|  |  | *Present: x* |
| --- | --- | --- |
| **ADMINISTRATION** | Tassie Harris  | Principal | x |
| Philip Jungen | Vice-Principal |  |
| **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  |  |
| Michelle Squire | Co-Treasurer (Mentor) | x |
| Samantha Andersen | Secretary | x |
| Christina McCulloch | Fundraising Coordinator (Mentor) and Fun Lunch Coordinator  | x |
| Tiffany Brantley | Fundraising Coordinator and Fun Lunch Coordinator  | x |
| Matt Rutherford  | Communications Coordinator |  |
| Liz Keating | COPACS Representative | x |
| Kristin Schnurr | ḰELSET Cares | x |
| Andrea Scott | ḰELSET Cares | x |
| Tina Lee | ḰELSET Cares | x |
| 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 |
| *Vacant* | Event Food Coordinator |  |
| Randeen Chow | Bottle Drive Coordinator  |  |
| *Vacant* | Spring Fair Coordinator |  |
| Celina Wachal  | Grade 4/5 Team Member |  |
| Caroline Hassit | Grade 4/5 Team Member |  |
| *Vacant* | Indigenous Voice (First Nations Rep) |  |
| **GENERAL ATTENDEES** | Krystal B (Guest) |  |
| Jess Dean (Guest) |  |
| Jennifer Wolchyn (Guest) |  |
|  |  |
|  |  |
| 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 Jungen1. **Update**
	1. Health & Safety Updates
		1. Rapid test kits are still available for pickup at the front office with Leanne Lawson.
		2. An email will be sent out to all KELSET families about the changing policies for return after spring break.
			1. The option to wear masks begins after students return on April 4, 2022.
			2. The school staff really appreciated continued efforts to provide masks for students and wear them upon pickup and keeping distance at the school during the past months.
			3. ḰELSET will be eliminating the soft start time to have firm 8:40am start each morning.
			4. The school will be gradually introducing more in person activities in the coming months.
				1. Buddy classes have started.
				2. More in person assemblies in the future.

Possibly two groups for assemblies.* + - * 1. Guests of ḰELSET are allowed into the school as per usual.
				2. Parents are requested to refrain from coming into the school unless they have an appointment. This is so the health order can be followed as closely as possible at this time.
	1. School Planning Updates:
		1. Student Leadership Opportunities
			1. Providing these opportunities for older students to take on more responsibility within the school.
				1. Morning Announcements: two students do the morning announcements from grade 4/5 each day for one week. The following week they teach two new students to take over.
				2. Student led games like 4 square and Gaga ball
				3. Taking a leadership role in play for recess by helping bring out equipment for games and sports.
				4. Build and encourage relationships between classrooms
		2. Physical Wellness
			1. Spark: Beginning after Spring break
				1. This will be a 20 min activity where children will have the option to be outside running laps or in the gym completing a physical workout with Mr. Sly.
1. **New Information**
	1. Grade 5 Transition
		1. Ensure that families have brought in their form for students transitioning from Elementary school to middle school. It lets the school know what school you would like to attend, especially if it is out of catchment.
		2. Both Bayside and North Saanich will have further information in the spring for new students. (ḰELSET is the only elementary school that currently has two catchments at this time.)
	2. Cross Country
		1. Students in grades 3, 4, 5 can join cross country.
		2. Meets will take place April 20, 27th, May 4th. The meet on April 27th will be at ḰELSET Elementary with students running behind Panorama Rec.
		3. Cross country will be run by Ms. Sheridan and Mr.. Swift-Fry.
		4. Practice will be after school at 3:30pm or 3:45pm.

 * 1. Welcoming UVIC Teacher Candidates
		1. ḰELSET would like to welcome Amanda Bisset, Charlotte Junker, and Erica Stringer to the school this spring.
			1. They will be in our grade 4/5 classes beginning on April 19th for 6 weeks.
1. **Upcoming Events**
	1. March 16 Reading Link Challenge
		1. Librarian from the Saanich library attended the competition. Students may go on to a larger district challenge and compete at a later date.
	2. March 17 Reports Home & Wear green and gold!
	3. March 18 Last day before Spring Break
	4. March 21 – April 4 Spring Break (no school)
	5. April 4 Return to School
	6. April 6 Virtual Assembly
	7. April 15 Holiday (no school)
	8. April 18 Holiday (no school)
 | **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** - Samantha Andersen (Secretary)
	1. Approve Feb 16, 2022 Meeting Minutes
	2. Review Action items
 | **February 16, 2022****Minutes** **Motioned: Michelle Squire****Seconded: Meghan Judson** |
| 1. **President’s Report**  - Heather Brass, President
	1. Picnic Backpacks have been moved to the Roost.
		1. Heather has connected with Tara McMullan.
			1. Tara has agreed to store the backpacks and sell them in the gift store. She has taken 14 boxes of 6 backpacks.
	2. Still researching options for the fence bulletin board. Hope to purchase before next PAC meeting.
	3. Picked up Spring Fair materials from the previous coordinator. Hoping we can revisit this fun event in 2023!
		1. We will need to speak with admin and get enough volunteers to run the event.
	4. Updates to our Constitution and Bylaws. Is anyone willing to be part of a Committee to review and suggest changes?
		1. These bylaws were last updated in 2013 and should be reviewed as school planning council no longer exists. We need to create a committee to read over the bylaws and constitutions and update as needed.
			1. Jessica Hopkins, Michelle Squire, Meghan Judson have all volunteered to join Heather on a committee to read over the bylaws.
 | **PAC PRESIDENT**Purchase fence bulletin board.**Constitution and Bylaw Committee**Review the Constitution and Bylaws. |
| 1. **3. Vice-President Report**  - Jessica Hopkins & Andrea Paget
	1. AGM Official Business: Nominations for positions for 2022/23 School Year & Vote (if necessary)
	2. Voting took place during this meeting for all positions. Positions are filled as follows:

President: Heather BrassVP/Events: Jess Hopkins and Andrea PagetTreasurer: Sonia VicenteSecretary: Samantha AndersenCommunications: Matt RutherfordFundraising: TBDFun Lunch: Christina McCulloch, Tiffany Brantley COPACS: Kylee Lothrup KELSET CARES: Andrea Scott, Tina Lee, Kristin SchnurrSilent Auction: Jess Hopkins, Andrea PagetPlayground Committee: Megan Judson (Coordinator), Gary NgGrade 5 Farewell: Kara ShadeLost and Found: Terri Heely (Dobree)Bottle Drive: Randeen Chow* 1. GoogleForms Volunteer Recruitment Form created
		1. Planning to distribute to school community & new kindergarten parents
		2. Heather has already posted the form on our ḰELSET PAC facebook page in order to reach out for more volunteers
		3. This form will be sent again next Aug/Sept for new and keen parents.
		4. Looking into the possibility of adding a link in the kindergarten package so that new parents will be aware of the PAC.
			1. During Covid it was a huge loss not having parents in the school and its important to get them back in and involved.
 |  |
| 1. **Treasurer Report** - Sonia Vicente and Michelle Squire
	1. Balances
		1. $25,922.36 (operating)
		2. $13,468.57 (gaming)
		3. Heather, Megan, Sonia and Michelle signing authority.
 |  |
| 1. **COPACS Representative** - Liz Keating
	1. COPACS need to recruit for the following critical positions: President, VP, Secretary
	2. ḰELSET interest in Nature Wagon Program? Pilot Project to begin 2022/2023 with shared funding between PACs and COPACS. Need to decide on date for vote for program funding.
 | **COPACS**Finalize date to vote for nature wagon program funding. |
| 1. **Fundraising Coordinators and Fun Lunch Coordinators** - Tiffany Brantley and Christina McCulloch
2. Report on current or upcoming fundraisers / plans
	1. Purdys Fundraiser is finishing on Friday March 18, 2022 with a profit of $320.00. Purdy’s will be delivered on April 4th.
	2. The two popcorn days next month will be Friday April 8th, 2022 and April 28th, 2022.
		1. Popcorn sales worked best with two areas to deal with congestion of students
		2. Last popcorn day sold out of 500 bags with a profit of $353.52
		3. Since there are two popcorn days in April, PAC will order 1,000 bags for the month. If they sell over half at the first popcorn day, then we can order more for the second.
	3. Next fundraiser will be for cookies after spring break
	4. Possible book fundraiser idea:
		1. ḰELSET will host a book drive for a few days where parents can drop off books that will be sorted into different age groups and categories
		2. Classes can then go through one at a time to purchase books for a loonie or a toonie
		3. This is a nice way for students to repurpose and exchange their own books for new ones
		4. Once books have been purchased, teachers can go through the remainder for their classrooms
		5. Could also do the event outside so families can come through
		6. Idea from Lochside Elementary: Instead of pricing every book, each child brings $2.00 and gets as many books as they like. A flat rate may be less work for the organizational side of things
		7. Include our Librarian in this activity. Donated books may help mitigate the financial losses due to library books that fail to return to the school.
			1. Literacy in the home is so important and leftover books from this event would be great for children who do not have the opportunity for reading in their homes.
 |  |
| 1. **Event Committee Coordinators** - Jessica Hopkins and Andrea

 Paget *Indoor events are on hold until further notice*1. Silent Auction Update
	1. Auction will be happening in May
	2. Need help from the PAC to reach out to local businesses to get monetary donations or items to sell
 | **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. This year the team made donation boxes
	2. An idea for next year is to possibly go to Value Village where they will buy the extra clothes from our clothing drive
	3. Putting specific items on the list this year ensured we received wonderful items
	4. School cupboards are stocked with food and extra clothes for children who need it at school
	5. Due to rising food costs, the Breakfast Club of Canada gave ḰELSET a lump sum of money towards the food program. The lump sum donation is easier to use than the gift cards for specific stores. Next year, ḰELSET will ask the PAC for only a small amount after this donation this year.
 |  |
| 1. **Playground Project Coordinator & Committee**

 Meghan Judson, Cathy Watts / Gary Ng* 1. Will be connecting with the school to sort out which grants to apply for or whether to talk with playground equipment companies
	2. Phillip will be in touch with Meghan with information from the staff and ultimately what will work well for the kids
	3. On a smaller scale we will be looking at updating and improving our picnic tables and sheds as well.
 |  |
| **11. Grade 4/5 Coordinator and Committee**  - Kara Shade1. Update
	1. Hoping to host a Bottle Drive around April 23rd to fundraise
		1. Glanford Bottle Depot
		2. Randeen Chow connect with Kara to provide info on how these work
	2. Committee is to propose ideas to the Grade 4/5 Teachers, then bring a funding request to the PAC for consideration.
		1. Still interested in doing Wild Play.
		2. Only grade 5 to make it more cost efficient
		3. looking at ways to fund the day
		4. planning a celebration in June in the gym for grade 5 and their families …photo booth, special keepsake, and cupcakes
 |  |
| **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**1. Walk & Wheel - from the CRD Website:
	1. W&W used to happen in October. W&W can now take place any time in the school year
	2. W&W events can be run for any duration of time – choose to run W&W Wednesdays, W&W Week, W&W Month, etc.
	3. If desired, W&W events can happen multiple times a year
	4. W&W can be classroom or whole school based
	5. Schools are encouraged to register their event by [email](https://www.crd.bc.ca/contact-us?r=climate-action). Registered schools can request a small encouragement prize package. Schools that register and submit Hands Up Survey data after their event will receive graphs showing school travel patterns and will be entered into a draw for a bigger prize in June!
2. Collection of Buffs and Stickers available. Is there something we want to do with these in April or May or should it be revisited in the fall?
	1. This item to be revisited next fall.
3. April 14th is last time to register for BCCPAC AGM meeting in Vancouver
4. Monk Office Supply reached out and wants to supply school supplies next years at a discount. ḰELSET has previously found it is better to do this through the teachers and will continue to do so next year.
 |   |
| 1. **Motion to Adjourn**
 |  |
| **Meeting Adjourned 7:37pm** | **Motioned:** **Seconded:**  |
| **Next Meeting: April , 2022 Wednesday**  |

| **DECISIONS/MOTIONS**  |
| --- |
| February 16, 2022 Meeting Agenda  |  |
|  |  |
|  |  |
|  |  |

| **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 nature wagon funding vote to future agenda
 | September 15, 2021November 17, 2021December 15, 2021January 19, 2022February 16, 2022 | **Complete****Complete** |
| **Communications** | * Notice to families re: Parking
* Add to facebook and newsletter - general donations to the PAC via etransfer
* 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, 2021February 16, 2022 |  |
| **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.)
* Connect with Kara Shade regarding Plans for grade 4-5 farewell.
* present playground survey details to PAC when available.
 | November 17, 2021December 15, 2021February 16, 2022 |  |
| **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, 2021December 15, 2021January 19, 2022 | In progress |
| **PAC President** | * Support and connect moving parts of Grade 4/5 farewell.
* Connect with Meghan Judson re: custom flashing for signage.
* Purchase fence bulletin board.
 | February 16, 2022 |  |
| **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 Say at Panorama regarding grant writing and available grants.
* Connect with Admin regarding the need for playground equipment (e.g., outdoor balls).
* looking at updating and improving our picnic tables and sheds as well.
 | November 17, 2021February 16, 2022March 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, 2021October 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

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