|  |  | *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 | 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  | x |
| Diana Franklin | Spring Fair Committee | x |
| 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 |  |
| 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 |
| Jen O’Connell |  |
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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. Parent Information Evening
		1. Heather and Kylie attended with Admin
		2. This is an annual event
		3. They were led through a map exercise looking at territorial lands in history by Sherilynn, an indigenous educator and shared bannock bread
			1. The School has booked this map for two weeks at the end of April
			2. Looking into whether this activity could happen within our school for parents to come for an information evening led by Sherilynn
				1. She is available April 25th to host an evening at the school for approx an hour
				2. It may also be an option to have an after school session where the students can bring in a family member to share what they have learned
2. **New Information**
	1. Ready Set Learn Event - April 18th 3:30-5:30pm at Tsawout Gym
		1. This is a large community even with over 20 community agencies coming to give out information and connect with families
		2. They are encouraging families with children ages 3-5 to join this event
		3. Kindergarten teachers from all schools will be at this event
	2. Territorial Welcome at PAC Events
		1. Many schools have a students family member to do the Territorial Welcome at PAC events
		2. Admin has a connection with someone (Tina Sevea) who can guide us through the protocols with this piece.
3. **Upcoming Events**

March:* 10 – Popcorn sale; PAC BINGO night
* 15 – Reading Link Challenge; fire drill
* 16 – Reports home
* 17 – Fun Lunch; last day before Spring Break
* 20 – 31 Spring Break (school closed)

April* 3 – School reopens
* 4 – ArtStarts Performance: SAM2 by Scrap Arts Music
* 6 – Earthquake drill
* 7 – Holiday (school closed)
* 10 – Holiday (school closed)
* 12 – PAC meeting
 |  |
| **ḰELSET PAC Executive**  |  |
| 1. **Administrative** - Samantha Andersen (Secretary)
	1. Approve Meeting Minutes
	2. Review Action items
 | **Minutes Approved for Feb 8** **Motioned: Gary Ng****Seconded: Diana Franklin**  |
| 1. **President’s Report**  - Heather Brass, President
	1. BCCPAC AGM May 5th-7th, 2023
		1. There is also a parent Education Conference May 5th for “Building Educational Partnerships”.
			1. Attendees will have an opportunity to hear directly from Minister Singh and other staff while connection with parents from across the province.
			2. Conference Schedule and additional information at this link:
				1. <https://bccpac.bc.ca/index.php/events/conference-agm/conf-schedule>
	2. COPACS Vice President Position
		1. This position is needed to be filled
	3. International Decade for People of African Descent (IDPAD)
		1. Celebrating people of African descent and a milestone they may have achieved in the past decade
		2. Binkadi Wellness Society received an IDPAD youth grant from the City of Victoria to establish the first celebration of excellence and achievement for students in ACB communities (a.k.a. Black Grad). If you know a child who is transitioning into elementary, middle or high school, or graduating from high school, college, or university we want to honour them!
	4. Garage Sale fundraiser idea…
		1. Dean Park Community Garage Sale is April 22nd
			1. The idea is that we have tables for KELSET families to rent from us to sell their garage sale treasures.
			2. We could charge $20.00 per table for families to set up at KELSET
			3. We will reach out online to survey whether or not people are interested in renting a table or paying $10.00 to use a space
				1. Megan Judson believes we rented tables out in the past for this event.
 | **ACTION ITEM****Heather will look into whether or not we can do this on school property out of school hours.** |
| 1. **Vice-President Report**  - Jessica Hopkins & Andrea Paget

 * 1. AGM Official Business: Nominations for positions for 2023/24 School Year & Vote (if necessary)
	2. **Voting took place during this meeting for all positions.**
	3. Positions are filled as follows:
		1. President: Heather Brass
		2. VP/Events: Jessica Hopkins
		3. Secretary: Samantha Andersen
		4. Treasurer: Sonia Vincente
		5. Fundraising: VACANT
		6. Communications Coordinator: Kim Say
		7. Event Committee Coordinator: Andrea Paget
		8. COPACS: Kylee Lothrop
		9. Fun Lunch: Tiffany Brantley and Christina McCulloch
		10. Indigenous Voice: VACANT
		11. Members at Large:
			1. Kristin Schnurr, Megan Judson, Gary Ng,

**Other Council Positions to be voted on:*** + 1. Earthquake: Adam Walsh and Brittany Irving
		2. Lost and Found Coordinator: Terri Healy
		3. Teacher Appreciation Committee: Gary Ng
		4. Play Spaces Committee Chair: Bianca Bodley
		5. KELSET Cares Committee: Danielle Mounce, Marie Fish
		6. Grade 5 Farewell: Sam Andersen and Mandy Ospina
		7. Fruit and Veg Coordinator: VACANT
		8. Spring Fair Committee: Diana Franklin
* **These nominations have all been voted on and carried.**
 |  |
| 1. **Treasurer Report** - Sonia Vicente
	1. Balances
		1. $58,244.31(operating)
		2. $12,071.52(gaming)
			1. Michelle Squire will work on the gaming grant so that we can move forward with it for this year.
 |  |
| 1. **COPACS Representative** - Kylee Lothrop
	1. March Update:
		1. White Hatter Workshops for parent education evenings
			1. Anti-racism Q&A for parents and guardians with Dr. Lisa Gunderson (April 13th, 7pm; Claremont; limited to 250 attendees)
			2. White Hatter: [Gaming Concerns, Balance, Addiction & Opportunities.](https://thewhitehatter.ca/programs/gaming-concerns-balance-addiction-opportunities/) (March 30th, 7pm; online; recording available for 4 days)
			3. White Hatter: [Digital Literacy and Internet Safety for Parents and Caregivers](https://thewhitehatter.ca/programs/digital-literacy-and-internet-safety-for-parents-and-caregivers/) (April 4th, 7pm; online recording available for 48 hours)
			4. White Hatter: [Sharenting](https://thewhitehatter.ca/programs/sharenting/) (i.e., posting information/pictures of your children on social media, which could come back to haunt them in their future; Tuesday May 9th, 7pm online; recording available for 48 hours)
			5. White Hatter: [Technology, Sleep, and Children](https://thewhitehatter.ca/programs/technology-sleep-and-children/) (Thursday May 25th, 7pm, online; recording available for 48 hours)
			6. White Hatter: [Monitoring, Filtering, and Tools for Parents & Caregivers](https://thewhitehatter.ca/programs/monitoring-filtering-and-tools-for-parents-caregivers/) (Wednesday June 7th, 7pm, online; recording available for 48 hours)
				1. COPACS are asking PACs to consider contributing to these events: either $250 towards all of them, or $50 for individual events. Please could you explore whether your PAC can make such a contribution.
 |  |
| 1. **Fundraising Coordinators** - Tiffany Brantley and Mandy Ospina
	1. WCS update:
		1. 23 orders : $924.00 total orders (we get 40% of profits of this order)
			1. This fundraiser had a low turnout and was difficult to sort. We may not do this one again next year.
	2. Popcorn Day: This Friday, March 11th
	3. Growing Smiles Update:
		1. Website is ready if we want to sell Spring Baskets
* Fundraising Ideas:
* Little Caesars Pizza Kits
* Yeshi Dressings:
* Cookie Colouring Kits:
* Happy Hippo: Bath Bombs and soap
* Epicure Spices:
 |  |
| 1. **Fun Lunch Coordinators-** Tiffany Brantley and Christina McCulloch
	1. March Fun Lunch: March 17th
		1. This lunch is being funded by the Student Affordability Fund
		2. Pushing the word so that everyone gets their orders in for this month.
 |  |
| 1. **Event Committee Coordinators** - Jessica Hopkins and Andrea

 Paget * 1. Valentines Dance Recap:
		1. Successful event, aside from a fire drill
		2. Everyone enjoyed themselves and many kids dressed up for the dance in formal clothing
	2. Bingo Night (March 11, 2023)
		1. This event is not only for parents, but for kids to play as well!
		2. PAC members need to comment on the Facebook posts for events in order to boost the post!
		3. Krista will provide a mic for this event
		4. Gr. 5 students have volunteered to call the Bingo games
	3. April Event:
		1. Pub Night for Parents in the Community
	4. Events need a person to stock the fridge to help cool the drinks PRIOR to the event (so that they are cold when served)
		1. Megan Judson will take this on
 |  |
| 1. **ḰELSET Cares Coordinators -** Andrea Scott, Tina Lee, Kristin Schnurr
	1. Looking for new members to take over this committee
	2. Current coordinators will create a google doc with instructions for the next group who takes this job on.
	3. Highly recommend the sharing of this role so it doesn't feel so overwhelming.
		1. Have multiple members to divide up the program work.
			1. ex- Andrea took care of the breakfast/lunch program, Tina the food/clothing drive during Kindness week in February, and Kristin managed

the Holiday Hampers in December.* Danielle Mounce and Marie Fish will be on this committee
 |  |
| 1. **Play Spaces & Outdoor Enrichment Committee**
	1. Jig Jag Funding Update - Kim Say
		1. Kim has been corresponding with Kiwanis Club and they have confirmed that they will be able to help with funds for the Jig Jag Climber.
		2. This may be partially funded, or fully…this is not yet clear
		3. It may be funded by both Sidney Rotary and Kiwanis Club
	2. Bianca Bodley is chairing this committee

  |  |
| 1. **11.**  **Grade 5 Farewell Committee** - Sam Andersen, Christina McCulloch, Kristin Schnurr, Mary Wolske
	1. Hoodie Update:
		1. Hoodies have been ordered
		2. Sidney Plumbing is covering the cost of 70 hoodies this year: $2,570.30
		3. These will be ready in 3-4 weeks
	2. Adventure Day Update:
		* 1. A Day at Wildplay
				1. Ropes Course
				2. Nature Art
				3. Team building;
			2. Lunch/Bus information and cost: Unknown
			3. Krista is meeting with Gr 5 teachers to check in
			4. We are still waiting on final cost per student : estimated $75-85 per child
	3. Grade 5 Year End Ceremony:
		1. Funds within the budget for this?
			1. Needs: Cake, Decor, Picture Frame,
 | **Action Item:**Sam to reach out to Kara Shade for info about last years grad ceremony |
| **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
		1. March Update:
		2. *Rafflebox* for Raffle and 50/50:
			1. *Rafflebox* is an online platform to run raffles and 50/50 draws
			2. It can run a combined raffle and 50/50 draw
			3. Pro’s:
				1. They can help us apply for BC gaming license
				2. They set up Stripe to process online credit card payments
				3. No need to deal with cash, selling tickets in person, lost tickets, missing winners, etc. Money is deposited into PAC bank account
				4. We have an online platform to easily share raffle and 50/50 draw to reach a wider audience
			4. Cons:
				1. Fees are involved–but it’s a service Fees: *Rafflebox*: 7% of total sales. No set-up costs or minimum fees.
				2. STRIPE for credit card processing fee: 2.9% + $0.30/transaction
		3. Prizes so far:
			1. WestJet tickets x 2
			2. Heat pump: with installation from Stokes Heating and Cooling ( limited to the Penninsula)
			3. iPad from Erdem Excavating
			4. Nintendo Switch + Game
				1. Total value of raffle prizes: $10,000
				2. Winners: 2 grand prize winners, 2nd place and an early bird prize (TBD)
	6. **Indigenous Voice(s) (Formerly First Nations Rep)** - Vacant
	7. **Staff Appreciation -** Gary Ng, Tiffany Brantley, Sam Andersen
 |  |
|  **13. New Business*** 1. Healthy Rewards at School : Gary Ng
		1. What is the schools policy on treats as rewards in the classroom?
		2. Are there options for stickers or special privileges instead?
* From Admin:

There is no policy within the school for food reward. Each class is different and is dependent on the teacher . More independence and free play are usually used as rewards. They are happy to bring this up with staff and discuss this.* 1. Second Harvest (Food Rescue Program): Jen Wolchyn
		1. Jen has a contact through Thriftys for the Second Harvest Program that she would like to connect with our school
			1. Heather will put her in contact with a staff member

  |  |
| **14. Motion to Adjourn** |  |
| **Meeting Adjourned- 8:43pm** | **Motioned: Gary Ng****Seconded: Mandy Ospina** |
| **Next Meeting: April 12 , 2023 Wednesday**  |

| **DECISIONS/MOTIONS**  |
| --- |
| March 8, 2023 Annual General Meeting  |  |
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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
 | Sept 21, 2022 | Will discuss in the spring |
| **President** | * Heather to look into whether or not we can do a garage sale on school property out of school hours.
 | March 2023 |  |
| **Vice-President(s)****& Events** | * Organize a new method to work with class reps
* Andrea Paget will reach out to RCMP to inquire on speed issues
 | Oct 12 2022Feb 8 2023 | Will be determined in the spring.In Progress |
| **Fundraising Coordinators** |  |  |  |
| **Play Spaces & Outdoor Enrichment Committee**  |  |  |  |
| **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 to reach out to Kara Shade for info about last years grad ceremony
 | March 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>

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