

FINAL Minutes

Forest Grove Parent Advisory Committee Meeting
Sept 13, 2018

Present: Kinder Jones (Principal), Elizabeth Castro (Chair), Selena Yip (Vice Chair), Valerie Fabris (Member-At-Large), Janet Ambrosio (Treasurer), Amanda Kelloway (Secretary), Athena Turner, Peter Ly, Kim Yuen, Brian Andrews, Diana Cao, Loretta Zahar, Barb McMahon, Marco Ambrosio, Brenda Nicholas, Leanne Sawatzky, Andrea Callingham, Leanne Withers

Regrets: Susan Young, Adrienne Chow

Called to order: 7:00PM

Approval of Previous Minutes: proposed by

 Text that needs clarifying  *Action items for next meeting*

Addendums:

- August 31, 2018 – executive agreed on a \$100 budget for Welcome tea for coffee and doughnuts via email

Agenda accepted by all

Motion to approve the minutes: by Amanda Kelloway, seconded by Elizabeth Castro

Principal's Report

- Please see attached Principal's report
- Orange shirt day on Sept 28 – celebration of residential schools closing, assembly will be at 1pm
- Celebrations of learning (Assembly) will be held once a month – all dates will be on school calendars
- Donna Quickstad is back, Loretta (previous) is ill and not able to work at this time
- Thank you to Athena and Anna Maria who organized and delivered the creative packs
- *Kinder will ask parents to participate in policing parking drop-off zone*

Executive Report – Executive

- Welcome tea summary - Selena
 - Held on the first day back to school Tuesday September 4 from 9- 9:30 AM.
 - A big thank you to Valarie for ordering and picking up the four dozen doughnuts and three pitches of coffee for the Tea.
 - Selena came early and made hot water and provided an assortment of teas for the non coffee drinkers.

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- Valarie and Selena handed out doughnuts and greeted all of the parents and caregivers.
- After grabbing their refreshments most everyone stayed in the gym and chatted with us and all the others including staff members who swung by to say HI.
- We used up nearly all the coffee but ran out of Tim's cups at the end but luckily had enough PAC kitchen supplies to cover us. It was a nice kickoff to the start of the 2018-19 season.
- *Selena will purchase miscellaneous things such as dish soap, more small hot drinks cups and possibly dish washing brushes to replenish the PAC kitchen.*
- Welcome to kindergarten summary (Sept 6)
 - We had the PAC Information meet and greet on Thursday September 6 from 9-10 AM in the Community Room after Kinder had her talk.
 - The administration and the PAC formally and informally welcomed the parents and caregivers to the PAC, (Parent Advisory Council) which they are now a part of.
 - Donna Quickstad and Selena mocked up and provided new handouts with the contact information of the executive.
 - Three members of the PAC executive; Janet, Valarie and Selena were there ready to explain all the different clubs and fundraisers which we support throughout the year. Also having explained our roles and duties as well as the need for replenishment of much needed volunteers each year as we annually lose the valuable grade 7 parents
- Review of big dates for the year
 - Celebration of learning and terry fox presentation – Sept 24 at 1PM
 - Sept 27 - Terry Fox run
 - Sept 28 – orange shirt day (in remembrance of reconciliation)
 - Oct 26 - Monster Mash
 - November 30 – movie night
 - December ? – Caroling
 - December 19 – Winter concert
 - December 21 – pancake breakfast and PJ day
 - February 27 – Chinese new year celebration
 - February – Pasta night? – grade 7
 - March 8 – movie night
 - May 15 – Intermediate fine arts night
 - May 16 – Walk-a-thon
 - June 14 – Sports day
 - June 17, 18, 19 – Grade 7 camp
 - June TBD – Intermediate cultus trip/primary event
 - June 25 – intermediate awards
 - June 26 – grade 7 leaving
- Approve PAC Operating Budget for the year
 - See attached

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- Budget amounts assigned and Approved – **all agreed** Total: \$7075
- Approve Teacher wish list budget
 - See attached
 - Budget amounts assigned and Approved – **all agreed** Total: \$14 940
- First annual donation drive
 - Donation drive letter reviewed and edits presented.
 - *Amanda will edit document and will attach to letter head to be sent out on list serve and on paper next week.*
 - *Janet will connect with Donna re: receipt with online donation through cash online and separate notification regarding separate item on cash online*

Treasurer's Report – Janet Ambrosio

- Bank account balances are:
 - General: \$18,828.6 Adjusted amount is \$18,242.63
 - Gaming: \$653.58 Adjusted amount is \$1,223.58
 - School account: \$281.70 (\$795 used for Cultus lake subsidy)
- Grad 7 grad & camp budget carry over for the 2018/2019 school year will is \$448.81
- Emergency preparedness money to carry over: \$201.25
- Floats – we will need to withdraw \$1,000.00 from our general account for Monster Mash concession and a \$200 float to leave at the school for bake sales etc. (two signers needed)
- Operating grant – The school district provides an operating grant to PACs each year. This amount is \$118 per school plus \$0.17per student full time student.
 - I applied for this grant April 12, 2018. We should expect to receive this money in November but it may come as late as June
 - These funds are to spend on (and must be reported by June 30):
 - Parent education (paying for speakers, sending parents to workshops and conferences)
 - Parent communications (parent newsletters, bulletins, subscriptions)
 - Parent/volunteer support and recognition
 - Parent committee operations (meeting expenses)
- Gaming grant – This is a grant provided by the provincial government to our PAC once yearly. This grant is used to benefit students by enhancing extracurricular opportunities. We receive \$20/student. This money is to be used within 3 years of receiving it.
 - Our gaming grant application was submitted on April 5, 2018
 - Gaming grant summary report will need to be finalized and submitted by November 29, 2018
- Deposits – If you have cash or cheques to deposit please use a deposit slip (found in the PAC Treasure's letter tray in the school office) and email me to let me know there is a deposit I should take to the bank. Deposits should be left in the school safe in the meantime.
- Cheque Requisitions – If you need to be reimbursed from PAC please fill out a cheque requisition form, available in the school office in the PAC Treasure's letter tray. Please include all receipts and email me to let me know that your paperwork is in my letter tray.

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- *Janet will connect with current signers on the account (Danielle Elliott, Caroline Chady, Brenda Nicholas and Michele Britton) to see if they are interested in remaining signers. Selena will be a signer if needed.*
- *Brenda will go with Janet to bank to withdraw \$2000 for Monster mash and float*

Motion to approve treasurer's report: 1st Amanda - All approved

Committee Reports

Fun Lunch – Selena for Susan Young

- Susan will head Fun Lunch Committee – no interest expressed at meeting. Susan welcomes help should anyone be interested
- Potential fun lunch dates are as follows. Hot Lunch Oct 26 (Conflict with monster mash), Nov 16, Dec 14, Jan 18 or 25, Feb 15, March 8 (Conflict with movie night), April 12, May 24 and June 14.
- *Amanda will communicate conflicts with Susan for future planning*

Health & Safety – Selena for Adrienne

- The first lice check will be the week of Thanksgiving (week of October 9)

Emergency Preparedness – Valerie Fabris

- The committee: Valerie Fabris, Tricia ?, and Megan Carver
- A meeting will be planned to discuss comfort kits and how to collect money to replenish emergency food supplies, as well as to preparations for an emergency preparedness drill
- Letter will come out in 2019 to collect funds for replenishing the emergency food supplies

SoFun

- Terry Fox Run
 - Parents needed to help
 - *Kinder will put out an announcement to help coordinate volunteers*
 - *Elizabeth will pick up oranges*
- Book Fair (Brenda for Kerry O'Donoghue)
 - Kerry has connected with the new librarian all is organized
 - Signup genius link has gone out – more people needed for Thursday Sept 20
- Monster Mash
 - Committee needed to organize – Amanda will lead this
 - DJ (beyond sounds) Needs to be booked – *Amanda will book this*
 - stage already booked
 - Organization meeting planned for Sept 20 at 7pm in room 24 – *Kinder will put out on list serve*

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Non-Event Fundraising – Athena Turner

- Creative packs – All done for this year
- No plans for any events
- In spring will do clothing donation drive – *Brenda will hand over details and information to Athena*

DPAC

- Nothing to report as DPAC meeting is on Sept 17
- Will have a mini report for October
- Selena, Valerie, and Barb will attend the next meeting and report back

Garden Committee – Barb McMahon

- Funding came through (\$5000) from McGrane Pearson Endowment Fund via Vancouver Foundation (\$2500 to garden club and \$2500 to seed to table program for teachers)
- Will most likely still do seeds classes this year and may have some funding to do a few in-school cooking classes TBA
- Barb will be meeting with the teachers on Sept 26 for teachers to sign up for garden classes throughout the year
- No funding so far for community lunch
- After school cooking classes are ongoing and full - Will use food from garden for cooking classes (Beginners on Tuesdays, Advanced on Thursdays) there will also be winter and Spring Sessions
- 37 registered for Garden Club 2018/2019
- Big thank you to families who came and supported the garden throughout the summer - garden looks great!
- \$50 Garden Club End of Year celebration held Thursday June 14 was not submitted by the 2017-18 end of year deadline of August 31, 2018 – Janet proposed to add this to this year's budget to allowed for reimbursement – all agreed

Teacher Appreciation

- Beth Bosnik not at meeting *Amanda will email her to see if she is still willing to continue as the lead for this committee*

Grade 7 leaving

- Meeting for Thursday Sept 27 at 6PM at school with Kinder to discuss plan for this year
- Hoodies all good to go for now
- Consider Purdy's – *Brenda has shared info about this to Carrie Keen*
- Other ideas: coffee or TCBY for fundraisers

Extra business

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- Amanda Seeking help from someone to take over Secretary for Jan-April while she is in school. Duties include preparing meeting agenda, writing minutes, Preparing monthly newsletter – no one expressed interest at the meeting
- Elizabeth is interested in creating a small business directory for the school – *she will put more thought into this – She will take ideas*
- PAC meetings will be on first Monday of every month going forward. Next meeting Oct 1 @ 7PM

Motion to adjourn @ 9:13PM

For more information please feel free to email the PAC at forestgrovepac@gmail.com

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Principal's Update to PAC

Thank You!

- Thank you to our PAC executive who organized the Welcome to School activities during the first week of school. The time, energy and knowledge you shared with families was greatly appreciated. The coffee and conversations is a great first day event and the kindergarten information session was also well received.
- Thanks to Athena Turner for coordinating the Creative Kids Pack.

First Week of School

- We reinforced the theme of Respect with an overview of respect for self, others and the environment. We will be learning about and reinforcing this topic during the first term.

Cross Country

- We have begun our cross country season. It runs until October 9th.

School Growth Plan

- We have shifted from a writing goal to a math goal. We of course will continue to work on the students' writing but we believe math problem solving is a greater area of concern. Many students struggle with the language related to word problems. We will be implementing strategies to address this issue. On September 21st, our first Professional Day, we will be spending time learning about this topic.

Volunteer Opportunities

- Students in the intermediate grades have the opportunity to volunteer for responsibilities such as lunch monitor in the primary grades, office monitor, patrol and audio visual support. Many students are eager to participate.

Upcoming Events

- Parents as Partners Meetings- a time for parents to share information with the teachers
- Book Fair
- Terry Fox –assembly is on Sept 24 and the run will be on Sept 27. All parents welcome.
- Orange Shirt Day- Performance at 1:00. All parents welcome.

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Teacher's wish list Guidelines

Sept 2018

Purpose: Annually the PAC provides funds for teachers to purchase classroom items that will enhance curriculum or items used to enhance the learning atmosphere that are not covered by the district school budget.

Process: At the June PAC meeting a review of the year's budget will be presented. Based on available funds the PAC will vote on an amount to be put towards the teacher's wish list for the following year. This total amount will be divided among the 12 categories listed below. Within the Division Allowance category the amount designated will be divided equally between all the divisions.

Guidelines:

Total funds available for 2018/19 school year: \$15 000

- Teacher's wish list format will include the following headings:
 - Consumable budget for learning support (\$1000)
 - Consumable budget for music/Ms. McQueen (\$500)
 - Library supplement (\$500)
 - Intermediate – Cultus lake subsidy (\$900)
 - Grade 7 grad (\$500)
 - Grade 7 camp (\$500)
 - Primary year end event (\$700)
 - Supplies for cultural learning/mandarin program (\$500)
 - Me to We (grades 5, 6, 7) (\$400)
 - Dance club (\$400)
 - Other clubs or major items (\$400)

TOTAL: \$6300.00

- Division Allowance including education support materials and fieldtrips per division (\$8700 remaining for division allowances to be divided between 16 divisions = \$543.75/div)

TOTAL: \$8640.00 (\$540/div)

GRAND TOTAL: \$14 940.00

- Expectations for Division Allowance budget expenses:

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- Items used to enhance curriculum or items used to enhance the learning atmosphere such as books, materials, games etc. Items that will not be reimbursed include: candy, chips, pop, gift cards, etc.
- Each division will be given a budget (as listed above): the teacher or teachers may use their budget as they see fit and continue to submit receipts for reimbursement until they have used their allowed budget.
- Teachers will also be able to combine their budgets. For example if the grade 3&4s want something very expensive all of their teachers should contribute a portion (or all) of their allowance budgets for this item.
- The teachers will be trusted to use their allowance budgets appropriately.
- Each month, as part of the treasure's report, an update of what each division has spent and has left in their budget. This would be included in the PAC minutes and made available to everyone.
- **All cheque requisitions be submitted by the end of April. Items submitted after this date will NOT be reimbursed.**