7:00 p.m. in the Learning Commons

Brandi Verigin, Trish Kuhn, Katrina Berkenbosch, Monica Fenton, Roxanne Klassen (treasurer), Amanda Epp, Jean Dabels (city employee), Kathryn Kerelchuk (president), Jilian Freitag (grade 2 teacher), Kim Zapesocki (music teacher), Corey Knopp (vice-principal), Carol Brown (principal), Ariane Brzoza (vice president), Candace Dealy, Courtney Lee (secretary), Darcie Bennett (facility services department Elk Island Public), Don Davidge (facility services department Elk Island Public)

1. Call to Order at 7:05 pm
2. Introductions (2 min)-New Members to fill out membership form
	1. No new members
3. Motion to Approve the Agenda-Kathryn adds #7 to include any items for next months agenda. Amanda moves to approve, Brandi seconds, carried unanimously
4. Motion to Approve the minutes of November 22, 2017
5. Reports (20 min)
	1. Introduction of Facilities Services Department members in Attendance (president)
		1. Facilities Services Department Report

-Kathryn introduces Darcie Bennett who works for Facilities Services Department and will be working with us to use the government grant of $250,000 to get a playground. She introduces Don Davidge who is the purchasing manager and who will be taking lead on the tender process and the legalities that go along with it. She introduces Jean Dabels from the city who works for Parks and Rec. She will work closely with Darcie and Don during the process.

-$250,000 comes to EIPS and not a parent ground, so EIPS (Darcie and Don) will manage the funds.

-Don goes through our Request for Proposal (RFP). This is a document that outlines what we want out of the project, rules/regulations for who can bid on the project, etc.

-Timeline for the project:

 January 9-Feb 6: companies are able to bid on the project. So far, there have been approx. 20 responders.

 Jan 18: Mandatory Pre-Proposal Site Meeting-those who wish to bid must be at the meeting to see the site, hear more instructions, ask questions, etc. Open to any parents wanting to be there

 Feb 2 at 2:00 pm: last day written inquiries about the project can be made by potential companies

 Feb 6: closing day for all bidders. At this point, Don will check for compliance and make a shortlist of candidates.

 Feb 20: 3-4 companies will make presentations to evaluators and parents who wish to attend. During the presentation, only evaluators are able to ask questions of the presenters.

 Feb 23rd: Scores from all evaluators will be presented and a contractor will be chosen.

 It’ll take Don about 2 weeks from that point to do some legal stuff

 March 5th: we will publicly announce the contractor.

 March 12th: company will be able to get started on their end (design, add-ons, etc.)

 June 29th: start date of building the playground

 Aug 15th: must be completed (company charged $500/day after if they are late)

 Aug 16th: inspection

 Aug 24th: final inspection (if they failed the first)

 Aug 27th: completion of playground

-Some of the requirements we are asking of all bidders:

 -2 separate play areas (1 for children ages 5-8, another for ages 8-12)

 -concrete curbs with rounded corners

 -complement of sand and pour-n-play surfacing for wheelchairs

 -curbing around both playgrounds with the option of adding some in between

 -some stand alone play areas

-As parents we will have some creativity on what will actually be in the playground (certain structures we want to see, etc.)

* 1. Treasurer’s Report
		1. Success of previous fundraiser-$2,533.15 with a $25.75 donation
		2. $ report-$5,699.81
	2. Vice President’s Report
		1. Playground Dreams Survey-Ariane passes out survey and explains there is one for parents, staff and students. There will be surveys in the office for anyone who was unable to attend the meeting.
		2. Dates for Pizza fundraiser-April 3-order forms go out to parents. April 17th-orders due. May 3rd potential delivery date. All to be confirmed at a later date.
1. Committee Chair Reports
	1. Dance Report from Parent Council
		1. Monica Fenton sent around a budget proposal for the Dance that is scheduled for March 16th, 2018. Their proposal was $775 and included concession, float $, and decorations.
		2. Kathryn moves to pass budget, Ariane 2nds, carried unanimously
		3. Roxanne will call AGLC tomorrow to look into applying for a raffle license
	2. Hot lunch report from Jodie Robertshaw
		1. First hot lunch-Friday Feb 2, 2018 from Panago. Order forms will come out this Friday. More volunteers needed. Can call/text Jodie. (Contact member of FASS board and they will forward information).
2. Next Meeting: Feb 21, 2018
3. Meeting Adjourned at: 8:32 p.m.

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| President: Kathryn Kerelchuk | President.fass@gmail.com |
| Vice President: Ariane Taylor Brzoza | Vicepresident.fass@gmail.com |
| Treasurer: Roxanne Klassen | Treasurer.fass1@gmail.com |
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