

Frances Kelsey Secondary School
Parent Advisory Council Regular Meeting
January 20th, 2026, 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:** Sylvia, Phil, Jennifer, Christine, Joleen Kevin Regrets from Toni
- **Adoption of January 2026 Agenda:** Christine motioned to adopt Seconded: Sylvia All in Favour
- **Approval of December 2025 Minutes** Christine motion to adopt Seconded Phil All in Favour
- **President's Report & Introduction** - Toni handed out Christmas treats just before the holiday break. PAC spent \$197.65 and had a variety of cookies, chocolates, candy canes, fresh oranges and of course a sugar free, celiac friendly offering. It was a huge hit and the kids love gingerbread cookies....like really loooooove gingerbread cookies.
- **Principal's / Vice Principal's Reports and Funding Requests**

A few notes as we end Semester 1 and begin Semester 2:

1. Students received their semester 2 schedules from their Pickup Block teacher on Wednesday before lunch. Please take time to look over this with your child and encourage them to take a photo of it so they will remember their classes.
2. The last day of the semester is Thursday, January 22nd. Friday, January 23rd is a Turnaround Day. No classes are in session, and buses will not be running.
3. Monday, January 26th is the first day of the second semester.
4. We hope to have first semester Learning Updates printed for students on Wednesday, February 11th. We will also open the portal for parents to view online.

School Events since last meeting:

January 7th -9th – Grade 10-12 Student Learning Surveys

January 14th – Grade 12 Scholarship Meeting

January 12th -22nd – Graduation Assessments for Grades 10 and 12.

January 15 th to 24 th – School of Rock Musical

Upcoming:

January 27 th – Grad Info Parent Evening at FKSS at 6:30pm in the Theatre

February 12 th – Winter Activity Day

Mount Washington

Vancouver Aquarium

Tsawwassen Mills

Feb 17 th – Students will receive course selection sheets for next school year after a presentation in the Theatre.

Feb 18 th –20 th - Ross Cup Hockey Tournament

March 13 th – Last Day before Spring Break

- Cross Country and Track and Field Singlets (20) - \$800 - Christine makes a motion to support the request for the Cross Country Singlets, up to \$800.00. Phil Seconded , All in Favour Motion passed

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- **Secretary's Correspondence** - No correspondence.
- **Treasurer's Report** - Reports attached.
 - Phil is waiting for some information from the dry grad committee to file a dry grad fundraiser.
 - Phil working with Christine on the PST project - claiming PST on purchases made.
 - Dry Grad is wanting to do another raffle, this will be in an online format, more details to come.
- **DPAC Report** - Nourish Cowichan is looking for more volunteers to help with their programs.
- **Old Business** -

-Cross walk Roundabout - Nothing more to report

- Student survey Update: Working with teachers Tara McKinley, MyraJean Marshall, principal Kevin, and student Morgan. We are working on the logistics of creating the questionnaire (e.g., collaborators, intent, anonymity, confidentiality, content and scope). Draft questions have been shared with the team on indoor and outdoor social spaces. I will follow up with the team and report back to PAC next month. The goal is to launch the questionnaire next month so funding requests can be presented and voted on by PAC, at latest, in May.

-Revisit Funding Request for the Robotics Club -- This was approved in November, pending some other info . This was the motion made at the November meeting, and was approved after we received further information from Josh Page. His letter is attached to the November Minutes, and reattached to these minutes as well. 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.

- Revisit Funding request for the Appliances for the program - PAC still feels that because these items are used for curricular programs, not just for Breakfast and Lunch Programs, we can not support this request at this time.

- **New Business** - Valentines Fudge Fundraiser - Toni will spearhead this if we would like to do this fundraiser to add some more funds to our general account. Toni was approached by Lizzi with local business Udder Guys, about running a quick fudge fundraiser for Valentine's Day. It would be online, and we (PAC) would earn \$3 per bar sold. PAC will agree to do this if approved by the school.
Country Grocer Receipt Program - Are any Clubs/Leadership Using this program. They provide a gift card of \$50 for every \$5000 in receipts provided.
One of the things we've been requested of a few times now, is money for snacks and refreshments and I think it would be a shame if PAC or leadership isn't utilizing the program. Maybe Dry Grad Collect them for FKSS
- **Next meeting date** -February 17th, 2026
- **Adjournment** - Motion to adjourn made by Sylvia., Seconded by Christine. All in favour.

Meeting adjourned at 8:35pm

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

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: 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?

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 PRACTICE WITH THE ROBOTS HERE AT SCHOOL NOT JUST AT COMPETITIONS

[Signature]
Principal Signature

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

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

953 SHAWNIGAN-MILL BAY ROAD, MILL BAY, B.C. V0R 2P2 TEL (250) 743-6916 • FAX (250) 743-6915
SCHOOL DISTRICT 79 (COWICHAN VALLEY)

Staff Name: Adrian Achural

Date: 09/01/25

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

Cross-country and Track and field.

Estimated Total Cost (including all applicable taxes and shipping) \$ 800

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

20 singlets for track and field and cross-country.
each singlet costs 43\$
20 singlets total Extra-curricular

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? 20-40

What is the anticipated life of this item? 5-10 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.

New singlets would improve comfort while running, while promoting school pride and spirit. Students would feel more confident and motivated to participate.
AS of currently, we share singlets as we don't have enough for each athlete.

[Signature]
Principal Signature

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

1:09 PM
01/20/26
Accrual Basis

Frances Kelsey School Parent Advisory Council
Balance Sheet
As of January 20, 2026

	<u>Jan 20, 26</u>
ASSETS	
Current Assets	
Chequing/Savings	
1000 · Island Savings	11,659.90
1005 · Island Savings - Gaming	<u>30,415.36</u>
Total Chequing/Savings	<u>42,075.26</u>
Total Current Assets	<u>42,075.26</u>
TOTAL ASSETS	<u><u>42,075.26</u></u>
LIABILITIES & EQUITY	
Equity	
3900 · Retained Earnings	52,790.52
Net Income	<u>-10,715.26</u>
Total Equity	<u>42,075.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>42,075.26</u></u>

1:07 PM
01/20/26
Accrual Basis

Frances Kelsey School Parent Advisory Council
Profit & Loss
August 1, 2025 through January 20, 2026

	<u>Aug 1, '25 - Jan 20, 26</u>
Income	
4005 · Gaming Revenue - Direct Access	<u>19,500.00</u>
Total Income	<u>19,500.00</u>
Expense	
6015 · Bank charges	90.00
6027 · Bussing	10,000.00
6030 · Dry Grad/Grad Activities	5,305.12
6055 · School Activities	2,000.00
6060 · School Athletics	7,873.34
6065 · School equipment	548.85
6070 · Student associations/clubs	2,200.00
6071 · Student End of Term Treats	197.95
6075 · Student conferences/seminars	<u>2,000.00</u>
Total Expense	<u>30,215.26</u>
Net Income	<u><u>-10,715.26</u></u>