|  |  | *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/ Spring Fair Committee/ Gr 5 Farewell | x |
| Mandy Ospina | Fundraising Coordinator |  |
| Christina McCulloch | Fun Lunch Coordinator/ Grade 5 Farewell |  |
| Tiffany Brantley | Fun Lunch Coordinator/Fundraising (Mentor)/ Spring Fair Committee |  |
| Jen Wolchyn | Spring Fair Committee |  |
| Diana Franklin | Spring Fair Committee | x |
| Mary Wolske | Gr 5 Farewell |  |
| Matt Rutherford  | Communications Coordinator |  |
| Kylee Lothrop | COPACS Representative |  |
| Kristin Schnurr | ḰELSET Cares/ Gr 5 Farewell | x |
| Andrea Scott | ḰELSET Cares |  |
| Tina Lee | ḰELSET Cares | x |
| Meghan Judson | Play Spaces and Enrichment Committee | x |
| Cathy Watts | Playground Committee Member |  |
| Terri Dobree | Lost and Found Coordinator |  |
| Adam Walsh | Earthquake Coordinator/Play Spaces and Enrichment Committee | 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  |  |
| *Vacant* | Indigenous Voice (First Nations Rep) |  |
| **GENERAL ATTENDEES** | Kim Say | Events |
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| 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. Gary and Tassie have worked to improve communication from the school to parents
		2. The website now has a calendar under “a year at a glance” within EVENTS with the month to month activities listed on the days
		3. Each event is being plugged into the calendar
		4. The PAC calendar has also been uploaded onto the website so that PAC may update our own events
		5. Rick Say has also taken over duties of communication through the outdoor sign and Admin are very grateful for his contribution of his time for this year.

* 1. **Student and Family Affordability Fund**
		1. A survey has been sent out to all parents and will remain open throughout the year for families to fill in if seeking support.
			1. The information is confidential and will only be shared with admin to help support those who inquire.
		2. There will need to be some flexibility with the fund if more support is necessary towards individual families.
			1. They need to move the funds to where the requests are.
	2. **Winter Events/Activities**
		1. Staff are leaning towards doing 1 activity for the winter season
			1. The choice would be the Craft Night
			2. Although this is funded by the staff, Admin is asking that there be some PAC participation in purchasing supplies (they would be reimbursed) and helping teachers prep the station.
1. **New Information**
	1. **Student Successes**
		1. Lunch Monitoring
			1. Senior students have an opportunity to work with younger children over the lunch period
			2. Working on classroom management and responsibilities within the class
		2. Remembrance Day Assembly
			1. Held on National Indigenous Veterans Day
			2. MC’d by a young student whose grandfather was an Indigenous Veteran
			3. This was very successful assembly for all involved
		3. Students are working on public speaking through the morning announcements
		4. Monday morning assemblies for older students:
			1. Students are speaking at these assemblies and getting a chance to practice the territorial acknowledgement as well.
2. **Upcoming Events**
	1. November 11 – Holiday (school closed)
	2. November 14 – Non-Instructional Day (school not in session)
	3. November 18 – Photo Retakes
		1. PAC Popcorn Sale
		2. PAC movie night
	4. November 23 – Early dismissal (1:48pm) for Communicating Student Learning conferences
	5. November 25 – PAC Fun Lunch
	6. November 29 – Hold and Secure drill
	7. December 2 – PAC popcorn sale
	8. December 9 – Reports Home
	9. December 15 – Winter Craft Night
		1. This will be spread out within a variety of classrooms and there may be a capacity within the rooms.
	10. December 16 – PAC Fun Lunch
	11. December 19 – January 2 Winter Holiday
	12. January 3 – School Reopens

\*There will be a Winter Concert held for the students and staff that will be recorded to share with parents\* - This is due to the fact that we are still currently in a Pandemic and the admin wants to take it slowly with the large gatherings. |  |
| **ḰELSET PAC Executive**  |  |
| 1. **Administrative** - Samantha Andersen (Secretary)
	1. Approve Meeting Minutes
	2. Review Action items
 | **October Minutes** **Motioned: Adam Walsh****Seconded: Gary Ng** |
| 1. **President’s Report**  - Heather Brass, President
	1. Update on Gr. 5 farewell committee - See Section 12
	2. Playspaces and Outdoor Enrichment Powerpoint Presentation
		1. See Section 11
	3. Earthquake Bin Update - Adam Walsh **(Will be discussed at another meeting)**
	4. Christmas Craft Night
		1. How can PAC support Admin
	5. Winter Wanderland Discussion
	6. Movie Night - see VP Report
 |  |
| 1. **Vice-President Report**  - Jessica Hopkins & Andrea Paget
	1. Halloween Dance
		1. This was a very successful event
		2. We are expecting a profit of about $300.00-$400.00
	2. Movie Night
		1. This event will be selling Pizza, Popcorn, Cotton Candy, Candy and Drinks
		2. The movie will be Encanto for the evening
	3. Class Reps
		1. This is not a successful system
		2. PAC are interested in creating a form where parents could “opt in” to receive email information from the PAC

  | **ACTION:**To follow up with this idea in the MAY meeting. \*Add a PAC sign up page to the welcome package that goes home in September with students.  |
| 1. **Treasurer Report** - Sonia Vicente
	1. Balances
		1. $58,216.96(operating)
		2. $12,008.10(gaming)
	2. Approval of PAC Budget
		1. Within the budget, we are looking at the purchase of another sign board.
			1. PAC would like to put another bulletin board at the entrance point near the KG classrooms

**MOTION TO INCREASE THE BUDGET FOR A SIGN TO $1000.00****\*MOTION APPROVED\**** + 1. PAC would like to run multiple staff appreciation events this year and would like to increase the fun from $750.00 to $1000.00

**MOTION TO INCREASE THE BUDGET FOR STAFF APPRECIATION TO $1000.00****\*MOTION APPROVED\**** + 1. PAC would like to take $5000.00 from the bank account and add it to the Playground Allotment Fund.
			1. This will help during our grant writing process
			2. There are grants that may match what we have allocated towards new playground equipment

**MOTION TO INCREASE THE BUDGET FOR PLAYGROUND FUNDS TO $10,000.00****\*MOTION APPROVED\*****MOTION TO APPROVE THE BUDGET AS AMENDED, SUBJECT TO APPROVAL OF THE GR ⅘ FUNDS AT THE NEXT MEETING****\*MOTION APPROVED BY ALL\**** 1. Approval for change in the bank account
		1. This new digital account would have a flat fee per month of $5.00
		2. Incoming transfers are free, outgoing would allow ten free per month.
		3. Since we have a business account, there are fees that need to apply
			1. If we were a Non Profit there would be no fees.

**MOTION TO APPROVE THE CHANGE TO NEW DIGITAL ACCOUNT****\*MOTION APPROVED\**** 1. Reminder to please provide receipts for past events
 | **ACTION:*** **MOTION TO INCREASE BUDGET FOR SIGNAGE TO $1000.00**
* **MOTION TO INCREASE BUDGET FOR STAFF APPRECIATION EVENTS TO $1000.00**
* **MOTION TO INCREASE THE BUDGET FOR PLAYGROUND FUNDS TO $10,000.00**
* **MOTION TO APPROVE THE AMENDED BUDGET FOR THIS YEAR.**
* **MOTION TO APPROVE THE CHANGE TO A DIGITAL BANK ACCOUNT**
 |
| 1. **COPACS Representative** - Kylee Lothrop
 | . |
| 1. **Fundraising Coordinators** - Tiffany Brantley and Mandy Ospina
	1. Purdy’s fundraiser is now live
	2. They are doing research into what company to use to sell Poinsettias
	3. There is a possibility of a book sale in December to coincide with Craft Night so that we could sell to parents later that day
	4. New Fundraising Idea: Buy Everyday Gift Cards
		1. To buy a gift card that can be used at 150 retailers.
		2. This is passive income for the PAC
		3. By sharing with more people and families we can reach a larger audience
 |  |
| 1. **Fun Lunch Coordinators-** Tiffany Brantley and Christina McCulloch
	1. Fun lunch was very successful last month
 |  |
| 1. **Event Committee Coordinators** - Jessica Hopkins and Andrea

 Paget  |  |
| 1. **ḰELSET Cares Coordinators -** Andrea Scott, Tina Lee, Kristin Schnurr
	1. Christmas Hampers:
		1. Dec 8th-12th collection and assemble that week
		2. Once the date is chosen for assembly, they will be looking for volunteers to help that day.
		3. Hampers were delivered by staff last year, and will be again this year
		4. Clothing Donations:
			1. Clothing may be donated to the school at any time this season.
			2. Children’s jackets, sweaters, and warm clothes are appreciated
 |  |
| 1. **Playspaces and Outdoor Enrichment Committee -** Meghan Judson, Cathy Watts, Adam Walsh
	1. Adam Walsh to share PowerPoint presentation
	2. 5 potential areas in order of priority based on our meeting:
		1. Natural Play area ($40,000 depending on complexity)
			1. Focused type active climber
			2. Yellow cedar materials would be used
			3. Kids are given the opportunity to improvise through play on natural materials
		2. Outdoor classroom / shelter (near the Earthquake bin)
			1. A wood timber Frame ($155,00)
			2. Steel Shelter Frame ($110,000)
				1. This would be less without a concrete pad
		3. Accessible play – Climbing net area
			1. This is the unit in the worst condition at KELSET
			2. A more universal access design would be a great addition to our playground
				1. The We Go Round is accessible for all mobility levels
				2. The Global Motion is another spinning option
				3. Omni Spin ($20,000 approx) is a spinner that offers back support for those children needing it
		4. Hillside playscape ($80,000 +)
			1. A 30 degree slope is needed for this type of playscape
			2. To have a structure like this, it cannot just be built on grass
				1. A rubberized base must be used to build up the hill.
		5. Play structure replacement/ update
			1. KELSET is far down the list for a playground update within the district
			2. Schools are assessed based on accessibility, condition, etc.
	3. Staff is very open to this idea and would love to participate in the conversation about where the need for improvement may lie
		1. Two areas of thought may be the Nature Scape and the area which houses the current Spider Climber
	4. Any development outside of the current footprint would require an application due to it being on ALR land
 |  |
| 1. **Grade 4/5 Coordinator and Committee**  - Kristin, Mary, Christina,Sam
	1. Motion to approve financial support for purchase of Grad Hoodies until such time that the committee can fundraise.
	2. Meeting with Krista Hale to approve budget for year end celebrations
	3. Update on End of year options for a Gr. 5 activity/trip
 | -This has been put on pause until the December meeting where more members will be present for a discussion with Admin |
| 1. **Earthquake Coordinator-** Adam Walsh
	1. To be updated next meeting in December
 |  |
| **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 Committee** - Tiffany, Sam, Jen, Diana
	6. **Indigenous Voice(s) (Formerly First Nations Rep)** - Vacant
	7. **Staff Appreciation -** Gary Ng, Tiffany Brantley, Sam Andersen
 |  |
| **13. New Business** |  |
| **14. Motion to Adjourn** |  |
| **Meeting Adjourned- 8:51pm** | **Motioned: Adam Walsh****Seconded: Gary Ng** |
| **Next Meeting: December 14, 2022 Wednesday**  |

| **DECISIONS/MOTIONS**  |
| --- |
| Nov 9, 2022 Meeting Agenda  |  |
| * MOTION TO INCREASE THE BUDGET FOR A SIGN TO $1000.00
 | **Motion Approved** |
| * MOTION TO INCREASE BUDGET FOR STAFF APPRECIATION EVENTS TO $1000.00
* MOTION TO INCREASE THE BUDGET FOR PLAYGROUND FUNDS TO $10,000.00
 | **Motion Approved****Motion Approved** |
| * MOTION TO APPROVE THE AMENDED BUDGET FOR THIS YEAR (SUBJECT TO APPROVAL OF THE GR ⅘ FUNDS AT THE NEXT MEETING)
 | **Motion Approved** |

| **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.
 | Sept 21, 2022Oct 12, 2022 | In Progress |
| **President** | * **President / Secretary** - Look into copying minutes and other info stored on KELSET website to our own GoogleDrive
 | Oct 21, 2022 | Ongoing |
| **Vice-President(s)****& Events** | * Check in with individual teachers to see who their class reps will be.
 | Oct 12 2022 | In Progress |
| **Fundraising Coordinators** | * Explore further options for ArtCards Fundraiser and / or determine if this will go ahead this year.
 | Oct 12 2022 | Ongoing |
| **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 | Ongoing |
| **Earthquake Coordinator**  | * Connect with ḰELSET Admin to ensure earthquake box is up to date and stocked.
 | September 15, 2021 | Ongoing |
| **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 12 2022 | In Progress |
| **COPACS Rep** |  |  |  |

**ḰELSET PAC CONTACT:**

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

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