

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

November 9, 2017

**Present:** Kinder Jones (Principal), Danielle Elliott (Chair), Carrie Keen (Vice-Chair), Brenda Nicholas (Member-At-Large), Janet Ambrosio (Treasurer), Amanda Kelloway (Secretary), Barb McMahon, Selena Yip, Emi Lam, Athena Turner, Michelle Britton, Caroline Chady, Marco Ambrosio, Sheila Mclean

**Regrets:** None

**Called to order:** 7:00PM

**Approval of Previous Minutes:** proposed by Amanda - Agreed by all

■ Text that needs clarifying

■ *Action items for next meeting*

**Addendums:**

## Principal's Report

- Thank You!
  - The Monster Mash highlights the teamwork of this community. Thank you to all of you for your time, energy and enthusiasm. It was a wonderful evening.
- Volleyball
  - The season is progressing. We have between 20-23 boys and between 12-14 girls on the teams.
- Choir
  - The choir performed at the Remembrance Day ceremony. They are progressing in their ability to harmonize.
- Me to We
  - This group of 30 will be starting their annual food drive this month. A detailed notice will be coming to the parents.
- Quilting Project
  - Each class has had an introduction to the project. The colour and quilt pattern has been decided through student voting. Three classes have completed their squares for the quilt. The noon hour quilting club began last week. They meet twice a week and have started cutting the material for the quilt.
- Arts Start Performance
  - We had a one woman circus perform on Nov 8<sup>th</sup>. She involved students, entertained and demonstrated many skills
- Emergency Procedures
  - We have reviewed our fire drill and earthquake general procedures. Next week we will be practicing our Lock Down procedures.
  - The District has provided principals and head teachers training in emergency procedures this year.
- Update About Items from Last PAC Meeting

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- Charity fundraiser will be Jump Rope For Heart on Feb 14
- Primary teachers do not want to go on a field trip all together because they find it very challenging to supervise the students in that size of group but they are interested in going in small groups of 2 or 3 classes.
- Parents raised issues with not having a collective primary event:
  - Strongly felt it is important for all the primary classes to have an end of year celebration together
  - Last couple years some classes did not have a year-end celebration
  - Parents would like to see connection between English and mandarin classes not a division – Kinder said that there is work in building this connection going on
  - Suggestions: to go to a contained outdoor space like Burnaby village (many classes are going already this year for Christmas), to bring an event to the school and have a teddy bear picnic – *Kinder will bring these ideas to the teachers*

## **Executive Report – Danielle, Janet**

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- Legal issues were raised with how PAC is paying for some children's hot lunch (currently, any extra money raised from hot lunch pays for those that have stated they cannot afford it). This practice is not legal and we are no longer allowed to continue this practice
- Discussion ensued about the need to subsidize a "fun event" as there are already funds put aside for those that do not have a lunch. Being that this is an extra event parents agreed that there does not need to be a subsidy – this subsidy will end as of January 2018 – *Kinder know who these families are and will communicate this information to them*

## **Treasurer's Report – Janet**

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- Bank account balances are:
  - General: \$25,748.73
    - The adjusted amount with cheques issued is \$24,323.92
  - Gaming: \$5,219.67
    - The adjusted amount with cheques issued is \$4,737.95
- Our total revenue from Monster Mash was \$ 1,698.91
- To date we have paid out \$2,142.01 from the Teacher's wish list
- This year the PAC Budget and the Teacher's wish list total \$23,928.08. The total amount of money in both PAC bank accounts including the gaming grant at the beginning of the school year was \$27,139.81. Next year, PAC will have approximately \$3,211.73, plus any funds we are able to fundraise this year, and grant money.
  - Last year our total profit (including grant money) was \$13,392.56 and our total expenses were \$19,749.48. Note: this does not include the \$5,900.00 donation received or \$5,863.20 paid for emergency supplies.
- Our gaming account summary report was submitted online on October 25, 2017.
- I was unable to attend the DPAC's workshop in October but I have reviewed their presentations online as well as the minutes and have the following notes:
  - There is a BC Confederation of parent advisory councils, annual membership costs \$75. Membership gives our PAC the opportunity to:

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- participate in education opinion polls,
- network with other PACs and DPACs,
- discuss and share ideas using our online forum,
- access current and relevant resources, and
- develop the resolutions BCCPAC can use to lobby for change  
<http://www.bccpac.bc.ca/resources/leadership-manual-tab-15-financial-management-pacs-and-dpacs>
  - previous exec chose not to purchase membership as a large number of the exec were teachers and it was felt that the BCCPAC was “anti-teacher” and they thus they felt they could not support it.
  - Barb thinks they are an important resource and would be worthy of consideration
  - Decision to hold off on membership at this point
- The treasurer’s report should be signed and dated by the treasurer. I have not been doing this but will going forward.
- Bank reconciliation
  - Each month I reconcile the bank statements but they should be reviewed and co-signed by the PAC chair. The principal should also review our financial statements. Going forward, I will bring our bank statements and a copy of our budgets for Chair and principal approval.
- Donations:
  - PAC cannot issue tax receipts and the school cannot reimburse PAC for any donations that have been issued a tax receipt
  - PAC can have an option to receive donations via school cash online
- “The Burnaby School district does not endorse the use of payment methods such as PayPal, Square, and other online systems that require the school or PAC bank account information entered, parent credit card information required, or individual parent direct access to the PAC or school bank account”
  - Munch a lunch uses stripe, they have our account information and direct deposit biweekly in our general account
  - The District would prefer we use school cash online
  - We will continue to use munch a lunch for ease for volunteers
- The minutes from the last DPAC meeting state:
  - “Strongly suggests the PACs have 3 signing officers for financial control. The strongest control would be for the treasurer not to be a signing officer, but the district recognizes that this is not feasible for most PACs. Similarly, debit cards should not allow one person to withdraw funds from the account, and online access to the account should be read only.”
  - “PACs are advised that a movie licence is required for PAC movie nights.”
    - I was unable to find more information on this so I emailed Mathew Mydsky (Manager, Finance and Budgets for Burnaby School districts). He confirmed that only the film we are showing needs to be purchased so that we do not violate copy right laws.
      - Barb confirmed that all schools have a blanket license that covers this. We are not allowed to charge admission for the movie, so in the past we only charge for pizza and concession. – this event is not a fundraiser
  - “Records can be stored digitally but must be secured”

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- I use an excel spreadsheet on my laptop and we use a free accounting website. Does everyone feel comfortable with this?
  - All agreed yes
- Operating grant – The school district provides an operating grant to the PAC each year. This amount is \$118 per school plus \$0.17 per full time student. Dayna applied for this grant in May, 2017. We should receive this money in November BUT it may come as late as June.
  - We have a carry-over of \$150.00 from last year.
  - We can use these fund to pay for the clean bin project workshop
  - These funds are to be spent on (and must be reported by June 30):
    - Parent education (paying for speakers, sending parents to workshops and conferences)
    - Parent communication (parent newsletters, bulletins, subscriptions)
    - Parent/volunteer support and recognition
    - Parent committee operations (meeting expenses)
- Cheque Requisitions – If you need a cheque from the PAC please fill out a cheque requisition form (available in the PAC Treasurer letter tray in the office). Please include all receipts and email me to let me know that your form is there. \*Do not use the school's requisition form\*
- Please submit your requisitions in a timely manner. It helps keep our budget accurate and avoids a surge of requisitions at the end of the school year.
- Signers – Know what you are sign-in
- To view any accounting documents please contact the [forestgrovepac@gmail.com](mailto:forestgrovepac@gmail.com) and we would be happy to share them with you.

## Committee Reports

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### Fun Lunch – Susan Young

- Oct 27<sup>th</sup> lunch was a success despite the stress leading in. There were a few stressful moments brought on by myself accepting late orders and Saputo missing our milk delivery. But otherwise, it was a good day and things ran very smoothly day of. All divisions had their lunches by 5 mins after 12! Kudos to the 16+ volunteers helping. It was really great and so appreciated by myself to have such a big volunteer turn out.
- There was a discussion about hot lunch taking PayPal. Unfortunately Munch-a-lunch is no longer using PayPal as their secure credit card processing company, so we can no longer accept PayPal for payment anymore. I suggest we offer credit cards online and cash or cheque returned to the school. Since the beginning of using Munch-a-lunch, I have a very minimal amount of families (4-5) that regularly send cash payments for lunches. The rest of the parents order online. Most people seemed very happy with this system last year, hopefully this will continue.
- If families do not want to pay by credit card then they can email their order to Susan and pay by cash or cheque

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- More families than normal asked for lunch at no charge. **\*I'm hoping and optimistic that lunch revenue will cover this, and PAC will not need to.\***
  - See above decision in exec report for changes coming in Jan 2018
- Next lunch is White Spot Nov 17<sup>th</sup> and Pasta Dec 8<sup>th</sup>.

## Health & Safety – Adrienne Chow

- No report

## Emergency Preparedness – Danielle Elliot

- Many parents did not include their \$2 into the comfort kits this year, a notice has gone home to remind parents
- Comfort kits are now packed, there is a box in the office to catch the stragglers
- Emergency allergy food has been bought and packed
- This committee still needs a volunteer to step forward and take over. Danielle will be stepping down at the end of the year as the leader of this committee
- Kinder reported that many schools are moving away from comfort kits for the following reasons:
  - Choosing to provide a general comfort thing for every child as some parents forget to prepare a kit and how terrible would that make the child feel in an emergency and it also avoids comparison of comfort kit contents between kids
  - It adds one more thing to do in the event of an emergency
- Kinder confirmed with Danielle that she has a key for the green box
- Will consider not doing comfort kits next year

## SoFun

- Pancake breakfast will be on Dec 22 – Kari Davidson has done it in the past (Update-Addendum: Kari not able to take this on Janet Ambrosio has taken the lead-Dec 1, 2017)
  - Selena will connect with organizers and create volunteer signup with signup genius
  - Griddles priced out by Janet:
    - Will ask parents to share griddles on signup genius
    - Will leave it to Carrie to decide if she needs a griddle or can we rely on parent volunteers to bring one
  - Budget \$600 – ALL agreed
- Christmas caroling – Wednesday Dec 6 at 6:30-7:30
  - Budget proposed \$100 – All approved
  - Will set up in front of the kindergarten rooms and move to community room
  - Michelle and Caroline will organize this
- Walk-a-thon still needs a committee to start planning
- Heart and Stroke jump rope for heart will be Feb 14

## Non-Event Fundraising - Brenda

- November will be cookies, pies and Purdy's chocolates Due Nov 21
- Newsletters went out
  - Purdy's pick-up November 30
  - Cookies and pies Items will arrive on December 1st
- Cobs bread is ongoing at Lougheed mall
- "Granola girl" – fundraising option

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- Owner suggested sending boxes home and sales would be 50%
  - Pre-order is also an option
  - No firm plans made
- Art cards by kids
  - Sample cards have gone home, deadline for orders November
- Participation rates
  - 2014/15 cookies and pies 39 poinsettias 27, magazines 13, - total \$3890
  - 2016/17 school supply packs 97, cookies and pies 34, Total - \$2600
- Suggestion: An annual PAC fee at the beginning of each year
  - Could include annual money for emergency preparedness
  - A letter presented written by Adrienne. Lengthy discussion ensued:
    - There are a small number of families that participate each year in fundraising and yet all students/families benefit from this
    - Discussed option of parent fees for PAC each year at a cost per child per year. Need about \$75/child each year
    - Should this be mandatory or optional? Has to be optional
    - Could provide options for different amounts families could choose
    - Decided to have a vote in Jan and put out a letter and invite all parents to participate in voting for this
    - PAC exec will prepare a notice to go out to all families

## **Garden committee – Barb McMahon**

- Met on November 8, 2017, attendees: Mandy Yip - Resource Teacher, Dawn Howey - Kindergarten teacher (English), Merrill Boyle - former parent, treasurer of garden committee
- Our main focus of this meeting was to discuss the direction of the Garden Program for Forest Grove
  - What do the teachers want to continue to do?
  - What is the garden program?
  - Do any of the teachers use the labyrinth?
  - Where is the need for funding?
- From this meeting it was decided a good idea to "re" Introduce the Garden Program to the staff as there are several new staff on the team
  - Time was made for Barb to present the Garden Program's history, where we are now and what direction the staff would like to take at the Wed Nov 15 staff meeting.

## **Grade 7 leaving**

- All very messy at this time – Carrie trying to draw people together
- Hoodies: a draft document needed for ordering every year – Carrie drafted a sample
- Barb suggested that someone from the previous year connect with the current year and help them get organized by sharing what the previous year did.

**Motion to adjourn @ 9:09pm**

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For more information please feel free to email the PAC at [forestgrovepac@gmail.com](mailto:forestgrovepac@gmail.com)

