|  |  | *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 | |  |
| Samantha Andersen | Secretary/ Spring Fair Committee/ Gr 5 Farewell | | x |
| Mandy Ospina | Fundraising Coordinator | |  |
| Christina McCulloch | Fun Lunch Coordinator/ Gr 5 Farewell | | x |
| Tiffany Brantley | Fun Lunch Coordinator/Fundraising (Mentor)/ Spring fair Committee | | x |
| Jen Wolchyn | Spring Fair Committee | |  |
| Diana Franklin | Spring Fair Committee | |  |
| 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 | |  |
| Meghan Judson | Play Spaces and Outdoor Enrichment Committee | | x |
| Cathy Watts | Play Spaces and Outdoor Enrichment Committee | |  |
| Terri Dobree | Lost and Found Coordinator | |  |
| Adam Walsh | Earthquake Coordinator | | x |
| Jo Hall | Fruit and Veg Coordinator (Mentor) | |  |
| Kay Riggins | Fruit and Veg Coordinator | |  |
| Kara Shade | Grade 4/5 Coordinator | |  |
| Jessica Kwasnica-Rechsteiner | Member at Large | |  |
| Gary Ng | Member at Large | |  |
| *Vacant* | Event Food Coordinator | |  |
| Randeen Chow | Bottle Drive Coordinator | |  |
| Tiffany, Samantha and Jen | 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** | Simone Manchip |  | | |
| Jen Wolchyn |  | | |
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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. Mathletics - Krista       1. After talking about doing a pilot program, all the paperwork has been put in place to start the new program in January.       2. This program will be for Gr 4/5 and 5’s       3. Program cost is $1526.00       4. This is a Canadian made program fully linked to the BC curriculum       5. After permission was given from the district, admin was told to purchase only one year as there are two other schools piloting this program.          1. There may be a possibility that this program could be licensed by the district in the future.      1. **New Information**    1. SEY2K (Strengthening Early Years to Kindergarten)       1. This is a provincial initiative that has over 30 districts involved.          1. Saanich has participated for 5 years          2. Focus is to increase connection for families starting into the K-12 school system.          3. Tassie has been attending the district meetings and has seen the changes being made.          4. This is where the Sencoten components of our learning at KELSET was suggested.    2. This program looks deeply at enhancing the connection and focus of our education system for kids coming into the school and their relationship to the community.    3. This will be ongoing work within the community to build connections prior to starting school.       1. They are looking at having events to bring people together and give them the information about what is available to them in their community.    4. SEL (Social Emotional Learning)Parent Focus Group       1. Looking to tap into as many different sources and data to inform the staff about how SEL is progressing at the school          1. They are looking at both the teachers and the student voice to gather information about a child's resilience and positive mind set.          2. Admin would also like to include the parent voice in order to collect information about what we are experiencing with our children at school.             1. They are curious about what information is being communicated and if the children are using any of the language they are being taught to help them communicate at school. 2. **Upcoming Events**    1. December 15 – Winter Craft Night    2. December 16 – PAC Fun Lunch    3. December 19 – January 2 Winter Holiday    4. January 3 – School Reopens    5. January 5 – Kindergarten Information Night ( Online Event)    6. January 8 – PAC Bottle Drive    7. January 10 – Fire Drill | | |  | |
| **ḰELSET PAC Executive** | | |  | |
| 1. **Administrative** - Samantha Andersen (Secretary)    1. Approve Meeting Minutes    2. Review Action items | | | **ACTION: Secretary**  **To add all minutes for this school year to the OLD school website.**  **Minutes Approved**  **Motioned:Tiffany Brantley**  **Seconded: Kylee Lothrop** | |
| 1. **President’s Report**  - Heather Brass, President    1. Staff Appreciation: Organizing another date for the future       1. There will be two more: a spring event and an end of the year luncheon of some sort.    2. Christmas Craft Night       1. This event will be put on solely by the staff       2. PAC members may enjoy the evening with their families!    3. PAC information on the school website       1. Organizing who is responsible for getting this information on the website:          1. Admin wanted to know if we wanted some PAC information on the website.          2. This has been updated by Heather and Tassie | | |  | |
| 1. **Vice-President Report**  - Jessica Hopkins & Andrea Paget    1. Forming a Team to Solicit Silent Auction donations       1. VP’s would like to have a team to obtain donations          1. This part of the process takes quite a long time and more members would help the process. | | |  | |
| 1. **Treasurer Report** - Sonia Vicente    1. Balances       1. (operating) $56,793.36       2. (gaming) $12,033.16    2. Fundraiser Profits so far this year:       1. Movie Night made almost $330.00       2. First bottle drive of the year made $1220.00       3. The Roost has sold $420.00 worth of picnic backpacks          1. Heather has sold another $240.00    3. Question moving foward: We would like to know what other PACs do for fundraising       1. Looking into asking the COPACS what other schools do to raise money.    4. Vote on Grade 5 budget (see below) | | |  | |
| 1. **COPACS Representative** - Kylee Lothrop    1. Our district Parent Advisory Committee (called COPACS - Council of Parent Advisory Committees of Saanich) wants to hear from district families about **speakers and resources that would be helpful to support you and your child(ren) grow and learn at school.**    2. The COPACS *Parent/Guardian Resource Committee* has created [**a short survey for parents and guardians**](https://forms.gle/9WfCtzK3dn4AA7tC9) - please share with others and provide your thoughts by **January 3rd.** Our school PAC will hear about the results and can potentially coordinate speakers and resources with other schools.       1. This may be a good opportunity to have a few members of our PAC attend the COPACS meetings in the future. | | |  | |
| 1. **Fundraising Coordinators** - Tiffany Brantley and Mandy Ospina    1. Purdys fundraiser brought in $1200.00    2. New fundraisers for the spring:       1. West Coast Seeds       2. Purdys (Easter)       3. Mini Photo Sessions       4. Hanging Baskets for Mother’s Day       5. Used Book Sale    3. Bottle Drive Jan 8 from 10 to 2pm. SAVE THOSE EMPTIES!    4. Two ongoing Fundraisers: Mabels Labels & Peninsula Co-Op       1. These will be included on Facebook / Website in the New Year    5. KELSET Merchandise: Update from Christina       1. Working with MVP in Sidney. More info to come in the New Year.    6. Spring Fundraising in the works | | |  | |
| 1. **Fun Lunch Coordinators-** Tiffany Brantley and Christina McCulloch    1. This Friday, December 16th is a fun lunch!       1. Pizza and sushi       2. Looking for volunteers to help serve    2. New information for the fun lunch program in January (trimester 2) will be sent out after the school break | | |  | |
| 1. **Event Committee Coordinators** - Jessica Hopkins and Andrea   Paget   * 1. Movie Night Safety Concerns:      1. Positive chat pre-movie to talk about movie watching behavior      2. A microphone will be used at the next event so that the movie can be paused and a reminder can be given if necessary      3. Boundaries set up so that less running happens   2. January Event:      1. PAC Supported Grade 5 Event:         1. Old school games such as musical chairs         2. Student led games to promote leadership of our eldest students * **PAC have decided not to pursue this event as there is not enough time to plan.** | | |  | |
| 1. **ḰELSET Cares Coordinators -** Andrea Scott, Tina Lee, Kristin Schnurr    1. The Holiday Hampers were a success again this year!    2. Lots of feedback from parents and students about how much they appreciate this event and being able to support and give back to their immediate community.    3. We will be assembling 12 hampers this year.    4. Extra donations will go to the Sidney Food Bank.    5. Thank you to Tassie & Leanne for your support with the updated poster. | | |  | |
| 1. **Play Spaces and Outdoor Enrichment Committee**   No report this month. | | |  | |
| **11. Grade 4/5 Committee**  - Kristin, Sam, Mary, Christina   1. Update from the committee    1. Still looking into hoodies and how to fundraise for them.    2. Can the PAC make up the difference each year if we cannot fundraise to cover the entire amount?    3. Sweatshirts would be approx $34.00 each for 70 students       1. This would cost approx $2400.00    4. Admin would like this to be a consistent item and their concern would be with the disparity in fundraising each year. Can the PAC support this item if not all the funds can be made?    5. Field Trip Options:       1. Krista Hale is looking into locations for a camp day       2. She would love to work with the Gr 5 Committee as well as staff and brainstorm ideas for a year end field trip 2. Vote on Budgetary needs   **MOTION:**  **Motion to approve annual funding of Gr. 5 hoodies up to $35.00 per child with the expectation that parents and the grade 5 committee will fundraise to offset the cost as much as possible.**  **\*Motion Approved\*** | | | **Motion Approved to Annually Fund Grade 5 Hoodies up to $35.00 per child** | |
| **12. Earthquake Coordinator-** Adam Walsh   * 1. Update on the Earthquake Bin      1. Adam has gone into the bin and has found years worth of food and emergency items      2. Adam would like permission to dispose of the old and expired items      3. A committee of 3-4 people needs to be formed to organize the bin         1. The team needs to find a time to organize the bin in January         2. The team needs to sort the food in the bin and see what can be used moving forward, and what needs to be thrown out.         3. Admin will seek out information from the district Health and Safety rep. as to what kind of supplies are necessary for an earthquake bin and coordinate with Adam      4. 22 Lockdown kits were purchased in October 2017 for all 19 divisions at the time as well as the library, staffroom and the office.         1. Admin will confirm that the kits are placed in the appropriate locations at the school.      5. Reunification during an earthquake:         1. Admin is looking into doing a practice reunification drill.         2. They will also mitigate the chaos by giving out information to parents about what to expect during an earthquake | | | **ACTION:**  Adam will contact Michelle Squire to inquire about the Water Filtration System that was purchased for the bin.  **ACTION:**  Admin to reach out to the District to inquire about what is necessary in the bin and then connect with Adam | |
| **13. 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      1. Date for the Fair: May 26, 2023      2. The Team will go through the items stored in the bin outside to check what state they are in.   6. **Indigenous Voice(s) (Formerly First Nations Rep)** - Vacant   7. **Staff Appreciation -** Gary Ng, Tiffany Brantley, Sam Andersen | | |  | |
| **14. New Business**   * 1. **Which events are coming back into the school?**      1. Intramurals for Gr ⅘      2. Chess Club      3. Floor Hockey | | |  | |
| **15. Motion to Adjourn** | | |  | |
| **Meeting Adjourned- 8:50pm** | | | **Motioned: Jen Wolchyn**  **Seconded: Adam Walsh** | |
| **Next Meeting: Jan 11, 2023 (Wednesday)** | | | | |

| **DECISIONS/MOTIONS** | |
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| Dec 14, 2022, 2022 Meeting Agenda |  |
| * Motion to Approve Gr 5 Hoodies up to $35.00 per child | **Motion Approved** |
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| **ACTION ITEMS** | | | |
| --- | --- | --- | --- |
| **Role** | **Action(s)** | **Meeting Date** | **Status** |
| **Secretary** | * Update PAC meeting minutes on previous website | Nov 9 2022 | Ongoing |
| **Communications** |  |  |  |
| **Admin** | * Admin to reach out to the District to inquire about what is necessary in the bin and then connect with Adam | Dec 14, 2022 | In Progress |
| **Treasurer** | * Meet to discuss School Supply program with Admin and determine how it will run in Fall 2023 | Sept 21, 2022 | In Progress (Will look into later in Spring) |
| **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** | * Organize a new method to work with class reps | Oct 12 2022 | In Progress: Will be decided later in the spring |
| **Fundraising Coordinators** |  |  |  |
| **Play Spaces & Outdoor Enrichment Committee Coordinator** |  |  |  |
| **Earthquake Coordinator** | * Adam will contact Michelle Squire to inquire about the Water Filtration System that was purchased for the bin. | Dec 14, 2022, | Ongoing |
| **Grade 5 Farewell Committee** | * 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>

Website page: <https://kelset.sd63.bc.ca/course/view.php?id=66>

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