

**Frances Kelsey Secondary School**  
**Parent Advisory Council Regular Meeting**  
**September. 17, 2024 7.00pm (1 hour)**

***Minutes***

● **Meet & Mingle**

*7.00 - 7.15pm (prior to Principal's arrival) - A space for parents / carers to meet the PAC executive for information, advice or to add items to the agenda.*

● **Acknowledgment**

*As the Frances Kelsey PAC we acknowledge that for thousands of years the Malahat Peoples have walked gently on the unceded territories where we now work, live, learn and play.*

● **Introductions and Attendance:** Joleen Duncan, Jennifer Thom, Lizzie Johnson, Kristy Martin-Hale,

Kevin van der Linden (principal) Mary Harrison, Lilly Gauthier, Beverly Berg, Joseph Legault,

Kimberly, Sylvia Cox, Katherine Wong,

**Regrets:** Doug Dame

● **Adoption of Agenda – Jennifer Mary**

● **Approval of June 2024 Minutes – Jennifer Mary**

- **President's Report & Introduction** – Lizzie has been the PAC president for 6 years, and will be stepping down from her position for the 2024-2025 school year. At the high school level we do not do any fundraising. Our purpose is that we are here as an advisory group. We support the school through the gaming grant which is usually about \$20.00 per student. Requests will come from staff for funding such as theatre, sports, clubs, student government and PAC may receive request from parents as they see things that might be needed around the school such as microwaves, more indoor/outdoor seating etc.

The PAC does end of term treats, such as candy canes at Christmas, freezies at end of year fun day, and at times will support the school with coffee/tea for events that the school may be putting on.

The PAC works with Student Parliament and gets ideas for needs around the school as well.

Parent Volunteers – Where can people be used, this has been an area of question for some time. Parents are wanting to volunteer within the school during the school day or for field trips etc and what to know where they can be used in the school from time to time and how to go about setting this up.

PAC used to give out bursaries but with gaming rules being changed PAC can not provide bursaries anymore.

Lizzie spoke about some of the items that the PAC spends money on:

Frances Kelsey Alumni Bus , sports teams, robotics club, gardening club, end of term treats, year book, \$500 to student availability such as gift cards, back packs, food, gas money etc..

- **Principal's / Vice Principal's Reports and Funding Requests** – 1050 students Gr 8's on first day of school only, scavenger hunt around the school. Then day 2 all students attended. With the growth of the population of the students the school is feeling very full, and feeling the pressure of space. Sports have started, field hockey, volleyball, cross country, and soccer. Some clubs have started as well, Interac, Student Leadership. Monday is a non-instructional day. – Staff will be focussing on some Indigenous ways of learning. An absentee notifications app is currently being worked on to be in place soon. It is called Safe Arrival and has been piloted at an elementary school already. Terry fox run will be happening on September 27<sup>th</sup>.

There is one funding request from Sarah Simmons. This request is for the turf field rental at Shawnigan Lake School for the girls field hockey team in the amount of \$400.00. This will benefit about 20 students, from September to November.

Mary Harrison Made a Motion to pay for the turf field rental in the amount of \$400.00. Seconded by Jennifer Thom. All in Favour, Motion Passed

We were also presented the invoice for the installation of the Frances Kelsey and Malahat Nation Interior Art Project for the amount of \$10,293.99. This has already been approved.

- **Secretary's Correspondence:** A Receipt from FKSS for funds received from our Gaming Account For the amount of \$3,675.00 Receipt # 24-7-3289 This is for \$1500.00 to the Drama Department and for the Fitness Equipment Reimbursement of \$2175.00
- **Treasurer's Report** – Doug is unable to meet with us this evening, however he sent us the balance of our gaming account. Currently the gaming account has a balance of \$28,537.41. The discretionary account balance was not available to him at this time and he will follow up with

the bank and get back to us with the balance as soon as he can. As for the gaming grant, Doug has made a call out to their office to work through any outstanding grant reports, and will report to us when he's been in contact with them.

- **DPAC Report** – Meeting tomorrow September 18th

- **Old Business** – Indoor Redesign – This is an ongoing project. One of the projects that is being worked on by the interior design class is recreating the indoor space. They want to create more areas for students to sit and visit and/or have a space to work in the common areas when they are allowed to do so. One of the first areas of focus is near the Kelsey Cafe and they have designed the area with some comfortable furniture and clear lines for lining up for the café. The PAC has already approved to spend \$6000 on some new furniture for this area. They have been observing where the various grades hang out and what is needed for those spaces. They would like to bring in natural elements. Another area of focus is looking at ventilation in classes, and receiving feedback from students and staff as to which spaces are very hot and or lack air flow. They feel this is an important area to look at as some classes will have walls put up to create more classrooms as the school grows, which may in turn make some spaces ventilation worse.

The Frances Kelsey photographic installations, and the Malahat First Nations photographic installations have finally been completed after a three year process. They are so well done.

- **New Business** – Question from the floor about the Music Program and wondering if there could be a trip for the music students. A parent has brought forth the idea to the PAC to support this opportunity if the school can make it happen. Voiced the importance of music for students and that perhaps the support for the music program should be separate from the support for the theatre program. The PAC is not opposed to this suggestion, and if a trip were to happen we would have to make a decision on how we could potentially support that.

- **AGM - October 17th**

All Positions are up for availability, here is a quick run down of responsibilities for the executive positions.

President – Running the meetings, we try to keep it about an hour

Vice President – Helping the president and has been the contact person with the students

Treasurer – Keeping the financial records, writing cheques, knowledge of QuickBooks, or welcome to move records to a new platform. We have minimal transactions, and most of the cheques are written to the school.

Secretary – Agenda and Minutes

DPAC Rep – attend DPAC meetings and report back.

Social Media – Posting meeting dates and repeat school info.

Some current exec members are willing to stay on but all positions are available if you want to nominate yourself or someone else.

There is no pressure to take on a role but you are still very welcome to attend our meetings.

- **Next meeting date and AGM will be October 15, 2024**
- **Adjournment 7:50pm**