



Ferris Elementary Parents Advisory Council (PAC) Meeting
September 15, 2025, 6:00-7:00 pm
Meeting Minutes

Attendees:

Mr. A., Mr. Narbett, Zoe, Julia, Harp, Victor, Quin, Hery, Fei, Vivian Miri, Jamie, Kristine, Eric, Peter, Jovy, Teresa, Kavuluru and Mikako

Welcome and Introduction –Zoe (PAC Chair)

a) Welcomed and Approved Minutes and Today's Agenda

Zoe welcomed the parents in attendance. The minutes from the June 9, 2025 PAC meeting and today's agenda were reviewed and unanimously approved by all attendees. Both the minutes and the agenda have been formally adopted.

b) Approval of New PAC Executives

- Introduced our PAC Executives Team and put forward the motion, to approve the following parents as our PAC Executives for the 2025-2026 school year:
Angel Ng – Co-Treasurer, Teresa Gonzales and Ace Espiritu – Event Coordinator.
- New members were Approved
- Welcomed the new team members to our PAC

c) Introduced PAC Executive Team

I would like to take a moment to introduce our 17 PAC Executives Team to everyone:

- Chair: Zoe
- Co-Secretary: Gladys, Julia
- Co-Treasurer: Peter, Angel



- Event Coordinator: Jaime, Kristine, Jovy, Isabelle, Amanda, Teresa, Ace
- Hot Lunch Coordinator: Eri, Mikako, Tina, Carol, Tami
- Current vacancies: Co-Chair, DPAC Representative-welcomed parents to nominate the candidates

d) Overview of PAC

- **What is the Parent Advisory Council (PAC), and why is it important?**

As parents and guardians of Ferris students, you are all automatically members of the PAC. Our role is to strengthen the connection between home and school, while supporting our children's learning beyond the classroom. This means not only focusing on academics, but also creating fun and meaningful experiences that build community. For example, while school funds cannot be used for things like a school-wide dance workshop, new library furniture, or science equipment, the PAC can step in to provide that support.

- **When do we meet?**

PAC meetings are held on the second Monday of each month in the Ferris Lab. Meeting dates are posted on our website. We welcome all parents to join—whether to share ideas, raise concerns, or simply stay informed. We always try to have an intermediate student who has completed the Babysitter Certificate to provide child minding during PAC Meetings. You can always reach us at FerrisPAC@gmail.com with any questions or concerns.

- **How do we fundraise and where does the money go?**

Every dollar raised by the PAC goes directly back to students, enriching their school experience. Our biggest fundraising event is the Ferris Fun Fair in May, but we also fundraise through Hot Lunch, the Spring Gym Sale, the Ferris Holiday Party, and Ferris Wear. We also actively seek grants to support school events. For example, we



successfully applied for the City of Richmond Neighborhood Celebration Grant, which helped fund Music in the Park.

- e) **Share letters written by RHS graduates**-two students, who received the Ferris Scholarship. Now that they have graduated from high school, they still carry with them the Ferris HEART approach. We hope to continue fostering this HEART philosophy, which defines Ferris: **Helpful & Safe, Empathetic, Accountable, Respectful, and Truly Kind**

f) **Overview of Events for this school year:**

- Ferris Holiday Party – Dec 12th
- Spring Gym Sale – Mar/Apr
- Ferris Fun Fair – May 28th
- Staff Appreciation Lunch – June
- Music in the Park (joint event w/ school) – June
- Grade 7 Graduation Luncheon – June

School Administrative Report

Ms. Kim:

- Will conduct the new project: Shark Tank (Grade 6 & 7) project
- Proposed borrowing funds from PAC \$500.00 for assisting with project start-up, will continue to invest the profits in this project or other school's needs

Mr. A:

- Land acknowledgment
- Introduced new vice principal- Mr. Narbett
- Thanks to PAC for great support
- Received \$3,000.00 from one parent and will start a Breakfast Club supporting the students who are in need.



- There are 640 Students and 26 Divisions in Ferris in this new school year
- Gym will open every Sunday at 1:00pm -4:00pm. Mr. A normally will be on site.

Mr. Narbett:

- SEMP
- Red Emergency Folders
- Emergency Drills-6 fire drills, 3 EQ, 2 lock down, 1 First Aid (Ferris has 3 fully certified first aid personals)
- Thank you for your care, connection, and support.

PAC Financial Report-Peter (Treasurer)

Review budget and vote on next meeting

- a) **Expected Total Cash in for school year 2025-2026 updated on Sept. 15, 2025: \$35,500.00**
- b) **Expenditure Items-Budget : \$35,575.00**
 - School-Wide Spends- Equipment and Workshops-\$13,000.00
 - School programs (administration)- Equipment and Workshops-\$5,000.00
 - Grade 7 programs-camp, grad year book, grad luncheon-\$750.00
 - Teachers' expenditures-Teacher's reimbursement-\$12,950.00 and recognitions and retirement gifts-\$500.00
 - Subscriptions and memberships-Munchalunch (\$336.00), BCCPAC membership (\$100.00) and Konstella subscription (\$489.00)
 - Other programs-Ferris Alumni Scholarship (\$700.00), Contingency (\$1,000.00) and general office and admin fees



PAC Hot Lunch Updates

- Schedules:
 - Sep 19 - Fresh Slice
 - Oct 10 – TTOP
 - Oct 31 – Subway
 - Nov 21 - Libby's Kitchen
 - Dec 19 – Sushi Lover
- Bringing in coconut water as a healthy drink option donated by Zoe
- New vendor ideas are welcome

PAC Events Updates

- Holiday Party – Dec 12th
- Fun Fair – May 28th
- Yard Sale – March (TBC)

PAC Admin Updates

- Grants: City of Richmond Neighborhood Celebration Grant (Feb)
- Create Games Inventory List (for items stored in the shed)

RDPA Report

- First RDPA meeting (Oct 7, 2025), PAC 101 (Nov 4, 2025)
- Welcome parents who are interested to attend the RDPA meetings

New Business-Zoe

1) Smoking:



*PARENT ADVISORY COUNCIL
W.D. FERRIS ELEMENTARY SCHOOL*

7520 Sunnymede Cres., Richmond, B.C. V6Y 2V8

ferrispac@gmail.com

Several parents have observed individuals smoking cigarettes and cannabis within or in close proximity to school grounds. PAC would like to consider formally requesting that the Richmond School Board install clear and visible signage around Ferris Elementary to reinforce that smoking and cannabis use are not permitted on or near school property.

2) Grade 7

- **PAC sub-committee** (with designated PAC Executives and Gr 7 Parents and Gr 7 Teachers) to oversee fundraising and graduation ceremony and luncheon
- **Fundraising Ideas:** Raffle tickets for Graduation Ceremony front rows, Graduation Ceremony Photo Sale; Ice Cream Sale

Q&A

Date of Next Meeting: October 20, 2025

Adjournment: This meeting adjourned at 6:58pm.

See you at our next PAC Meeting and thank you very much for your contribution!