

**Frances Kelsey Secondary School**  
**Parent Advisory Council Regular Meeting**  
**February 23, 2021 @ 7pm – Via ZOOM**

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**IN ATTENDANCE:** Erin Egeland (Treasurer), Tanya Friese (President), Lizzi Johnson (Social Media), Taryn Johnson, Amanda Kaufmann (Vice-President) (Joined meeting during item #5), Anne Pimenta (Secretary), Jennifer Thom, Cindy Youden

**NON-VOTING**

Jeff Rowan (Principal),

**ABSENT**

**Call to Order 7:08 pm**

**1. ADOPTION OF AGENDA**

Change Item #2 Approval of Jan 19<sup>th</sup>, **2020** Minutes to read: Approval of Jan 19<sup>th</sup>, **2021** minutes.

**Motioned to approve Agenda with changing 2020 to 2021 made by Taryn, 2<sup>nd</sup> by Cindy – carried.**

**2. APPROVAL OF PREVIOUS MINUTES**

**Motion to approve January 19, 2021 Minutes made by Taryn, 2<sup>nd</sup> by Cindy - Carried.**

**3. SECRETARY'S CORRESPONDENCE**

- Nothing to report.

**4. TREASURER'S REPORT (Reported by Erin Egeland)**

- Only one cheque written since January.
- **Submitted:**
  - Balance Sheet (Attached)
  - Profit & Loss (Attached)
  - Expenses by Vendor Summary (Attached)

**5. PRINCIPAL'S / VICE PRINCIPAL'S REPORTS AND FUNDING REQUESTS**

- School will be buying 15 more student laptops as well as 24 more iPads. During 4<sup>th</sup> quarter, math teacher, Jordan Heath, will be teaching math through the program called Minecraft.
- Fees the school charges students to be approved by PAC
  - \$25 Student Activity Fee
  - \$25 Text Book Fee (returned to student when leaves the school, if graduating from FKSS fee gets put towards Grad Gown purchase)
  - \$1,600 Hockey Academy
  - \$300 Soccer Academy

**Motion to approve all of the above fees made by all – Carried.**

- Furniture arriving on Friday for the Dome. During break times will try and let students be inside with masks and no large gatherings.
- Graphic Interior is still to be done.
- Course selection for next year has started. Emails have been sent out to grade 8, 9 & 10 to start the cohort organization. It hasn't been decided if Sept 2021 will be semesters or continue with cohorts, it is easier to change into semester.

**FUNDING REQUEST:**

- **Awards, Plaques & Engraving**

School has an outstanding amount of \$3,365.00 for awards, plaques & engraving. PAC has budgeted \$1,000 each year towards awards, plaques and engraving there hasn't been a contribution for some time.

**Motion made by Jennifer for \$3,365.00 towards Awards, Plaques & Engraving, 2<sup>nd</sup> by Taryn – Carried.**

- It was suggested to follow-up on the sport teams that are needing new uniforms.

**6. D-PAC REPORT (Lizzi absent)**

- **Robyn Gray**

- Snow removal. Lessons were learnt. Procedures are being reviewed.
- Health and safety. App created for students and staff to carry daily health checks.
- In constant review to ensure district is following guidelines.
- New Rugby academy starting in Sept 2021.
- Additional BAA courses - media marketing and orientation & mobility - grades 10, 11 and 12
- Working with three potential companies to build the new Cowichan Secondary school.
- Student Learning Surveys are out for Grades 4, 7, 10 and 12.

- **Reports / Learning Summaries**

Mixed reviews on new reporting. Teacher's comments vary in detail and length. Don't be afraid to talk to your teacher, to get a better understanding of where your child is at. If you're still not happy then speak to Principals. This is a new system to everyone. Constructive comments welcomed. District will convey this message to Principals.

- **Transport - Childcare Facilities**

Current routes could not be adjusted to include new childcare facilities. Transport dept will always do their best to accommodate everyone but it depends on routes and number of kids etc. Ongoing discussions.

- **Community of Care Pledge**

Shared on our Facebook page. All PAC executives encouraged so sign. [sd79.bc.ca/pledge](https://sd79.bc.ca/pledge)

- **PIE (parents of inclusive education - IEP committee)**  
Two chairs - Anita and Cynthia (very knowledgeable and mums of children who need additional support)  
This idea is really taking off and this little group is influencing others across the province.  
Meetings are every 2nd Thursday. No agenda. Drop in. Ask for help.  
Hoping to produce a reference guide and list of resources.  
Logo has been created. Posters to be distributed.
- **Quamichan Safety Audit**  
Audit is complete. 13 pages available on line. Very thorough.  
Open campus with regulations.  
Continued additional noon hour supervision, additional security. Parents to sign consent form allowing kids off site.
- **BCCPAC**  
Cowichan Valley DPAC has submitted a request to BCCPAC (which I believe in turn goes to the ministry of education) asking that all schools be fitted with defibrillators.
- **Presentations and Workshops**  
DPAC has money to spend so it was agreed that we would try and organize as many online workshops that we can.
  - John Gateman - Advocacy Workshop (April 20th)
  - Shelly More - Universal Supports
  - White Hatter - 4 presentations
  - Jocelyn Lundberg - sensory processing (March 18th)

## 7. OLD BUSINESS

- **External funding opportunities for improving the school indoor space.**
  - Jennifer reported - checked with Jason Sandquist, Sd79 Secretary – Treasurer, if there are funds set aside this year to apply for (last year there was \$75,000). Things are different this year due to COVID, a decision will be made in spring 2021 and schools will be made aware through the administration. If there are funds to apply for, Jennifer has offered to volunteer to help support writing any requests and suggested a collaboration with teachers where the needs and concerns are. Outdoor space was suggested.

## 8. NEW BUSINESS

- Nothing to Report.

## 9. Next Meeting Date: Tuesday, April 13, 2021 @ 7 pm via ZOOM

*Note: No meeting March 2021 due to School Break*

## 10. Meeting adjourned at 8:06 pm

Submitted by Anne Pimenta, FKPAC Secretary

6:24 PM

Frances Kelsey School Parent Advisory Council

02/23/21

**Balance Sheet**

Accrual Basis

As of February 23, 2021

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	<u>Feb 23, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
1000 - Island Savings	12,585.55
1005 - Island Savings - Gaming	25,895.70
<b>Total Chequing/Savings</b>	<u>38,481.25</u>
<b>Other Current Assets</b>	
1007 - Sharee - Island Savings	10.00
<b>Total Other Current Assets</b>	<u>10.00</u>
<b>Total Current Assets</b>	<u>38,491.25</u>
<b>TOTAL ASSETS</b>	<u><u>38,491.25</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Dome Furn & Interior Graphics	10,000.00
<b>Total Other Current Liabilities</b>	<u>10,000.00</u>
<b>Total Current Liabilities</b>	10,000.00
<b>Long Term Liabilities</b>	
2500 - Authorized Expend (Gaming)	
2500.20 - Bursary/Merit	2,550.00
2500.50 - Community Fitness Path	10,500.00
2500.70 - \$C Van Society	500.00
<b>Total 2500 - Authorized Expend (Gaming)</b>	<u>13,550.00</u>
2501 - Authorized Expen-Discretionary	
2501.10 - Fruit & Veggie Program	701.41
<b>Total 2501 - Authorized Expen-Discretionary</b>	<u>701.41</u>
2502 - Gaming Funds Owed to Dry Grad	-87.97
<b>Total Long Term Liabilities</b>	<u>14,163.44</u>
<b>Total Liabilities</b>	24,163.44

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Accrual Basis

Frances Kelsey School Parent Advisory Council

**Profit & Loss**

August 1, 2020 through February 23, 2021

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	<u>Aug 1, '20 - Feb 23, 21</u>
Income	
4005 - Gaming Revenue - Direct Access	19,220.00
Total Income	<u>19,220.00</u>
Expense	
6015 - Bank charges	36.00
6025 - Bursaries	2,500.00
6027 - Bussing	
6029 - VAN - SCSSAS	<u>5,525.00</u>
Total 6027 - Bussing	5,525.00
6055 - School Activities	5,960.00
6065 - School equipment	
6063 - Technology	<u>2,682.40</u>
Total 6065 - School equipment	2,682.40
6080 - Supplies	<u>4,500.00</u>
Total Expense	<u>21,193.40</u>
Net Income	<u><u>-1,973.40</u></u>

6:28 PM  
02/23/21

**Frances Kelsey School Parent Advisory Council**  
**Transaction List by Vendor**  
August 1, 2020 through February 23, 2021

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>Abble Erikaen</b>							
Cheque	09/28/2020	459	2020 Bursary ...	1005 - Island Saving...		6025 - Bursaries	-500.00
<b>Frances Kelsey Secondary School</b>							
Cheque	11/27/2020	462	Cameras, bus...	1005 - Island Saving...		-SPLIT-	-15,382.40
Cheque	02/01/2021	464	COVID classr...	1005 - Island Saving...		-SPLIT-	-3,275.00
<b>Lauren McCrae</b>							
Cheque	11/27/2020	461	PAC Bursary ...	1005 - Island Saving...		6025 - Bursaries	-500.00
<b>Miranda Friese</b>							
Cheque	09/28/2020	460		1005 - Island Saving...		6025 - Bursaries	-500.00
<b>Paris Kreidel</b>							
Cheque	12/16/2020	463	PAC Bursary ...	1005 - Island Saving...		6025 - Bursaries	-500.00
<b>Tyson fox</b>							
Cheque	09/19/2020	458	2020 Bursary ...	1005 - Island Saving...		6025 - Bursaries	-500.00