

Frances Kelsey Secondary School
Parent Advisory Council Regular Meeting
October 15, 2024

Minutes

7:30pm

- **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** - Joseph Legault, Jennifer Thom, Lizzie Johnson, Kevin van der Linden, Sylvia Cox, Jessica McKenzie, Joleen Duncan
- **Adoption of Agenda** - Adopted by Jennifer. Seconded by Joseph
- **Approval of September 2024 Minutes** – Approved by Jennifer Seconded by Joseph
- **President's Report** - No Report as we don't have a newly elected president.
- **Principal's / Vice Principal's Reports and Funding Requests**

Terry Fox Run happened, all students and staff ran the route with the Mill Bay Fire and RCMP marshalling this event. Tour de Rock came and visited the school and students raised \$1000. The last Non-Instructional day had an Indigenous Focus in the morning and they explored their Professional Standards in the afternoon. They had an Orange Shirt Week leading up to the Day of recognition for Truth and Reconciliation. Humble Hooves is an equine assisted program. There are currently 10 students attending this program. There are two main staff committees working at this time they are the Advisory Committee – looking at and reviewing the teacher advisory system, and a Behaviour Solutions committee – looking at what teachers can be doing collectively to support behaviour issues in the school. Tomorrow is

Post-secondary Liaison Day. There will be representatives from 14 different post-secondary institutions. Grade 8/9 assessments have been done and planning is going on to see how the school can best support those students who are struggling in the areas of literacy and numeracy.

Funding request from Alana Baker for the Book Buzz Program in the amount of \$500.00 for their two field trips and book purchases.

Joleen would like to make a motion to approve the spending of \$500.00 to the Book Buzz Program for their two field trips and to purchase books for their program. Seconded by: Jennifer Thom. Motion Passed

- **Secretary's Correspondence** – Fundraising Brochure from Brightraiser. PAC Grant Information,
- **Treasurer's Report** – No treasurer however Lizzie will report as she took the financial/treasurer information back from Doug our treasurer from last year. The reports were almost there however Lizzie feels that the person who was helping Doug may have made it more complicated than it needed to be. Neither Lizzie nor Doug are able to access the discretionary bank balance at this time and Lizzie has made a call to the bank to try to regain access.

The balance of the gaming account is currently \$58,930.41. We currently have two cheques pending to come out of this account. One for field hockey turf rental of \$400.00, and one for the Graphics project in the amount of \$10,293.99. We also have authorised the purchase of dome furniture in the amount of \$6000.00, and one bursary liability of \$500.00 to Tyler Bosence (second cheque written to him)

Some of the expenses from last year should have been taken out of our regained earnings, and the balance sheet needs some attention. The PAC may hire a bookkeeper to help us straighten out our books, and then a new treasurer could learn the role. We do not have a lot of transactions in a year to take care of.

- **DPAC Report** - see attached
- **Old Business** – Graphics are up and they are planning a community event to celebrate and honour this project. Jennifer, Erin, and Kevin will be having a meeting with Chief and Council next week to seek their guidance on how to best showcase and celebrate these pieces at a community event.

A historian who has just published a book about Dr. Kelsey has been invited, and an invite has gone out to Dr. Kelsey's daughters for the event.

- New Business –

- New Executive Members are as follows:

President

Vice President – Jennifer Thom

Treasurer -

Secretary – Joleen Duncan

DPAC Rep – Joseph Legault

Social Media

- Next meeting date November 19, 2024
- Adjournment – 8:15 pm.



COWICHAN VALLEY DISTRICT PAC

Minutes September 18, 2024, 7pm
via in person & Zoom

Call to order at 7:00pm

1. Introductions & Acknowledgement

In Attendance:

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Voting Members:

Carmen Sundstrom	DPAC Chair, CSS DPAC Rep
Keirsten Tymko	DPAC Vice Chair, Chemainus El. Secretary & DPAC Rep
Lindsay Stewart	DPAC Treasurer, Ecole Cobble Hill DPAC Rep & Treasurer
Lisa Oczkowski	Discovery DPAC Rep
Meredith McAdam	Maple Bay DPAC Rep
Kat Barnhill	Mill Bay Nature School DPAC Rep
Joseph Legault	Frances Kelsey DPAC Rep
Samantha Towstego	Crofton DPAC Rep & Secretary
Mackenzie	Ecole Mt Prevost DPAC Rep
Rosaline	Chemainus Secondary DPAC Rep
Rachel Shaw	Bench DPAC Rep

Non-Voting Members:

Laura Loewen	Crofton PAC Chair
Mary Souter	Bench Parent
Robyn Gray	Superintendent
Darlene Reynolds	Assistant Superintendent
Randy Doman	Trustee

2. Motion to adopt agenda by Ecole Cobble Hill, seconded by FKSS

3. Motion to approve previous minutes from May 16, 2024 for both the AGM and General meeting by Ecole Cobble Hill, seconded by FKSS

4. Reports

4.1 Chair

- Keep meetings at 1.5h (if it needs to exceed that, a motion will be made)
- Reminder to all that this is my last year so a huge focus this year will be on succession planning
- Provincial elections will be utilizing some school space for early vote and day of. It hasn't been confirmed but most likely Mt. Prevost, Bonner or possibly Bench. I recall PAC feedback from the last elections; though they believed it to be a good educational moment for the students to see and learn the process, there was concern over student safety as the public were coming in and out of the school,



COWICHAN VALLEY DISTRICT PAC

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and the traffic congestion in an already busy area. Has there been any consideration or thought over this for this time? *Superintendent will bring back the information to their team to discuss.

- Gave a brief overview of BCCPAC news. There have been some resignations and a by-election will be held soon. Stay tuned from BCPAC for more info.

4.2 SD Admin - Superintendent Robyn Gray

- District has been focused on the Strategic Plan regeneration for 2025-2030 and will soon be engaging with parents, students and staff. The focuses are on Learning, Indigenous Ways of Knowing, Individual and Collective Well-being, and a Care of Place. Each school is to share feedback by October 23rd and the board will move forward from there. Hoping for a launch in January.
- There was a summer institute for teachers and support staff coordinated by educators and 130+ educators attended.
- Numeracy framework was soft launched last year and this year we will be assessing our students at the beginning of the school year to enhance their instruction. Moving forward and continuing with the literacy framework.
- Classes and start up; look at enrollment first, there is a downward trend at the elementary level. Classes are not finalized until they know the enrollment, and there has been a fair amount of movement. Class size and composition needs to be considered. District wants to ensure schools are confident with class compositions. Final numbers need to be submitted to the Ministry by the end of September. If you have further feedback / questions, please speak with your principal.

Q: Why is our district different from other districts?

A: Each district needs to also work with the collective agreements. Some districts do not have class size and composition language in those agreements.

- District has a call out for EA's and bus drivers.
- Robyn will be moving on to sd68. Last day at sd79 will be Nov 15.

4.3 Board of Education - Trustee Doman

- A lot of work coming up with Strategic Plan, budget in January, hiring a new superintendent, and opening the new Quw'utsun Secondary in January. The Board wants to take their time to find the right person for the superintendent position. If nobody is found right away, an in-term will be put in place.

4.4 Treasurer

General = \$17,702.62 Gaming = \$340.60 Term Deposit = \$9522.36

Treasurer will be moving some general funds into a flexible GIC soon. Budget will be presented at our October meeting.

4.5 PIE Committee



COWICHAN VALLEY DISTRICT PAC

Minutes September 18, 2024, 7pm
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Committee is on hiatus. Stay tuned!

4.6 Indigenous Committee

Stay tuned for the meeting date / time.

5. Old Business

5.1 Zoom license

DPAC purchased one license this year to share with the PACs. Please give us at least 2-3 days notice to set up your meeting.

5.2 Election of DPAC Secretary position

Asked for any nominations for the position. No one stepped forward. Tabled until next meeting.

6. New Business

6.1 School Start-up - feedback from PACs

Other than some frustrations from parents over the students not being placed in their classrooms yet (discussed above in Superintendent report), school start-up has been good. Some of things PACs shared with us are: held a welcome back pancake breakfast / meet the teachers, had a welcome back bbq, great communication from principal on what to expect, ice cream served at lunch, building up the community

6.2 What does your PAC want / need from DPAC this year?

More district-wide presentations / workshops on different subjects such as sexual health, social media, PAC 101. PAC 101 is on Carmen's radar and hoping to put something together soon. Stay tuned.

6.3 Use of Digital Devices

This spring the Ministry of Education and Child Care released a policy statement that phones would be restricted in schools for the purpose of ensuring student safety and to enhance their learning. The District's Administrative Procedure 145 - Use of Personal Digital Devices and Administrative Procedure 104 - District Code of Conduct were updated to align with the Ministry's direction. AP 145 states in part, "Personal digital devices are not to be accessed or operated during regularly scheduled hours of instruction, or during any school sponsored activity unless such use facilitates the learning activity and is authorized. Personal digital devices are to be stored in silent mode and only accessed with permission of the teacher."

6.4 Quw'utsun Secondary update

Plan is to still open for January after winter break. The shops on the main floor were to be open at the beginning of this school year but there were some delays and they hope to be in by Oct 1st.

6.5 Transportation Registration



COWICHAN VALLEY DISTRICT PAC

**Minutes September 18, 2024, 7pm
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There were 2400 students that were registered and then at the beginning of September, there were an additional 1300 late registrations that came through. This puts a strain on the office to ensure they have the load capacity and routes planned appropriately. How has it been? Any feedback?

Some parents said there were some glitches with the online registration and needed to actually call the department to register.

Q: What is the bus capacity? Do they expect 3 to a seat? *Superintendent will reach out to transportation department and get back to us for next meeting.

6.6 Every Child Matters Week / National Day for Truth and Reconciliation

Sept 23 - 30 will be Every Child Matters Week starting on the 23rd with a non-instructional day which will be indigenous focused, with a district wide presentation on cultural protocols in the morning and then school teams meeting on their own sites in the afternoon. During the week, the objective will be to recognize the lives and generations lost to the genocide that was the Residential School System, and to celebrate the vibrancy of Indigenous peoples, their culture and their bright future. The week will end with the National Day for Truth and Reconciliation (Orange Shirt Day) on Sept 30. On this day, all schools and work sites will be closed. It is hoped that we all take the day to reflect and learn on our continued journey towards reconciliation, and we encourage you to take advantage of the opportunity to participate in community events.

7. Adjournment

Motion to adjourn at 8:30 by Ecole Cobble Hill, 2nd by MBNS, all in favour.

Next meeting: October 17, 2024 @ 7:00pm

Need to get in touch?

cowichanvalleydpac@gmail.com