



KELSET Elementary School

PAC General Meeting Minutes (FINAL)

November 17, 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
	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	x
	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		
Celina Wachal	Grade 4/5 Team Member		
Caroline Hassit	Grade 4/5 Team Member		
<i>Vacant</i>	Indigenous Voice (First Nations Rep)		
GENERAL ATTENDEES	Lisa Thomson		



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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
Introductory Remarks <ul style="list-style-type: none"> Heather Brass Welcome and Territorial Acknowledgement 	
Guest Speaker: Kim Say <i>Community Recreation Coordinator</i> <i>Panorama Recreation</i>	
1. Presentation and Q&A: Panorama Update and Community Connection <ol style="list-style-type: none"> Kim is the Adult Program Coordinator with Panorama recreation, but also has role in community development. Also, point of contact (stakeholder community inquiries) and can connect through to the appropriate department. Panorama Programming Updates: <ol style="list-style-type: none"> Schools welcomed back indoors for bookings: class swims, skates etc. Fees charge are to cover staff (e.g. \$32) <ol style="list-style-type: none"> Cathy Watts Aquatic coordinator. Book through Kim and provide preferred date and time. December 18- Jan 2 (skating winter wonderland) Playground upgrade: <ol style="list-style-type: none"> Delays due to municipal permit requirements; Opening 2022. Features: <ol style="list-style-type: none"> Pour in place flooring - will connect with pavement to go around jumpstart multisport court. Accessible play space. 8 basketball hoops covered area physical literacy area badminton and pickleball (convertible nets) Playbox with equipment. Preliminary conversations with Queen Alexandra (supported child development) regarding after school drop free play programming. Opportunity for partnership with P.I.C.E “try it days” such as 	Admin: To receive information from Panorama regarding LIFE Program (share with teachers and families) Discuss opportunity for after school programs with teachers and panorama. Playground Committee: Opportunity to connect with Kim regarding grant writing and available grants.



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<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> wheelchair basketball. v. Playground available for school hours use. d. Financial assistance program changes coming in 2022. <ul style="list-style-type: none"> i. LIFE Program: Regional program (all GV rec centers) ii. Based on household income. iii. 3 options: Free 52 visits, 50% off annual or 50% off regional pass. iv. 2022: Moving to subsidy model. Subsidy amount allocated on client profile to use online or in person. v. Opportunity for children to apply through social worker/school counsellor where need exists. e. Grant Writing <ul style="list-style-type: none"> i. Opportunity for discussions with KELSET on writing grants - support for grant writing. ii. Always funding available - matter of applying 	
<p>KELSET Administration</p>	
<p>KELSET Administration Report - Tassie Harris and Philip Jungen</p> <ol style="list-style-type: none"> 1. Update <ol style="list-style-type: none"> a. Staffing - New EAs: <ol style="list-style-type: none"> i. Caroline Mullen (mainly in Ms. Underwood class working with a variety of students to provide additional support) ii. Fraser Coull (pending finalized hiring) 2. New Information <ol style="list-style-type: none"> a. CRD Learn2Ride program (Philip) <ol style="list-style-type: none"> i. Grade 4/5 students: Nov 2 and 3 ii. three-pillared approach 1) to promote cycling as an environmentally friendly option, 2) bike safety, 3) bike handling skills. iii. All skill levels welcome iv. Option for future grade 4/5 students to participate in the program. b. Enchanted Forest (Philip) <ol style="list-style-type: none"> i. Goal is to create a space that students can access while ensuring space is preserved. ii. Invasive species inventory conducted: 8 identified <ol style="list-style-type: none"> 1. Looking to integrate with student learning: learn about the native species, remove and replace non-native with native species 	



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- c. Socially Responsible Behaviours/ Social Emotional Learning (Tassie)
 - iii. Small and large group conversations around focusing this year on social and emotional development, social regulation, social responsible behaviours for students. strategies:
 - a. revitalizing KELSET beliefs. Intend to review and amend to meet current school environment.
 - b. Parents will start to see more information coming home.
 - c. KELSET beliefs to be used throughout entire school. Classrooms starting to bring this forward day to day and will be part of assemblies.
 - d. Grade 4/5 teachers coming together and building up ideas around student leadership. Involvement in school assemblies may include leading assembly, demonstrating pro-social behaviours through various approaches.
 - i. note: still practicing social distancing through smaller assemblies
 - e. Planning to implement acknowledgement of pro-social behaviours in assemblies. I.e., acknowledge students for making those choices (safe behaviours, smart choices, helping a friend etc).
 - f. Utilize consistent programming to support common language for students and staff.
 - i. tool: program zones of regulation.
 - g. Lunchtime sports - intermediate students. 2x week soccer (teams). Additional days floor hockey (particularly rainy days) - provides structure, mitigate playground



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behaviours and helps with physical activity.

- h. **Question:** pre-pandemic clubs days outside of sports and for more age levels (e.g., lego, drama, art club etc)
 - i. **Answer:** discussing everything right now, particularly around lunch time. Biggest concern is supervision - making sure enough for where all the kids can go. Have had to close bball courts for lunch. Discussing more lunch time supervision.
 - i. **Question:** mindfulness training in classes. PAC paid for in the past.
 - i. **Answer:** Very open to this potentially happening again and if PAC has supported in the past that would be well received amongst staff. Has been brought up among teaching staff.

d. Reporting (Philip)

- iv. Will be sent home second week of December
- v. Shifting language to communicating learning as an ongoing process. Part of overall package of how teachers communicate student learning.
- vi. Reports cards are important and focus on learning as a continual process, encouraging student reflection. Also starting to see more student voice in report cards.
- vii. General overview of child, how they started the year, routines, expectations, see descriptions for subject areas, what the child is able to do as well as areas of growth or challenges and how they are working on them and ways the student is being supported at school and home.
- viii. Teacher always first point of contact re: student learning.



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<p>e. Winter Concert (Tassie)</p> <ul style="list-style-type: none"> ix. Assembly between Dec 13-16 x. Sue Robinson (music) will be the main lead. xi. Plan: Two mini concerts in assemblies (k-2 and 3-5). xii. Cannot have families be a part in person - looking at recording to share virtually. More info to come (see December 1 newsletter). <p>f. Upcoming Events</p> <ul style="list-style-type: none"> i. December 10: Report Cards home ii. Friday December 17: Last day of school before winter <p>Summary was provided on Shelly Moore visit with teaching staff. Staff felt the session was incredibly valuable and Shelly shared a wealth of information and strategies. Staff will be looking at building on session and connecting with school beliefs.</p>	
KELSET PAC Executive	
<p>1. Administrative - Keira Drake (Secretary)</p> <ul style="list-style-type: none"> a. Approve October 20, 2021 Meeting Minutes <ul style="list-style-type: none"> i. APPROVED b. Review Action items 	<p>October 20, 2021 Minutes</p> <p>Motioned:</p> <p>Seconded:</p>
<p>2. President's Report - Heather Brass</p> <ul style="list-style-type: none"> a. Box of PAC merchandise found <ul style="list-style-type: none"> i. KELSET Waterbottles (56) ii. KELSET Branded Umbrellas (19) iii. KELSET Sweatpants - Youth L (4) iv. KELSET Beliefs T-shirts - PAC Shirts not for sale v. Walk or Wheel: Stickers, buffs, reflective items. <ul style="list-style-type: none"> 1. brief discussion on what walk or wheel was 	<p>Secretary</p> <p>Add walk and wheel to a future agenda (March)</p>



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<p>3. Vice-President Report - Jessica Hopkins and Andrea Paget</p> <ul style="list-style-type: none"> a. Class Reps <ul style="list-style-type: none"> i. Heather to follow up with Tassie and Philip. 	<p>PAC President</p> <p>Connect with Admin to determine how class-reps will work.</p>
<p>4. COPACS Representative - Liz Keating</p> <ul style="list-style-type: none"> a. Dr. Katherine Smart - Virtual Meeting hosted by Surrey and Vancouver DPACS. Information on covid, keeping students safe from COVID and some vaccine information. b. November 23, 2021 at 7pm www.copac.sd23.sd.ca 	<p>Treasurer:</p> <p>Cheque to Keating PAC for KELSET contribution to parenting series.</p>
<p>5. Fundraising Coordinators and Fun Lunch - Tiffany Brantley and Christina McCulloch</p> <ul style="list-style-type: none"> a. Report on current or upcoming fundraisers / plans <ul style="list-style-type: none"> i. Purdy's <ul style="list-style-type: none"> 1. closing November 18th (current \$950 in profit) ii. Poinsettia's (growing smiles wrapped up) <ul style="list-style-type: none"> 1. impacted by floods - plants are fine but trucks cant get out. Possible delivery delay. 2. Current \$534 in profit iii. ArtCards <ul style="list-style-type: none"> 1. November 9th and 10th - email and info to parents. <ul style="list-style-type: none"> a. Waiting for everything being scanned - then go in and upload all students ages and names into software. b. 1 week order turnaround. c. All art returned to families and students. . d. concern about timeline to receive before the winter break. iv. Kernels <ul style="list-style-type: none"> 1. Approval obtained from admin. 2. Intended plan: Alternate Friday from Fun Lunch. If Fun lunch doesn't run, option to have Kernels every Friday. 3. Pre-order, popcorn available after school (\$2). Confirmed with other district schools that no issues for students getting popcorn 	<p>Fun Lunch and Admin</p> <p>Discuss Fun Lunch options for KELSET for the 2021/22 school year.</p> <p>Bottle Drive Coordinator</p> <p>Arrange communications before winter break for January 9 Bottle Drive.</p> <p>Call for volunteers on January 9</p>



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<p>before bus and/or after school care.</p> <ol style="list-style-type: none">4. Popcorn keeps well in bag so if doesn't sell can carry over to next (last up to 6-9 months) <p>v. Spring - paradise cheese</p> <ol style="list-style-type: none">1. \$25 (get 10 for each pack).2. if each student in school sold 2 would raise over \$7k. <p>vi. Other Fundraiser Ideas</p> <ol style="list-style-type: none">1. True Earth2. Epicure3. Outdoor Movie Night (coordinate with events)4. KELSET Clothing Sale <p>b. Bottle Drives:</p> <ol style="list-style-type: none">i. Coordinator position filled (Randeem Chow) and planning for January 9th Driveii. Info to families prior to winter break.iii. Volunteer need: Day of Bottle Drive <p>c. Fun Lunch</p> <ol style="list-style-type: none">i. Munch a Lunch subscription renewal (\$350)<ol style="list-style-type: none">1. Tiffany spoke with Claire and Michelle regarding alternative fun-lunch programs. Suggestion to stay with MunchaLunch as familiar and is set up for KELSET already.2. Admin and Christina to discuss fun lunch.	
<p>6. Event Committee Coordinators - Jessica Hopkins and Andrea Paget <i>Indoor events are on hold until further notice</i></p> <p>a. 'Window Wanderland Update</p> <ol style="list-style-type: none">i. Details being finalized with Administrationii. December 9: 5:30-7pmiii. Hoping to sell individually wrapped cookies (sorting out options)iv. Hot beverages would be helpful too.	



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<p>b. December Teacher Appreciation</p> <p>i. Tiffany Brantley and Gary Ng (volunteer leads). Small budget but would like to make sure teachers know they are appreciated.</p>	
<p>7. Event Food Coordinator – Vacant</p>	
<p>8. Communications Coordinator - Matt Rutherford</p> <p>a. No update</p>	
<p>9. Indigenous Voice(s) (Formerly First Nations Rep) - Vacant <i>The position focus is currently under review - no update at this time.</i></p>	
<p>10. Fun Lunch Coordinators – Tiffany Brantley, Christina McCulloch</p> <p>a. Update on Fun Lunch program for 2021/22 School Year</p>	
<p>11. KELSET Cares Coordinators - Andrea Scott, Tina Lee, Kristin Schnurr</p> <p>a. Team of volunteers developed and coordinated with Mr. Drew (EA).</p> <p>b. Breakfast served daily to 30-40 students.</p> <p>c. Holiday Hampers in discussion. Volunteer ask when timeline set.</p> <p>d. Question: Cordova Bay elementary offered food donation to KELSET Cares from their food drive.</p> <p>i. Answer: (Tassie) Sidney Food Bank already donating to KELSET Cares on a weekly basis. The food bank puts schools as priority on their donation list. A lot of the food for KELSET Cares is perishable so wouldn't last over the winter break (cheese, apples, granola bars, bread). Cordova Bay to continue to donate to Sidney food bank from their drive as usual.</p>	<p>ACTION: Heather to connect with Cordova Bay PAC and let them know.</p>
<p>12. Playground Project Coordinator and Committee - Meghan Judson; Cathy Watts and Gary Ng</p> <p>a. Meeting update and next steps</p> <p>i. meeting held with Admin: Discussion focused on previous efforts and current administration preferences regarding playground. Takeaways include:</p> <ol style="list-style-type: none"> 1. Survey teachers / consult with school 2. Consider things that will enhance free time on field (play structure, playground items etc.) 3. Keep swings if possible and add to the existing playground. 	



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<ul style="list-style-type: none"> 4. Idea to fundraise for small modular size pieces first so students can see what kind of equipment we can fundraise for. Benefit for students to see progress before they leave the school. 5. Proposal to rename committee to broader title. This will support broader grant opportunities too. 6. Consider ideas for an outdoor classroom (e.g., amphitheater). Something unique to the school rather than just typical playground equipment. 	
<p>13. Lost and Found Coordinator - Terri Healy</p> <ul style="list-style-type: none"> a. no updates 	
<p>14. Fruit and Veg Program Coordinator - Jo Hall</p> <ul style="list-style-type: none"> a. no updates 	
<p>15. Earthquake Coordinator– Steve Fish</p> <ul style="list-style-type: none"> a. No update 	
<p>16. Grade 4/5 Coordinator (Camp and Farewell) - Kara Shade</p> <ul style="list-style-type: none"> a. Reviewing previous events. Considering a small celebration. b. Gift idea: Grade 5 hoodies (Cordova Bay PAC initiative) c. Seeking contact information for all grade 4-5 classes d. Committee Volunteers: Celinia Wachal and Caroline Hassit. 	
<p>17. Spring Fair Coordinator - Vacant</p> <p><i>With no Spring Fair Coordinator and Covid uncertainty we are not planning a Spring Fair for 2022.</i></p>	
<p>18. Treasurer Report - Sonia Vicente and Michelle Squire</p> <ul style="list-style-type: none"> a. Reflex Math <ul style="list-style-type: none"> i. Hold onto subscription for current year until teachers sort out alternative program. ii. opportunity to cancel Reflex in next year. iii. Rationale for 2 year payment: lower rate iv. Admin Update: Put call out to teachers - general consensus is staff use because it's available. Not a favourite program, limited resource for primary students. Timed drills add a level of stress for some 	<p>Admin</p> <p>Ask Leanne to reach out to reflex math re: cancelling next year and costs.</p> <p>Bring forward discussion with teachers near end of school year: Brainstorm alternative options.</p>



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<p>students. Do not use in classroom but rather send home - supplemental program for parents to use. Preference for something to benefit a greater range of students and abilities. Will ask teachers near end of year to brainstorm some other programs available (E.g., IXL Math)</p> <p>b. Accounts</p> <ul style="list-style-type: none"> i. \$39,129.05 (operating) ii. \$13 459.74 (gaming) 	
<p>19. New Business</p> <p>a. PAC Social: Nov 30th at 6:30pm. All invited. RSVP to Marie Fish.</p>	
<p>Meeting Adjourned 8:20</p>	<p>Motioned: andrea paget Seconded: sonia vicente</p>
<p>Next Meeting: Wednesday December 15, 2021 6:30pm</p>	

DECISIONS/MOTIONS	
October 20, 2021 Meeting Minutes	Approved

ACTION ITEMS



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Role	Action(s)	Meeting Date	Status
Secretary	<ul style="list-style-type: none"> • Add Spring Fair to future agenda • Add walk and wheel to a future agenda (March) 	September 15, 2021 November 17, 2021	
Communications	<ul style="list-style-type: none"> • Notice to families re: Parking • 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"> ○ Secretary ○ Fundraising committee members ○ Event committee members ○ Playground committee members ○ Grade 4/5 committee members ○ Bottle Drive Coordinator ○ Event Food Coordinator ○ Morning food program helpers 	September 15, 2021 October 20, 2021	
Admin	<ul style="list-style-type: none"> • To receive information from Panorama regarding LIFE Program (share with teachers and families) • Discuss opportunity for after school programs with teachers and panorama. • Discuss Fun Lunch options for KELSET for the 2021/22 school year (with Fun Lunch Coordinators) • Ask Leanne to reach out to reflex math re: cancelling next year and costs. • Bring forward discussion with teachers near end of school year: Brainstorm alternative options. 	November 17, 2021	



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Treasurer	<ul style="list-style-type: none"> • Coordinate signing authority update with PAC President. • Work with Fun Lunch Coordinators to pay for Munch-a-Lunch or alternative program • Provide List to Admin of school supply payments so admin can work with teachers to drum up further support • Discuss Reflex Math with admin to determine if it is used enough to warrant the \$5500 fee we pay bi-annually. • Cheque to Keating PAC for KELSET contribution to parenting series. 	<p>September 15, 2021</p> <p>October 20, 2021</p> <p>November 17, 2021</p>	<p>In progress</p>
PAC President	<ul style="list-style-type: none"> • Coordinate signing authority revisions with Treasurer • Keep in contact with admin regarding possible addition of bulletin boards to school fences • Connect with Admin to determine how class-reps will work. 	<p>September 15, 2021</p> <p>Oct 20, 2021</p> <p>Nov 17, 2021</p>	<p>In progress</p>
Playground Committee Coordinator	<ul style="list-style-type: none"> • Set up meeting with Admin to discuss next steps and vision for KELSET Playground. • Opportunity to connect with Kim regarding grant writing and available grants. 	<p>September 15, 2021</p> <p>November 17, 2021</p>	<p>Complete</p>
Earthquake Coordinator	<ul style="list-style-type: none"> • Connect with KELSET Admin to ensure earthquake box is up to date and stocked. 	<p>September 15, 2021</p>	<p>Not started</p>
Grade 4 / 5 Coordinator	<ul style="list-style-type: none"> • Reach out to Grade 4 / 5 class parents to build committee. • Discussion with committee regarding what event will be planned and how to raise funds to support it • Confirm with Treasurer if yearbooks will be created this year and budget for that 	<p>September 15, 2021</p> <p>October 20, 2021</p>	<p>In Progress</p>



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Fundraising & Fun Lunch Coordinators	<ul style="list-style-type: none">● Confirm pick up location for Purdy's & Growing Smiles with Admin● Network with other schools to determine which software to use for Fun Lunch● Research vendor options for pre-packaged food and begin planning logistics for a December Fun Lunch (if possible)● Retain the Growing Smiles poinsettia boxes to be used by the KELSET CARES Team for Hampers● Discuss Fun Lunch options for KELSET for the 2021/22 school year (with Admin)	October 20, 2021 November 17, 2021	
Bottle Drive Coordinator	<ul style="list-style-type: none">● Arrange communications before winter break for January 9 Bottle Drive.● Call for volunteers on January 9	November 17, 2021	

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)