

**Frances Kelsey Secondary School
Parent Advisory Council Regular Meeting
November 18th, 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, Sylvia Cox, Kathryn Wong, Salem Travis, Dali Hartman, Frankie Swannell, Phil Leeman, Christina DuBois, VIA Zoom - Jennifer Thom, Toni Handy

- **Adoption of Agenda:** Agenda adopted by: Chistine Seconded by: Phil

- **Approval of October 2025 Minutes** - October Minutes approved by: Toni, Seconded by: Sylvia

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

- Volunteered at Haunted House Set Up - Toni volunteered a shift. This was held at the Mill Bay Community Hall.

-Received Report back from Dry Grad for Daubers funds - Toni forwarded the paper work onto Daubers after getting the information back from Dry Grad

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

November 7th was the last day of term 1. Students are halfway through the first semester and a quarter of the day through the year.

First term Learning Updates will be available to parents on November the 25 th .

School events since last meeting:

FKSS Hosted a District Grade 9 Volleyball tournament on October 30

Remembrance Day ceremony on November 10 th . Cadets, choir, the school band and one student from Rock Band performed. We also had students read poems and speak about the importance of Remembrance Day.

Bella Baker, grade 12 was recognized as the Rotary Senior Student of the Month
Fall sports have finished up (soccer, Field hockey, cross country and volleyball) and Whaler's hockey and basketball have begun.

Students in the Model UN participated in an event at Brentwood College and in Nanaimo on November 14 th .

All English First Peoples 11 classes and English First Peoples 12 class participated in a field trip to Goldstream on November 13 th and 14 th . Members of the Malahat Lands Department worked with students at Goldstream.

This morning, 11 post-secondary representatives presented to students in grades 11 and 12.

Upcoming School Events:

December 11 th – School Winter Dance: 5:30-8:30pm

December 12 th – Poetry Cafe in the Dome: 5:00pm-8:00pm

- Funding Request Grad Council - See Attached - Hollywood Theme Prom, and a Time Capsule There are about 180-190 Grads, This would be held at the school either in the dome or small gym.

Toni makes a Motion to support \$600 for purchase of time capsule and installment and up to \$300 for refreshments for Prom. Jennifer seconded. All in Favour
Motion Passed

We ask that they come back to the pack in the new year to see where they are at with fundraising and ask for money for DJ for prom.

- Funding Request FKSS Bus - See Attached -Motion to pay \$5000 for the FKSS Bus Maintenance Christina DuBois Phil Seconded All in Favour Motion Passed

We have requested that moving forward we receive receipts for maintenance that is being carried out on the bus.

- Funding Request Pre-Employment class - See Attached Joleen make a motion to cover \$200 out of the operating account. Sylvia Seconded All in Favour Motion passed

- Funding Request Robotics - See Attached Christine motions to approve, pending confirmation of student numbers and verification that the request is for an extracurricular purpose to support the request of \$2000.00 Seconded by Toni All in Favour.

Attached is the response from Mr Josh Page who runs the Robotics Club. We feel confident with his response and will pass the motion

- Funding Request Whalers Hockey - See Attached **Christine makes a motion to support \$2000.00 for the Whalers Hockey Program. Seconded by: Phil All in favour Motion Passed**

- Funding Request Winter Dance DJ - See Attached December 11th Looking for money to cover a DJ **Christine makes a motion to cover to the cost up to \$700 for a DJ, with a caveat that they will show us 3 quotes from DJ's Seconded by: Toni All in Favour Motion Passed**

A suggestion was made to the Leadership group to get in touch with a gentleman named Kyle Ridley - who offers DJ services. They have confirmed Kyle for the dance at a cost of \$300.00

The leadership group is looking for parent volunteers - 5:30-7 or 7-8:30.

- Funding Request Student Council/Leadership Large Totes - See Attached. **Toni makes a motion to fund the totes up to \$200. Seconded by Joleen All in Favour Motion Passed**

- Funding Request Jordan Heath Club Wrestling Trip - See Attached **Christine make a motion to support the request in the amount of \$500.00 for a Novice Wrestling Tournament entry fees. Joleen seconded. All in favour Motion Passed**

- **Secretary's Correspondence -**

Parent Session, "10 Minutes A Day" Zoe Clement - Christine Dubois will look into this more and will take the information to DPAC as well to see about possibly hosting this workshop at FKSS in the new year.

- **Treasurer's Report** - Gaming account balance is \$43041.50 \$11,000 approx in the operating account. Reports are attached
- DPAC Report - Next meeting Thursday November 20th They are looking for more people to join the DPAC executive. DPAC has a zoom license we can use. A bylaw committee being formed to redo the bylaws of DPAC Transportation policy is being updated. The school district has budgeted money to hire 12 new EA's - All Schools will be getting an AED - DPAC does have some money for Parent Education Sessions
- **Old Business -**
 - MOTI / Traffic - Toni reached out to the Ministry of Transportation and can reach out to DPAC as well. She has not had a response from MOTI to date.
 - Vice Update - We have discussed the Vice Chair position and with no concerns being brought forth we will allow Jennifer to stay in that position for the remainder of the 2025-2026 school year and the position will need to be vacated for the following school year.

- Questionnaire Update Jennifer - Regarding the student questionnaire: Jennifer followed up with MyraJean Marshall and Morgan Eve to set up a meeting to discuss the student questionnaire. She is waiting to hear back from them.
- PAC Executive Items - Each member of the PAC Executive needs to read the Constitution and Bylaws and sign the "Statement of Understanding". The Statements of Understanding currently on the FKSS website are from 2019. They will need to be updated. Joleen will contact Alana to take town bylaws from the website. And we can repost bylaws again once updated.
- **New Business -**
 - Christmas Treats - Toni makes a motion to spend up to \$200 for Christmas treats to hand out during the last week of school. (candy canes/suckers etc) Seconded by Sylvia All in Favour Motion Passed Toni will take care of purchasing these items and confirm with the administration a date and time that will work.
 - Students have requested more microwaves - Joleen makes a motion to purchase 2 microwaves at a cost of up to \$400.00 Seconded by Christine All in Favour. Motion Passed
- **Next meeting date: December 16th, 2025**
- **Adjournment - 9:00pm**

2:07 PM

Frances Kelsey School Parent Advisory Council

11/18/25

Balance Sheet

Accrual Basis

As of November 18, 2025

	Nov 18, 25
ASSETS	
Current Assets	
Chequing/Savings	
1000 - Island Savings	11,875.15
1005 - Island Savings - Gaming	43,041.50
Total Chequing/Savings	54,916.65
Accounts Receivable	
11000 - Accounts Receivable	-4,405.12
Total Accounts Receivable	-4,405.12
Total Current Assets	50,511.53
TOTAL ASSETS	50,511.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	500.00
Total Accounts Payable	500.00
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	2,125.13
Total Equity	33,702.15
TOTAL LIABILITIES & EQUITY	50,511.53

2:10 PM

11/18/25

Accrual Basis

Frances Kelsey School Parent Advisory Council

Profit & Loss

August 1 through November 18, 2025

	<u>Aug 1 - Nov 18, 25</u>
Income	
4005 · Gaming Revenue - Direct Access	19,500.00
Total Income	19,500.00
Expense	
6015 · Bank charges	48.25
6027 · Bussing	5,000.00
6030 · Dry Grad/Grad Activities	4,405.12
6055 · School Activities	2,000.00
6060 · School Athletics	3,920.50
6075 · Student conferences/seminars	2,000.00
Total Expense	17,373.87
Net Income	<u>2,126.13</u>

KELSEY

SECONDARY SCHOOL

953 SHAWNIGAN-MILL BAY ROAD, MILL BAY, BC, V0R 2R2 TEL (250) 743-6916 • FAX (250) 743-6915
SCHOOL DISTRICT 79 (COWICHAN VALLEY)

Staff Name: Jeffrey Webster

Date: Nov. 7th, 2025

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

Pre-Employment Skills

Estimated Total Cost (including all applicable taxes and shipping)

\$ 200?

Items requested (include a detailed description and cost of each item if more than one item being requested) ^{over ear}

4 wired headsets w microphone - amazon + best buy are approximately \$45 each

2 wireless headsets with microphone - better for newer devices - about \$50 each

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?

6-12

What is the anticipated life of this item?

3-5 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.

Students in the program use laptops for literacy + numeracy intervention but are reluctant to use voice to text / text to voice in front of other students

Principal Signature

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

FRANCES
KELSEY
SECONDARY SCHOOL

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

Staff Name:

Lisa Huck

Date:

Oct 23rd, 2025

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

Frances Kelsey Bus maintenance & future purchase
of new bus.

Estimated Total Cost (including all applicable taxes and shipping)

\$ 5000

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

\$5000 for increased cost for maintenance - We are
also looking at purchasing another bus for
sport teams, extracurricular activities and academy programs.

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

What is the anticipated life of this item?

Lifetime of bus.

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.

With the increasing amount of participation
in sporting events, extracurriculars and academy
programs, it's essential our students have reliable
transportation that is not reliant upon district
hours of operation.

Principal Signature

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Frankie & Dali

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SECONDARY SCHOOL

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

Staff Name: Mr. Vanderlinden

Date: Oct 31 2025

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

Extra-Curricular / Club: Grad Council

Estimated Total Cost (including all applicable taxes and shipping) \$ 1600.

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

-DJ for Prom, \$700.

-refreshments, \$300. (for prom)

-Time Capsule \$600. (+\$50. for case & \$150. for insulation)

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? grad class

What is the anticipated life of this item?

-Time Capsule forever

-Prom One night

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.

Our goal this year is to create an unforgettable
and meaningful exp experience for the class of 2025-2026
We want future students to look back at our time capsule
and see all our cherished memories.

[Signature]
Principal Signature

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SCHOOL DISTRICT 79 (CEDOWAN VALLEY)

Staff Name: JOSH PAGE

Date: OCT 9 2025

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

ROBOTICS CLUB

Estimated Total Cost (including all applicable taxes and shipping) \$ 2000.00 APPROX

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

THE FIELD OUR ROBOTS CAN COMPETE ON		
VEX PORTABLE FIELD PERIMETER	1150.00	+SHIP
VEX FIELD TILES x 30	350.00	+SHIP
VEX FIELD TILE CASE x 2	110.00	+SHIP

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 100+ STUDENTS

What is the anticipated life of this item?

LONG TERM
AS I HOPE TO USE IT EVERY YEAR

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 WOULD BE FANTASTIC TO ALLOW OUR STUDENTS TO
BUILD AND PARTICIPATE WITH THE ROBOTS HERE AT
SCHOOL NOT JUST AT COMPETITIONS

K. Radwin
Principal Signature

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

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

Staff Name: w/ Bella Baker, Student Leader
Myra Jean Marshall Date: Nov. 14

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

Yes - Student Council / Leadership

Estimated Total Cost (including all applicable taxes and shipping) \$ 300-500

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

Large ~~Stack~~ Totes for Seasonal Decor Storage - 12 total

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? 100% leadership students

What is the anticipated life of this item? + entire school population
10 yrs benefits

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.

these will be used for storage of various community
building events such as haunted house, winter dance,
valentine activities, fundraising initiatives, etc.

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SCHOOL DISTRICT 79 (COMHEWAN VALLEY)

Staff Name: Corene Gillis

Date: Nov. 14/ '25

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

Extra-Curricular: 2 Whalers Teams (hockey)

Estimated Total Cost (including all applicable taxes and shipping) \$ 2000.00

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

To help off-set tournament entry fees, notably, the Ross Cup culminating tourney at the end of the ice hockey season

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?

50 players; 8 volunteers who help scorekeep; hundreds of students who come & support

What is the anticipated life of this item? the 2 Whalers teams

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.

FKSS students enjoy watching Whalers hockey games all season & at this tournament. Students who are part of Whalers pay a lot already to cover expenses, so PAC support would be appreciated. These are students already excited about playing & watching Whalers games, which shows how important our teams are for FKSS school spirit.

Principal Signature

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SECONDARY SCHOOL

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SCHOOL DISTRICT 79 (COWICHAN VALLEY)

Staff Name: Jordan Heath

Date: Nov 17, 2025

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

Frances Kelsey Wrestling Club trip to Novice Wrestling Tournament Fees

Estimated Total Cost (including all applicable taxes and shipping) \$ 500

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

\$500 would cover the registration fee for 20 students to participate in ~~attend~~ novice wrestling competitions.

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

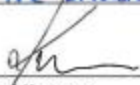
Is this request a need identified for the next school year? ☐ Yes ☒ No

How many students will be affected by the purchase of this item? 20

What is the anticipated life of this item? current school year

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.

Give wrestling club students an opportunity to show what they've been learning and a chance to use their skills in the broader wrestling community with new partners.


Principal Signature

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

FRANCES
K E L S E Y
S E C O N D A R Y S C H O O L

959 SHAWNIGAN-MILL BAY ROAD, MILL BAY, BC, V0R 2P2 TEL (250) 743-8916 • FAX (250) 743-6915
SCHOOL DISTRICT 79 (COWICHAN VALLEY)

Staff Name: w/ Bella Baker, Student Leader
Myralean Marshall Date: Nov. 14

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

Estimated Total Cost (including all applicable taxes and shipping) \$ 700

Items requested (include a detailed description and cost of each item if more than one item being requested)
DJ for winter dance - Dec. 11
& decor

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 - typically 150-250
What is the anticipated life of this item? 1x Student attend dances.

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.
Building connection and community among students.

Principal Signature _____

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

From: Joshua Page <jpage@sd79.bc.ca>
Sent: November 19, 2025 8:37 PM
To: Kevin van der Linden <kvanderlinden@sd79.bc.ca>
Cc: t.handy@outlook.com <t.handy@outlook.com>; FKSS PAC <pacfkss@gmail.com>
Subject: Re: Funding Request

Hello All!

Thank you for the consideration for my funding request.

Our club is in redevelopment as I have recently returned after two years away . As far as a specific number of students it benefits this fluctuates as many of the members are in grade 8 and 9 (we have had up to 20 attend our lunch meetings). We are lucky to have 4 club members who are in grade 12 this year as 5-year veteran mentors. We meet officially on Tuesdays and Wednesdays at lunch in room 138 but many members eat lunch in the robotics lab everyday of the week!

While I admit that many of the students in the robotics club are also in robotics classes I try to keep the competition crossover to a minimum. Our club is currently preparing for the Skills Canada competition "Disaster Rescue" while in class the students are preparing to compete in the Vex v5 challenge "Push Back"

If you are interested here are a copy of the rules for the two games

https://www.skillscompetencescanada.com/wp-content/uploads/2025/08/SCNC26_23S_Project_EN_15Aug2025_Final.pdf <- Skills Canada

<https://content.vexrobotics.com/docs/25-26/v5rc-push-back/docs/PushBack2.1.pdf> <- Vex v5

The purchase of the portable field would be a space for us to setup and practice with our robots at lunch (the reason I was hoping for the portable field is the ease of setup and takedown so we spend more time practicing and testing as lunch is only 45 minutes)

**I hope this answers all your questions
If you need more info please let me know**

Thank you again for your consideration

Huy ch q'u,

**Josh Page (he/him)
Robotics and Electronics**

**Frances Kelsey Secondary School
953 Shawnigan-Mill Bay Road, Mill Bay, BC
Phone: 250-743-6916
Website: fkss.sd79.bc.ca**