

Frances Kelsey Secondary School
Parent Advisory Council Regular Meeting
March 10th 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:** Joleen Duncan, Toni Handy, Jennifer Thom, Phil Handy, Kevin Van der Linden, Christine Dubois, Sarah Simmons

- **Adoption of March 2026 Agenda** - Adopted by: Christine, Seconded by: Phil Leeman

Amended agenda, to put treasurers reports prior to the Funding Requests.

- **Approval of February 2025 Minutes** - Adopted by Christine Seconded by Phil

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

Fudge Fundraiser Up and Going, running for 1 week with delivery in time for Easter. \$3.00 per bar is what we can earn. Orders are due: Pick up date: April 1.

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

School Events since last meeting:

1. MMIW Walk – Feb 17 th
2. Whistler Ski Trip – Feb 25 th to Feb 27th
3. Full School Coldest Night of the Year Walk – Feb 27 th
4. Rock Band Performance - March 6 th
5. Robotics Regional Tournament – March 10th

Upcoming:

March 11 th – VIU Health Fair at FKSS and catch-up immunizations for grade 11 and 12 students.

March 30 th – First day back after Spring Break

April 1 st – Lockdown drill with RCMP

April 8 th – Grade 7 parent meeting at FKSS. 7:00pm in the large gym so students can attend with parents as well.

Funding Request PLC / Student Mental Health Request for \$11,000 Presented by Sarah Simmons- Requesting this amount for some outdoor tables, hoping to bring children together, support mental health, and use food and a place to get together and strengthen school spirit. All students benefit from outdoor learning opportunities. These tables can move around and they are very durable. This amount would be for six tables. They are made of metal and hard plastic. Funding request attached.

Christine would like to make a motion to spend up to \$11,000 to purchase outdoor seating for the courtyard area as requested. Sylvia Seconded: All in favour Motion Passed
Attached Request

Funding Request MyraJean Marshall on behalf of Student Leadership, Athletics and clubs. Request for \$2027.16 (for concession machines) popcorn machine \$650, hot dog machine \$200, snow cone \$470, cotton candy. \$?
Request and attach request.

Christine will make a motion to support up to \$700.00 for Student Parliament to buy the confectionery machine of their choice as presented.

- **Secretary's Correspondence - No Correspondence**
- **Treasurer's Report - Reports Attached - PST Project is still on the go, Christine and Phil have been working on this. Phil has been communicating with Brian Simmons from FKSS Alumni regarding the FKSS Alumni Bus, and working on getting records for prior maintenance.**
- **DPAC Report - No new meeting**
- **Old Business - Questionnaire - Jennifer Thom** A Questionnaire has been created by Jennifer, Mr. Brooks, and a Student Representative Morgan Whitehead. This has been sent out to staff to present to students.

- **New Business** - Christine, can we please get your assistance to get the zoom account set up from DPAC.? - Christine did reach out to DPAC. We now have a code to use for future meetings.
- Ideas of how to get parents discussing school matters at school and through our email rather than social media.
- Concerns from parents about class without an appropriately skilled teacher.
- Concerns from parent(s) about lockdown - lack of communication may have caused unnecessary panic - Kevin did speak of this incident as well. This was not a lockdown, it was announced to hold students in class. This was due to a medical incident with a staff member, and an ambulance was called.
- Concerns from parent(s) about cap gun incident, communicated that school response felt inadequate, added fuel to rumours, and lacked consistency with the lockdown the previous week.

Kevin spoke about this incident and how it was handled. Having RCMP present at Lockdown drills in the future will continue to happen. Administration feels this is an important step to take.

Jennifer makes a motion for us to spend up to \$100.00 for balloons and treats for the Grade 7

welcome evening. Toni will pick up these items. Joleen Seconded All in Favour.

- **Next meeting date** - April 21, 2026 7:00pm
- **Adjournment** - Adjourned at 8:45pm

2:59 PM
03/10/26
Accrual Basis

Frances Kelsey School Parent Advisory Council
Profit & Loss
August 1, 2025 through March 10, 2026

	<u>Aug 1, '25 - Mar 10, 26</u>
Income	
4005 · Gaming Revenue - Direct Access	19,500.00
Total Income	<u>19,500.00</u>
Expense	
6015 · Bank charges	121.75
6027 · Bussing	10,000.00
6030 · Dry Grad/Grad Activities	5,330.12
6055 · School Activities	2,000.00
6060 · School Athletics	7,873.34
6065 · School equipment	548.85
6070 · Student associations/clubs	2,500.00
6071 · Student End of Term Treats	197.95
6075 · Student conferences/seminars	2,000.00
Total Expense	<u>30,572.01</u>
Net Income	<u><u>-11,072.01</u></u>

3:00 PM
03/10/26
Accrual Basis

Frances Kelsey School Parent Advisory Council
Balance Sheet
As of March 10, 2026

	<u>Mar 10, 26</u>
ASSETS	
Current Assets	
Chequing/Savings	
1000 · Island Savings	11,619.65
1005 · Island Savings - Gaming	30,098.86
Total Chequing/Savings	<u>41,718.51</u>
Total Current Assets	<u>41,718.51</u>
TOTAL ASSETS	<u>41,718.51</u>
LIABILITIES & EQUITY	
Equity	
3900 · Retained Earnings	52,790.52
Net Income	<u>-11,072.01</u>
Total Equity	<u>41,718.51</u>
TOTAL LIABILITIES & EQUITY	<u>41,718.51</u>

FRANCES
K E L S E Y
SECONDARY SCHOOL

252 SHAWNIGAN-MILL BAY ROAD, MILL BAY BC, V0R 2P2 TEL (250) 743-6925 • FAX (250) 743-6913
SCHOOL DISTRICT 19 (COWICHAN VALLEY)

Staff Name: PLC Group / Community Connections / Student Mental Health Date: Feb 25/2026

Is this for an Extra-Curricular Activity, Club, Contest, or Curricular School Program? Please name:
This is all happening under the umbrella of the Cafe and Culinaty

Estimated Total Cost (including all applicable taxes and shipping) \$ 11,000

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

We would like to purchase Hex Recycled Plastic picnic tables to from Home Depot. All of these would help to create an outdoor seating environment for students

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 of them!

What is the anticipated life of this item? 20+ 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.

One of our main FESL goals is mental health. We want to further build out our Culinaty program while offering our students a chance to build community connections

Principal Signature _____

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

Our goal with this space is to offer spaces for students to be together and off of their phones. Be together and build greater school community and engagement

Staff Name: Myra Jean Marshall

Date: Feb. 23 2016

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

Leadership / Athletics / School Fundraising / Student Clubs/Activities

Estimated Total Cost (Including all applicable taxes and shipping) \$ 2,027.16

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

popcorn machine - hot dog machine - snow cone machine - cotton candy machine
 SEE ATTACHED PRINT-OUTS

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? 1000+

What is the anticipated life of this item? 10+ yrs.

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 community and connection at student events.
Create modes for fundraising by student clubs and groups.
Provide real-world small business experiences for all students


 Principal Signature

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

Open to other vendors with less expensive options if directed to contacts. We chose a reputable Canadian company for pricing.

