

# Ferris Elementary School

<http://ferris.sd38.bc.ca/>

## MINUTES

MARCH 7, 2017

6:30PM

<b>TYPE OF MEETING</b>	Monthly PAC Meeting
<b>ATTENDEES</b>	<ul style="list-style-type: none"><li>• Kiersten Moore, Chair;</li><li>• Jane Sun (absent); Jenny Ma, Co-treasurers</li><li>• Naoko Watanabe, Rebecca Soronow (took minutes), Fundraising</li><li>• Lisa Wong (absent), Secretary;</li><li>• Sean Harrington, Principal</li><li>• Benita Bahd, Vice-Principal;</li><li>• Cathy Li, Bosco Woods, members at large</li></ul>

## Agenda topics

SEAN HARRINGTON

ADMINISTRATION REPORT

<b>DISCUSSION</b>	
	<ul style="list-style-type: none"><li>• Feb 22 Pink Day and Youth Honour Choir performance, both a success</li><li>• Mar 6 Colt Country Classic BasketBall</li><li>• Mar 6 evening Body Science parent presentation--many reactions from parents, many positive, some negative. That's why the parent presentation is given, it is not recommended to keep children out of the program, it is age-appropriate and approved to be important information, but parents have the right to withdraw their child from the workshops.</li><li>• March 10 - early dismissal and student-led conferences</li><li>• March 11 - report cards home</li><li>• May 18, Thurs. is track and field day, we're held with fewer schools this year and can bring twice as many Ferris students as last year.</li><li>• Sean met with Dave from Habitat to talk about how to expand the intermediate playground and connect with the current fitness circuit. Sean asked for a couple different scenarios at different price points. Plans will be drawn and we will decide how to collect student input on possibilities in April.</li><li>• Sean emailed Roddy from Schoolboard and re-applied for the grounds expansion grant for this next year. The current grant expired March 1st. Sean will ask if the funds are still available for this year or if they've already been reallocated.</li><li>• Leadership Group will do Bake Sale in April.</li></ul>

KIERSTEN MOORE

SPRING CARNIVAL

DISCUSSION		
	<ul style="list-style-type: none"> <li>● Spring Carnival is May 25th, 3-5:30 pm</li> <li>● We need to identify more people to help coordinate Spring Carnival. <ul style="list-style-type: none"> <li>○ Raffle: Rebecca will solicit prize donations, Kiersten will do the gaming application and get the tickets printed. Will need volunteers to help collect money/log returned tickets in the mornings of the two weeks before Carnival.</li> <li>○ Kiersten will contact the balloon artist from previous years.</li> <li>○ Find 9 people by April 11th PAC meeting or look at modifying what we do this Spring</li> <li>○ Food, Games, Game Prizes, Parent Volunteer Coordinator, Student Volunteer Coordinator, Face Painting, First Aid, Ticket Sales, Promotion/Posters</li> <li>○ Of those roles 4 are a must-have in order to go ahead: Food, Games/Prizes combined, Volunteer Coordinator combined, Ticket Sales</li> </ul> </li> <li>● If we have a volunteer coordinator we can contact Richmond High about recruiting high school student volunteers to help run the games and prizes on May 25th, or do face painting. They can receive volunteer hour credit for helping. We would need to arrange a meeting prior to the 25th and have an adult volunteer oversee them.</li> <li>● Bouncy Castle needs a responsible attendant throughout the duration of the carnival.</li> <li>● Raffle prize list must be finalized before gaming application can be submitted and tickets printed.</li> <li>● April 15th prize list deadline</li> <li>● Raffle tickets go out two weeks before the Fair: Target May 8th.</li> <li>● Can we get a Firetruck, Ambulance, or Police Car to be on site during the Fair?</li> </ul>	
CONCLUSIONS	We need more help coordinating the Fair in order to move forward. Identifying coordinators is a priority	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create a volunteer call for leadership help	Kiersten	March 27th
Solicit Raffle Donations	Rebecca	April 15th
Look into having Fire/Ambulance/Police Car at Fair	Naoko	April 30th

<b>DISCUSSION</b>		
<ul style="list-style-type: none"> <li>• We need a flier after spring break with Schedule for hot lunches, volunteer times, and upcoming plans for the spring.</li> <li>• April 21st is Teacher Appreciation Lunch: we need parents to supply potluck dishes for 45 staff. Benita knows a potluck planner website she will forward. Catering would be too costly. PAC can buy dessert</li> <li>• Quote for Primary Playground Expansion (all prices include tax and install): \$19,443.20 for Double Oodle Swing. \$9,868.18 for Single Oodle Swing. \$13,752.62 for Omnispin Spinner.             <ul style="list-style-type: none"> <li>○ We currently have \$34,300 available after earmarked funds and reserving \$1400 for miscellaneous expenses. (see Treasurer Report)</li> <li>○ <b>Motion was made and passed to purchase the Double Oodle Swing and Omnispin Spinner this Spring for \$33,196</b></li> </ul> </li> <li>• Community Building Activities are in demand and need to be included in our events.             <ul style="list-style-type: none"> <li>○ Movie Nights do raise money, but is there a way to make them more social?</li> <li>○ Spring Yard Sale will hopefully be a fun community event--not primarily focused on funds</li> <li>○ There are grants available for community building events, but deadline is fast approaching.</li> </ul> </li> <li>• We need to get word out to parents that continued volunteer support is needed.             <ul style="list-style-type: none"> <li>○ We probably need a volunteer appreciation event</li> <li>○ FAQ sheet: Why we need your help, Why we need your money, How we support the school</li> </ul> </li> </ul>		
<b>CONCLUSIONS</b>		
We need renewed volunteer support.		
Double Oodle Swing and Omnispin Spinner will be purchased and installed by the summer--funds are available--ground preparation needs to be confirmed first.		
<b>ACTION ITEMS</b>		
Confirm purchase of Double Oodle Swing and Omnispin Spinner, contingent upon grounds preparation.	Kiersten	March 31st
Create Newsletter with hot lunch schedule, volunteer push (lunches and Teacher appreciation), and upcoming spring plans. Have it translated.	Kiersten, Naoko, Lisa	April 3rd
Check on funds availability for grounds prep for this spring	Sean	

DISCUSSION		
<ul style="list-style-type: none"> <li>● Last Feb Pizza day net profit was: \$509.78</li> <li>● Gift Card Fundraising profit was: \$254.15 <ul style="list-style-type: none"> <li>○ Should consider for next year doing two big Gift Card pushes rather than many, it's a lot of work and there hasn't been much help with pick-up and distribution. Maybe one before Christmas and one in the spring.</li> </ul> </li> <li>● We could request that Nova Foods raise their PAC support fee from \$.25 an order to \$.50 an order--would need to send out an explanation to parents--maybe as part of the announcement that disk swings and the spinner are being ordered and the Nova Food money will support the new intermediate playground.</li> <li>● Hot Lunch dates for Spring: April 7th, May 5th, May 19, June 2, June 16 (sports day)</li> <li>● Purdy's Easter chocolate orders are open until March 30th Delivery April 7th (same day as hot lunch)</li> <li>● Spring Yard sale April 8th--need a push after spring break, sign-ups end March 30th</li> <li>● Need volunteers for Yard Sale to help set-up and staff the PAC table.</li> </ul>		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Request fee increase from Nova Foods--alert parents	Kiersten/Naoko	April
Push spring yard sale after break--both sellers and volunteers	Naoko	April 5th
Create and open spring hot lunch ordering	Cecilia/Kiersten	March 27

**NEXT MEETING: Tuesday April 11, 7-8pm**

**TREASURER REPORT**

23-Feb pizza day		gift card fundraising		
deposit	\$1,082.55		deposit	\$6,349.00
cash	41.85	deposit	200	
receipts	\$1,124.40			-5996.85
ck489				
fresh slice pizza	(498.30)			-98
plates	(17.91)		-200	ck#490
apple juice	(14.09)		profit	\$254.15
milk	(84.32)			
<b>net</b>	<b>\$509.78</b>			

coastcapital bank balance		
general account		
balance@Mar 7 as per bank statement		\$26,697.48
	\$1,266.20	
outstanding cheques	\$27,963.68	
ck#484 74.04	dairyland mar 10 milk	
ck#485 14.99	jan 20 pizza day juice	
ck#486 32	feb 23 pizza day juice plate	
ck#487 84.32	feb 23 pizza day milk	
ck#488 44.65	feb 23 piza day plates	
ck#489 5996.85	progressive fundraising	
ck#490 200 98	diaryqueen	
ck#491		

Available balance@Mar 7, 2017 = \$21,516.83

Gaming account balance @ Mar 7 = \$23,421.73

**ACCOUNT BALANCES**

**GENERAL  
ACCOUNT**

**INCOME**

Balance	\$21,516.83	AS OF March 7, 2017
Grand Total	\$21,516.83	

**APPROVED  
EXPENSES**

Accounts Payable	\$8267.50
Grand Total	\$8267.50

<b>BALANCE</b>	<b>\$13,249.33</b>
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Accounts Payable	Body Science expert	passed vote Jan 2017	\$1,417.50
	Graduation	Cake and DJ for 2017 - passed vote Feb 2017	\$400.00
	Outdoor Ed	For camp 2018 - passed Feb 2017	\$1,000
	Scholarships	2 x \$300 for 2017 - passed Sept 2016 meeting	\$600.00
	Sports Day	Ribbons for 2017 -passed vote Feb 2017	\$350.00
	Teacher Reimbursements	\$200/teacher for 2017- passed Sept 2016 meeting	\$4,500.00
Accounts Payable Total			\$8267.50
Grand Total			\$8267.50

# GAMING ACCOUNT

## INCOME

Balance	\$23,421.73	AS OF Mar 7, 2017
Grand Total	\$23,421.73	

## EXPENSES

Accounts Payable	\$15,900.00
Grand Total	\$15,900.00

<b>BALANCE</b>	<b>\$7521.73</b>
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Accounts Payable	Fine Arts Performance - Rainbow Dance Group	for 2017 passed vote in June 2016	\$900.00
	Hip Hop Lessons	approved spend in 2016	\$0.00
	Playground	earmarked for playground - passed vote in June 2016	\$15,000.00
Accounts Payable Total			\$15,900.00
Grand Total			\$15,900.00

Leaving roughly \$1,400 for further miscellaneous expenses, we currently have \$34,300 available for playground equipment purchases. All further fundraising this year would go towards next year's expenses.

Double Oodle Swing and Omnispin Spinner together cost \$33,196 inclusive of tax and installation.