

Frances Kelsey Secondary School

Parent Advisory Council Regular Meeting

January 21, 2025 7.00pm (1 hour)

Minutes

- **Meet & Mingle**

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

- **Acknowledgment**

The Francis Kelsey PAC recognizes, and gives thanks, that we work, live, and play on the traditional lands of the Coast Salish peoples, specifically the lands of the Malahat peoples. As someone who lives, works and plays on this land, I am compelled and humbled to acknowledge those who have come before me, those who provided stewardship on the land and continue to share the land and teachings with all of us.

- **Introductions** – Phil Leeman, Joseph Legault, Joleen Duncan, Toni Handy, Kevin Van der Linden, Regrets from Jennifer Thom, Cindy Fletcher

- **Adoption of Agenda**- Motion to approve the agenda by Joleen, Seconded by Phil.

- **Approval of December 2024 Minutes** – Motion to approve the minutes Phil, seconded by Joseph

- **President's Report & Introduction** – Candy Cane hand out on the final day of school prior to the Christmas Break, was a wonderful, positive experience. Glad to be a part of the school community

- **Principal's / Vice Principal's Reports and Funding Requests** –

- * Grad pancake breakfast and skate at Kerry Park was a big success

- * Students in grades 8, 9, 10 and 11 had course presentations in the Theatre for 2025/26 on Tuesday, Jan 7. Students in grades 9, 10 and 11 did course requests electronically on Wednesday, Thursday and Friday of that week.

- * Students are currently writing their Grad assessments

- * Penny Butler and I met with grads on Jan 15th to discuss scholarship and bursary opportunities. 106 Local Bursaries.

* I co-hosted a grad parent info night on Jan 16th in the Theatre with Taryn Johnston, dry grad president. We discussed the dry grad/banquet (June 13th at Arbutus Ridge) and the Cap and Gown ceremony at FKSS on June 20th.

Upcoming:

* Jan 27th – First day of semester 2

* Feb 6th – Semester 1 Learning updates will be ready for parents

* Feb 13th – Winter Activity Day. Trips include skiing/snowboarding, snowshoeing and tubing, Science World in Vancouver, Indoor Rock Climbing (Victoria), Bowling and Swimming (Duncan).

* FKSS Musical “Newsies” begins on Feb 28.

The Advisor Committee has been meeting and discussing options for advisor for next school year. The focus is on connections, community and communication.

Funding Request in the amount of \$1000.00 to assist students who have shown interest in attending the winter activity day and may need assistance to attend the winter activity day of their choice. Currently about 8 students. **Toni would like to make a motion to support and spend up to and including \$1000.00 for the winter activity day. Seconded by: Phil, One abstention. Motion Passed**

Funding Request in the amount of \$2000.00 to help with some of the costs for the Bamfield Marine Station trip in March. This could include up to 33 students and 3 supervisors. **Joleen would make a motion to support the Bamfield Trip in the amount of \$60 per student, up to a maximum of \$2000.00. Seconded by: Toni,. One abstention. Motion Passed**

● **Secretary’s Correspondence** – Letter from Jessica Scott Dance/Science Teacher – this item is in New Business

● **Treasurer's Report** – Balance Sheet and Profit/Loss Report Is Attached. Phil has been working very hard to get our financial records in order from previous years, and is learning how to use the quick books program as he goes.

● **DPAC Report** – Minutes will be available upon request

● **Old Business**

1. Photographic Journeys.: In the January 2025 *South Cowichan Connector*, a 4-page article by journalist Chadd Cawson featuring the art installations "Do you know my

story?" (Dr. Frances Kelsey) and "Come in and learn the teachings" (of Elders Randy and Jennifer Daniels) has been published. The article chronicles the five-year collaborative project and includes highlights from the participating students, school, and communities. An online version of the article will be available and posted in upcoming FKSS PAC news.

2. Interior Redesign Projects.

Jennifer Thom met with teacher Lisa Huck to continue work on the multi-phase Interior Redesign Project, a topic which began last year. Designs for Phase 1 for the entry area of school, will be completed before the spring break. \$6000 has been set aside by PAC.

Phase 2 for part of the Dome area, a larger project, will be completed later this spring. Proposed plans moving forward are for PAC to cost-share with the school (Jennifer and Kevin).

For both phases, themes from the photographic installations will be integrated into the designs. Lisa will invite other classes/clubs (e.g., Textiles, Woodworking, Horticulture) to contribute to the project. Thank you to the PAC. Stay tuned for updates!

3.Re: Student and teacher feedback on classrooms for future District improvements.

Jennifer followed up with Alana Baker to ask for an update regarding the Student Parliament survey, planned for this past fall, to gather information from students and teachers on certain classrooms for District improvements (e.g., ventilations, heating, divider walls).

4. Revisit Funding Request for Banfield Trip – This was revisited above in the Principals Report.

● **New Business**

50/50 for Dance / Jessica Scott - Joleen will respond back to Jessica, we cannot assist for this week Thursday as the turnaround time for a gaming license is too short, however we can help out with a raffle etc in March.

● **Next meeting date** – February 18, 2025

● **Adjournment** – 8:20pm

12:32 PM

Frances Kelsey School Parent Advisory Council

9/21/25

Profit & Loss Detail

Annual Basis

August 1, 2024 through January 21, 2025

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
4005 - Gaming Revenue - Direct Access								
General Journal	10/02/2024	Gamin...		Province of B...		1005 - Island S...	30,400.00	30,400.00
Total 4005 - Gaming Revenue - Direct Access							30,400.00	30,400.00
Total Income							30,400.00	30,400.00
Expenses								
6015 - Bank charges								
Cheque	09/31/2024			Service Charge		1005 - Island S...	7.00	7.00
Cheque	09/30/2024			Service Charge		1005 - Island S...	7.00	14.00
Cheque	10/31/2024			Service Charge		1005 - Island S...	9.50	23.50
Cheque	11/30/2024			Service Charge		1005 - Island S...	7.00	30.50
Cheque	12/31/2024			Service Charge		1005 - Island S...	7.00	37.50
Total 6015 - Bank charges							37.50	37.50
6055 - School Activities								
Bill	10/01/2024	BankS...	Frances Kelsey Sec...	Book Buzz Al...		2000 - Account...	500.00	500.00
Bill	11/21/2024	Gifts A...	Frances Kelsey Sec...	Gifts Appreci...		2000 - Account...	343.23	843.23
Total 6055 - School Activities							843.23	843.23
6060 - School Athletics								
Bill	10/10/2024	000130	Frances Kelsey Sec...	FKSS Field H...		2000 - Account...	400.00	400.00
Bill	11/12/2024	2966	Frances Kelsey Sec...	Shawinigan La...		2000 - Account...	315.00	715.00
Bill	11/19/2024	Whale...	Frances Kelsey Sec...	Whalers Hook...		2000 - Account...	2,050.00	2,715.00
Bill	11/19/2024	Cross ...	Frances Kelsey Sec...	Cross Countr...		2000 - Account...	300.00	3,015.00
Total 6060 - School Athletics							3,015.00	3,015.00
Total Expenses							3,895.73	3,895.73
Net Income							26,504.27	26,504.27

3:31 PM
01/21/25
Accrual Basis

Frances Kelsey School Parent Advisory Council
Balance Sheet
As of January 21, 2025

	Jan 21, 25
ASSETS	
Current Assets	
Chequing/Savings	
1609 - Island Savings	11,993.01
1605 - Island Savings - Gaming	44,754.69
Total Chequing/Savings	56,747.70
Other Current Assets	
1607 - Shares - Island Savings	10.00
Total Other Current Assets	10.00
Total Current Assets	56,757.70
TOTAL ASSETS	56,757.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2008 - Accounts Payable	500.00
Total Accounts Payable	500.00
Other Current Liabilities	
Dome Furn & Interior Graphics	5,309.38
Total Other Current Liabilities	5,309.38
Total Current Liabilities	5,809.38
Long Term Liabilities	
2509 - Authorized Expend (Gaming)	
2508.20 - Bursary/Merit	500.00
2508.3 - School Interior/Exterior Projec	10,500.00
Total 2500 - Authorized Expend (Gaming)	11,000.00
Total Long Term Liabilities	11,000.00
Total Liabilities	16,809.38
Equity	
3560 - Reserve for Auth. Expenditures	-12,559.38
3960 - Retained Earnings	26,103.43
Net Income	28,504.27
Total Equity	39,948.32
TOTAL LIABILITIES & EQUITY	56,757.70