|  |  | *Present: x* |
| --- | --- | --- |
| **ADMINISTRATION** | Tassie Harris  | Principal | x |
| Krista Hale | Vice-Principal | x |
| **PAC EXECUTIVE** | Heather Brass | President |  |
| Jessica Hopkins | Co-Vice-President/Event Committee Coordinator | x |
| Andrea Paget  | Co-Vice-President/Event Committee Coordinator |  |
| Sonia Vicente | Treasurer  |  |
| Samantha Andersen | Secretary/Spring Fair Committee/Gr 5 Farewell | x |
| Mandy Ospina | Fundraising Coordinator | x |
| Christina McCulloch | Fun Lunch Coordinator/ Gr 5 Farewell | x |
| Tiffany Brantley | Fun Lunch Coordinator/Fundraising (Mentor) Spring Fair Committee |  |
| Jen Wolchyn | Spring Fair Committee  |  |
| Diana Franklin | Spring Fair Committee | x |
| Matt Rutherford  | Communications Coordinator |  |
| Mary Wolske | Gr 5 Farewell |  |
| Kylee Lothrop | COPACS Representative | x |
| Kristin Schnurr | ḰELSET Cares/ Gr 5 Farewell Committee |  |
| Andrea Scott | ḰELSET Cares |  |
| Tina Lee | ḰELSET Cares |  |
| Meghan Judson | Play Spaces & Outdoor Enrichment Committee | x |
| Cathy Watts | Play Spaces & Outdoor Enrichment Committee |  |
| Terri Dobree | Lost and Found Coordinator |  |
| Adam Walsh | Earthquake Coordinator/ Play Spaces & Outdoor Enrichment Committee |  |
| 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 |
|  |  |
|  |  |
|  |  |
|  |  |
| 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. Playground Options to Replace XWave
		1. Adam Walsh (Habitat) has been working with the district for replacement options.
		2. Habitat is limited with both the space options as well as the cost parameters for this replacement.
		3. The school is receiving some financial help from the district to cover the cost.
		4. Four options were given as replacements for the playspace
			1. There will be a student and staff vote for their favorite.
		5. PAC thoughts were shared with the staff about replacing the Spider Climber. They were interested in the ideas for a naturescape and as well as a more natural playspace.
		6. **\* Note: There is flexibility to installing a newer item in a space with older playground items. If there were to be an installation of other new playground equipment at a later date, these four options can all be moved easily and bolted down where they need to be.**
		7. The Four options are as follows:
			1. Blender Spinner (Moving Parts)
				1. This has a spinning part on each end where multiple children can spin at a time.
			2. Chill chairs (Spinning Parts)
				1. The school can afford two of these chairs which spin.
			3. Cascading Wall Climber
				1. This is a climbing wall that is more functional for younger children. The walls are solid so there is less visibility to children on the other side.
			4. Jig Jag Climber
				1. Great standalone climber for children of all ages.
				2. Staff said that out of both stationary structures they liked the Jig Jag better due its visibility of areas on both sides for students safety.
		8. There will need to be further discussion (at a later date) about whether or not PAC helps fund the item that is chosen by the school as some of the options are more costly than the $10,000.00 budget they have to work with.
			1. The most expensive choice is closer to $16,000.00
		9. Kim Say has offered to do a presentation for one of the service clubs on the Peninsula to see if there is any interest in supporting a school replacement.
			1. Will follow up once a decision has been made.
2. **New Information**
	1. Cultural Engagement Plan
		1. Cultural engagement committee works to engage students with those in the community who can enrich their understanding of the Indigenous culture and community.
		2. Each month, different activities are planned for students and staff.
			1. Ex: Orange Shirt Day, Indigenous Veterans Day, Trips to Goldstream during the salmon run, and the Canoe Launch,
		3. Next year, the admin would like each of the classes to take a moon (or section of time) and share some of the things they have been learning on the board near the front of the school.
		4. Although the focus at the school is on local, indigenous communities there is some work done in the classrooms to honor other cultural groups (for example: Lunar New Year)
	2. Family Literacy Day
		1. January 27th is Family Literacy Day
		2. This year will be the first year since COVID to have an event for Literacy day.
		3. Family members will be invited for the first 20 min of the school day to read with their children
			1. Admin realizes that many family members are not able to come during the day so older children will be available to buddy with younger students and read with them that morning.
	3. Kindness Week
		1. There will be many activities during the week for students to participate in within the school and their classrooms
			1. Pink Shirt Day, Valentines, Kindness moments
		2. The theme this year for the kindness bulletin board is “Got caught being kind” where a fish will be put up with the child's name on it.
3. **Upcoming Events**
	1. January 20 – Popcorn Sale
	2. January 27 – Family Literacy Day; Fun Lunch
	3. February 8 – PAC meeting
	4. February 10 – Popcorn Sale; Valentines Dance
	5. February 13-16 – “Kindness Week”
 |  |
| **ḰELSET PAC Executive**  |  |
| 1. **Administrative** - Samantha Andersen (Secretary)
	1. Approve Meeting Minutes
	2. Review Action items
 | **Minutes Approved****Motioned: Adam Walsh** **Seconded: Kim Say**  |
| 1. **President’s Report**  - Heather Brass, President
	1. PAC 101 Virtual Workshop on January 16th - 7 to 9pm.
		1. Learn about PACs, the School Act, Constitution & Bylaws, Governance, Effective Meetings, Elections and a brief overview of Financials. t
			1. Heather and Kylee will be attending this online in order to look into the constitution and bylaws.
			2. The link will be shared.
	2. Reminder that our AGM takes place in March. Vice Presidents will form a Nomination Committee at least 30 days prior. Begin thinking of how you want to serve the PAC next year!
	3. Fruit & Veg Coordinators will be leaving at the end of this year. Need to put out another call-out for a volunteer with Food Safe to take this on.
		1. Our current coordinator would like to mentor whoever is taking over the role.
	4. Peninsula Co-op number: 17622
		1. Use it for gas and groceries at Peninsula Co-op Locations and PAC receives a 5% cash rebate annually!
 | **ACTION ITEM:** VP’s will form a nomination committee and check in with current PAC members to see if they would like to maintain their positions.**ACTION ITEM:****PRESIDENT:** Send Tassie a short blurb to be put out in an email blast about looking for new Fruit and Veg Coordinators. |
| 1. **Vice-President Report**  - Jessica Hopkins & Andrea Paget
* No report this month.
 |  |
| 1. **Treasurer Report** - Sonia Vicente
	1. Balances
		1. $56,988.54 (operating)
		2. $12,052.32 (gaming)
 | **ACTION ITEM:**Sonia to connect with Gr. 5 Farewell group prior to the February meeting in order to finalize the PAC budget including Gr. 5 farewell activities. |
| 1. **COPACS Representative** - Kylee Lothrop
	1. Update from COPACS
 |  |
| 1. **Fundraising Coordinators** - Tiffany Brantley and Mandy Ospina
	1. West Coast Seed Fundraiser in January
		1. Jan 23-Feb 10th: Seeds will be available and the school receives 40% of the profits
 |  |
| 1. **Fun Lunch Coordinators-** Tiffany Brantley and Christina McCulloch
	1. January Update:
		1. Notices went home the first week of school for parents to sign up for both January and February on the MunchaLunch website.
		2. Deadline to order is Wednesday, Jan 18th
		3. PAC has two requests from staff:
			1. Names placed on desks so we know where the student sits for lunch
			2. PAC would love have some Gr. 5 helpers to hand out lunches
		4. First two fun lunches are now scheduled:
			1. January 27, 2023 (Pizza/Sushi)
			2. February 24, 2023(Subway/Sushi)
		5. The March fun lunch will be paid for by the Student Affordability Fund
 |  |
| 1. **Event Committee Coordinators** - Jessica Hopkins and Andrea

 Paget * 1. Upcoming Events:
		1. No January Event.
		2. February Dance: Friday, Feb 10th, 2023
			1. A dropbox will be placed for ḰELSET CARES DONATIONS at the dance
		3. March Bingo Night
 |  |
| 1. **ḰELSET Cares Coordinators -** Andrea Scott, Tina Lee, Kristin Schnurr
	1. Forgotten Lunch/ Clothing Drive in February
		1. They are looking for volunteers to help with this!
 |  |
| 1. **Play Spaces & Outdoor Enrichment Committee -** Megan Judson, Adam Walsh
	1. Next steps to make a change:
		1. Will PAC vote on which project to tackle, leave it to the Playground Committee to decide or invite the entire school population to vote?
	2. Should we give an open invitation to the school community to join this committee and represent kids from various grades and backgrounds?
		1. Currently it is just Meghan and Adam.
			1. Should there be a sub committee helping with this?
			2. Can we use the momentum from the new playground piece that will be installed to generate more interest in helping with a playground project?
			3. Adam would like to help with this project but not chair it since he does work for Habitat.
	3. A great deal of research has gone into grant writers, boundaries, changing the playspace on ALR land. Moving forward Megan believes we need to hear from the school what their vision is for the playground. Then we can focus on how to proceed with planning, fundraising etc.

  |  **Action:**To form a committee with parents, teachers, and an EA to bring together all the ideas that have been presented and move forward with the project. |
| **11. Grade 5 Farewell Committee** - Sam Andersen, Christina McCulloch, Kristin Schnurr, Mary Wolske * 1. Update on Gr. 5 hoodies:
		1. Hoodie design needs to be selected and the students will be sized moving forward. Then the order will be placed in Sidney.
	2. End of year camp day options
		1. Kristin has spoken with Krista and given her the information she was able to find along with her contacts for different day camps.
		2. They are looking into Western Adventures to see if that is an option.
	3. Will look into tentatively booking a spot at a day camp for next year’s Gr 5 group so that we have a spot.
 | **ACTION ITEM:**Sam will connect with Admin to get lists of Gr. 5 students' names to make a size sheet.Also organize a time to go into the school to size the students. |
| **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
		1. Adam was able to get into the bin and sort through at least half.
			1. Many items are old and need to be disposed of.
			2. Needing volunteers to check the first aid kits
			3. Food also needs to be updated.
		2. Water filtration kits have been found and the water drum will be drained and refilled.
			1. The drum is to be refilled every 5 years.
	4. **Event Food Coordinator** -
	5. **Spring Fair Committee**- Tiffany, Sam, Jen, Diana
		1. Group is meeting this Friday to finalize roles for the Spring Fair
		2. Will be looking for volunteers in February to start organizing each section of the fair.
	6. **Indigenous Voice(s) (Formerly First Nations Rep)** - Vacant
	7. **Staff Appreciation -** Gary Ng, Tiffany Brantley, Sam Andersen
 | **ACTION ITEMS:**Adam to recruit volunteers to sort first aid, food, and dispose of any expired items and old comfort kits. (Stuffies to be kept for Bingo or Spring Fair) |
|  **13. New Business**  |  |
| **14. Motion to Adjourn** |  |
| **Meeting Adjourned- 8:32pm** | **Motioned: Christina****Seconded: Adam** |
| **Next Meeting: February 15, 2023 Wednesday**  |

| **DECISIONS/MOTIONS**  |
| --- |
| February, 2023 Meeting Agenda  |  |
|  |  |
|  |  |
|  |  |

| **ACTION ITEMS**  |
| --- |
| **Role**  | **Action(s)** | **Meeting Date** | **Status** |
| **Secretary**  |  |  |  |
| **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
* Connect with Gr. 5 Farewell group prior to the February meeting in order to finalize the PAC budget including Gr. 5 farewell activities.
 | Sept 21, 2022Jan 11,2023 | In Progress (Will look into later in Spring) |
| **President** | * Send Tassie a short blurb to be put out in an email blast about looking for new Fruit and Veg Coordinators.
 | Jan 11, 2023 |  |
| **Vice-President(s)****& Events** | * Organize a new method to work with class reps
* VP’s will form a nomination committee and check in with current PAC members to see if they would like to maintain their positions.
 | Oct 12 2022Jan 11, 2023 | In Progress: Will be decided later in the spring |
| **Fundraising Coordinators** |  |  |  |
| **Play Spaces & Outdoor Enrichment Committee Coordinator**  | * To form a committee with parents, teachers, and an EA to bring together all the ideas that have been presented and move forward with the project.
 | Jan 11, 2023 |  |
| **Earthquake Coordinator**  | * Adam will contact Michelle Squire to inquire about the Water Filtration System that was purchased for the bin.
* Adam to recruit volunteers to sort first aid, food, and dispose of any expired items and old comfort kits.
 | Dec 14, 2022, Jan 2023 | Ongoing |
| **Grade 5 Farewell Committee** | * Sam will connect with Admin to get lists of Gr. 5 students' names to make a size sheet.
* Also organize a time to go into the school to size the students.
 | Jan 11, 2023 |  |
| **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)