|  |  | *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 | x |
| Christina McCulloch | Fun Lunch Coordinator/ Gr 5 Farewell |  |
| Tiffany Brantley | Fun Lunch Coordinator/Fundraising (Mentor) Spring Fair Committee | x |
| Jen Wolchyn | Spring Fair Committee  | x |
| Diana Franklin | Spring Fair Committee |  |
| Matt Rutherford  | Communications Coordinator |  |
| Mary Wolske | Gr 5 Farewell |  |
| Kylee Lothrop | COPACS Representative |  |
| 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 | 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. Playground Structure to Replace XWave

A vote was provided to both students and staff on what should be the chosen replacement on the playgroundThe Double Jig Jag Climber was the most popular for both groups and won the vote* + - 1. So many more children will be able to play on this structure than a spinner-type model

The total cost of the spinner is $13,030.50* + - 1. The district will cover $10,000.00
			2. The school would like to know if the PAC would be able to fundraise or donate $3,000.00 towards the structure.
				1. This is a conversation that PAC must have at a later time.
1. **New Information**
	1. Local Cultural Engagement in Schools

Critical work is being done in learning about indigenous culture within the education system* + - 1. Truth, reconciliation and anti-racism must be taught and applied at school
			2. Out of Canada’s 94 calls to action, 12 of those are directly related to the education system
				1. These calls to action are not just for educators or schools with indigenous learners, these apply to all Canadians.

There is so much research to show the disparity between indigenous learners and non-indigenous learners. * + - 1. Educators want to improve that success rate all the way to graduation
			2. It is vital that educators reflect on the way information is being taught and that it includes more cultural competency.
			3. The BC curriculum looks at cultural identity within the classrooms. This is more based on the students in each class.
			4. This is not a responsive way of teaching and it is not based on the indigenous presence at our school. This is being looked at and taught at a national level and is critical to all schools and educators right now.
	1. Parent Information Evening (For all SD63 PACs)
		1. Bayside School 7:00pm-8:30pm

2-4 members of our PAC are being asked to attend this eveningIt will be facilitated by a former teacher of Kelset teacher* + - 1. She will be engaging PAC in a math exercise through indigenous learnings
	1. Family Day Celebrations
		1. Admin recognizes that there are many different family situations at the school and many are more diverse than the family built around a mother/father structure.
		2. Specific mother/fathers day activities will not be experienced as many children do not have those people in their life
		3. Admin will be using a more trauma informed lens to look at the needs and diversities within the school and make sure that everyone feels included.
1. **Upcoming Events**

**February:*** 1. 10 th: Popcorn Sale; Valentines Dance
	2. 13-16th: “Kindness Week”
	3. 15th: Lockdown Drill
	4. 17th: Non-Instructional day (school not in session)
	5. 20th: Holiday (school closed)
	6. 22th: Pink Shirt Day
	7. 23th: Div 13-18 to Victoria Symphony (pm);

Parent Information Evening (7:00pm)* 1. 24th: PAC Fun Lunch
	2. 27th: Kindergarten 100 days parade

**March:*** 1. 1st: Early Dismissal (1:48) for CSL (communicating student learning) Conferences
	2. 6th: Kindergarten Hearing and Dental Screening
	3. 8th: PAC meeting
	4. 10th: Popcorn sale; PAC BINGO night
 | **ACTION ITEM:****Heather to send out an email to PAC asking for 2-4 volunteers for the Parent Information Evening** |
| **ḰELSET PAC Executive**  |  |
| 1. **Administrative** - Samantha Andersen (Secretary)
	1. Approve Meeting Minutes
	2. Review Action items
 | **January Minutes Approved:** **Motioned:Tiffany Brantley** **Seconded: Christina McCullough** |
| 1. **President’s Report**  - Heather Brass, President
	1. PAC 101 Workshop (Jan 16) - Lessons learned:
		1. The current school plan should be posted on the website
			1. This will be done in coming months
		2. All large ticket items ($500.00 plus) should be purchased by the school and then paid back by the PAC
		3. A PAC can exist EVEN without people to run it. The funds will not be moved if positions are vacant.
			1. If there is anything in our constitution and bylaws that suggests this, we must remove it.
		4. We should have five years of financial records to be able to reflect on.
	2. Updating Constitution & Bylaws
		1. Was last updated in 2013
		2. Hoping that a team will form to update these to a more current set of conditions reflecting 2023
	3. AGM in March
		1. The meeting will continue as planned on March 8th.
		2. Looking for a lot of volunteers moving forward and people to help fill positions
	4. Bulletin Board Update
		1. Gary has be researching LED boards for the school
		2. This sign would need to be funded by the school and they would be looking for PAC’s financial support.
			1. PAC need to decide if they are willing to provide funds to the school to purchase an LED sign
			2. A 4ft by 8ft LED sign is approx. $18,000.00
		3. Heather has been researching bulletin boards and has proposed to spend the $1,000.00 PAC allotted to buy a new sign to be posted on the KG orange wall.
		4. This will be decided on at a later date.
	5. Speeding Concerns on East Saanich Rd.
		1. A new parent has emailed the PAC concerned about speeding on East Saanich.
			1. Is there enough concern to contact RCMP for speed monitoring?
			2. Gary Ng believes we need to be proactive, not reactive and both parents and teachers should send letters to North Saanich council to bring awareness to the issue.
			3. Suggestions to solve the issue:
				1. Yellow painted lines would help
				2. A speed monitor would help
				3. Flashing lights would help
				4. More identifiers of the speed in any capacity would bring more attention to the school zone
 | **Action Item:**Andrea Paget will reach out to RCMP to inquire on speed issues |
| 1. **Vice-President Report**  - Jessica Hopkins & Andrea Paget

 See events for more updates. |  |
| 1. **Treasurer Report** - Sonia Vicente
	1. Balances
		1. $66,002.80(operating)
		2. $12,071.52(gaming)
	2. Gr. 5 Funding within the budget

**Motion to Approve:****$2000.00 allocated to the Gr. 5 farewell experience from the gaming fund, outside of funding for the hoodies.****MOTION APPROVED****Tiffany** **Christina*** 1. Investing Pac funds
		1. We currently have $10,000 put aside in a playground fund.
		2. We could put this into a GIC so that the fund grows and does not just sit.
			1. Sonia will look into funds available and present to us next month.
 |  |
| 1. **COPACS Representative** - Kylee Lothrop
	1. No update from COPACS
 |  |
| 1. **Fundraising Coordinators** - Tiffany Brantley and Mandy Ospina
	1. Update on the West Coast Seed Fundraiser
		1. Very little interest so far.
		2. Another email blast needs to go out before it closes.
	2. Next popcorn day is Friday, Feb 10th, 2023
	3. Easter Fundraiser will be Purdy’s Chocolate
	4. May Fundraiser will be Growing Smiles Baskets
 |  |
| 1. **Fun Lunch Coordinators-** Tiffany Brantley and Christina McCulloch
	1. Fun lunch update:
		1. Feb 24th is the next fun lunch (Subway/sushi)
		2. End of the month the signup will be sent out for the March Fun lunch supported by the SAF.
 |  |
| 1. **Event Committee Coordinators** - Jessica Hopkins and Andrea

 Paget * 1. Update on this month’s Valentines Dance
		1. Volunteers are desperately needed in order for the dance/concession to happen
		2. Setup/takedown are not as big of an issue as concession volunteers. In order to run the concession help is needed at this time to run food sales.
 |  |
| 1. **ḰELSET Cares Coordinators -** Andrea Scott, Tina Lee, Kristin Schnurr
	1. Kindness month clothing and perishable food drive
		1. During the week of Feb 13th -17th please drop off any donations or food items.
		2. The team is looking for volunteers to help shuttle the donations to the downtown locations
 |  |
| 1. **Play Spaces & Outdoor Enrichment Committee**
	1. Update on the new committee meeting (Adam Walsh)
		1. The team has had 2 meetings since the last PAC meeting
		2. 3-4 new people have joined the committee
			1. Bianca Bodley, who is a landscape architect has stepped up to chair the committee
			2. They will be focusing on the natural play space and will come back to the PAC once it is time to present.

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| **11.**  **Grade 5 Farewell Committee** - Sam Andersen, Christina McCulloch, Kristin Schnurr, Mary Wolske* 1. Update on Hoodie Purchasing
		1. Stock is very low on many colours, we will be aiming to go for black hoodies
		2. As for the store, hoping to launch in a few months once stock is decided
			1. Hoodies, pants, hats and water bottles will be sold through KELSET website
			2. **PAC should purchase a variety of the merchandise to sell at a booth at the Spring Fair.**
	2. Gr 5 end of year trip update
		1. Kristin will be meeting with Krista to see what plans have been made.
	3. Fundraising ideas
 |  |
| **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. No update this month.
	4. **Event Food Coordinator** - Vacant
	5. **Spring Fair Committee**- Tiffany, Sam, Jen, Diana
		1. Monthly update
			1. At this point we are looking for volunteers and will reach out soon for extra help with each committee
			2. \*Ideas for Fundraising at the Fair:
				1. Raffle a parking spot (for 5 special days)
	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 8:38pm** |  |
| **Meeting Adjourned-**  | **Motioned: Tiffany****Seconded: Mandy** |
| **Next Meeting: , 2023 Wednesday**  |

| **DECISIONS/MOTIONS**  |
| --- |
| Feb 8, 2023 Meeting Agenda  |  |
| **$2000.00 allocated to the Gr. 5 farewell experience from the gaming fund, outside of funding for the hoodies.** | **Motion Approved** |
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| **ACTION ITEMS**  |
| --- |
| **Role**  | **Action(s)** | **Meeting Date** | **Status** |
| **Secretary**  |  |  |  |
| **Communications** |  |  |  |
| **Admin**  |  |  |  |
| **Treasurer** | * Meet to discuss School Supply program with Admin and determine how it will run in Fall 2023
* ~~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.~~
 | Sept 21, 2022~~Jan 2023~~ | Will discuss in the spring~~Completed Feb~~ |
| **President** | * ~~Send Tassie a short blurb to be put out in an email blast about looking for new Fruit and Veg Coordinators.~~
* Heather to send out an email to PAC asking for 2-4 volunteers for the Parent Information Evening
 | ~~Jan 2023~~Feb 2023 | ~~Completed Feb~~In Progress |
| **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.
* Andrea Paget will reach out to RCMP to inquire on speed issues
 | Oct 12 2022Jan 2023Feb 2023 | Will be determined in the spring.Ongoing |
| **Fundraising Coordinators** |  |  |  |
| **Play Spaces & Outdoor Enrichment Committee**  | * ~~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 2023~~ | ~~Completed~~  |
| **Earthquake Coordinator**  | * Adam to recruit volunteers to sort first aid, food, and dispose of any expired items and old comfort kits.
 | 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 2023~~ | ~~Completed~~~~Completed~~ |
| **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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