



KELSET Elementary School

PAC General Meeting Minutes

December 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	
	Liz Keating	COPACS Representative	x
	Kristin Schnurr	KELSET Cares	x
	Andrea Scott	KELSET Cares	
	Tina Lee	KELSET Cares	
	Meghan Judson	Playground Committee Coordinator	x
	Cathy Watts	Playground Committee Member	x
	Gary Ng	Playground Committee Member	
	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	Marie Fish	
	Jenn Wolchyn		
	Jess Dean		
	Krystal Bowcott		
	Sean Cunningham		



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PAC General Meeting Minutes

December 15, 2021

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 	
KELSET Administration	
KELSET Administration Report - Tassie Harris and Philip Jungen 1. Update <ol style="list-style-type: none"> a. Library Shelving Unit <ol style="list-style-type: none"> i. Thank you to PAC for funding to support learning commons. Contribution added to general library budget and allowed for purchase of a new moveable shelving unit. b. Reflex Math <ol style="list-style-type: none"> i. 1 yr subscription reduced from 2yrs. ii. teachers will be exploring a supplemental math program. Learning resources committee will brainstorm in the new year what program to use going forward. iii. Parents and teachers can still utilize reflex math this year (to Oct 2022). 2. New Information <ol style="list-style-type: none"> a. Staffing <ol style="list-style-type: none"> i. Andrea Scott - new lunchtime student monitor b. Kindergarten Registration Information <ol style="list-style-type: none"> i. Registration info in December 2021 Newsletter ii. 2017 children eligible to register at neighbourhood school. iii. 3 registration dates; Jan 25 (3:30-5:30pm), Jan 26 (12:30-2:30) and Jan 27 (7:30-9:30am) 	Secretary: Add 'potential math program' to spring agenda. Communications: Post about upcoming kindergarten information (registration and info nite)



KELSET Elementary School

PAC General Meeting Minutes

December 15, 2021

<ul style="list-style-type: none"> 1. No need to line up - not first come first serve. 2. After Jan 27: register at school board office. <p>c. Winter Concert</p> <ul style="list-style-type: none"> i. two "mini" concerts tomorrow morning ii. recorded video will be posted on website - available for parents viewing for a short time <p>3. Upcoming Events</p> <ul style="list-style-type: none"> a. January 4 Return to school from Winter Break b. January 6 Kindergarten Information Night (7pm – 8pm; via zoom) c. January 25-27 Kindergarten Registration at KELSET 	
KELSET PAC Executive	
<p>1. Administrative - Keira Drake (Secretary)</p> <ul style="list-style-type: none"> a. Approve November 17, 2021 Meeting Minutes b. Review Action items 	<p>November 17, 2021 Minutes APPROVED</p> <p>Motioned: Michelle Squire Seconded: Kristin Schnurr</p>
<p>2. President’s Report - Heather Brass, President</p> <ul style="list-style-type: none"> a. PAC Involvement in Learning Environment (e.g., district funding for school supports) <ul style="list-style-type: none"> 1. Concern raised by KELSET Parent to KELSET PAC Executive. 2. Discussion was held regarding current concerns raised by parents. From observations on the school playground via shared experiences at school involving physical aggression or inappropriate language. Some parents in attendance shared their child/ren’s personal experiences this year and the challenges. <p>Discussion included steps some parents have taken at this point. This included speaking with the KELSET administration on separate occasions as well as contacting the SD63 district office.</p>	<p>Communications Reminder post about upcoming Alison Reese presentations and KELSET beliefs.</p> <p>Admin Consideration of standalone forum/engagement opportunity for school families (re: behaviours, school supports etc.)</p>



KELSET Elementary School

PAC General Meeting Minutes

December 15, 2021

<p>Reassurance and encouragement offered to parents by other attendees who have been long time school families.</p> <p>Tassie and Philip noted their appreciation for parent vulnerability in sharing and want students to have a safe and positive learning environment.</p> <p>Ideas were shared by attendees, however, further discussion is tabled for a later time. Possibly a stand alone forum.</p> <p>3. Shared Resource: https://padlet.com/baygulls5/resources</p>	
<p>3. Vice-President Report - Jessica Hopkins & Andrea Paget</p> <p>a. Class Reps Update</p> <p>i. 6 divisions covered</p>	
<p>4. COPACS Representative - Liz Keating</p> <p>a. COPACS online parent survey regarding a school staff vaccine mandate.</p> <p>i. 2 schools voted in favor of vaccine mandate (keating and KELSET) 8 schools abstained from voting.</p> <p>ii. If 50% majority or more, COPACS will send a letter to the Saanich School Board requesting a reconsideration of the staff vaccination mandate.</p>	<p>Communications: Post COPACS survey when it is available.</p>
<p>5. Fundraising Coordinators and Fun Lunch Coordinators - Tiffany Brantley and Christina McCulloch</p> <p>a. Report on current or upcoming fundraisers / plans</p> <p>i. Art Cards: Arriving in multiple shipments.</p> <p>1. Fundraising total: \$2,106.09</p> <p>2. Next year start earlier (e.g., October).</p> <p>ii. Purdy's Chocolate</p> <p>1. Fundraising total: \$1,127.83</p> <p>iii. Growing Smiles</p> <p>1. Fundraising total: \$535.88</p> <p>iv. Consumable product fundraisers coming in the new</p>	



KELSET Elementary School

PAC General Meeting Minutes

December 15, 2021

<p>year (cheese, laundry strips, epicure).</p> <p>b. Fun Lunch status update</p> <ul style="list-style-type: none"> i. No typical fun lunch this school year. <ul style="list-style-type: none"> 1. 2022 will do popcorn Friday's. 2. Coordinators putting together ordering plan for new year. <p>5.2 Bottle Drive</p> <ul style="list-style-type: none"> a. Save the Date: January 9th Bottle Drive. b. Information flyers to be posted around school property/ community. c. Some volunteers already signed up for day-of coordination. 	
<p>6. Event Committee Coordinators - Jessica Hopkins and Andrea Paget</p> <p><i>Indoor events are on hold until further notice</i></p> <ul style="list-style-type: none"> a. 'Window Wanderland Update <ul style="list-style-type: none"> i. Successful and well attended event <ul style="list-style-type: none"> 1. Fundraising Total: \$621.01 ii. Next year: <ul style="list-style-type: none"> 1. more food/beverages 2. two hot chocolate tables 3. art feedback cards (better logistics for handing out). iii. Food Bank donation wagon: Some went to KELSET cares forgotten lunch program. Remaining food and monetary donations to Sidney Foodbank. b. December Teacher Appreciation <ul style="list-style-type: none"> i. Tiffany Brantley and Gary Ng (volunteer leads). Small budget but would like to make sure teachers know they are appreciated. <ul style="list-style-type: none"> 1. Three donation sponsors provided \$200: will put towards Sidney bakery donuts and coffee on Friday before winter break. 	
<p>7. KELSET Cares Coordinators - Andrea Scott, Tina Lee, Kristin Schnurr</p> <ul style="list-style-type: none"> a. Hamper Collection 	



KELSET Elementary School

PAC General Meeting Minutes

December 15, 2021

<ul style="list-style-type: none"> i. Going well. Positive feedback from families and teachers about how meaningful it feels to be supporting our community. ii. Hamper Assembly: Tuesday December 14th iii. Less hampers needed than previous years so large donation for Sidney Food Bank iv. Ms. Underwood and Ms. Harris to deliver hampers to families personally v. Monetary donations: discussions on how to put back into KELSET Cares. <p>b. Forgotten Breakfast/Lunch Program</p> <ul style="list-style-type: none"> i. Continues to go well. 	
<p>8. Treasurer Report - Sonia Vicente and Michelle Squire</p> <ul style="list-style-type: none"> a. OPERATING: \$26,975.79 <ul style="list-style-type: none"> i. Total dropped due to reimbursement for KELSET cares, library and classroom funds. ii. Still seeing a few school supply payments. b. GAMING: \$13,461.95 <ul style="list-style-type: none"> i. \$7,560 gaming grant received. <ul style="list-style-type: none"> 1. note: Peninsula news inaccurately published amount. c. One year reimbursed for Reflex Math (to Oct 30, 2022) <ul style="list-style-type: none"> i. decision / plan before expiry. d. North Saanich grant and aid. <ul style="list-style-type: none"> i. Volunteer in spring time to speak at north saanich council meeting. May be opportunity for volunteer in future e. Signing authorities: In progress <ul style="list-style-type: none"> i. two new signees (Sonia Vicente and Heather Brass) <ul style="list-style-type: none"> 1. Attend any Royal Bank to set up profile. 2. Meghan and Michelle - can come in to add and remove Ashlee and Claire as signing authorities. 	<p>Admin Make note of Reflex Math Expiry date.</p> <p>Treasurer: Follow up for volunteer ask if required (north saanich grant and aid)</p> <p>Signing Authorities Heather Brass, Sonia Vicente, Meghan Judson and Michelle Squire.</p>
<p>9. Playground Project Coordinator & Committee Meghan Judson, Cathy Watts / Gary Ng</p> <ul style="list-style-type: none"> a. Philip to survey teachers and send something out. 	<p>Secretary Add Playground survey to teachers to next meeting agenda.</p>



KELSET Elementary School

PAC General Meeting Minutes

December 15, 2021

<p>b. Open to suggestions for changing the committee name (more encompassing name).</p>	
<p>10. Other: a. Grade 4/5 Coordinator and Committee - Kara Shade b. Lost and Found Coordinator - Terri Dobree c. Fruit and Veg Program Coordinator - Jo Hall d. Earthquake Coordinator - Steve Fish e. Event Food Coordinator - Vacant f. Spring Fair Coordinator - Vacant g. Indigenous Voice(s) (Formerly First Nations Rep) - Vacant</p>	
<p>11. New Business a. Class Rep Roles and Responsibilities i. Question raised on what the role and responsibilities are for class reps. Concern about consistency in messaging between PAC, teachers and parents.</p>	<p>PAC President and Secretary: Discuss email outlining roles and responsibilities for Class reps.</p>
<p>12. Motion to Adjourn</p>	
<p>Meeting Adjourned</p>	<p>Motioned: Seconded:</p>
<p>Next Meeting: January 19, 2021 Wednesday</p>	

DECISIONS/MOTIONS	
November 17, 2021 Meeting Minutes	Approved



KELSET Elementary School

PAC General Meeting Minutes

December 15, 2021

ACTION ITEMS			
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) ● Add 'potential math program' to spring agenda. ● Discuss email outlining roles and responsibilities for Class reps (with PAC President) ● Add Playground survey to teachers to next meeting agenda. 	September 15, 2021 November 17, 2021 December 15, 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 ● Post about upcoming kindergarten information (registration and info nite) 	September 15, 2021 October 20, 2021 December 15, 2021	



KELSET Elementary School

PAC General Meeting Minutes

December 15, 2021

	<ul style="list-style-type: none"> Reminder post about upcoming Alison Reese presentations and KELSET beliefs. Post COPACS survey when it is available. 		
Admin	<ul style="list-style-type: none"> To receive information from Panorama regarding LIFE Program (share with teachers and families) Make note of Reflex Math Expiry date. Bring forward discussion with teachers near end of school year: Brainstorm alternative options. Consideration of standalone forum/engagement opportunity for school families (re: behaviours, school supports etc.) 	<p>November 17, 2021</p> <p>December 15, 2021</p>	
Treasurer	<ul style="list-style-type: none"> Coordinate signing authority update with PAC President. Follow up for volunteer ask if required (north saanich grant and aid) 	<p>September 15, 2021</p> <p>December 15, 2021</p>	In progress
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 Discuss email outlining roles and responsibilities for Class reps (with Secretary) 	<p>September 15, 2021</p> <p>Oct 20, 2021</p> <p>December 15, 2021</p>	In progress
Playground Committee Coordinator	<ul style="list-style-type: none"> Opportunity to connect with Kim regarding grant writing and available grants. 	<p>November 17, 2021</p>	Ongoing



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December 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	Not started
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 	September 15, 2021 October 20, 2021	In Progress
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)