

Frances Kelsey Secondary School
Parent Advisory Council Regular Meeting
September 16, 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:** Toni Handy, Joleen Duncan, Christine DuBois, Julie Dumontet, Myra Jean Marshall, Jennifer Thom, Phil Leeman, Anny Li, Kevin Van der linden, Nicole Darrall, Karl Darrall
- **Adoption of Agenda:** Phil Leenman Adopted Seconded by Christine Dubois
- **Approval of June Minutes:** Phil Adopted, Seconded by Jennifer
- **President's Report & Introduction** - We did meet and talk over the summer about the redesign project, and will revisit this outstanding matter later in the meeting.
- **Principal's / Vice Principal's Reports and Funding Requests -**

Principal's Report for PAC Meeting Sept 16 th , 2025

School Goals for 2025-26:

1. Increasing literacy and numeracy skills
2. Increasing student engagement and attendance
3. Providing programming to increase outcomes for Indigenous learners, Children and Youth in Care, and learners with diverse abilities or disabilities.
4. Greater school community, connections and communication

We have had a very good start to the school year – students have settled into their classes, and the building feels calm and settled.

New for this year:

- Pre-employment program
- Soft Landing Program
- Leadership elective course - over 97 students are in Leadership
- Vape detectors in 4 of the student bathrooms - Helping to make the bathrooms feel safer

New Staff: Ryan Foster – shop/woodwork

Carolee MacGilveray – counselling

Jeff Webster – Pre-employment

Natasha Ayers – Lifeskills

Emily Harris – Science/Dance

Upcoming School events: Terry Fox Run – Sept 19th Tour de Rock - Oct 1

Funding Request for Terry Fox Run and Cops for Cancer The request is from Myra Jean Marshall for the amount of \$1000.00 to provide treats at the finish line for students. Items such as freezies, juice boxes, and fruit.

Christine motions to support the request for \$1000.00 to purchase juice and snack items for the finish line. Jennifer Seconded. All in Favour One Abstinance.

Sarah Simmons has a funding request in the amount of \$505.00 for Turf Rental for the Field Hockey Team. The team rents the turf field at Shawnigan Lake School.

Joleen made a motion to support the field hockey team for the amount of \$505.00 for the turf rental. Phil Seconded. All in Favour.

Adrian Achurch sent a request for Basketball Jerseys and Soccer Jerseys. It would be for 20 Boys Soccer jerseys in the amount of \$700.00 15 Basketball jerseys both home and away plus shorts in the amount of \$2500.00

Phil motions to support the request of \$3200 for the soccer and basketball jerseys. Toni Seconded All in favour

Kelsey Bus Maintenance funding request - The request is for \$5000.00 and came in at the end of June for the 2024-2025 School Year.

Toni made a motion to support the request in the amount of \$5000.00 for the Kelsey bus maintenance for the 2024-2025 School Year Jennifer Seconded. All in Favour

- **Secretary's Correspondence -**

Dpac Agenda for meeting being held September 18th at 7:00pm via zoom or in person - Agenda Attached

Subway School Lunch Fundraising Program - Who should I forward that information to? The School has its own Kelsey Kafe and Pizza days so they are not interested in using Subway at this time.

Children's Health Foundation - Pancakes and Pajamas fundraiser - Who can I forward this to? Forward to Myra Jean Marshall

Letter of Interest in joining the PAC executive from Francis Mickey.

- **Treasurer's Report** - Gaming account - \$36,481 Discretionary Account - 16,295 About \$4400.00 of the Discretionary Account is to go to the Dry Grad Committee from Duncan Dabbers

- **DPAC Report** - Meeting will be Thursday September 18th. Agenda attached

- **Old Business -**

Interior Design Update: Submitted by Jennifer Thom

Update: Indoor redesign of front entrance.

July-August 2025: Following PAC feedback to find more durable seating for the front entrance area inside the school at a price point less than \$20K, a proposed furniture option was shared with PAC in July, principal Kevin van der Linden and teacher Lisa Huck in August.

September 2025: Kevin van der Linden and teacher Lisa Huck shared that staff have decided that the school will purchase stools for Dome area and not move forward with interior redesign of the entrance and Dome area. The staff feel that there is sufficient furniture for students. Jennifer will work with students to identify a new “sense of place” project that will benefit all FKSS students and with which the PAC funds (\$9K) that have been set aside can be used.

SUMMARY TIMELINE FOR INDOOR REDESIGN

May/June 2024: Students (various grade levels) enrolled in Lisa Huck’s class, which included an interior design component, identified the front entrance as a place where Grade 8 and 9 students gathered and where seating could provide a social place for the students. As well, furniture would create better traffic flow when entering and exiting the school.

Additional designs were generated by students for furnishing the Dome as two distinct areas to address multiple purposes—e.g., studying, eating, socializing, improving traffic flow.

September 2024 - June 2025:

Jennifer, Lisa, students, and administrators meet, review furniture designs, and plan for furnishing the front entrance inside the school.

June 2025: Jennifer shares proposed furniture at PAC meeting (below).

Feedback from PAC: more durable furniture options and lower price tag (i.e., less than \$20K)





June-July 2025:

Jennifer works with furniture consultant (same consultant for Quw'utsun Secondary School) to find alternate options according to PAC feedback while maintaining student designed "curvilinear look" for overall arrangement of furniture and staying with colours from the Photographic Journeys installation.

July 8, 2025:

Jennifer shares alternative furniture and two possible funding options with PAC:



1. Go with original plan for PAC to fund \$9K for the project and FKSS cost-share for the remaining cost \$5800 + up to \$1200 for plants for the front entrance area; and in addition to the stools (\$2000) that FKSS has already ordered for the Dome.

2. If PAC wishes to allocate more funds to decrease the bank balance, PAC could fund \$15K (seating and table furniture) and additionally, up to \$1200 (plants) for the project. Next year, PAC would, at most, contribute a maximum of \$1800 for the second phase of the Dome redesign if the idea of \$9K for future phases is desired.

Student Questionnaire - Jennifer would like to connect with Myra Jean Marshall with regards to having a questionnaire put out to staff and students to find out what spaces are hot/cold, good/poor ventilation in the school.

- **New Business -**

Parent Concerns from the table:

Parent question - Hall pass, and being denied to go to the bathroom. Concerns because their child does have a medical issue. Please talk to the teacher with concerns.

Cafeteria - Very busy, and limited timeline to access food, or limited food at the end of the line.

Entrance and Exit into the school - Very Busy coming in and out of school at the beginning and end of day.

Perhaps have a petition drawn up to have a change made to the entrance and exit way.

A Bus or buses are arriving late - therefore children are arriving late to class. Please talk to the teacher with concerns.

- **Next meeting date** - October 21, 2025

- **Adjournment** - 8:27pm

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 Achurch

Date: June 25 2025

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

Athletics - Boys Soccer + Boys Basketball

Estimated Total Cost (including all applicable taxes and shipping) \$ 3200.00

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

1 set (20) Boys Soccer Jerseys - \$700.00

1 set (15) Boys Basketball Jerseys - \$2500.00
(Home + Away + shorts)

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? 10 years of athletes

What is the anticipated life of this item? 10 years

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.

-supplying teams with much needed jersey to represent
PSS in sports community. Previous basketball teams
students/families purchased their own with last names creating an
absence of a full team set

Principal Signature _____

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

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SCHOOL DISTRICT 79 (COWICHAN VALLEY)

Staff Name: MyraJoan Marshall

Date: Sept. 3, 2024

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

Terry Fox Run & Cops for Cancer

Estimated Total Cost (including all applicable taxes and shipping)

\$ 1000

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

treats at finish line for Terry Fox Run
Freezies - Juice Boxes - Fruit

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?

every year
1000+

What is the anticipated life of this item?

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.

We want students to find joy in their Terry Fox
experience. Providing treats at the finish line helps
with building community and connection while supporting
an important Canadian cause.

Principal Signature _____

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

Our goal is to raise \$5000 - towards Cancer Research this year. We have currently raised nearly \$2000 (in June) and have lots of Run plans throughout September.



COWICHAN VALLEY DISTRICT PAC

**Agenda September 18, 2025, 7pm
via Zoom & in person**

1. Introductions & Land Acknowledgement
2. Adopt Agenda
3. Approve Previous Minutes from both the AGM and General meeting on April 15, 2025
4. Reports
 - 4.1 Chair
 - 4.2 SD Admin
 - 4.3 Board of Education (trustee)
 - 4.4 Treasurer
 - 4.5 PIE Committee
 - 4.6 Indigenous Committee
 - 4.7 BCCPAC updates
 - 4.7 Nominations for vacant executive positions
5. Old Business
 - 5.1 Zoom License
6. New Business
 - 6.1 School Start-up - feedback from PACs
 - 6.2 DPAC changes
 - 6.3 How can DPAC help you or your PAC this year? Are there presentations, information sessions or workshops you would like to see this year?
 - 6.4 Presenters for this year
 - 6.5 Every Child Matters Week / National Day for Truth and Reconciliation
 - 6.6 Topics for next months agenda
7. Adjournment Next meeting: October 16, 2024 via zoom @ 7:00pm