|  |  | *Present: x* | | |
| --- | --- | --- | --- | --- |
| **ADMINISTRATION** | Tassie Harris | Principal | | x |
| Krista Hale | Vice-Principal | | x |
| **PAC EXECUTIVE** | Heather Brass | President | | x |
| Jessica Hopkins | Vice-President/Event Committee/Silent Auction | | x |
| Andrea Paget | Vice-President/Event Committee/Silent Auction | | x |
| Sonia Vicente | Treasurer | | x |
| Samantha Andersen | Secretary / Spring Fair | | x |
| Mandy Ospina | Fundraising Coordinator | | x |
| Tiffany Brantley | Fundraising (mentor)/Fun Lunch/Spring Fair | | x |
| Christina McCulloch | Fun Lunch Coordinator | | x |
| Matt Rutherford | Communications Coordinator | |  |
| Kylee Lothrop | COPACS Representative | | x |
| Kristin Schnurr | ḰELSET Cares | |  |
| Andrea Scott | ḰELSET Cares | |  |
| Tina Lee | ḰELSET Cares | |  |
| Adam Walsh | Playground Committee & Earthquake Coordinator | | x |
| Cathy Watts | Playground Committee | |  |
| Meghan Judson | Play Spaces and Enrichment Committee | |  |
| Terri Dobree | Lost and Found Coordinator | |  |
| Jo Hall | Fruit and Veg Coordinator (Mentor) | |  |
| Kay Riggins | Fruit and Veg Coordinator | |  |
| Tess Stittle | Fruit and Veg Program | |  |
| Randeen Chow | Bottle Drive Coordinator | |  |
| Jen Wolchyn | Spring Fair Coordinator Team | | x |
| Gary Ng | Teacher Appreciation | |  |
|  |  | |  |
| *Vacant* | Indigenous Voice (First Nations Rep) | |  |
| **GENERAL ATTENDEES** | Diana Franklin | Events & Spring Fair Committee | | |
| Kim Say | Events Committee | | |
| Kate Dobson |  | | |
| Jessica Dean | Events Committee | | |
| Mary Wolske | Grade 5 Farewell, Fundraising/Grant Writing | | |
| 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 Krista Hale   1. **Updates**    1. **KELSET 3 Year School Plan (2021-24)**       1. Focus on Social/ Emotional Learning       2. Academic Goal for Literacy          1. Looking at data and report cards from the previous year, staff felt that this was of most importance             1. Improve student achievement through a variety of strategies including SEL to improve reading, writing and literacy.    2. This is a three year goal for the school to assess and see what is working and to make improvements from there.       1. Admin would like to have a group of parents come together to understand the material that is being focused on.    3. **Earthquake bin**       1. Moving the bin down the field to a safer location has been very beneficial.       2. The existing bin has been completely cleaned out and organized.       3. Many of the earthquake supplies have been moved to the new bin but PAC will need to help go through the remaining items to see if they are up to spec.          1. There are also extra games and items (possibly from the Spring Fair) that need to be sorted.    4. **School Photos**       1. School Photos will be Oct 11th through LifeTouch       2. Retakes will be Nov 18th       3. Class Photos will be in the Spring 2. **New Information**    1. **New (and returning) staff**  * Clare Van Dusen: K teacher * Melissa Cole: Grade 1 teacher (covering A. Ashton leave) * Rebecca Simmonds: K teacher (job share with J. Skrivanos) * Marnie Chambers: Literacy Intervention Teacher and Inclusion Support Teacher * Sandra McCallum: Grade 3/4 * Britta Rustad: Grade 4 * Holly Vivier: Indigenous SEL Teacher * Melissa Rickson: Indigenous Literacy and English Language Support * Kristin Saunders: ELL Teacher * Julia Settler: Indigenous Literacy Education Assistant * Carly Weaver: Youth and Family Counselor (job share with Andrea Smith) * Education Assistants:   + Julie Newman   + Hanne Deener   + Fraser Coull   + Jade Chapeskie   + Claire Olcen   + Joel Lewis * TBA: Core French teacher   1. **Website/ Communication**      1. Admin is looking at shifting from a monthly newsletter to putting all new information on the website to keep everyone up to date without being redundant.      2. On the main page there is a section with “Latest School News” where parents can see what is being celebrated and what events are happening at the school.      3. There is an events section where visitors can scroll through events to find all information.      4. Admin are looking into putting up a full year calendar so that parents can see months ahead with more detail of days with photos, early dismissal etc.      5. PAC archives:         1. Admin will look into what will happen with the archives of previous PAC minutes and information when the website is completed.         2. Admin will also inquire how the PAC page will be affected and run moving forward.      6. Email “blasts” will still happen with new information even though the messaging system will be changing. It will not be a messenger system like it previously was.         1. Emails will advise parents to check new information on the website. All information will be posted to the website for upcoming events      * 1. **Student and Family Affordability Fund**      1. The ministry has provided one-time targeted funding to improve:         1. Access to nutritional meals before, during and after the school day         2. Offset the cost for parents in times of hardship      2. There is a proposal in Saanich moving forward about how to allocate these funds.         1. KELSET has been allocated $85.00/student         2. The school has been allocated $34,000            1. There are spending parameters put into place. They would like the spending decisions to be done at the individual school level.            2. All funds must be spent by the end of the school year.  1. **Upcoming Events**    1. September 22 - Terry Fox run/fundraiser at 2:00pm    2. September 22 – KELSET Open House (5:00pm – 6:30pm)    3. September 23 - Professional Development Day (no school): District Wide focus: *Bringing Reconciliation into Practice.*    4. September 29 – Orange Shirt day    5. September 30 – National Day for Truth & Reconciliation – schools are closed    6. October 10 - Holiday    7. October 11 – Photo Day    8. October 12&13 – Early dismissal to allow for Communicating Student Learning with families/caregivers       1. Dismissal will be at 1:48pm both days    9. October/November – FSAs for grades 4 students | | | **ACTION: President / Secretary** - Look into copying minutes and other info stored on KELSET website to our own GoogleDrive | |
| **ḰELSET PAC Executive** | | |  | |
| 1. **Administrative** - Samantha Andersen (Secretary)    1. Approve Meeting Minutes    2. Review Action items | | | **June 2022 Minutes**  **Motioned: Jen Wolchyn**  **Seconded: Tiffany Brantley** | |
| 1. **President’s Report**  - Heather Brass, President    1. Volunteer Recruitment:       1. See sign-up sheets for Committee Members or answer our survey at: <https://forms.gle/2knACn9hiDAn6v9b8>    2. Positions to fill within the PAC:       * 1. Earthquake Coordinator (Filled by Adam Walsh)         2. Event Food Coordinator         3. Indigenous Voice(s)         4. SPRING FAIR COORDINATORS have been found:            1. Tiffany Brantley, Jen Wolchyn, Sam Andersen will be heading this event.    3. Open House: PAC Involvement       1. PAC has declined to be a part of the Open House so that all parents may be able to participate at this event with their children.    4. School Supplies Report: (Sonia -Treasurer)    5. Budget Assessment: (Sonia- Treasurer)    6. Earthquake Bin Update       1. Still in need of an Earthquake Coordinator   **\*Adam Walsh has Volunteered to fill this role\***   * + 1. Inventory of Bin and Replacement of Supplies must happen this year.        1. A date should be planned for this. Admin is flexible to when this can happen.   1. Before and After School Care Options      1. Still a need at ḰELSET for a program.      2. PAC would like to form a committee to take this on.      3. Tassie has information from the Ministry of Education and Childcare         1. More information will be coming from this ministry and will be working with nearby spaces such as Panorama.   2. Fun Lunch Program Return (Tiffany and Christina)   3. Fundraising (Mandy and Tiffany)   4. Events: Review of the Event Calendar with our VP’s   5. Communications Review:      1. Feedback on Facebook Posts         1. They are reaching the community.      2. Consideration to start a new Twitter account?         1. No. We will use Facebook as our source of communication.      3. Bulletin Board is now on display at the school         1. Key will be left with Leanne Lawson and Heather         2. Total Cost: $272.00         3. Is it possible to put a second board on the school itself, under the awning of the building?   6. Outdoor Garbage & Lost and Found      1. Possible garbage can outdoors for trash?         1. Many people see a lot of trash around the school and would love a trash can outside.            1. Response from Admin:   There was a district wide concern of children choking on food at recess.  All snack times are inside the class to monitor children and deal with trash in the class..  “Taking Care of Our Environment Initiative” should take care of a lot of this garbage. Program will begin in the coming months.   * + 1. Lost and Found bin outside for parents to spot lost items?        1. Fears of the bin being vandalized. Not recommended by the admin.   1. Traffic Update:      1. Review of improved traffic flow and crossing         1. Parents to be reminded not to park in the bus stops         2. 5 min parking should be respected         3. Buses are struggling to make the turn out of the school with new pedestrian refuge and crosswalk. | | | **ACTION: Earthquake Coordinator**  To coordinate access to Earthquake bin to assess what is there and arrange to do inventory and decide what to do with items in the current “storage” bin. | |
| 1. **Vice-President Report**  - Jessica Hopkins & Andrea Paget    1. Class Reps Recruitment has been sent out to teachers this week. | | | **ACTION: Vice Presidents**  Check in with individual teachers to see who their class reps will be. | |
| 1. **Treasurer Report** - Sonia Vicente    1. Balances:       1. $47,715.11(operating)       2. $11,998.01(gaming)          1. New budget will be further explored and presented in November    2. School Supplies Report       1. We have received 175 payments ( this does not include Kindergarten students) of $45.00       2. $9018.00 total    3. Budget Assessment for PAC       1. Work on a draft budget in consultation with Heather and possibly Michelle to be presented to the admin.       2. PAC wants to be completely transparent with the parents about the funds and how and why this is being done this way..       3. Presented to the PAC at the October Meeting. | | | **ACTION: Admin / President / Treasurer**  Meet to discuss School Supply program and determine how it will run in Fall 2023  **ACTION: Treasurer**  Organize a budget meeting with PAC President and past-Treasurer Michelle Squire. | |
| 1. **COPACS Representative** - Kylee Lothrop    1. BCC PAC registration needs to be done    2. COPACS needs members for their transportation committee    3. Nature Wagon: To decide whether or not PAC should purchase this for the school. | | | **ACTION: Treasurer**  Write cheque for membership fee for BCC PAC | |
| 1. **Fundraising Coordinators** - Tiffany Brantley and Mandy Ospina    1. Introduction of new Fundraising volunteer, Mandy Ospina.    2. Art Cards must happen in October if we want them for December.       1. Would be done as a class art project and then sent out for scanning and printing.          1. Questions as to whether it is smart to send the art home to be seen by the parents before they decide whether or not to purchase an item.          2. This will be looked into by the team    3. Other Fundraising Opportunities:       1. Local Apples:          1. If we sell boxes of local apples, we would make $8-$10 per box       2. Purdy’s Chocolates? **TBD**       3. Poinsettias? **TBD**       4. Bottle Drives:          1. Randeen Chow is planning the first drive for October 16th 10am-2pm.             1. **Two volunteers needed for this event** | | | **ACTION: Fundraising Coordinators**  Explore further options for ArtCards Fundraiser and / or determine if this will go ahead this year.  **ACTION: Bottle Drive Coordinator / Communications** Randeen to ask Matt to make a Facebook post to help recruit volunteers for this event. | |
| 1. **Fun Lunch Coordinators-** Tiffany Brantley and Christina McCulloch    1. Hoping to begin at the end of October with monthly lunch.       1. Usually a hot lunch (pizza, sushi, humus and veg, donuts)    2. They have been speaking to new vendors as a possibility for lunches: Adrianas(Mexican), White Spot, Boston Pizza, and Subway    3. Munch-a-Lunch has already been paid for through the PAC    4. Popcorn day will also be held each month | | | **ACTION: Fun Lunch Coordinators**  Set a date for the first fun lunch and organize logistics. Information regarding Munch-a-Lunch to be sent home to all families. | |
| 1. **Event Committee Coordinators** - Jessica Hopkins & Andrea Paget    1. Review of Events for ḰELSET school year:       1. School Dance for Halloween (Oct 28th, 2022)          1. Looking to do 3 Dances this year          2. Halloween, Valentines, and a Spring Dance    2. Also looking at doing a “Winter Wanderland” (Dec 9, 2022)       1. Each classroom was decorated for Christmas and students got to wander the exterior of school.    3. Teacher Craft Night (December 15th, 2022)       1. Students get to join a classroom and do crafts with the teachers through the school.       2. PAC funds craft supplies       3. Event was done in lieu of a Christmas Concert - great for community building and was well-received.    4. Bingo Night (Feb 24,2022)    5. PAC Movie Night (April 21, 2022)    6. Lost and Found Fashion Show (June 23, 2022)       1. Items from Sept-April would be a part of a fashion show where families can see and bid on lost and found pieces.    7. *See Google Calendar and Year at Glance\**    8. Brainstorming for other event ideas and alternatives for future meetings:       1. \*Talent Show       2. \*School Concert | | | **ACTION: Admin** to work with Staff to determine if Winter Wanderland and KELSET Craft Night can go ahead for December. | |
| 1. **ḰELSET Cares Coordinators -** Andrea Scott, Tina Lee, Kristin Schnurr   *Not at meeting but sent in update by email*   * 1. Breakfast/lunch program is up and running as of the first week of school.   2. The group were supported by both Tassie and Andrea and are very grateful for their help.   3. They are set for morning volunteers and have a new EA leader taking over to lead (Brittany).   4. The group is supported by the Food Bank and are doing well for food.      1. In the past they have solicited local businesses for donations, but this has never generated a donation so they have decided not to take this on this year.   5. Moving forward with their sights on projects for this year, the group would like to check with Admin on these future plans:      1. Holiday Food Hampers in December      2. Food/Clothing drive in February - this ran during Kindness week in 2022. | | | **ACTION: ḰELSET Cares Coordinators**  Reach out to admin to determine if Hampers (December) and Food/Clothing Drive (February) are a go this year | |
| 1. **Playground Project Coordinator & Committee**   Meghan Judson, Cathy Watts , Adam Walsh | | | **ACTION:**  **Playground Committee**  Arrange a meeting with the admin to walk around school grounds to discuss options for outdoor enrichment and play in order to determine a concrete timeline and next steps. Plans may include a new playground, modifications to new “earthquake bin” like an outdoor classroom space, or possibly new items added to nature scape. | |
| **11. Grade 4/5 Coordinator and Committee**  - Kara Shade   * 1. Discussion on whether this will continue to be Grade ⅘ Committee or simply Grade 5 Farewell Committee   2. This year we have one straight Grade 5 class and Grade ¾ classes (no longer all Grade 4 & 5 multi-age classrooms)   3. Kara was not in attendance but Mary Wolske & Samantha Andersen volunteered to assist as members of committee | | | **ACTION: Kara Shade** to connect with Grade 5 families to develop a committee. Report to PAC regarding plans for fundraising and what event/activities to occur. PAC needs to know what to budget to assist with this this year. | |
| **12. Other:**   * 1. **Lost and Found Coordinator -** Terri Healy   2. **Fruit and Veg Program Coordinator** - Jo Hall (mentor),Kay Riggins   3. **Earthquake Coordinator** - Adam Walsh   4. **Event Food Coordinator** - Vacant   5. **Spring Fair Coordinator** - Sam Andersen, Tiffany Brantley, Jen Wolchyn   6. **Indigenous Voice(s) (Formerly First Nations Rep)** - Vacant   7. **Staff Appreciation -** Gary Ng, Tiffany Brantley, Sam Andersen | | |  | |
| **13. New Business**  **Renewing the Reflex Math Program for 2022/2023**   1. Admin is looking at other options for a program that the PAC would   fund for this year.   * + 1. Reflex cost approximately $5000 for 2 years. Not all teachers use it. We were asking last school year whether this was money well spent or if it could be better spent on different programming.     2. Teachers saw improvements in math abilities by students in the past after using this program     3. Looking to make sure any new program stores information safely     4. Want to make sure the program offers as much math as it does “gaming”   **PAC MEETINGS for the Future:**   1. Would in-person meetings or virtual work better for members?    1. Most agree that meetings should be be hybrid so that those who cannot attend may join virtually | | | **ACTION: Admin**  Present an alternative Math Program option to the PAC for discussion at the October meeting.  **ACTION: Admin Team**  Look into a microphone and set up a computer for hybrid meetings with virtual accessibility. | |
| **14. Motion to Adjourn** | | | **Motioned: Gary NG**  **Seconded: Adam Walsh** | |
| **Meeting Adjourned- 9:15pm** | | |  | |
| **Next Meeting: Oct 12, 2022 Wednesday** | | | | |

| **DECISIONS/MOTIONS** | |
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| Sept 21, 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 | November 17, 2021 |  |
| **Communications** | * Post for PAC Executive Positions open for 2022/23 school year * Indigenous Voices * Fruit and Veggie Coordinator |  |  |
| **Admin** |  |  |  |
| **Treasurer** | * Follow up for volunteer ask if required (north saanich grant and aid) | September 15, 2021 |  |
| **President** |  |  |  |
| **Vice-President(s)**  **& Events** |  |  |  |
| **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, 2021  February 16, 2022  March 16, 2022  May 2022 | Ongoing  Ongoing  Ongoing  Ongoing |
| **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** |  |  |  |

**ḰELSET PAC CONTACT:**

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