|  |  | *Present: x* |
| --- | --- | --- |
| **ADMINISTRATION** | Tassie Harris  | Principal | x |
| Krista Hale | 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 | Treasurer  | x |
| Samantha Andersen | Secretary | x |
| Mandy Ospina | Fundraising Coordinator | x |
| Christina McCulloch | Fun Lunch Coordinator  | x |
| Tiffany Brantley | Fun Lunch Coordinator and Fundraising (Mentor) |  |
| Matt Rutherford  | Communications Coordinator | x |
| Kylee Lothrop | COPACS Representative | x |
| Kristin Schnurr | ḰELSET Cares | x |
| Andrea Scott | ḰELSET Cares |  |
| Tina Lee | ḰELSET Cares | x |
| Meghan Judson | Playground Committee Coordinator |  |
| Cathy Watts | Playground Committee Member |  |
| Terri Dobree | Lost and Found Coordinator |  |
| Adam Walsh | Earthquake Coordinator | x |
| Jo Hall  | Fruit and Veg Coordinator (Mentor) |  |
| Kay Riggins | Fruit and Veg Coordinator |  |
| Gary Ng | Member at Large | x |
| *Vacant* | Event Food Coordinator |  |
| Randeen Chow | Bottle Drive Coordinator  |  |
| Tiffany, Jen & Sam | Spring Fair Coordinator |  |
| *Vacant* | Indigenous Voice (First Nations Rep) |  |
| **GENERAL ATTENDEES** | Michelle Squire |  |  |  |
| Diana Franklin |  |  |  |
| Marie Fish |  |
| Jen Wolchyn |  |
|  | Kim Say |  |
|  | Mary Wolske |  |
| 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. Website/ Communication
		1. Families have communicated that the new website has been an adjustment.
		2. Admin recognised that there is a shift in how we receive information and they are responding to that accordingly.
		3. Admin wants to make sure that all information is shared with the school community.
		4. Admin is asking that each month the PAC gives the admin package of information about what is happening.
			1. They will then email a Blast to our community so that all info is shared and the PAC events are supported.
	2. Calendar is being put together so that Admin can share an “at a glance” for all parents.
		1. Gary Ng is helping to connect the parts of this with Admin so that all of the information about PAC events will be a part of the calendar.
		2. Admin will reach out to IT to see if we can add PAC info to the proposed calendar.
		3. Admin may continue to use the school messenger to send out a weekly email so that parents feel connected and informed.
	3. Winter Events/Activities
		1. Admin spoke at their staff meeting about all the activities that the PAC have planned for the winter/fall.
		2. Teachers are interested in participating in the Art Card creation.
		3. Both the Craft Night and the Window Wanderland were successful in the past.
			1. However, a lot of effort needs to be put into both of these events by the teachers.
			2. Consensus was that the Craft Night was the most successful event of the two.
			3. This was a very big community builder for school.
			4. There needs to be further discussion into how these events will play out.
				1. WIll they do the events a week apart?
				2. How many stations will be at the Craft Night?
				3. Can we reach out to other organizations to help take the efforts off the teachers for all the stations?
				4. Can parents or PAC members help to go and pick up the supplies needed for each classroom?
2. **New Information**
	1. Safety Month
		1. Admin is focusing on Pedestrian and Traffic safety this month.
			1. We will see a stronger police presence outside.
			2. The schools liaison officer will be joining the classes to educate them on Walking Safety and Halloween Safety.
		2. The Earthquake Drill will be happening this month for students.
			1. There will also be a talk about emergency preparedness with the students.
	2. Student and Family Affordability Fund Plan
		1. Admin looked at the District to see what each school was doing with the fund.
			1. They were aligned with other schools' goals.
		2. School Wide Measures:
			1. Funding 1 field trip for every class.
			2. Funding 1 -2 fun lunches for all students
			3. Cover the cost of the Canoe Placing Trip
			4. Funding the Grade 5 Farewell celebration.
		3. Targeted Measures:
			1. GIft Cards for food and clothing
				1. Support Staff may take students shopping
				2. Providing meals for students who use the lost lunch program.
				3. Remaining fun lunches for students who are unable to access.
3. **Upcoming Events**
	1. October/November – FSAs for grades 4 students
	2. October 14 – Grade 4 & 5 students participate in Student Vote
	3. October 16 – PAC Bottle Drive
	4. October 20 – BC “Great Shake Out” (Earthquake drill)
	5. October 21 – Professional Development Day (school not in session)
	6. October 21-23 – Heritage Acres PAC Fundraiser
	7. October 25 – Pedestrian and Halloween Safety Presentation by SLO
	8. October 28 – PAC Fun Lunch

 – PAC Halloween Dance* 1. October 31 – Halloween Fun at KELSET
	2. November 8 – Remembrance Day Assembly
	3. November 11 – Holiday (school closed)
 |  |
| **ḰELSET PAC Executive**  |  |
| 1. **Administrative** - Samantha Andersen (Secretary)
	1. Approve Meeting Minutes
	2. Review Action items
 | **Minutes for Sept 21, 2022****Motioned: Tiffany Brantley****Seconded: Gary Ng** |
| 1. **President’s Report**  - Heather Brass, President
	1. Correspondence
		1. Notes from many as mail was collected from PAC mailbox
	2. Heritage Acres Fundraising Event update
		1. We have been offered to raise money for PAC through a 3 day event at Heritage Acres.
		2. Looking into options for a popcorn machine
		3. PAC volunteers do not have to pay the parking fee and will be given train passes for the event.
			1. Please let them know if you will be bringing your children as they will receive passes as well.
	3. Math Program Options
		1. Heather spoke with both Krista and Tassie about options for a math program.
		2. Mathletics is a prospect for a new program.
			1. This program is $12.00 per students
			2. Looking at purchasing for grade 3-5
			3. This program reflects both the use of math facts and covers the curriculum.
	4. Gym Sign
		1. The Gym Sign is up and says Welcome Back
		2. This was a lot of work with the letters, ladder etc…
		3. Digital Sign may be something to look into in the future.
 |  |
| 1. **Vice-President Report**  - Jessica Hopkins & Andrea Paget
	1. Class Rep Update
		1. Will touch base with individual teachers to check the list of reps.
 |  |
| 1. **Treasurer Report** - Sonia Vicente
	1. Balances
		1. (operating)$48,424.57
		2. (gaming)$12,008.10
	2. Update of School supplies
		1. We have received 250 payments for supplies
		2. $9670.50 in payments so far.
		3. Meeting to follow for next years process
	3. PAC Floats
		1. There are two floats for PAC. Currently both are with Christina.
		2. Instead of Sonia having them, Sonia would like them to be left with Leanne so anyone who needs it for an event may sign it out.
		3. **New cash boxes need to be purchased as they are broken and don't lock.**
	4. PAC Events: Invoices required for payment
		1. Before Sonia makes a payment to a member, she would like an invoice with a receipt.
	5. COPAC Membership Fees (BCCPAC)
		1. Fees have been paid for the provincial membership for our PAC.

**\*Signing Authority\**** + 1. **Sonia, Heather, Michelle and Megan Judson all have signing authority.**
 | **ACTION: ADMIN**Will check with Leanne to see if she is comfortable keeping PAC cash boxes in the office.**ACTION: TREASURER/President**Arrange a meeting to organize the budget before meeting with Admin. |
| 1. **COPACS Representative** - Kylee Lothrop
 |  |
| 1. **Fundraising Coordinators** - Tiffany Brantley and Mandy Ospina
	1. Bottle Drive October 16: 10am-2pm
	2. Apple Fundraiser closed:
		1. Sold 30 boxes and made approx $230.00
	3. Upcoming Fundraisers
		1. We may pass on the art cards this year and do them every 2 years.
		2. Purdys will start at the end of Oct, 2022
		3. Poinsettia sale will happen Nov, 2022
		4. Next Popcorn Date is Nov 4th, 2022
 |  |
| 1. **Fun Lunch Coordinators-** Tiffany Brantley and Christina McCulloch
	1. Fun Lunch Update and Info
		1. There have already been 70 orders placed
		2. Looking forward to fun lunch program this year
 |  |
| 1. **Event Committee Coordinators** - Jessica Hopkins and Andrea

 Paget * 1. Halloween Dance Update
		1. Event is coming together with lots of volunteers
		2. Food and drink has been purchased.
 |  |
| 1. **ḰELSET Cares Coordinators -** Andrea Scott, Tina Lee, Kristin Schnurr
	1. Breakfast is going well and smooth this year.
		1. 15 breakfast and lunches are being made each day
 |  |
| 1. **Playground Project Coordinator & Committee**

 Meghan Judson, Cathy Watts, Adam Walsh* 1. Walkabout with with Admin scheduled for October 17th
	2. To be updated in November meeting
 |  |
| **11. Grade 4/5 Coordinator and Committee**   a. Kristin Schnurr will be a part of this team with Sam,Christina and  Mary |  |
| **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** - Tiffany, Jen & Sam
		1. Pass on materials from past coordinator to new committee
		2. Binder is missing - develop timeline for planning and prep
	6. **Indigenous Voice(s) (Formerly First Nations Rep)** - Vacant
	7. **Staff Appreciation -** Gary Ng, Tiffany Brantley, Sam Andersen
 |  |
|  **13. New Business**1. Merchandise for KELSET
	1. Student hoodies, sweatpants, fast dry shirts for intramurals
	2. Would be a great fundraiser for the school
		1. Families would love to purchase KELSET clothing
	3. Mary Wolske has volunteered to head this committee
 |  |
| **14. Motion to Adjourn: Heather Brass** |  |
| **Meeting Adjourned- 8:05pm** | **Motioned: Gary Ng****Seconded: Adam Walsh** |
| **Next Meeting: Nov 9, 2022 Wednesday**  |

| **DECISIONS/MOTIONS**  |
| --- |
| Oct 12, 2022 Meeting Agenda  |  |
|  |  |

| **ACTION ITEMS**  |
| --- |
| **Role**  | **Action(s)** | **Meeting Date** | **Status** |
| **Secretary**  |  |  |  |
| **Communications** |  |  |  |
| **Admin**  | * Check with Leanne to see if she is comfortable keeping PAC cash boxes in the office.
 | Oct 12, 2022 | In Progress |
| **Treasurer** | * Meet to discuss School Supply program with Admin and determine how it will run in Fall 2023
* Organize a budget meeting with PAC President and past-Treasurer Michelle Squire.
* Write cheque for membership fee for BCC PAC
 | Sept 21,2022Sept 21,2022Sept 21,2022 | Ongoing |
| **President** | * **President / Secretary** - Look into copying minutes and other info stored on KELSET website to our own GoogleDrive
 | Sept 21,2022 |  |
| **Vice-President(s)****& Events** | * Check in with individual teachers to see who their class reps will be.
 | Sept 21, 2022 | Ongoing |
| **Fundraising Coordinators** | * Explore further options for ArtCards Fundraiser and / or determine if this will go ahead this year.
 | Sept 21, 2022 |  |
| **Play Spaces & Outdoor Enrichment Committee Coordinator**  | * Liaise with Admin on outdoor space ideas that surround the new Earthquake bin. A possible deck, playspace or classroom space?
 | Sept 21 2022 |  |
| **Earthquake Coordinator**  | * To coordinate access to the Earthquake bin to assess what is there and arrange to do inventory and decide what to do with items in the current “storage” bin.
 | Sept 21,2022 |  |
| **Grade 4 / 5 Coordinator** | * Discuss options for Grade 5 hoodies
* Meet to discuss a year end activity:
	+ overnight vs day trip
* Look into budget for with Admin
 | Oct 21 2022 |  |
| **COPACS Rep** |  |  |  |

**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

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