun Lunch (if possible)</li> <li>• Retain the Growing Smiles poinsettia boxes to be used by the KELSET CARES Team for Hampers</li> </ul>	October 20, 2021	

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### KELSET PAC CONTACT:

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