

KHASA AGM Minutes - Draft

May 27th, 2019 at 6:30 PM in the District Resource Centre

Attendance: Anthea Helmsing, Jennifer Carson, Sonja Urzinger, Kim Woodcock, Davina Antonik, Tonja Matthews, Phil Molloy, Nathan Hudon, Craig Morton, Philip Jungen, Shelley Hardcastle, Steve MacGregor, Nora Dun, Farrah Simpson and Melissa Braun

1. UPDATE FROM ADMIN

- Please welcome Mr. Steve MacGregor to Keating School as the new Principal for September. He comes with a wealth of experience. I know that he is excited to be here and that he is looking forward to being at Keating as Principal.
- Acknowledgement and thanks to the 2018-2019 PAC Executive for their commitment and service to the school. I know that everyone here has a busy life outside of school yet you find time to work, plan and co-ordinate amazing events at the school that benefit all.
- Ready Step Roll – thank you to all parents who have volunteered to be on this committee and to all of the families that have completed the Online survey. The survey will be open until May 31 so there is still time to complete it. Information about this program is attached and thank you Megan Misovic for being the co-coordinator of Parent Reps – great signs to remind folks to complete the survey.
- **Spirit Day** for our students will be this Friday afternoon from 12:30-1:55pm. Teachers are working on creating a variety of teacher and student-led stations for children to show their school spirit by working and playing together in a positive way.
- **iRide**- thank you KHASA for your financial support with iRide this year. Some students worked together to write a letter of thanks to KHASA, which Philip and Shelley shared with Farrah and Anthea on Friday.
- **Kindergarten Orientation** – successful afternoon and it was a great first meeting to our many new families – thank you Farrah for attending on behalf of KHASA. There are lots of brand new families to the school.
- UVIC Track Meet – June 13 – all day
- Farewell Assembly – June 25 @ 10 am
- Grade 5 Farewell Gathering – June 25 @ 6:30 pm – thank you Shu Franey for volunteering to create the slide show for this event.
- Last Day of School – Thursday, June 27 – Reports Home
- Foundational thoughts that underlie our Student Placement process developed by staff:

Things to consider as we place students into learning communities for optimal learning and social growth:

- Goal is to create balanced learning communities that equally distribute need and abilities (academic/social emotional, leadership abilities, gender, friendships =/-, teacher time, age, physical size)
- Should consider the needs of the child and how individuals “fit” together within the group
- Should be based on expertise of placing teacher and support staff where appropriate
- Students should have some voice - ie identifying at least one friend
- equitable workload
- teacher-student fit
- listen to parent input

A few things to look forward to:

- Next year, as we implement some new staffing requirements, it means that we will be able to create a small music position so that each division will receive one block of music each week. We are thrilled with this development and are currently working on the details of this position.
- Crossing Guard Position – we are pleased to announce that the school has been funded for an additional Crossing Guard Position this coming school year! We are grateful to the District for recognizing this need and for the parents and students who have been volunteering to help keep our community safe this year! A big win, for Keating.

Construction update

The project continues to be on schedule for completion this September. The library classroom wing seismic structural work is complete, the improved classroom layout is framed, and drywall begins soon.

- We are currently working on a transition plan for moving our library into its new space our goal is for the library to be fully moved well before the start of school in September.
 - *Note June 2019 KHASA meeting may need to be relocated
- We have also made Keating a district priority for refinishing our gym floor, as well as improving our gym lighting with a LED upgrade. This is both for improved brightness for play and sport, as well as energy efficiency. This work is scheduled for this summer, along with a \$7000 district funded fencing upgrade for the front of our school to improve safety as well as appearance.
- Please be sure to check the school calendar on the website for all upcoming events! June is a very busy month.

- Thank you to Nathan Hudon for being SOGI rep at Keating
 - District SOGI meeting held last week Nathan was the only one attending PAC meetings on a regular basis
 - Nathan has been invited to attend all KHASA meetings as a teacher and SOGI rep going forward for this year and next
- Suggestion from Melissa Braun to include a blue & white option for spirit day as many kids do not own spirit clothing yet
 - KHASA would like to do something for spirit day but needs volunteers. It was decided that cut up watermelon was the best option and Shu Franey volunteered to take on purchasing, cutting and distributing the watermelon at the event. It is also hot lunch day and Sonja offered to assist with whatever she can. Thank you Shu & Sonja!
- BC Teachers Federation owns three indigenous floor maps. Keating has secured it for June 10-14 in the gym. *Followed up on from last month's Action Item for Phil Molloy
- Gaga ball is still waiting on an update
- Open House tentative date September 19th 6:00-8:00 PM
- KHASA is looking in to a date for family dance in October and will be in touch with school admin to finalize a date as soon as possible.
- Another point followed up upon from last month's Action Items regarding internet filters and who sets them? Filters are set by school district and there was a question to- why is Lochside's more rigorous.
 - Every school was given a very rigorous filter- every school other than Lochside thought the filters were too strong and were limiting some teaching which is why theirs stayed the same (Lochside said the strong filter was not limiting any learning etc)
- BCAA Playground Grant was submitted by Phil Molloy and Nora Dun. We will find out if we are selected June 3rd. We will have to push hard for votes as there is up to \$100, 000 to be had!
 - Habitat Systems is a playground designer and installer. Phil and Nora met with Adam Walsh from Habitat Systems and they are free of charge to work with until we are ready to install. They will assist with fundraising, design and the entire playground process where needed.
 - It was agreed that a Playground committee would be formed to focus on fundraising and planning etc
 - Phil Molloy requested a meeting with admin in the next two weeks, as if Keating selected by BCAA the playground must be started in 2019. There are 6 prizes to be had ranging in amounts (\$20, 000- \$100,000)
 - Question to admin from Nora Dun as to what happened with the old playground equipment? It can be reused and up scaled in the new plans. Admin to look in to this to ensure it is available and not damaged in any way.

ACTION: Farrah to schedule meeting re: Playground with all parties involved

2. APPROVAL OF AGENDA

Motion to approve the Agenda as amended by Shu Franey Seconded By Paula White – APPROVED

3. APPROVAL OF MINUTES

Motion to approve the Minutes Farrah Simpson Seconded By Phil Molloy - APPROVED

4. KHASA UPDATES

a) Executive

- a. Farrah and Anthea attended Kindergarten orientation which was great. Welcome to, Tonja Matthews, a new parent who attended the meeting and has a child starting Kindergarten in the fall! Thanks for being here!
- b. Exec attended the School planning meeting with staff and school admin. It was really important to be a part of the planning for next year including what fundraising and events we will do next year and how they work with the school calendar. It also was a great way to connect with Teachers and provided KHASA a chance to invite teachers to become Teacher rep. KHASA is working towards having a teacher rep attend all meetings to further enhance communication.
 - i. Summer time fundraising ideas – reusable lunch bag , Mables labels, Monks School Supplies
 - ii. It was noted by Nathan Hudon that teachers will be having discussions on what is best in terms of purchasing school supplies for classrooms as they are very standardized and teachers all have different needs
 - iii. Exec would like to attend the next staff meeting – it is the second week of the month.
ACTION: Nathan Hudon to ask admin if it is ok for KHASA Exec to attend
- c. iRide was a big success. It was a 3 year program which has come to an end. It was determined by the school that it would not run next year and it would be discussed next year if it will run again in 2020/21, possibly every second year.
- d. Open House –KHASA Exec will be looking for volunteers to assist with this event. The tentative date is Sept 19th 6:00-8:00 PM.
- e. Date for dance in October to be discussed with School and booked ASAP so band can be booked
- f. Teacher appreciation will be coordinated by Jessica Patterson. Teachers were given two choices, to have an item bought for their new staff room or a coffee/goody day. They chose to have a treat & coffee day. We will use sign up genius and ask for parent donations of food and beverages. Event will be

on a Wednesday. Third week of June would be best. June the 19th was suggested and to be confirmed with Jessica and the School.

- g. Meeting dates for next year- Do Monday's work for everyone?

ACTION: Phil Molloy volunteered to do a poll to find out what days are best for parents.

- o A point made that there are a lot of holidays on Mondays and the date ends up being moved/ rescheduled
 - o A suggestion was made to continually update what roles need filling at the beginning of the year, especially after the first month
- h. The name "Keating Home and School Association" has come up a number of times as it is confusing, not clear and often confused with KOSC. Do we want to change it? Suggestion for K-PAC which everyone agreed would work.
- i. Craig, who was filling in for the Treasurer at the meeting, informed us it would be some work but not that much to change the name of the association as far as banking goes.
 - ii. Farrah asked that parents think about this and that it will be on agenda in June

Treasurer

***Spring Fair Total Profit \$11, 115.50 *over \$7000 on silent auction items**

Operating account balance: \$48, 383.24

Hot lunch is the largest contributor- over \$20,000

Gaming account balance: \$3, 155.73

- Gaming account is allotted by the government and holds certain restrictions. Cannot be spent on items the school should be providing
- Budget has been reduced this year as some funds were not used this year and we did not bring in as much due to no Victoria Royals events
- A new change for next year is that funds requested by the school for certain line items will be done formally, by a completed document, during two request intake periods (October & January). Gives KHASA a chance to have control and more awareness of where money is being spent.
 - o Traditionally the school sent monthly updates on what funds are used for, this year it didn't happen as it was a busy year
- Question to why the cut in the Emergency Preparedness? The bin has recently replenished but needs to be looked over and the school is growing so KHASA wanted to keep some funds on hand but did not need as much as had previously been allotted in years past.

- It was brought up by Grade 5 farewell Coordinator, that she heard that Camp Thunderbird trip may not run next year due to cost. **ACTION:** Melissa Braun to email re: next year grade 5 trip as she would like to step up as Grade 5 farewell Coordinator and will help organize fundraiser to ensure the trip happens.
 - *Please note this item was discussed with the school and will run again next year and will not be cancelled due to cost*
- 2 New divisions next year in the school – a total of 23
- Question was asked about how much a teacher spends of their own money per month - Nathan Hudon says he probably spends about \$100 a month of his own money as he is a new teacher
- Great news that the district hiring a music teacher and KHASA funds can be focused else where
 - o Phil Molloy mentioned that there are lots of grants out there to support a music program if we still would like to help fund a choir or something along those lines
- Nathan Hudon asked about the technology line in the budget as there is currently no funds allotted for next year in this line item. He said it is a struggle at the school and that the district is way behind.
 - In the school there are currently 24 chrome books, and one in every intermediate class, some in the learning centre and a set of ipads, one per primary class.
 - Nathan Hudon said basically the school is desperate for technology in addition to ipads etc the gym needs new sound equipment
 - It was suggested and agreed on that we would add “By request” to the technology line in the 2019/20 Budget
 - It was also suggested that some of this year’s Spring Fair money be used for technology. The teachers/admin should discuss what the biggest needs are at the school and price them out (ex-new speaker system for the gym)
 - Parkland just got a chrome cart and the total cost was approx. \$12,000 (Note change in originally mentioned cost).
- Phil Molloy suggested and confirmed that monthly Chime [internet conferencing software] costs would be under to KHASA admin costs
 - iii. Melissa Braun suggested the Chime be rolled out at the beginning of next year and to ensure all the dial info is sent home as part of school start up package, along with KHASA meeting dates.

- **Motion to approve a change in the KHASA fiscal year to match the school year, September 1 2019 – August 31st. All in favour- APPROVED**
- **Motion to approve the 2019/20 KHASA budget by Farrah Simpson. All in favour- APPROVED**

b) Healthy Schools Committee

- Healthy school Committee is looking in to a number of family events for next school year to get families connected and active
 - September – Try it night, potentially at the Open House
 - Fall- Hoping to bring back Keating Active Mornings (A twice a week physical literacy program before school)
 - December – Skate Night
 - January – Wellness Passport
 - April- Bike Day/Safety
 - May – Idea of some sort of Family Obstacle Course
- Nathan Hudon asked if KHASA would look in to being a part of the pride parade float which takes place in July 10th? KHASA to stay in touch and support where possible.

c) Hot Lunch

- Last meeting it was asked if we could change the website to make parents pay to complete an online hot lunch order, the answer is no but you can set it up so that the order expires at a certain time (rather than Sonja chasing each person down individually). Hotlunches.net suggested moving to Bambora for payment, which has no fees as parents did say they didn't like the fees associated with Pay Pal.
- Sonja said that hotlunches.net is well laid out and very user friendly. The company is very helpful and responds quickly when needed. The first thing needing to be done next year is teachers need to be added then parents can log in.
- New Hot Lunch coordinators are Michelle Philpott and Jane Basset. Michelle will do the behind the scenes and Jane the day of work. Tonja Matthews also expressed an interest in assisting on Fridays. Thank you Michelle, Jane & Tonja!

d) COPACS

- COPACS had their AGM. Phil Molloy is now Secretary! Congrats Phil!
- The School district had their tech team come to discuss the filter levels (as discussed above) . School district had an external company do a review of the filtering system and the results will be available most likely in the fall
- Correction to the BC PAC conference – COPACS did not submit a resolution about sexual health education on the island
- New COPACS President is Monique Hiltz who stepped up after her second COPACS meeting

- Sexual Health Education night at Lochside fell through
- COPACS does have funds available to individual PACS for things like Parent Education Night
 - o Next year KHASA is hoping to have internet safety, mindfulness and mental health education and will keep this in mind
- e) CPF – No Update. KHASA will be looking for a volunteer for this position in the fall
- f) Spring Fair
 - Thank you to everyone who helped and a huge thank you to Hilary Fairbank for coordinating such an amazing family, community event! A great success. It was lucky to have student helpers from Stelly's to cover volunteer booth positions.
 - Suggestion to have some shorter volunteer times to increase parent involvement
 - A discussion at next month's meeting will be held regarding what the Spring Fair funds will be put towards, hopefully with input from teachers.

5. OLD BUSINESS

- a) Grade 5 Farewell
 - Shu looking in to cake prices
- b) Staff Appreciation Luncheon

ACTION: Farrah to follow up with Jessica re date of June 19th
- c) 2 Action Items from old business from Phil Molloy
 - a. BCAA Playground grant was put in based on three pillars- holistic wellbeing, inclusiveness, and community. Phil & Nora are now meeting with involved parties to get the ball rolling and then will move forward with fundraising.
 - i. A huge thank you to Phil & Nora for all their work on this grant
 - ii. It was suggested that parents email the School District and request that they put in a request for next year's government playground enhancement grant
 - iii. It would be best to have a plan in place for increasing and maximizing online voting for the BCAA Grant before Monday. We need to tap in to all the school connection.
 - b. Follow up on the Letter to Adam Olson on PAC Challenges. Paula has completed the letter and it is awaiting approval. Thanks Paula. Will be sent off ASAP.

ACTION: Farrah to approve and to forward to Adam

6. NEW BUSINESS

- a) KHASA Elections
 - i. Secretary – Melissa Braun has completed her 2 years in the position. Phil Molloy Volunteered and was acclaimed to the position with unanimous support.
- b) 2018/2019 Budget Approval – Complete above
- c) Reminder to Committees to submit year end reports
- d) Welcome Back Night/ Open House Fall 2019 – Bring Forward to Next meeting
- e) Fundraising- Bring Forward to Next meeting

Meeting Adjourned 9:10 PM

NEXT MEETING: June 17th, 2019 at 6:30pm – Location TBD