



KELSET Elementary School

PAC General Meeting Minutes (FINAL)

January 19, 2022

		<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	
	Kristin Schnurr	KELSET Cares	
	Andrea Scott	KELSET Cares	x
	Tina Lee	KELSET Cares	
	Meghan Judson	Playground Committee Coordinator	x
	Cathy Watts	Playground Committee Member	
	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	
	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	Erick J		
	Jenn Wolchyn		
	Jess Dean		
	Krystal Bowcott		
	Jen O'connell		



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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 	
KELSET Administration	
KELSET Administration Report - Tassie Harris and Philip Jungen <ol style="list-style-type: none"> Update <ol style="list-style-type: none"> Health & Safety updates (Philip) <ul style="list-style-type: none"> Kudos to students: doing an awesome job handwashing, wearing masks, walking in hallways. Thank you to parents for continued support and for advising school when absences are related to illness. Staff health and safety committee meeting regularly to ensure COVID Public Health orders are being followed. School grounds have suffered following winter weather. Extra gravel to be delivered for more stable ground (particularly forest park entrance). New Information <p>Last meeting identified challenges for parents in not being able to actually be in the school. to see, learn, watch and the work that is being done. Will try to give parents a 'visual' for what is going on at the school. Don't hesitate to ask, but will do the best at pack meetings to do the best to portray what is going on at the school.</p> <ol style="list-style-type: none"> School Goal (Tassie) <p><i>Implement school-wide strategies and activities for students to develop the skills to manage their emotional, mental, and physical wellbeing, requiring awareness of equity, diversity, and inclusive practices.</i></p> <ul style="list-style-type: none"> Entry points for students <ul style="list-style-type: none"> persevere with challenge tasks advocate for self (to teacher, student etc.) 	



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- Work independently in group, responsibility, wait turns
- inclusive of others, accepting of differences
- appreciate students of different backgrounds
- empathy - putting themselves into other peoples shoes.
- Areas of Need (Rationale)
 - Actively use strategies to manage emotions.
 - some can easily get upset when things dont go their way or can't do it perfectly
 - some are hesitant to try new or hard things
 - expected vs unexpected behaviour
 - unable to control behaviours to avoid distractions
 - support to express themselves that is not hurtful to other students.
 - perseverance and resilience

In next stage for what we are going to do to support environment in this area. Some areas include:

- S.E.A
- KELSET beliefs and social responsibility in all areas. Using language
- Physical and focussed activities during lunch (intramurals now). Possibly focused play activities such as wall ball, gaga ball, soccer (skills).
- opportunities for student leadership

Staff engagement committee (10 staff)

- mindfulness and club days were also on table for consideration.

Started with previous administration and district superintendent. Philip and Tassie have taken previous work and continued on. Staff have come with goal



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statement (above).

Focus on social, emotional and physical learning. Every child's entry points will look different. Some can do more, some still learning etc.

Goal will be a continuation through next year or more. Focuses staff on building resources, strategies and wanting to ensure the school continues to work and focus students on this area. Ties into professional development and other areas focussing on.

Next year will look at secondary goal. Beyond this where else to focus efforts. Academic (numeracy, literacy, etc), Indigenous (anti-racism) etc.

- b. Staff Professional Development (Tassie)
 - i. Continue with work undertaken with Shelly Moore. Staff put together book club where they are meeting regularly. Currently book on "UDL". tangible resources. meet to discuss.
- c. Student Learning Survey (Philip)
 - i. Done in term 2 (province wide). Completed by all grade 4 students, grade 4 parents and staff. Will be conducted over coming weeks.
 - ii. Series of questions around social and emotional wellness, academics, belonging, enough sleep, eating an exercise etc.
 - iii. Parent link will be sent to all grade 4 families. Admin was able to include KELSET specific content (i.e., around KELSET beliefs).
- d. Need for Clothing and Shoes (Tassie)
 - i. connected with KELSET Cares, but indigenous student and family worker has raised that we are in need of clothing and shoes. k-5 items, but need in supporting older students (3-5). Older kids some even are wearing adult sizes (i.e, size 10 adult shoes).
 - ii. Connecting to annual food drive to combine into clothing and food drive (mid feb).

3. Upcoming Events

- a. January 25-27 Kindergarten Registration at KELSET
- b. February 18 Professional Development Day (school not in session)



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<p>c. February 23-24 Parent Teacher Conferences (early dismissal)</p> <p>Question: Social distancing in classroom. A: 18 classroom and 3 additional learning spaces. Looks different for many classrooms based on how large, and amount of furniture, and level. Some classrooms are tricky depending on layout structurally. A lot of classes, some are all facing one direction, some spaced apart. Health and Safety committee delegated members to support staff in each room. Classrooms are moving environments. While desks may be physically in place, one you have people in, children are moving around, trying to get up. Questions about one specific classroom, best to raise with teacher.</p>	
<p>KELSET PAC Executive</p>	
<p>1. Administrative - Keira Drake (Secretary)</p> <p>a. Administrative - Keira Drake (Secretary)</p> <ul style="list-style-type: none"> i. Approve December 15, 2021 Meeting Minutes ii. Review Action items 	<p>December 15, 2021 Minutes APPROVED</p> <p>Motioned: Michelle Squire Seconded: Meghan Judson</p> <p>Secretary: Contact Steve Fish regarding the earthquake box.</p>
<p>2. President's Report - Heather Brass, President</p> <p>a. Classroom HEPA Filters - <i>Information provided by Philip</i></p> <p>Question regarding the school filtration system and possible additional filters for classrooms was raised via email to the PAC.</p> <ul style="list-style-type: none"> i. KELSET is a new school so has a modern filtration system. <ul style="list-style-type: none"> 1. Sophisticated and advanced heating system (electronic sensors monitoring airflow, can be remotely seen, technicians can be onsite immediately via remote alert). 2. Throughout building there are louvers that bring in outside air. Constantly moving to bring in fresh airflow dependant on number of people of moving. Additional benefit during pandemic. 3. MERV13 filtration system running since 	



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<p>pandemic start.</p> <ul style="list-style-type: none"> ii. All HVAC centrally managed. To bring in new equipment, school must go through SD63. <ul style="list-style-type: none"> 1. if interest of PAC to pursue additional filtration, Tassie and Philip would need to bring forward ask to district. b. KELSET Merch and Picnic Backpack Sales <ul style="list-style-type: none"> i. Waterbottles and sweatpants: \$120 ii. Epicure picnic backpacks: \$1000 (25 bags) <ul style="list-style-type: none"> 1. Sea cider and roost will sell some. 2. Roost will store remaining backpacks moved from Vantreight. 	
<p>3. Vice-President Report - Jessica Hopkins & Andrea Paget</p> <ul style="list-style-type: none"> a. Class Reps Update: <ul style="list-style-type: none"> i. Welcome to: Christy Remington, Jen Wolchyn, Jessica Dean, Jessica Hopkins, Julie Collins, Kara Shade, Krystal Bowcott, Tarryn Vantreight, Kylee Lothrop & Erin Byrne. ii. Reps are still needed for: Cole, Rose, Dupree, Clark, Coyne, MacKinnon, Sheridan, Hale, Robinson/Jungen <ul style="list-style-type: none"> 1. Request for these teachers to again ask their class families was sent out this week. iii. Class Rep one-page job description and request for Reps to help recruit a PAC Secretary were also sent out this week. b. March AGM - Nomination Committee for 2022/23 PAC 	<p>Secretary Add Nomination Committee for 2022/23 PAC to February Agenda.</p> <p>Class Reps: Meghan Judson - Dupree Tiffany Brantly - Rose Krystal Bowcott - Clarke</p>
<p>4. Treasurer Report - Sonia Vicente and Michelle Squire</p> <ul style="list-style-type: none"> a. Balances <ul style="list-style-type: none"> i. \$ 28,878.41 (operating) ii. \$ 13,464.23 (gaming) b. Other Updates <ul style="list-style-type: none"> i. School supply payments are still trickling in ii. All signing authority transferred (Meghan Judson to finalize). 	



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<p>5. COPACS Representative - Liz Keating No Update</p>	
<p>6. Fundraising Coordinators and Fun Lunch Coordinators - 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. Idea: Valentines Treat Sales b. Fun Lunch status update (Friday popcorn) <ul style="list-style-type: none"> i. Fun lunch continues to be on hold due to COVID pandemic. ii. Jan 28 first popcorn friday. 400 bags ordered based on school size. iii. Cash in hand - some volunteers will be needed. float required. iv. 2:48-3:15 (volunteers 2:30-3:15/30) <p>6.2 Bottle Drive</p> <ul style="list-style-type: none"> a. January 9th Fundraising Total: \$1,495.30 	<p>Treasurer Provide float for Friday Jan 28 (popcorn sales)</p> <p>Fundraising Coordinator (Christina) Contact Leanne regarding promoting popcorn friday on gym bulletin board.</p> <p>Fundraising Coordinators and President Discuss options for possible valentines treat day.</p>
<p>7. Event Committee Coordinators - Jessica Hopkins and Andrea Paget <i>Indoor events are on hold until further notice</i></p> <ul style="list-style-type: none"> a. Silent Auction Update <ul style="list-style-type: none"> a. Putting together a letter for previous donors to send out shortly. b. Seeking to put together a Silent Auction Committee to help plan, coordinate and run the auction. <ul style="list-style-type: none"> i. Seeking volunteers to secure donations 	<p>Event Committee Coordinators: Determine need for Silent Auction.</p>
<p>8. KELSET Cares Coordinators - Andrea Scott, Tina Lee, Kristin Schnurr</p> <ul style="list-style-type: none"> a. February Donation Request <ul style="list-style-type: none"> i. Clothing drive and food donations. Non-Perishable snack items that can be used in KELSET cares program. ii. February 14-16 iii. Info in newsletter (Feb 1) and separate notice sent home (Feb 7-11 week). 	



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<ul style="list-style-type: none"> iv. Two donation bins - one in front of school, one in back between 8:30/9:00am to drop off food and clothing donations. New and/or gently used clothing and specified items. v. Heart wall for kids - as donations brought in. b. Volunteer has stepped forward to do warm egg breakfast burritos and cook breakfast for the breakfast program. 	
<p>9. Playground Project Coordinator & Committee Meghan Judson, Cathy Watts / Gary Ng</p> <ul style="list-style-type: none"> a. Next steps: <ul style="list-style-type: none"> i. School/staff to review playground survey and provide feedback for committee to set goal (play equipment, outdoor classroom etc.) <ul style="list-style-type: none"> 1. review underway and admin plan to share in advance of next PAC Meeting. 2. Immediate need has been identified as playground structure is 13 years old and in need of improvements. 	<p>Admin Provide update on playground survey at February Agenda</p> <p>Secretary Add playground survey update to February Agenda.</p>
<p>10. Lost and Found Coordinator - Terri Dobree</p> <ul style="list-style-type: none"> a. Teacher names on classroom (lost and found returns) 	<p>Admin Follow up on teacher names outside classroom doors.</p>
<p>11. Other:</p> <ul style="list-style-type: none"> a. Grade 4/5 Coordinator and Committee - Kara Shade b. Fruit and Veg Program Coordinator - Jo Hall c. Earthquake Coordinator - Steve Fish d. Event Food Coordinator - Vacant e. Spring Fair Coordinator - Vacant f. Indigenous Voice(s) (Formerly First Nations Rep) - Vacant 	<p>President Check in with Kara on planning and committee.</p>
<p>12. New Business</p> <ul style="list-style-type: none"> a. Sign for school fence - PAC materials purchase <ul style="list-style-type: none"> i. Determine amount and bring to PAC to vote. b. District strategic plan update <ul style="list-style-type: none"> i. work ongoing. School plan aligns nicely with strategic plan. 	<p>President Source pricing information regarding fence sign and provide to Treasurer for budget ask.</p> <p>Treasurer Put together proposal based on cost estimate provided by President (fence sign).</p>



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	<p>Admin Provide update at February PAC meeting regarding District Strategic Plan</p> <p>Secretary Add Admin report out on Strategic Plan to February Agenda.</p>
13. Motion to Adjourn	
Meeting Adjourned 7:41pm	<p>Motioned:</p> <p>Seconded:</p>
Next Meeting: February 16, 2022 Wednesday	

DECISIONS/MOTIONS	
December 15, 2021 Meeting Minutes	Approved

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. 	September 15, 2021 November 17, 2021 December 15, 2021	



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	<ul style="list-style-type: none"> • Contact Steve Fish regarding the earthquake box. • Add Nomination Committee for 2022/23 PAC to February Agenda. • Add playground survey update to February Agenda. • Add Admin report out on Strategic Plan to February Agenda. 	<p>January 19, 2022</p>	
<p>Communications</p>	<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) • Reminder post about upcoming Alison Reese presentations and KELSET beliefs. • Post COPACS survey when it is available. 	<p>September 15, 2021</p> <p>October 20, 2021</p> <p>December 15, 2021</p>	
<p>Admin</p>	<ul style="list-style-type: none"> • To receive information from Panorama regarding LIFE Program (share with teachers and families) 	<p>November 17, 2021</p>	



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	<ul style="list-style-type: none"> • 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.) • Provide update on playground survey at February Agenda • Follow up on teacher names outside classroom doors. • Provide update at February PAC meeting regarding District Strategic Plan 	<p>December 15, 2021</p> <p>January 19, 2022</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) • Provide float for Friday Jan 28 (popcorn sales) • Put together proposal based on cost estimate provided by President (fence sign). 	<p>September 15, 2021</p> <p>December 15, 2021</p> <p>January 19, 2022</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) • Discuss options for possible valentines treat day. • Check in with Kara on planning and committee. 	<p>September 15, 2021</p> <p>Oct 20, 2021</p> <p>December 15, 2021</p> <p>January 19, 2022</p>	In progress



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	<ul style="list-style-type: none"> Source pricing information regarding fence sign and provide to Treasurer for budget ask. 		
Vice-President(s)	<ul style="list-style-type: none"> Determine need (asks etc.)for Silent Auction. 	January 19, 2022	
Fundraising Coordinators	<ul style="list-style-type: none"> Contact Leanne regarding promoting popcorn friday on gym bulletin board. Discuss options for possible valentines treat day. 	January 19, 2022	
Playground Committee Coordinator	<ul style="list-style-type: none"> Opportunity to connect with Kim regarding grant writing and available grants. 	November 17, 2021	Ongoing
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

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)