

**Frances Kelsey Secondary School**  
**Parent Advisory Council Regular Meeting**  
**May 20, 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 those who continue to share the land and teachings with all of us.

- **Introductions:** Kevin Van der linden, Jennifer Thom, Phil Leeman, Joleen Duncan, Toni Handy

- **Adoption of Agenda:** Jennifer adopts the agenda. Seconded by Phil

- **Approval of April Minutes:** Phil adopts the April minutes. Joleen Seconded

- **President's Report & Introduction:** New Business to share under new business.

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

Questions from the floor regarding the ICBC presentation, about possibly including grade 10's. Give them the information ahead of time. It could be a space issue as to why the grade 10's have not been included.

Principals report attached

\*Funding Request From Mr. Allard Ludwig for some LED Lights, Floor Lights and Controllers.

\*Funding Request From Mrs. Myra Jean Marshall for support for Student Parliament to rent some inflatable for an end of year fun day. Both requests are attached..

Toni would like to make a motion to approve Mr. Ludwigs request for \$2048.00, to purchase Lights, Stands and Controller as specified in the attached funding request. Phil Seconded. All in favour. Motion Passed

Jennifer would like to make a motion to approve the request in the amount up to \$1500.00 towards the cost of the inflatables for the end of year fun day. Phil Seconded. All in favour. Motion Passed.

- **Secretary's Correspondence:** No Correspondence

- **Treasurer's Report:** Phil has gone over the spending from the last couple of years to see if we are on par with the previous years spending. Time to start looking at making a budget for the 2025-2026 School Year. Reports Attached
- **DPAC Report:**
- **Old Business:** Indoor Redesign update (Jennifer) and discussion item regarding more funding tabled from last meeting. Still tabled and needing to discuss at a later date. Jennifer mentioned they will be adding light sconces for up and down the stairwell. Trying to source out a Canadian supplier. This will be a cost covered by the school. A survey was to go out two school years ago to staff and students about heating and cooling within the school. If this does not go out, then Jennifer will take on the role of creating a survey to go out. This will be important information if the school district decides to add on walls etc to the open classrooms to provide more classroom spaces and also where some improvements for heating and ventilation could be improved.

Furniture was picked out for the first stage of the interior design project. However this was before all of the political changes happened and tariffs were put in place. They are now trying to source out Canadian suppliers.

- **New Business:** Toni would like to bring forth the idea of putting in a swing set, similar to the one put in at Quw'utsun Secondary. A great way to remind children that they are still children, and gives the students a space for co-regulation, a safe place to hang out with friends and be outside. Could the school support this? Yes, we would have to see where it would make most sense on the school grounds, and look into what this would cost. Toni will reach out to the principal at Quw'utsun and get more information.  
Administration changes: Colleen Mullin will be going to Chemainus Secondary. Stephen Brooks will be coming to us as a VP. Natasha Ayers - New Resource Teacher
- **Next meeting date:** June 17th, 2025
- **Adjournment:** 8:00pm

## FKSS Principal's Report – May 20, 2025

April 28 – Parent evening with Safer Schools. Topic – Digital Citizenship.

April 29 – Student sessions with Safer Schools – all students

April 30 – ICBC presentation on safer driving for all grade 11 and 12 students

May 7 – District Scholarship presentations in the Dome. 35 students presented to judges from the school, District and community.

May 9 – Charity Concert to support mental health initiatives – various students

May 16 – Poetry Cafe – music and spoken word.

May 20-23 – Grade 7 students from feeder schools will be having school tours at FKSS led by some of our peer counselors.

Upcoming:

May 23-26: Dance trip to LA – 9 students with one EA and one teacher.

May 29-May 30: Students in Outdoor Adventure Academy to Nootka.

May 26: Rotary Junior Student of the Month: Abby Simmons will be recognized

June 11 – Scholarship and Bursary evening at FKSS

June 13 – Red Carpet/Banquet and Dry Grad (organized by the parent Dry Grad Committee)

June 20: Graduation ceremony at FKSS. 6:30 in the large gym.

An indigenous plant garden is in the works of being created. The Horticulture Classes will be running the garden.

3:56 PM

05/20/25

Accrual Basis

## Frances Kelsey School Parent Advisory Council

## Balance Sheet

As of May 20, 2025

	May 20, 25
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
1000 · Island Savings	11,919.65
1005 · Island Savings - Gaming	40,865.75
Total Chequing/Savings	52,785.40
Total Current Assets	52,785.40
<b>TOTAL ASSETS</b>	<b>52,785.40</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · 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	
2500 · Authorized Expend (Gaming)	
2500.20 · Bursary/Merit	500.00
2500.3 · 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	
3500 · Reserve for Auth. Expenditures	-12,583.29
3900 · Retained Earnings	26,083.43
Net Income	22,475.88
Total Equity	35,976.02
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>52,785.40</b>

3:54 PM

05/20/25

Accrual Basis

Frances Kelsey School Parent Advisory Council  
**Profit & Loss**  
August 1, 2024 through May 20, 2025

	Aug 1, '24 - May 20, 25
Income	
4005 · Gaming Revenue - Direct Access	30,400.00
Total Income	30,400.00
Expense	
6015 · Bank charges	137.25
6055 · School Activities	3,103.23
6060 · School Athletics	3,015.00
6075 · Student conferences/seminars	1,600.00
6080 · Supplies	68.64
Total Expense	7,924.12
Net Income	22,475.88

FRANCES  
**KELSEY**  
SECONDARY SCHOOL

953 SHAWNIGAN-MILL BAY ROAD, MILL BAY, BC, V0R 2P2 TEL (250) 743-6916 • FAX (250) 743-6915  
SCHOOL DISTRICT 79 (COWICHAN VALLEY)

Staff Name: Allard Ludwig Date: May 1, 2025

Is this for an Extra-Curricular Activity, Club Contest, or Curricular School Program? Please name:

Student Parliament Activities, Club performance

Estimated Total Cost (including all applicable taxes and shipping) \$ 828/1719/2048

Items requested (include a detailed description and cost of each item if more than one item being requested) (see attachment for options)

LED light stand x 2 (370 + tax = 414 x 2 lights = \$828) -  
+ LED floor lights (795 + tax = 889) -  
+ DMX controller (294 + tax = 329) -

Is this request an immediate need for the current school year? ☒ Yes ☐ No

Is this request a need identified for the next school year? ☒ Yes ☐ No

How many students will be affected by the purchase of this item? ALL - School-wide events and dances, etc.

What is the anticipated life of this item? DECADES! 10,000 - 50,000 HRS

To assist with evaluating and prioritizing requests, PAC would appreciate knowing how the need identified above would enhance and enrich student experiences in Frances Kelsey School.

LED lights would enhance all student activities and performances and enable students to run events like school dances and shows without relying on outside contractors and rentals

Principal Signature [Signature]

Please complete and return this form to the Principal at least one week prior to the PAC Meeting

Can be used

# Lighting for Student Events

## PAC Funding Request

### Purpose:

- Lighting for events put on by student parliament and clubs
- School dances, halloween parade, student musical performances, drama performances, writers' guild poetry cafe, etc.

### Option 1: LED Stands Only

- 2 LED Bars on stands
- Example: Eliminator Mini Par Bar Portable LED Par Can Lighting System  
<https://www.avshop.ca/package-deals/lighting-packages/eliminator-mini-par-bar-portable-led-par-can-lighting-system>
- **Cost: \$740 CAD+taxes (2x \$370)\***  
*After tax: \$828*

### Option 2: LED Stands and Floor Lights

- 2 LED Bars on stands and LED floor lights
- Example: See above for Eliminator Mini Par Bar, as well as:  
Eliminator Mega Flat Hex PAR with 3 DMX Cables/Bag/Remote - 4 Pack  
<https://www.avshop.ca/lighting-amp-effects/wash-lights-amp-par-cans-par-cans/eliminator-mega-flat-hex-par-with-3-dmx-cables-bag-remote-4-pack>
- **Cost \$1535 CAD+taxes (2x \$370 + \$795)\***  
*- After tax: \$1719*

### Option 3: Stands and Floor Lights, and Controller

- 2 LED Bars on stands, LED floor lights, DMX Controller
- Example: See above for Eliminator Mini Par Bar, Eliminator Mega Flat Hex PAR with 3 DMX Cables/Bag/Remote - 4 Pack, and Chauvet DJ Obey 70 DMX Controller  
<https://www.avshop.ca/lighting-amp-effects/controllers-dimmers/dmx-controllers/chauvet-dj-obey-70-dmx-controller>
- **Cost \$1829 CAD+taxes (2x \$370 + \$795 + \$294)\***  
*After tax: \$2048*

\*Costs are approximate and based on availability of different lighting options

FRANCES  
**KELSEY**  
SECONDARY SCHOOL

953 SHAWNIGAN MILL BAY ROAD, MILL BAY BC, V0R 2P2 TEL (250) 743-6916 • FAX (250) 743-6915  
SCHOOL DISTRICT 79 (COWICHAN VALLEY)

Staff Name: Myra Jean Marshall

Date: May 16, 2025

Is this for an Extra-Curricular Activity, Club, Contest, or Curricular School Program? Please name:

Yes - Student Parliament & Benefits all Students

Estimated Total Cost (including all applicable taxes and shipping)

\$ 2757.70

Items requested (include a detailed description and cost of each item if more than one item being requested)

\$2757.70 for inflatable rentals hoping PAC will  
help cover \$1000 of costs.  
\$1300 admin commitment / Student Parliament will cover remaining costs.

Is this request an immediate need for the current school year?

☒ Yes ☐ No

Is this request a need identified for the next school year?

☐ Yes ☒ No

How many students will be affected by the purchase of this item?

All students

What is the anticipated life of this item?

Community Building & Joy  
are Life Long Gifts

To assist with evaluating and prioritizing requests, PAC would appreciate knowing how the need identified above would enhance and enrich student experiences in Frances Kelsey School.

Student leadership has struggled with stability  
and funding this year and would like help to put on  
our whole school end of year fun day on June 13.  
Culinary program is additionally providing food.

Principal Signature [Signature]

Please complete and return this form to the Principal at least one week prior to the PAC Meeting





## COWICHAN VALLEY DISTRICT PAC

### AGM Minutes - May 15, 2025, 7pm via Zoom & in person

Call to order at 7:00pm

1. Introductions & Acknowledgement

In Attendance:

Voting Members:

Carmen Sundstrom	DPAC Chair, CSS DPAC Rep
Keirsten Tymko	DPAC Vice Chair, Chemainus EI, Secretary & DPAC Rep
Lindsay Stewart	DPAC Treasurer, Ecole Cobble Hill DPAC Rep & Treasurer
Joseph Legault	Frances Kelsey DPAC Rep
Samantha Towstego	Crofton DPAC Rep & Secretary
Mackenzie Kuecks-Winger	Ecole Mt Prevost DPAC Rep
Meredith McAdam	Maple Bay DPAC Rep, Quamichan Co-Chair
Jessica Ellis	Lake Cowichan & Patsdon Secretary
Valerie Styon	Lake Cowichan PAC Vice Chair
Hilary Henegar	Bench DPAC Rep

Non-Voting Members:

Laura Loewen	Crofton PAC Chair
Shelby Buchan	QSS Parent
Tim Davie	Superintendent
Darlene Reynolds	Assistant Superintendent
Jennifer Strachan	Trustee

2. Motion to adopt Agenda by Crofton, seconded by FKSS

3. AGM Election of DPAC Executive

- 4.1 Chair: Keirsten Tymko acclaimed
- 4.2 Vice-Chair: Lindsay Stewart acclaimed
- 4.3 Secretary: no nominations, tabled position until next general meeting
- 4.4 Treasurer: no nominations, tabled position until next general meeting - Lindsay Stewart will remain 'acting' Treasurer until position is filled

4. Motion to change the signing authority at the bank for the DPAC General Account and the DPAC Gaming Account to reflect the new executive for the 2025/26 school year  
Motion to remove Carmen Sundstrom from having signing authority on both the Cowichan Valley District Parent Advisory Council's Gaming and General account made by Chemainus EI, seconded by Crofton; moved.

5. Adjourned at 7:21 (and move into general meeting)



# COWICHAN VALLEY DISTRICT PAC

**Minutes April 17, 2025, 7pm  
via in person & Zoom**

6:30pm start with presentation from Nourish Cowichan and their Youth Ambassador / Student Advisory Committee with Lisa Read, Eilish Young, and student Evan Hales

Call to order at 7:00pm

## 1. Introductions & Acknowledgement

In Attendance:

### Voting Members:

Carmen Sundstrom	DPAC Chair, CSS DPAC Rep
Keirsten Tymko	DPAC Vice Chair, Chemainus EI. Secretary & DPAC Rep
Lindsay Stewart	DPAC Treasurer, Ecole Cobble Hill DPAC Rep & Treasurer
Joseph Legault	Frances Kelsey DPAC Rep
Samantha Towstego	Crofton DPAC Rep & Secretary
Mackenzie Kuecks-Winger	Ecole Mt Prevost DPAC Rep
Meredith McAdam	Maple Bay DPAC Rep, Quamichan Co-Chair
Jessica Ellis	Lake Cowichan & Palsos Secretary
Valerie Styan	Lake Cowichan PAC Vice Chair
Hilary Henegar	Bench DPAC Rep

### Non-Voting Members:

Laura Loewen	Crofton PAC Chair
Shelby Buchan	QSS Parent
Tim Davie	Superintendent
Darlene Reynolds	Assistant Superintendent
Jennifer Strachan	Trustee

## 2. Motion to adopt agenda by Chemainus EI, seconded by ECH

## 3. Motion to approve previous minutes from April 17, 2025 by Crofton, seconded by Chemainus EI

## 4. Reports

### 4.1 Chair

I want to thank you all for your passion and dedication to public education. Keep your parents engaged and always work towards having a succession plan. Set your PACs up for the future!

### 4.2 SD Admin - Superintendent Tim Davie

- North Cowichan RCMP liaison program will begin in September
- Moose Hide campaign started today; movement for Indigenous men and boys to end gender violence



# COWICHAN VALLEY DISTRICT PAC

**Minutes April 17, 2025, 7pm  
via in person & Zoom**

- Congratulations to Alternate Options and Indigenous Education for receiving a \$50,000 Island Health Youth Resilience Grant to support Indigenous youth through mental health, traditional food systems, science, and culture-focused learning opportunities. Learners who need re-engagement with school and high school credit recovery (Grades 11-12) have been chosen based on Red/Yellow/Green indicators of success information and data from the "How are We Doing" report.
  - National Day for missing Indigenous women/girls/Red Dress Day (MMIWG2S). Events took place across the District
  - May 5-9th Mental Health Week. "Unmasking Mental Health" was theme
  - Reminder to register for Transportation in May! Info on district website; <https://www.awinfosys.com/das2/sd79/public/transportationrequest.asp>
  - 4 student competitors won medals in Skills Canada Provincial Competition in Abbotsford (Automotive and Robotics)
  - District Chess Tournament: 16 schools over 100 students hosted by Bonner
  - Youth Authors Conference took place on May 1st with 87 students from 22 schools attending writing workshops with local authors
  - Kindergarten Swim: A community-building initiative to help Kindergarten families get to know one another and to connect them to their community spaces will be held May 15, 20 and 27. Families will also be provided with resources on local supports.
  - - ECH and Prevost had a French speech Concour. Prevost hosted; Students Gr 5-7 (13 students) delivered 3-5 min speeches by memory. Finalized to Provincials at SFU
  - Remember that June is Pride Month. District will participate June 22nd 11am in the Parade
  - BC Child and Youth in Care Week will be held June 2-8, 2025, marking its 15th year of celebrating the strength and achievements of young people in government care. Created by youth and proclaimed by the province in 2011, the week highlights the resilience and diversity of children in care. The Recognition Awards, with nominations open from January 27 to April 25, honor children and youth aged 6-28 in or from government care. Every nominee receives an award, celebrating their unique accomplishments in a strengths-based, inclusive way. Last year, over 500 awards were presented across the province.
- 4.3 Board of Education - Trustee Strachan**
- Attended AGM for BCSTA (Trustee Association). Great meeting; elected new, very diverse Board; good motions brought forward; hopefully some of the motions will make their way to the Ministry



# COWICHAN VALLEY DISTRICT PAC

Minutes April 17, 2025, 7pm  
via in person & Zoom

**5.4 BCCPAC Resolutions** - members have said that they trust the voting decisions that our DPAC delegate will make. Lindsay will represent DPAC.

[https://bccpac.bc.ca/images/AGM/2025\\_AGM\\_Booklet.pdf](https://bccpac.bc.ca/images/AGM/2025_AGM_Booklet.pdf)

## 6. New Business

### 6.1 To Zoom or not to Zoom

We've had 2 schools and DPAC that used a hybrid model to host their meetings. Do we still want a licence for next year?

- Some schools were unaware that this is a shared licence.
- Felt it was still a value to the district

*Motion made by Chemainus EI to renew the one Zoom licence for the 2025/26 school year, seconded by FKSS; motion carried.*

### 6.2 Moose Hide Campaign

The Moose Hide campaign started today, May 15th. It began as a BC-born, Indigenous-led grassroots movement to engage boys and men in ending violence against women and children. It has now grown into a National movement for Indigenous and Non-Indigenous Canadians to show they are committed to take action to end this violence. The pin has become a symbol to show your commitment to honour, respect, and protect women, children and all individuals across the gender continuum.

You can visit their website for more information as well as to request pins;

<https://moosehidecampaign.ca/>

### 6.3 North Cowichan / Duncan RCMP School Liaison Program

The RCMP are bringing back this wonderful community program, and planning to start in September. It will assign 1-3 officers per school (1-2 in elementary; 2-3 in secondary). They will focus on informal student and staff engagement, annual presentations, patrols, traffic enforcement, and respond to specific school requests.

### 6.4 Hwy 1 North Cowichan Median Fencing (James St. to Beverly St.)

The Ministry is still looking to secure funding for a pedestrian overpass, but in the interim, want to start with the median fencing to act as a barrier for pedestrians to cross the highway. They also intend to change the traffic light timing to allow for more pedestrians using the designated crosswalks.

The Board passed motions to further investigate the project, request the rationale from the Ministry for the project as well as to request a conversation, as well as to notify North Cowichan of these decisions (as they were to have discussions on this topic as well).

The project was scheduled to begin in the fall of 2025.

## 7. Adjournment

*Motion to adjourn at 8:18 by Quw'utsun, 2nd by Crofton, all in favour.*



## COWICHAN VALLEY DISTRICT PAC

**Minutes April 17, 2025, 7pm  
via in person & Zoom**

Next meeting: September 18, 2025 @ 7:00pm

Need to get in touch?

[cowichanvalleydpac@gmail.com](mailto:cowichanvalleydpac@gmail.com)

DRAFT