

**Frances Kelsey Secondary School  
Parent Advisory Council Regular Meeting  
December 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 Frances 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, Phil Leeman, Toni Handy, Christine DuBois, Kevin Vanderlinden, Salem Travis, regrets from Jennifer Thom

- **Adoption of Agenda** - Phil adopted, Joleen Seconded

- **Approval of November 2025 Minutes** - Christine adopted Phil Seconded.

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

- Picked up and Delivered 2 microwaves (\$348.85)
  - Sent Report back from Dry Grad to Daubers
  - Toni will come into the school tomorrow to hand out treats to students on our behalf.

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

School Events Since our last meeting:

Sports:

FKSS Island Novice Wrestling: Gold – Senior Boys; team, 4 individual students placed first, and two placed third.

FKSS Whaler's Hockey: We have a junior and senior team, and both recently competed in a jamboree in Parksville.  
Basketball: 5 teams are currently competing - challenge to find coaches for all of the teams

**Fine Arts:**

December 5 th - Winter band concert  
December 10 th – Dance Show  
December 12 th – Poetry Cafe and Craft Fair

**School Events:**

December 11 th – School Dance - Well attended  
Christmas Door Decorating Contests – December 1st to December 18th  
Spirit Week – December 15 th to December 19 th

**Upcoming:**

January – Staff, Parent and Grade 10-12 Ministry Learning Surveys  
January 12 th to January 23 rd – Ministry Graduation Assessments  
January 23 rd – End of Semester 1  
Rock of Ages School Musical – January 16th to 24th

- Funding Request Senior Girls Basketball Uniforms (\$1500 ) Request Attached  
Current \$50 deposit on Uniforms, would increasing this deposit to \$100.00 be ok or helpful. Toni makes a motion to approve the request in the amount of \$1500 for the basketball uniforms. Chrisitne Seconded all in favour  
Motion Passed
- Funding Request Flag Football (\$300) Request Attached - Joleen Makes motion to approve the request in the amount of \$300. Christine seconded all in favour. Motion passed
- New Appliances Breakfast and Lunch Program (\$3000) Request and Quotes Attached Tabled until January, this could be school infrastructure and considered curriculum based, so we may not be able to fund this More information is needed Joleen asked if the school or district accesses Feeding Futures Grants. If so, this grant may be used to purchase the items being requested.
- 
- **Secretary's Correspondence** -Thank you Cards from Model UN and Leadership for our Support.
- **Treasurer's Report** - Balance Sheet, Profit/Loss Sheet and Gaming Fund Distribution Chart Phil is starting our PST claim process. It was brought to our attention that we can claim to have our PST back on purchases.  
Phil completed dry grad 50/50 report

- **DPAC Report -** Minutes Attached from November Meeting
- **Old Business -** MOTI / Traffic - No update. Toni did reach out to South Cowichan Policing as well, but they are short on volunteers to come out to school areas.  
(Christine) Presenter Information Zoe Clement - She is a teacher, who is doing parent education on Anxiety etc. She can offer a series of workshops either in person/or via zoom. Group capacity is min 30 people up to 100+ and through zoom can do more. \$175 per session. Zoe will be doing a session at Bonner in January. We can try to attend and view her presentation.
  - Questionnaire Update ( Jennifer) Jennifer met with teacher MyraJean Marshall on December 4, 2025. Plans going forward include MyraJean and Jennifer to work with student Morgan Eve and peers to put out two different questionnaires– one in January and one later in the warmer months. Both questionnaires will ask for student input regarding their indoor school environment–curricular (learning spaces) and extracurricular (e.g., gathering spaces). Once input is gathered, work will begin to create a plan that includes a budget for PAC regarding the indoor gathering spaces. Jennifer followed up with MyraJean last week to find out the target date for the first questionnaire (Morgan) and will update PAC when she hears back.
- **New Business -**
- **Next meeting date -** January 20, 2026
- **Adjournment - 8:07pm**

2:55 PM  
12/16/25  
Accrual Basis

Frances Kelsey School Parent Advisory Council  
**Balance Sheet**  
As of December 15, 2025

	Dec 15, 25
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	11,868.15
1999 - Island Savings	32,081.90
1995 - Island Savings - Gaming	
Total Chequing/Savings	43,950.05
Total Current Assets	43,950.05
<b>TOTAL ASSETS</b>	<b>43,950.05</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3990 - Retained Earnings	52,790.52
Net Income	-9,040.47
Total Equity	43,750.05
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>43,750.05</b>

2:54 PM

Frances Kelsey School Parent Advisory Council  
**Profit & Loss**

12/15/25

Accrual Basis

August 1 through December 15, 2025

	Aug 1 - Dec 15, 25
<b>Income</b>	
4005 - Gaming Revenue - Direct Access	19,500.00
<b>Total Income</b>	<b>19,500.00</b>
<b>Expense</b>	
6015 - Bank charges	66.00
6027 - Bussing	10,000.00
6030 - Dry Grad/Grad Activities	5,305.12
6055 - School Activities	2,000.00
6060 - School Athletics	6,420.50
6065 - School equipment	548.85
6070 - Student associations/clubs	2,200.00
6075 - Student conferences/seminars	2,000.00
<b>Total Expense</b>	<b>28,540.47</b>
<b>Net Income</b>	<b>-9,040.47</b>

FRANCIS KELSEY SECONDARY SCHOOL

Date: (DD-MM-YYYY)	Check, Ref Number:	Disbursed to:	Purpose:	Amount:
10-10-2025	145	Frances Kelsey Secondary School	Terry Fox Run	\$1000.00
10-10-2025	146	Frances Kelsey Secondary School	Field Hockey Turf Rental	\$505.00
10-10-2025	147	Frances Kelsey Secondary School	Boys Jerseys	\$3200.00
10-10-2025	148	Frances Kelsey Secondary School	Busing - Kelsey Bus Maintenance	\$2000.00
29-10-2025	149	Frances Kelsey Secondary School	X-Country Team	\$215.50
29-10-2025	150	Frances Kelsey Secondary School	EFP Field Trip to Goldstream	\$1000.00
29-10-2025	151	Frances Kelsey Secondary School	Debate Club Model UN	\$2000.00
01-12-2025	152	Frances Kelsey Secondary School	Busing - Kelsey Bus Maintenance	\$2000.00
01-12-2025	153	Frances Kelsey Secondary School	Whalers Hockey Tournament Fees	\$2000.00
01-12-2025	154	Frances Kelsey Secondary School	Student Council - Storage totes for decor	\$200.00
01-12-2025	155	Frances Kelsey Secondary School	Grad Council - Time Capsule Grad '26	\$900.00
01-12-2025	156	Frances Kelsey Secondary School	Robotics Club - Robotics Field	\$2000.00
01-12-2025	157	Frances Kelsey Secondary School	Wrestling - Tournament fees	\$500.00
04-12-2025	158	Toni Hardy (Canadian Tire)	Microwave ovens for common areas	\$348.85
		Frances Kelsey Secondary School		
		Frances Kelsey Secondary School		
		Frances Kelsey Secondary School		
		Frances Kelsey Secondary School		
		Frances Kelsey Secondary School		
	Fees	Island Savings Credit Union		

FRANCES  
**K E L S E Y**  
SECONDARY SCHOOL

953 SHAWNIGAN-MILL BAY ROAD, MILL BAY, BC, V0R 2P2 TEL (250) 743-6916 • FAX (250) 743-6915  
SCHOOL DISTRICT 19 (COWICHAN VALLEY)

Staff Name: Kranda Lindens / A. Achurch, Date: Dec 8/25

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

Extra-Curricular

Estimated Total Cost (including all applicable taxes and shipping) \$ 1500

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

Senior G-Ls Basketball uniforms. This is for two sets

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 for years to one

What is the anticipated life of this item? 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.

The Senior girls basketball team is in need of a complete set of home and away uniforms. Currently they are wearing a set that does not fit properly. We are unable to update the existing set.

J. Kan  
Principal Signature

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

FRANCES  
**KELSEY**  
SECONDARY SCHOOL

957 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 Achuch

Date: NOV 19<sup>th</sup> 2025

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

Flag Football Club/Intramurals

Estimated Total Cost (including all applicable taxes and shipping)

\$ ~~165.41~~ (96.18) \$300.00

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

Junior size Footballs (4-6) <sup>taxes</sup> from Sport Check, Walmart...ect.  
pop-out flags (14-20) <sup>taxes</sup> from amazon

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?

10-28

What is the anticipated life of this item?

several 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.

This equipment will support a safe, accessible, and engaging flag football program for students of all grades. Having proper, junior-sized footballs and reliable pop-out flags will allow us to run organized intramurals and club practices, encourage physical activity, and promote teamwork and sportsmanship.

Principal Signature

K. Jones

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

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)

29  
48

Staff Name: Brooke Chapman

Date: Dec 10/2025

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

Breakfast and lunch Program

Estimated Total Cost (including all applicable taxes and shipping) \$ 3000.00

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

New Fridge, Stove and Dishwasher  
please see attached sheet

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? a 250 kids a week or more if I had

What is the anticipated life of this item? 10-20 years an efficient stove

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.

I feed 50+ kids breakfast/lunch every day.  
A new fridge, stove, dishwasher for the kitchen/  
nourish cowichan would benefit all kids  
especially in the life skills, pre-employment/skill  
landing students program

Principal Signature

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

Costco Appliance Bundle		Total cost 3,212.95
		discount -600
		estimated total
①	Frigidaire 30 in 5.3 cu ft electric freestanding range with even temp cook top	2,612.96
Item #	1781575	taxes 130.65 GST 182.91 PST.
	\$ 1,042.99	<b>\$ 2,926.52</b>
②	Frigidaire 24 in built in dishwasher	
Item #	1762143	\$ 522.99
③	Frigidaire 30 in 20 cu ft Top mount Refrigerator	
Item #	1607247	
	\$ 1,092.99	



# COWICHAN VALLEY DISTRICT PAC

Agenda November 20, 2025, 7pm

In person at the SD 79 district office

## 1. Introductions & Acknowledgement

Attendees: Jesse Wittington, Genevieve, and Kalen Thorne  
Tiffany - Discovery DPAC rep

Sam - Croften DPAC rep and Secretary  
Andrew Wilson - Drinkwater DPAC rep  
Sarah Barck- PAC Secretary Drinkwater  
Christine Dubois - DPAC Rep at Kelsey  
April Malek - Vice Chair Paulson  
Jessica - Chair at Paulson  
Elizabeth Croft - Trustee  
Darlene Reynolds - Assistant Superintendent  
Tim Davies - Superintendent

## 2. Adopt Agenda

3 amendments to agenda:

Move 4.4 to 4.1 CPF Presentation

Add 4.8 Treasurer's Report

Confirming January will be in person with a 6:30 presentation from

Nourish Motion to adopt amended agenda: Andrew; 2nd Tiffany

## 3. Approve Minutes from Previous Meeting

Motion to approve: Christine; 2nd Andrew

## 4. Reports

4.1 Now CPF: Kalen: CPF is a national body established in 1977 to establish bilingualism

The Cowichan Valley chapter revived last year; 150 chapters in Canada

7 member Exec; 104 families part of Chapter

Increase retention in French, educate parents and stakeholders about the FI program; starting to organize cultural events; funding from CPF; increase ties between Prevost, ECH, Quam and QSS and work on supporting the transition from Elementary.

Genevieve: Student Ambassador program; 8-12 can go to ECH and Prevost to talk about their experiences; Info nights upcoming; got \$1000 grant for French movie nights; Retention is so important; Grade 12 bursary program.

Bussing is a huge obstacle to staying in the program

French Advisory Council or Committee \$1500 funding from the province - they would like to start this.

DPAC offered support to form the Committee; Council would be separate from DPAC. The Committee would be under DPAC

### 4.2 Chair

Increased communication with PACs which is SO wonderful to see

### 4.3 SD Admin

Tim: Nourish: question came up from Ellisha last meeting. Nourish partnership; non profit partnering with SD79 2000 students daily.

Each school submits weekly orders to Nourish indicating the # of meals required. These are delivered weekly.

Looking forward to a presentation by Fatima in person at DPAC in January!

Ellisha had asked about Communication (Jeff Rowan is in charge of communication)  
2025-2026 Elementary enrollment 4664 (down 136); Secondary 3030.78 (down 18)= total 8224.85 - total enrollment is down 183.97 down from last year for school age Darlene - Elementary; Jeff Rowan focuses on Secondary; valuable to Tim to be in the schools talking to teachers and students

Question from Keirsten: Can School Messenger communicate in real time that the student is absent (rather than after the school day). Could it be an op-in situation? Darlene to report back

Parent question about dead links on website. Darlene will look into being able to submit a ticket when an issue is found on the website

Darlene: some elementary parents: many asking where the swings have gone. **Additional information on swings and playground equipment will be sent as soon as additional details can be confirmed.**

#### 4.4 Board of Education (trustee Croft)

Cathy Schmidt re-elected as Chair of the Board; Elizabeth Croft Vice Chair Budgeting process starting in January including public consultation; asking for feedback; there is one open public meeting

Each group invited to meet, including DPAC

The Board does not go through the Budget line by line. Value based approach in line with strategic plan; strategic plan was built with a lot of public consultation. Jason Sandquist keeps a

list of items being voiced by the community. That is how the first draft occurs. The District uses a comprehensive company to predict likelihood of student #s which helps them in their budgeting process

#### 4.5 PIE Committee - hiatus

#### 4.6 Indigenous Committee - hiatus

#### 4.7 BCCPAC update

Summit was over the weekend; all day information session for BCCPAC members (online and will continue to be online due to Ministry regulations). Great presentations and speakers. 2nd meeting BC School Sports annual planning meeting - school sports, is for both public and private schools.

Good resources:

Erase: free training for parents - Expect Respect and a Safe Education

<https://www2.gov.bc.ca/gov/content/erase>

<https://familysmart.ca/>

People who work at Family Smart have to have been directly impacted by mental health so these are people with lived experience

#### 4.8 Treasurer Report

Reminder finish your gaming grant summary report; Lindsay to try to provide information in January on GIC/term deposits and also historical bank activity prior to 2 years.

Only transaction to report is \$3100 received from the School District (annual allotment)

#### Old Business

5.1 Zoom license code of conduct and usage agreement

5.2 Nominations for vacant executive positions

Secretary - Ellisha has put her name forward. Nominated!

#### 5. New Business

6.1 Constitution and Bylaws review committee

6.2 Casual gatherings for PAC executives

6.3 Constitution and Bylaws townhall

6.4 PAC 101 - Keirsten would like to host an in person PAC101; Look to FB posts for upcoming dates for PAC101 and in person

#### 6. Adjournment - 9:01pm Keirsten 2nd Tiffany

Next meeting: January 15th , 2025 @ 6:30pm IN PERSON (weather permitting)

Need to get in touch?

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