

**Frances Kelsey Secondary School  
Parent Advisory Council Regular Meeting  
June 17, 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:** Alex, Toni Handy, Jennifer Legault, Phil Leeman, Joleen Duncan, Kevin Vanderlinden
- **Adoption of Agenda:** Phil adopts the agenda. Seconded by: Toni,
- **Approval of May Minutes:** Phil adopts the Minutes. Seconded by: Toni,
- **President's Report & Introduction** - Will meet with Kevin at a later date with regards to the swing set idea
- **Principal's / Vice Principal's Reports and Funding Requests:**

**Principal's Report for June 17 PAC Meeting**

**School events since last meeting:**

School Tours for incoming grade 8 students: May 20-23

Dance Field Trip to LA: May 23-May 26

Outdoor Adventure Academy trip to Nootka: May 27-May 30

Indigenous Culture Week at FKSS: June 2 to June 6:

- Bannock Roasting
- Lacrosse
- Weaving on loom
- Indigenous inspired menu in the cafeteria program
- Indigenous plant garden

District Retirement dinner – June 9: **Retiring Staff:** Mr. Abbott, Ms. Brinkman, Mr. Reed, Mr. Garriock and Ms. Roach

Awards Assembly – June 10

Scholarship Evening – June 10

Grad Banquet/Dry Grad – June 13

### **Upcoming:**

Student Council Fun Day – June 18

Graduation Ceremony – June 20

Programs for Next Year:

**Soft Landing program:** Most suited for students who are unsuccessful due to the secondary school structure (4 block timetable and semester system). May have anxiety/mental health concerns but do not have outward facing negative behaviors, low to no attendance: A and B are electives and C and D are core subjects.

**Pre-employment Program** (with Resource teacher for blocks C and D only, linear literacy and numeracy programming, grade appropriate, *are* possibly capable of full or adult dogwood) \*\* attend electives (or other classes) for A and B.

**Life Skills Program** ( Blocks A and B, room 158, modified programs, need support with communication)

Funding request attached from Adrien Achurch for a pop up canopy shelter. This would be used for sporting events, extracurricular events and more. He is requesting \$300.00 to purchase a canopy.

**Toni makes a motion to support the request in the amount of \$300.00 to purchase a canopy. Jennifer Seconded. All in Favour. Motion Passed.**

We also discussed the possibility of having the canopy branded with FKSS Logo etc. or the possibility of funding a couple of FKSS Banners that could be hung across the canopy at events. Mr. Van der linden will discuss with staff if they feel this would be useful for extra curricular events, and we will wait to see a new funding request.

- **Secretary's Correspondence:** Prom Dress Project Query - Contacts from Alana Baker, Duncan Dabber Letter forwarded from Toni, email from Christine Dubois, a new parent joining FKSS and would be interested in joining the PAC
- **Treasurer's Report** - Reports Attached  
Phil has reconciled the Gaming report for the Dance Fundraiser.

Phil will reconcile the Gaming report for the Dry Grad Fundraiser.

With cheques that have been written since the report was generated, we have about \$34,000 left in the account.

Phil will talk to Wendy about the Frances Kelsey Bus Support for Maintenance In the past we have supported \$5000.00 for Maintenance for the bus.

- **DPAC Report** - No Report at this time.

- **Old Business -**

Jennifer with Myra Jean who is part of student parliament about the survey with regards to what areas of the school are too hot or too cold. The survey has not yet been done. Jennifer will help put together a survey. After this survey is complete it will be sent to the district for consideration for when they may need to partition some of the larger classrooms, or for where improvements can be made for ventilation and airflow.

Indoor Redesign update (Jennifer) and discussion item regarding more funding tabled from last meeting.

We had a lengthy discussion about the Phase 1 of the indoor redesign project. The PAC initially approved (May 2024) to give \$6000.00 towards Phase 1 of the indoor redesign project. At the April meeting, a request was made to increase this cost to \$14,000. Today we received an official quote for the front entrance way. The amount was a significant increase ranging from \$20,000-\$28,000. Depending on whether we cut out some of the items. The items would be two large seating benches, some tables, and plants. The furniture will be vinyl and is a type of furniture used in hospitals, and airports. PAC's concern at this time is the cost, and longevity of these items. Teenagers can be very careless, and disrespectful to common property. Mr. Van der linden also expressed concerns about it getting ruined in a short amount of time. Jennifer was going to go back to the company with our concerns and see if they had alternative options for a lesser amount than \$20,000.

- **New Business -**
- **Next meeting date - September 16th, 2025**
- **Adjournment - 9:14pm**

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: Adrian Achorch

Date: Wed. June 4<sup>th</sup>

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

All outdoor sports and extra-curricular day + events - Terry <sup>outdoor band set-up for parade back etc. - BBQ</sup>

Estimated Total Cost (including all applicable taxes and shipping) \$ 300.00

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

Pop-up Tent/Canopy - 12 x 12

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? many

What is the anticipated life of this item? 5 yrs.

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.

Shade + Rain cover for students in sports + leadership events. Also could be used in emergency situations.

Principal Signature \_\_\_\_\_

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

