

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

- **Introductions** - Joleen Duncan, Jennifer Thom, Toni Handy, Phil Leeman, Kevin van der Linden, Christine DuBois sends her regrets, Anny Li, Nicole Darrall, Karl Darrall, Sylvia Cox, Mrs. Terrilyn O'Hara, Erik Labbe, Salem Travis

- **Adoption of Agenda** - Phil motioned to adopt Agenda, Jennifer Seconded All in Favour  
Amended the Agenda: Motioned to Adopt: Jennifer Seconded by: Terrilyn All In Favour

- **Approval of September 2025 Minutes** - Motion to Adopt Agenda: Jennifer, Seconded by: Phil All in Favour

- **Approval of September AGM Minutes** - Motion to Adopt: Phil, Seconded by: Nicole All in Favour

- **President's Report & Introduction** -

Update regarding vice-chair tenure(waiting on communication with DPAC) We have a tenure that a person can not hold a position more than 4 years. We have an executive position in place where a person has been in a position for more than 4 years, and we are waiting for direction from DPAC on how to proceed to rectify this matter.

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

The school does have 4 vape detectors, 2 in boys and 2 in girls. With the detectors in place the administrators and staff feel that the bathrooms are now a safer place, as less students are hanging in the bathroom and vaping. Cost for the sensors was \$500 per unit and the district installed the items.

See Attached Funding Requests. Brian Simmons/Cross Country Team, Tara O'hara/Model UN-Debate Club, Kevin Van der linden/ Goldstream

- Toni makes a motion to support Brian Simmons request in the amount of \$215.50 for the Cross Country Team for registration costs. Seconded By: Sylvia Cox All in Favour

- Toni makes a motion to support the request to the Model UN Debate Club up to \$2000 for registration fees, and transportation to Debate Events. Seconded by: Nicole All in Favour

Thank you to Erik Labbe for speaking on behalf of the Model UN Debate Club alongside Mrs. O'Hara. We learned a bit more about the Model UN Club. It sounds like it is a great experience for all of the students involved and great to have on a student's resume.

Phil makes a motion to support transportation for a field trip to Goldstream in the amount of \$1000.00. This field trip will support First Peoples Studies. Toni Seconded All in Favour

Updates:

Staffing numbers met projections – No claw back on staffing from the School District this year.

An attendance committee has been formed with teachers and admin team to find reasons why some students miss classes and how we can improve attendance.

Literacy and numeracy assessments have begun with grade 8 and 9 students. Our Numeracy Lead is Steven Brooks and our Literacy Lead is Rebecca Steele.

Leadership 10-12 is up and running with 93 students in the program. Teachers and students meet on Wednesdays at lunch.

School events since last meeting:

Terry Fox Run – Sept 19 th

Every Child Matters week – Sept 29 to Oct 3.

Flex Blocks have begun – They are the second block on Mondays and Fridays. Further discussions were had around the expectations of flex block and what do students do if their flex plan space is full and they need to find another space to work. Suggested to go back to the A block teacher and make a new plan.

The Grad Council had a spirit week last week

Pre - Employment Program is going well, and a parent from the floor did respond from their perspective that it was going well for their student.

- **Secretary's Correspondence** - No Correspondence
- **Treasurer's Report - October 3rd we received our annual amount from gaming \$19,500** - See Attached Financial Reports that is up to date to September's Months end.
- **DPAC Report** - No report regrets from Christine this evening. DPAC minutes attached
- **Old Business** - Questionnaire Update - Jennifer will reach out to Myra Jean again with regards to having student leadership put out a questionnaire to students with regards to classrooms comfort level, sound, heating, cooling etc.
- **New Business** - Joleen makes the motion to Change of Wording in bylaws to allow for AGM to be held annually by the end of October instead of mandated in September. Jennifer Seconded. All in Favour

Ideas of how to draw more parents and participation into PAC meetings. - Bring cookies, make it accessible via teams/or zoom. Advertise key things that are on the agenda, to spark interest.

- Zoom Meeting Link - Should we try using Zoom as an option again to try to reach more people. Zoom is limited to 40 minutes. DPAC may have a Zoom License that can be set up for us. Kevin says we can use Microsoft Teams and that he can set that up for our meetings.

Traffic Jam Up Concerns at the school entrance, and safety for pedestrians. One solution could be a round about. This issue does go beyond the school level. It would have to go to Hwys and The Ministry of Transportation. Perhaps a petition can be started to be signed and brought forth. Toni will reach out to the Ministry of Transportation and ask them to come and have a look at the end of a school day.

Crosswalk concern at Shawnigan Mill Bay Rd. Should be a Lighted Crosswalk, and a stop line. Safety Concerns for Pedestrians and Drivers

- **Next meeting date** - November 18th 7:00pm
- **Adjournment** - Adjourned 8:35pm

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 (CORWICHAN VALLEY)

Staff Name: Brian Simmons

Date: Sept. 26, 2025

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

FKSS Cross-Country Team

Estimated Total Cost (including all applicable taxes and shipping) \$ 215.50

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

Registration Fees of new XC race w/ unexpected registration fees.

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

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.

This event will allow our team to experience the course for high school provincials. It is an extra race in the local series and will give a new racing experience to the athletes

  
Principal Signature

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

Tues 7pm Library

FRANCES  
**KELSEY**  
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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: Tara O'hara

Date: Oct. 15 2025

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

Model UN - Debate Club

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)

Transportation to 4 MUN meets Brentwood, Duncan, Victoria, Nanaimo @ 250 per Island meet with hopes to attend Vancouver MUN (one of the largest in Canada)

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 Unknown

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

15+

What is the anticipated life of this item?

N/A transportation

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.

Model UN/debate is an opportunity to practice real world communication skills in relation to current international and global issues

Principal Signature

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Nov. 15 - VIU Nanaimo

February - Victoria UVIC

mid May - Duncan @ QMS

late May - Brentwood

FRANCES  
**KELSEY**  
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953 SHAWNIGAN-MILL BAY ROAD, MILL BAY, BC, V0R 2P2 TEL (250) 743-6916 • FAX (250) 743-6915  
SCHOOL DISTRICT 29 (COWICHAN VALLEY)

Staff Name: K. van der Linden

Date: Oct 20/25.

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

Field trip to Goldstream for EFPII + BC First Peoples.

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)

This would help cover transportation costs for bus.

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? 130

What is the anticipated life of this item? N/A.

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.

This is in partnership with the Malahat Nation. The Malahat will supply facilitate land-based activities, storytelling, etc.

K. van der Linden  
Principal Signature

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



10:46 PM  
10/20/25  
Accrual Basis

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

	Aug 1 - Oct 20, 25
Income	0.00
Expense	
6015 - Bank charges	28.00
6027 - Bussing	5,000.00
6030 - Dry Grad/Grad Activities	4,405.12
6055 - School Activities	1,000.00
6060 - School Athletics	3,705.00
Total Expense	14,138.12
Net Income	-14,138.12

10:48 PM

10/20/25

Accrual Basis

## Frances Kelsey School Parent Advisory Council

## Balance Sheet

As of October 20, 2025

	Oct 20, 25
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
1000 - Island Savings	11,883.40
1005 - Island Savings - Gaming	26,769.00
Total Chequing/Savings	38,652.40
Accounts Receivable	
11000 - Accounts Receivable	-4,405.12
Total Accounts Receivable	-4,405.12
Total Current Assets	34,247.28
<b>TOTAL ASSETS</b>	<b>34,247.28</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	44,159.31
Net Income	-14,138.12
Total Equity	17,437.90
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>34,247.28</b>





# COWICHAN VALLEY DISTRICT PAC

**Agenda October 16, 2025, 7pm  
via ZOOM**

## 1. Introductions & Acknowledgement

### Attendees:

Cathy Schmidt - Board of Education  
Andrew Wilson - Drinkwater (non voting)  
Tim Davie - Superintendent  
Keirsten Tymko - DPAC  
Jeff Rowan - SD 79 Assistant Superintendent  
Hilary Henegar - Bench  
Elisha Blackburn - Quw'utsun Secondary  
Darlene Reynolds - Assistant Superintendent  
Vlad Valastlak - OLPAC  
Rosaline Elias - Chemainus Secondary  
Monika - George Bonner and Mill Bay  
MacKenzie Kuecks-Winger - Ecole Mount Prevost  
Christine DuBois - FKSS  
Meredith McAdam - Maple Bay and Quamichan

## 2. Adopt Agenda

### Amended Agenda

4.8 Hilary to share about new support group  
Adopt amended agenda - Vlad OLPAC, 2nd Bench

## 3. Approve Minutes from Previous Meeting

Approve Minutes - Vlad, OLPAC, 2nd Bench

## 4. Reports

### 4.1 Chair

Zoom - one license; reminder only one meeting at a time. In the future - we will share the login details but for now, we will still set up meetings

Received questions around attendance at meetings on Tuesdays - School Board meeting (Visitor access/no speaking card); Board of Education (visitor/no speaking card); Advisory Meeting (speaking card)



## COWICHAN VALLEY DISTRICT PAC

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via ZOOM**

Lindsay and Keirsten will attend Advisory meetings moving forward so that an Exec member is present.

Cathy - clarified that any DPAC approved member can attend Board of Education of School Board as long as it is approved ahead by DPAC.

Advisory meetings require DPAC input so agreed it should be a DPAC Exec

### 4.2 SD Admin

All of Admin is offsite; therefore brief update

Darlene - Checking on progress in reading; can learn more by checking in with School Admin  
FSAs underway - chance for students to demonstrate knowledge through that assessment

Jeff - gone to all secondary schools in October to observe

### 4.3 Board of Education (trustee)

Cathy Schmidt - Board working on transportation policy (needs updating) - realizing we have not educated parents enough on role of transportation and that it is a courtesy not a requirement.  
Will come to Advisory when policy is ready.

Passed budget amendment to add \$556,200 for 12 new EAs. Additional spends for IEPs and for AEDs in schools

Draft policy on school closure - Board has not had a good school reconfiguration policy to go with school closure. Policy 14. Will come to Advisory at next meeting for discussion.

### 4.4 Treasurers report with approval of 2025/2026 DPAC budget

Motion to approve budget as presented- Quamichan; 2nd Hilary Bench

All in favor - PASSED majority vote

### 4.5 PIE Committee - no report - committee on hiatus

### 4.6 Indigenous Committee - no report - committee on hiatus

Vlad doing mailouts, website still live; shared mandate

\*Website link: [jdpac.ca](http://jdpac.ca)

### 4.7 BCCPAC update

Membership up for renewal. \$100 per PAC

Gives you ability to attend events; AGM; voting rights on resolutions; website will show you what membership fees go to

<https://bccpac.bc.ca/>



# COWICHAN VALLEY DISTRICT PAC

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BCCPAC has a significant amount of interaction with Ministry  
Only parent advocacy group that Ministry in BC acknowledges  
Minutes from Extraordinary General Meeting from August 2025 are still not out - Keirsten  
confirmed not all resolutions were completed at the EGM.

## 4.8 Hilary presentation Diverse Learners Parent & Caregiver Network

Presentation from Hilary:  
Bench initiative  
\*See spreadsheet attachment for more info

## 5. Old Business 5.1 School start up feedback from PACS

Please send feedback by email; Feedback from Andrew of Drinkwater that they unfortunately  
lost a teacher just before the Sept 30th deadline (after students were in classrooms); other  
positive feedback.

Motion to extend to 9pm; Vlad; 2nd Chemainus

## 5.2 Nominations for vacant executive positions Request to send out nomination forms

## 6. New Business 6.1 Signing authority change

Motion to change signing authority from Lindsay Stewart and Carmen Sunstrom and Lindsay  
Stewart and Keirsten Tymko  
2nd Bench, All in favor, Passed

## 6.2 School zone road safety feedback



## COWICHAN VALLEY DISTRICT PAC

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Safety concern from Keirsten. She would like to address this North Cowichan, RCMP, Transport Canada to look at the current signage for School Zones and make them more obvious for drivers

Suggestion from Andrew Wilson of Drinkwater for DPAC to send a letter advocating for increased road safety. Multiple people advocating for speed bumps to be added if possible.

\*Keirsten would like to keep working on this and may come back with input to put together a letter from DPAC

### 6.3 Topics for next meetings agenda

- Report from the District on communications to parents (from Admin) - how is information being communication to parents/is this happening
- Drinkwater: getting many, many questions on why they have no swings. Update on why multiple schools have no swings
- Elisha Quw'utsun - Fatima of Nourish; would like to hear from other schools for how they are doing the program, challenges, etc. Lindsay to discuss with Fatima
- Meredith Maple Bay: District Playground replacement plan, which school is next?

### 7. Adjournment 9:02pm 2nd Vlad, Meredith

Next meeting: November 20, 2025 @ 7:00pm in person

Need to get in touch?

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