|  |  | *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 |
| 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 |  |
| Kristin Schnurr | ḰELSET Cares |  |
| Andrea Scott | ḰELSET Cares |  |
| Tina Lee | ḰELSET Cares |  |
| Meghan Judson | Playground Committee Coordinator |  |
| 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 |  |
| Celinia Wachal  | Grade 4/5 Team Member |  |
| Caroline Hassit | Grade 4/5 Team Member |  |
| *Vacant* | Indigenous Voice (First Nations Rep) |  |
| **GENERAL ATTENDEES** | Simone | member at large |
| Jen Wolchyn  | member at large |
| Adam Walsh | guest |
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| Call to order at 6:50 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 1. **Updates**
	1. Volunteer Appreciation
		1. The volunteer tea today honored all parents and volunteers that help in and around the school.
		2. Was a great opportunity to thank all those who help out with all programs at the school.
2. **New Information**
	1. June Learning Update
	2. Freshgrade
		1. This is the current online platform for portfolios and sharing
		2. It will be shutting down this year
		3. Saanich schools are looking for a new online platform for the teachers to use to share work with parents
		4. They are currently working with a tech company to build and adjust a new platform for all Saanich schools
	3. Photography options
		1. The schools provider for all school photos has been Life touch for many years.
		2. This year they have looked at the model that they are providing and what the school needs and there are few things they have identified as needs:
			* 1. Flexibility: Since Lifetouch is a large corporation they work on a busy inflexible schedule
				2. Timing: Getting the photos earlier would be a greater help to school attendance as well as parents
				3. Hiring Local: Looking to develop a relationship with a photographer who would get to know the staff and students and be flexible to coming on more than just photo days. Possibility to bring in someone on fun days etc.
				4. Simpler form, lower cost for families are also to be considered. That way more families can order photos of their children.
				5. Also a thought that not only a student's photo can be taken, but siblings or family.
				6. Would like to consider not using the gym and blue backdrop as usual, but to do the photos in nature in a more authentic environment.
				7. Each school has an individual agreement with a photographer so KELSET gets to decide who we choose.
				8. This model being proposed will be a pilot program for others moving forward. They will hire a photographer but a third party will be used for printing.
				9. By using a smaller company, Admin wants to ensure safety and security of the photos of these children and that they will not be distributed anywhere else.
3. **Upcoming Events**
	1. June 20-24: KELSET Indigenous Focus week
		1. Unveiling of Welcome Pole at SBO
		2. Sharing of Canoe Carving and Placing Ceremony slideshow
			1. For a few weeks each year after the launch, the canoe will be kept down so that children can see it more closely.
		3. Cultural displays
	2. June 21: National Indigenous Peoples Day
		1. Welcome figure will be unveiled on a lifestream in the classrooms for the students to see.
	3. June 22: Grade 4/5 Heritage Acres field trip
	4. June 23 & 24: Grade 4/5 McTavish Art Academy field trip
	5. June 26: Victoria Pride Parade
	6. June 27: Fun Day (am)
	7. June 28: Year End Assembly and Grade 5 Celebration
	8. June 29: Reports home & last day for students
 |   |
| **ḰELSET PAC Executive**  |  |
| 1. **Administrative** - Samantha Andersen (Secretary)
	1. Approve May 18, 2022 Meeting Minutes
	2. Review Action items
		1. Reflex Math Program: Need a decision in the fall as to whether or not the school purchases it again.
 | **May 18, 2022 Minutes** **Motioned: Tiffany Brantley****Seconded: Michelle Squire****ACTION: ADMIN to vote in September on whether or not Reflex should be purchased for the year.** |
| 1. **President’s Report**  - Heather Brass, President
	1. Vote on funding the Fun Lunch June 29th with PAC funds
		1. Request from Admin to fund the Fun Day lunch
		2. In the past KELSET has used Panago or Sidney Bakery
		3. Need to inform parents that lunch is being provided.
			1. Google form or take-home forms need to be provided in order to account for orders and allergies.
				1. Paper form will be sent out by Friday for all students.
		4. Panago is able to accommodate that day if we choose to use them.
			1. They are able to provide cheese and Hawaiian pizza, and have options for both gluten free and dairy free students.

**MOTION:****Motion to approve that the PAC funds Fun Day lunch in an amount of $1500.00** **Majority voted in favor. Vote has passed.*** 1. Retirement Gift for Mrs. Manning: Update on funding
		1. Update: Ms. Stewart has accepted our $100.00 donation from the PAC towards the SPCA in honor of Mrs. Manning.
	2. Request for info re. Earthquake Bin supply transfer
		1. This is still being worked on by Admin.
		2. Hoping to be sorted by June 30, 2022.
	3. Update on Before and After school care for ḰELSET
		1. Update was placed in the newsletter.
		2. Our school needs to reach out to Panorama to see if there is a possibility for out of school care.
		3. As a result of the newsletter, 4 people responded that they are looking for care.
			1. Heather contacted Cordova Bay, Keating and Sidney Elementary.
			2. Caboose Club is being used by some of these schools in portables on site and the gymnasiums.
			3. Grants have been applied for by other Elementary schools and they have funded other buildings on site to run programs.
			4. Greenglade and Pacific Heart are both close by but have limited space for children.
 | **ACTION:** **MOTION:**Approval of funding from the PAC for $1500.00 towards Fun Lunch.**ACTION:** President to connect with Panorama to see if they can house an out of school care program. |
| 1. **Vice-President Report**  - Jessica Hopkins & Andrea Paget

 \*See Event Committee Below\* |  |
| 1. **Treasurer Report** - Sonia Vicente and Michelle Squire
	1. Balances
		1. $35,918.96 (operating)
		2. $13,479.24 (gaming)

At the beginning of the year, Michelle presented a deficit budget.Due to everyone’s hard work in fundraising this year, we will be coming in at $10,000.00:$4,000 in backpacks$1500.00 in popcorn sales$900.00 Book Sales$8,000.00 Silent Auction$1159.00 Cookie Dough Sales |  |
| 1. **COPACS Representative** - Liz Keating
	1. COPACS need to recruit for the following critical positions: President, VP, Secretary or the organization will fold.
	2. Nature Wagon Program
 | **ACTION:****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. Book Sale: $963.45 in sales
	2. Bottle Drive: approx $1000.00-$1500.00
	3. Cookie Dough pick-up Friday June 17, 2022
	4. Final Popcorn Sales/ Freezie Sale:
		1. June 24 is the next popcorn day
		2. There are only 134 bags of popcorn left, so more of the favorite flavors will be ordered for this sale.
			1. Freezies will also be sold
			2. Books from the book sale will be available for donation.
	5. Budget for Fun Day Lunch: $1500.00 approved by the PAC.
 |  |
| 1. **Event Committee Coordinators** - Jessica Hopkins and Andrea

 Paget* 1. Silent Auction Update:
		1. Auction was very successful
		2. Made over $8,000.00
	2. Picnic Tables from Silent Auction: Bids and Plaques
		1. One picnic table was sold
		2. We would like to pay for more picnic tables
		3. THere is a possibility of getting second hand picnic tables from Mary’s Blue Moon Cafe
 | **ACTION:** Jessica to check with Mary’s Cafe to see if the picnic tables that are outside can be purchased for our school. |
| 1. **ḰELSET Cares Coordinators -** Andrea Scott, Tina Lee, Kristin Schnurr
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| 1. **Playground Project Coordinator & Committee**

 Meghan Judson, Cathy Watts / Gary Ng* 1. Introduction of Adam Walsh, new parent to the school and Habitat Systems Business Development Manager
		1. There are a variety of grants to help pay for a new playground.
			1. Many grants are “matching grants”
			2. Grants may be given to schools that are more of a priority than others, and that have accessibility issues.
				1. This covers more than just wheelchair access. These new playgrounds are sensitive to children on the autism spectrum as well as sensory processing issues.
		2. Adam works for Habitat, which actually has a grant writing program to help schools apply for grants in order to pay for a new playground.
 | **ACTION:** **Playground Committee** Liaise with Admin on outdoor space ideas that surround the new Earthquake bin. A possible deck, playspace or classroom space? |
| **11. Grade 4/5 Coordinator and Committee**  - Kara Shade1. Update on Grade 4/5 celebrations this month
	1. Yearbooks have been purchased through London Drugs for approx $480.00
	2. She is well under the budget that we allotted her of $1500.00
 |  |
| **12. Other:*** 1. **Lost and Found Coordinator -** Terri Healy
		1. All lost and found items will be wheeled outside on Monday June 27th (before & after school) for parents to view/retrieve.
	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
	7. **Staff Appreciation -** Gary Ng, Tiffany Brantley, Sam Andersen
 | **ACTION:****President**Follow up with the Treasurer to determine if the money for a retirement gift comes from the Staff Appreciation fund.  |
|  **13. New Business** |   |
| **14. Motion to Adjourn** |  |
| **Meeting Adjourned 8:40pm** | **Motioned: Heather Brass****Seconded: Michelle Squire** |
| **Next Meeting: September , 2022 Wednesday**  |

| **DECISIONS/MOTIONS**  |
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| June 15, 2022 Meeting Agenda  |  |
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| **ACTION ITEMS**  |
| --- |
| **Role**  | **Action(s)** | **Meeting Date** | **Status** |
| **Secretary**  | * Add ‘potential math program’ to June agenda for vote in Fall
* Add nature wagon funding vote to future agenda
 | November 17, 2021December 15, 2021February 16, 2022 |  |
| **Communications** | * Post for PAC Executive Positions open for 2022/23 school year
* Fundraising (key position)
* Indigenous Voices
* Earthquake Coordinator
* Fruit and Veggie Coordinator (foodsafe required).
 | February 16,2022 | Ongoing |
| **Admin**  |  |  |  |
| **Treasurer** | * Follow up for volunteer ask if required (north saanich grant and aid)
 | September 15, 2021 |  |
| **President** | * Get bulletin board to Chad Paget for waterproofing modifications and to see it mounted on the school fence when it is ready.
* Follow up with Treasurer to determine if the money for a retirement gift (Mrs. Manning) comes from the Staff Appreciation fund.
 | May 2022 | In Progress |
| **Vice-President(s)****& Events** | * Create a PAC Recruitment postcard to be distributed at Kindergarten Orientation event (Jess / Heather)
* Determine dates for Police & Fire Escorts in conjunction with the two departments and communicate dates to Admin
 | May 18 2022May 18 2022 | In Progress |
| **Fundraising Coordinators** |  |  |  |
| **Play Spaces & Outdoor Enrichment 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).
* Look into updating and improving our picnic tables and sheds as well.
* Liaise with Admin on outdoor space ideas that surround the new Earthquake bin. A possible deck, playspace or classroom space?
 | November 17, 2021February 16, 2022March 16, 2022May 2022 | OngoingOngoingOngoingOngoing |
| **Earthquake Coordinator**  | * Connect with ḰELSET Admin to ensure earthquake box is up to date and stocked.
 | September 15, 2021 |  |
| **Grade 4 / 5 Coordinator** |  |  |  |
| **COPACS Rep** | * Finalize date to vote for nature wagon program funding.
 | May 2022 |  |

**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>

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