|  |  | *Present: x* | | |
| --- | --- | --- | --- | --- |
| **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 | ḰELSET Cares | | x |
| Andrea Scott | ḰELSET Cares | |  |
| Tina Lee | ḰELSET Cares | |  |
| 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 |
| *Vacant* | Event Food Coordinator | |  |
| Randeen Chow | Bottle Drive Coordinator | |  |
| *Vacant* | Spring Fair Coordinator | |  |
| Celina Wachal | Grade 4/5 Team Member | | x |
| Caroline Hassit | Grade 4/5 Team Member | |  |
| *Vacant* | Indigenous Voice (First Nations Rep) | |  |
| **GENERAL ATTENDEES** | C Remi |  | | |
| Jenn Wolchyn |  | | |
| Samantha Andersen |  | | |
|  |  | | |
|  |  | | |
| 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**   * Heather Brass Welcome and Territorial Acknowledgement | | |  | |
| **ḰELSET Administration** | | |  | |
| **ḰELSET Administration Report -** Tassie Harris and Philip Jungen   1. **Update**    1. District Strategic Plan 2022-2027 – Philip       1. Survey Closes February 25, 2022       2. Asking all community members to take a look at 4 themes          1. Literacy: language, engage and communicate in understanding across curriculum          2. Indigenous Learning Success: removing barriers          3. Mental Health and Wellness: learners need to be grounded and have strong relationships.          4. Citizenship: laving learners being stewards within School and Community    2. Random Acts of Kindness Feb 14-17 - Tassie       1. Food and Clothing Donations - Student Hearts       2. Students given hearts by teachers, following noticing a random act of kindness. Students write name and post to kindness bulletin board       3. Slide Presentation - “kindness wings” bulletin boards in school 2. **New Information**    1. School Planning Update - Tassie       1. Classroom Programs          1. **Second Step** (social-emotional development)          2. **social thinking programs** (e.g., zones of regulation and we thinkers). provide students language to identify where their emotions are and use the skills to regulate their bodies.          3. **E.A.S.E** (everyday anxiety strategies for educators)          4. **Mindup**       2. Leadership Opportunities          1. Two school wide assemblies             1. Grade 3-5 in person and recorded for younger students.             2. Incorporate ḰELSET Beliefs. Student led.          2. Opportunities for older kids to lead games at lunchtime (i.e., field games, gaga ball)          3. Student-led morning announcements.          4. Reinforcing skills at home such as zones of regulation and ḰELSET Beliefs.       3. Promote physical wellbeing          1. SPARK: students start the day through engaging in different activities in the gym (short time). Start up once kids can join back together in person          2. Intramurals          3. Building up sports equipment at recess and lunch.    2. Proposed School Calendars for Public Feedback - Tassie       1. 22/23, 23/24, 24/25 on draft form and available on District website. Deadline for feedback is Friday Feb 18 at 4pm.    3. New Earthquake Bin - Philip       1. Existing (20ft container): Location as emergency storage is not ideal in an emergency situation. Ideal is further away from building and parking lot. This bin will stay and used for learning resources and school items that don’t need to be stored in building.       2. Propose purchasing a second bin to locate on north edge of playing field (within fenced area). Earthquake supplies would be transferred to this bin.          1. Step 1: Confirm Zoning (approved)          2. Step 2: Budget. Possible ask to PAC for funding support.    4. Enchanted Forest- Philip       1. Slide Presentation: Aerial view of school showing location on school grounds and images of the enchanted forest. Discussion around plans for the Forest space and current use followed:          1. Bench seated space for forest learning          2. 3 themes for working group             1. restoration and stewardship over time: Focus on areas that have been really hard on indigenous species   invasive species inventory (7-8) students have worked to identify  e.g., daphne (color coded with yellow flagging right now), periwinkle (matted over floor over more natural ground covers), english ivy, holly.   * + - * 1. Intentional use of Forest for outdoor classroom.   Indoor classroom in outdoor setting  Connect with Friends of North Saanich Parks (FNSP). New Education coordinator - new partnership between ḰELSET and FNSP.   * + - * 1. Time   Would like students to be in the forest more and spending time in nature.   * + - * 1. Possible future ask from PAC (e.g., monthly family work party.)         2. Classrooms currently able to use the space - especially as the weather improves.         3. Looking to rename the the Enchanted Forest with a SENĆOŦEN name       1. Question raised about forest condition heading into spring (i.e., branches down from winter storms etc).          1. Ongoing would need to close forest area on very windy days (safety). On school property therefore SD63 facilities is responsible to go in and do assessment. Remediation and/or dangers would be taken care of by facilities or an arborist.  1. **Upcoming Events**    1. Feb 14 – 17 Random Acts of Kindness Week    2. February 18 Professional Development Day (school not in session)    3. February 23-24 Early dismissal   classroom teachers will be reaching out to  parents regarding communicating student  learning   * 1. February 23 Pink Shirt Day   virtual assembly   * 1. March 16 Reading Link Challenge (Grade 4/5 level)   2. March 17 Reports Home   3. March 18 Last day before Spring Break | | | **Communications:**  Post Strategic Plan Survey  Post District Calendar feedback (deadline February 18, 2022)  [Proposed School Calendars for Public Feedback - 2022/2023, 2023/2024, and 2024/2025 | Saanich School District](https://www.sd63.bc.ca/news/2022-01/proposed-school-calendars-public-feedback-20222023-20232024-and-20242025) | |
| **ḰELSET PAC Executive** | | |  | |
| 1. **Administrative** - Keira Drake (Secretary)    1. Approve January 19, 2022 Meeting Minutes    2. Review Action items 2. **Vote:** Samantha Andersen to replace Keira Drake as ḰELSET PAC   Secretary  **motioned** | | | **January 19, 2022**  **Minutes APPROVED**  **Motioned:** Jess Hopkins  **Seconded:** Gary Ng  **Motion:** Samantha Andersen new ḰELSET PAC Secretary | |
| 1. **President’s Report**  - Heather Brass, President    1. School Fence Bulletin Board (Forest Park Drive)       1. Board 1 in the middle fence panel accessing the field from Panorama,       2. Board 2 (if funds available) by the Kindergarten Classroom steps at the front of the school       3. **Vote:** ḰELSET PAC funding up to $500 for purchase and installation of Bulletin Board (one or two boards, depending on available funding          1. Discussion around whether 1 or 2 boards.             1. General preference is two boards.             2. Offer: Meghan Judson’s husband can make custom flashing for the board.          2. Michelle (treasurer) Budget ($500).          3. motion: $500 in funds fence signage. | | | **Motion:** Approved $500 budget for school fence bulletin boards  **President**  Connect with Meghan re: custom flashing for signage. | |
| 1. **3. Vice-President Report**  - Jessica Hopkins & Andrea Paget    1. Prep for March AGM - Nomination Committee for 2022/23 PAC       1. ḰELSET PAC position vacancies (March AGM to vote in PAC Executive for 2022/23 school year)          1. Fundraising (key position)          2. Indigenous Voices          3. Earthquake Coordinator          4. Fruit and Veggie Coordinator (foodsafe required).             1. monthly or bi-weekly donation of fruits and veg to sort into each division for teacher distribution.          5. COPACS representative (potential interest expressed)          6. Co-President or Vice-President             1. Leading meetings when President isn’t available to.             2. Lead March PAC AGM          7. Other? | | | **Communications:**  Post for PAC Executive positions next year. | |
| 1. **Treasurer Report** - Sonia Vicente and Michelle Squire    1. Balances       1. $25,621.74 (operating)       2. $ 13,466.51 (gaming)       3. Heather, Megan, Sonia and Michelle signing authority.    2. School Supply Reimbursement       1. Brief discussion around the process for teaching staff to submit receipts for reimbursement from PAC. | | |  | |
| 1. **COPACS Representative** - Liz Keating    1. COPACS in desperate need to recruit for executive positions to prevent folding: President, VP, Secretary       1. Please contact copacssd63@gmail.com if interested in a position within COPACS.       2. Expectation to attend the majority of meetings (1 x month).       3. Individuals can be on both COPACS and ḰELSET PAC.    2. ḰELSET interest in Nature Wagon Program? Pilot Project to begin 2022/2023 with shared funding between PACs and COPACS       1. resources for students and teachers to get students into Nature. Works with strategies for coming years, including indigenous learners, wellness, literacy.       2. Cost is $750 / wagon. COPACS has funding for an initial $1000          1. Philip: ḰELSET has a teacher rep for nature wonder wagons.          2. Maybe take a vote at another meeting. | | | **Communications**  Post for COPACS available executive positions.  **Secretary**  Add nature wagon funding vote to future agenda | |
| 1. **Fundraising Coordinators and Fun Lunch Coordinators** - Tiffany   Brantley and Christina McCulloch   1. Report on current or upcoming fundraisers / plans    1. March 18: PURDYs order deadline (April 4th order pick up; details to come)    2. Delivered 24 backpacks to seacider ($900)       1. selling for $80 which includes a bottle of cider.    3. No rush for removing backpacks from Vantreight Sea Can    4. Friday Popcorn Feedback       1. sold out by 3:09 - 400 bags ($305.60).       2. Some people gave donations and/or didn’t take change.       3. Next schedule for Feb 25th (500 bags) and March 18       4. Still need volunteers and will plan for extra tables. 2. Spring ideas    1. Epicure Fundraiser and Cookie Dough. 3. Paradise Cheese logistics not ideal. Requirement to pick up cheese from Nanaimo. | | | **Communications:**  POPCORN days Feb 25 and March 18. Ask for Volunteers too. | |
| 1. **Event Committee Coordinators** - Jessica Hopkins and Andrea   Paget  *Indoor events are on hold until further notice*   1. Silent Auction Update    1. Seeking volunteers to secure donations       1. Some donations coming in       2. Would like extra help from PAC to secure donations. Spreadsheet available.    2. Looking at the beginning of May for running the Silent Auction. | | | **Communications**  Post on PAC facebook for seeking donations for Silent Auction (Likely in May) | |
| 1. **ḰELSET Cares Coordinators -** Andrea Scott, Tina Lee, Kristin   Schnurr   * 1. February Food / Clothing Drive update      1. Very successful clothing drive and food drive for forgotten lunch program. | | |  | |
| 1. **Playground Project Coordinator & Committee**   Meghan Judson, Cathy Watts / Gary Ng   1. Playground Survey Update    1. Philip: potential playspace developments and updates. Questions were posed to the teachers regarding the current playspace elements, what is working, what meets needs or not and ideas for improvement.       1. considering a place for students for inclement weather (e.g. covered structured play area).       2. Lots of strengths of current playground:   Green space, combination of different zones, good visibility for supervisors.   * + 1. Tassie and Philip still need to share this info back with staff and will share details back to PAC at that time.  1. Committee name change proposal: Playspaces and Outdoor Enrichment Committee 2. PAC offer to replenish outdoor play equipment (e.g., balls). 3. SCOTTS grass seed company:    1. $2500 grant towards gardens and outdoor things at schools and non-profits. Application has to be in by Feb 28th. First 300 applications considered.    2. School parent has offered to put together    3. ​​<https://www.civicinfo.bc.ca/grants?grantid=974> | | | **ADMIN and POEC** to connect regarding the need for playground equipment (e.g., outdoor balls).  **ADMIN**  present playground survey details to PAC when available. | |
| **11. Grade 4/5 Coordinator and Committee**  - Kara Shade   1. Update    1. Treasurer: No funding assigned for approved for Grade 4/5 farewell currently.    2. Ideas:       1. Committee looking at tee-shirts (not yearbooks).       2. Considering something like wildplay for a day.          1. In previous years a 4/5 teacher involved and says what they are comfortable with.          2. on the radar of 4-5 teachers and school admin. | | | **Kara and Admin** to connect regarding Plans for grade 4-5 farewell.  **PAC President**  Support and connect moving parts of grade 4/5 farewell | |
| **12. Other:**   * 1. **Lost and Found Coordinator -** Terri Healy   2. **Fruit and Veg Program Coordinator** - Jo Hall   3. **Earthquake Coordinator** - Steve Fish   4. **Event Food Coordinator** - Vacant   5. **Spring Fair Coordinator** - Vacant   6. **Indigenous Voice(s) (Formerly First Nations Rep)** - Vacant | | |  | |
| **13. New Business**  Question was raised around school disposable mask supply. Philip confirmed the school is receiving a new shipment.  Question was raised about reusable masks found on school grounds. Administration confirmed masks must be disposed of if the owner not identified. Suggested lanyard strings to attach to masks. | | |  | |
| 1. **Motion to Adjourn** | | |  | |
| **Meeting Adjourned 8:07pm** | | | **Motioned:**  **Seconded:** | |
| **Next Meeting: March 16, 2022 Wednesday** | | | | |

| **DECISIONS/MOTIONS** | |
| --- | --- |
| January 19, 2022 Meeting Agenda | **Approved** |
| $500 budget for school fence bulletin boards | **Approved** |
| Samantha Andersen new ḰELSET PAC Secretary | **Motioned** |
|  |  |

| **ACTION ITEMS** | | | |
| --- | --- | --- | --- |
| **Role** | **Action(s)** | **Meeting Date** | **Status** |
| **Secretary** | * Add Spring Fair to future agenda * Add walk and wheel to a future agenda (March) * Add ‘potential math program’ to spring agenda. * 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.~~ * Add nature wagon funding vote to future agenda | September 15, 2021  November 17, 2021  December 15, 2021  January 19, 2022  February 16, 2022 | Complete |
| **Communications** | * 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:~~   + ~~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 ḰELSET beliefs.~~ * ~~Post COPACS survey when it is available.~~ * Post on PAC facebook for seeking donations for Silent Auction (Likely in May) * Post for upcoming popcorn days Feb 25 and March 18. Ask for Volunteers too. * Post for PAC Executive Positions open for 2022/23 school year * Fundraising (key position) * Indigenous Voices * Earthquake Coordinator * Fruit and Veggie Coordinator (foodsafe required). * Co-President or Vice-President * Post for COPACS available executive positions. * President, VP, Secretary * Post Strategic Plan Survey * Post District Calendar feedback (deadline February 18, 2022)   [Proposed School Calendars for Public Feedback - 2022/2023, 2023/2024, and 2024/2025 | Saanich School District](https://www.sd63.bc.ca/news/2022-01/proposed-school-calendars-public-feedback-20222023-20232024-and-20242025) | September 15, 2021  October 20, 2021  December 15, 2021  February 16, 2022 | Complete  Complete |
| **Admin** | * 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.) * ~~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~~ * Connect with Kara Shade regarding Plans for grade 4-5 farewell. * present playground survey details to PAC when available. | November 17, 2021  December 15, 2021  January 19, 2022  February 16, 2022 | Complete |
| **Treasurer** | * 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). | September 15, 2021  December 15, 2021  January 19, 2022 | In progress |
| **PAC President** | * ~~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.~~ * ~~Source pricing information regarding fence sign and provide to Treasurer for budget ask.~~ * Support and connect moving parts of Grade 4/5 farewell. * Connect with Meghan Judson re: custom flashing for signage. | ~~September 15, 2021~~  ~~Oct 20, 2021~~  ~~December 15, 2021~~  ~~January 19, 2022~~  February 16, 2022 | Complete |
| **Vice-President(s)** | * Determine need (asks etc.)for Silent Auction. | January 19, 2022 |  |
| **Fundraising Coordinators** | * Contact Leanne regarding promoting popcorn friday on gym bulletin board. * Discuss options for possible valentines treat day. | January 19, 2022 |  |
| **Playground Committee Coordinator** | * Opportunity to connect with Kim regarding grant writing and available grants. * Connect with Admin regarding the need for playground equipment (e.g., outdoor balls). | November 17, 2021  February 16, 2022 | Ongoing |
| **Earthquake Coordinator** | * Connect with ḰELSET Admin to ensure earthquake box is up to date and stocked. | September 15, 2021 | Not started |
| **Grade 4 / 5 Coordinator** | * 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 |

**ḰELSET PAC CONTACT:**

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

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

General Email: [kelsetpac@gmail.com](mailto:kelsetpac@gmail.com)

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