

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

February 4, 2019

**Present:** Kinder Jones (Principal), Elizabeth Castro (Chair), Selena Yip (Vice Chair), Janet Ambrosio (Treasurer), Angela Cook (Secretary), Valerie Fabris (Member-at-large), Marco Ambrosio, Karri Davidson, Mina Leung, Athena Turner, and Cezarina Tudose.

**Regrets:** Barb McMahon, Adrienne Chow, and Susan Young

**Called to order:** 7:03 PM

**Approval of Previous Minutes:** proposed by Valerie Fabris, second by Janet Ambrosio, approved by all

## **Principal's Report**

---

- Please see attached Principal's report – Attach to end

## **Executive Report – Executive**

---

- Volunteer forms
  - Several volunteer forms received back
  - Will table until next month for follow up
- New Secretary
  - Welcome Angela Cook
- Sexual Health Education – Saleema Noon
  - Presenting to parents April 3<sup>rd</sup> (evening)
  - Presenting to students April 4<sup>th</sup>
  - Kinder to distribute form to parents before and after spring break

## **Treasurer's Report – Janet Ambrosio**

---

- Bank account balances are:
  - General: \$36,153.97 Adjusted amount is **\$35,852.61**
  - Gaming: \$4,830.49 Adjusted amount is **\$4,004.61**
  - School account: \$556.70
- All cheques for PAC should go into safe
- See attached detailed treasurer's report – Attach at end

**Motion to approve treasurer's report:** proposed by Selena Yip, second by Valerie Fabris, approved by all

## **Committee Reports**

---

### **Fun Lunch – Susan Young**

- Regrets, nothing to report, all going well and smooth

### **Health & Safety –Adrienne Chow**

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

February 4, 2019

- January 31<sup>st</sup> lice check a success. Finished all divisions by noon. Total of 4 cases detected, 2 of which are chronic cases and the school nurse had worked with the family?
- Next lice check is late April, early May

## **Emergency Preparedness – Valerie Fabris**

- Letter requesting \$2 per student to be sent out on listserv
- Next drill in May (Kinder to confirm date), will practice at school level and send out letter to advise families

## **SoFun – Movie Night – Barb McMahon**

- Next movie night scheduled for Friday March 8<sup>th</sup>

## **Non-Event Fundraising – Athena Turner**

- Clothing drive confirmed for April 13<sup>th</sup> 8 AM to 11 AM
- Shredding service as fundraiser is uncertain. Urban Impact has declined and Iron Mtn. has not responded to our inquiry. Marco to share contact information for smaller company used at his work.

## **DPAC – Barb McMahon**

- Minutes posted on bulletin board

## **Garden Committee – Barb McMahon**

- Garden planning and indoor planting classes took place the week of January 29, 30, and 31<sup>st</sup>
- Students in Ms. Sutton's class planted cilantro, Ms. Sheng's class asparagus with seeds saved from the garden as well as seeds from the store, Ms. Howey's class planted marigolds, Ms. Tai's class planted mint, and Ms. Mackie's class planted marigolds as well
- Students in grades 6 & 7 classes have learned about ancient grains and will be planting a variety of grains in the side plot in the spring.
- Garden Club has created a vision board of what they would like to see growing in the garden displayed on the garden bulletin board
- A grant for funding via The Metropolis at Metrotown Grant has been submitted for future cooking classes and a community lunch in the spring

## **Teacher Appreciation – Beth Bosnik**

- Table to later date

## **Grade 7 Leaving**

- Continue with popcorn & yogurt sales which have been very successful
  - New 16 ounce popcorn machine to be purchased from Costco online by Mina Leung for \$420 plus taxes. Machine will be shared by school for any

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

February 4, 2019

and all functions. Machine to be paid for with grade 7 funds. Secured location to store. Popcorn ordered from Harlan's.

- Pub night to be planned at the Old Admiral
  - 50/50 Raffle – Elizabeth to apply for license
  - Toonie toss
  - White caps ticket auction – Elizabeth to apply for license
- Bottle drive to be done on clothing donation day
  - Beth to setup account at Kensington bottle depot

## **Extra Business**

- Cezarine Tudose's "How Money Works" seminar scheduled for February 28<sup>th</sup> from 7 PM to 8:30 PM. Will need help setting up projector night of event.

Next meeting March 4th @ 7PM

## **Motion to adjourn @ 7:48 PM**

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

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

February 4, 2019

## Principal's Report

---

### Thank You!

- To our lice check crew! Adrienne Chow, Susan Young, Selena Yip, Tracy Maher, Brenda Nicholas, Leanne Withers, Emi Lam, Kerry O'Donoghue

### Choir

- The choir sang at the Burnaby Mountain Sing Thing on Jan 30. Ms. McQueen believed it was a positive experience and a great opportunity for the choir.

### Jump Rope for Heart

- We will be having our assembly to kick off the fundraising on Feb 7th and we will be jumping on Feb 14. This is Forest Grove's 25<sup>th</sup> year of fundraising for the Heart and Stroke Foundation.

### Lunar New Year

- A student performance will happen on Feb 21<sup>st</sup> at 6:30 pm. All students in the Mandarin program will be presenting.

### Lighting Upgrade

- Over the next two weeks we will be having our lights upgraded. We will be able to control the lighting levels.

### Grounds

- With the heavy rains, our school gravel areas had a great deal of unevenness. Our grounds people of dealt with the problem areas.

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

February 4, 2019

## Treasurer's Report

---

### Bank Account Balances

- General: \$36,153.97
  - Adjusted amount is **\$35,852.61**
- Gaming: \$4,830.49
  - Adjusted amount is **\$4,004.61**
- School account: \$556.70

### Float

- There is a \$200 float at the school for bake sales etc. Please ask Kinder or the school secretary for this float if needed and return the float by the end of the school day.

### Operating Grant

- The school district provides an operating grant to PACs each year. This amount is \$118 per school plus \$0.17 per student full time student. We received \$172.06.
  - 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)

### 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. Please do not leave money in my letter tray.

### 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.

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

February 4, 2019

## Grade 7 Grad

Item #	Item	Teacher/Program	Notes	Approved	Paid	Balance
11	Grade 7 - Grad	Grade 7		500.00	0.00	500.00
	carry over from last year			448.81	0.00	948.81
	Chq.575 paid to Mina Leung for popcorn				209.10	739.71
	Dep. Fundraising Nov.8			96.00		835.71
	Dep. Munch sales - Nov			195.09		1,030.80
	Dep. Munch sales - Dec			275.12		1,305.92
	Chq. 577 paid to Mina Leung for labels for Popcorn				10.07	1,295.85
	Chq. 581 paid to TCBY for frozen yogurt)				253.75	1,042.10
	Dep. 101039(Purdy's)			754.23		1,796.33
	Dep. Munch			630.11		2,426.44
	Chq.1247 paid to TCBY for frozen yogurt				208.75	2,217.69
<b>Total:</b>				<b>2,899.36</b>	<b>681.67</b>	<b>2,217.69</b>

## Teacher Wish List

Item #	Item	Divison	Notes	Approved	Paid	Balance
1	Division Allowance Including field trips					
		Div.1 (Shirley)		540.00	0.00	540.00
		Div.2 (Mitchell)		540.00	0.00	540.00
		Div.3 (Nussbaumer)		540.00	0.00	540.00
		Div.4 (Zanette)	Chq. 1243 - 511.81 +28.19	540.00	540.00	0.00
		Div.5 (Chen)		540.00	0.00	540.00
		Div.6 (Howard)		540.00	0.00	540.00
		Div.7 (Yao)	492.33- Chq1245	540.00	492.33	47.67
		Div.8 (Driedger)	269.71-Chq1246	540.00	269.71	270.29
		Div.9 (Sheng)		540.00	0.00	540.00
		Div.10 (Blackford)	Chq.1237 - \$90.45	540.00	90.45	449.55

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

February 4, 2019

		Div.11 (Ma)	\$204.75 - Chq.1232	540.00	204.75	335.25
		Div.12 (Sutton/Tiplady)	\$227.09 - Chq.1230	540.00	227.09	312.91
		Div.13 (Tai)	\$204.75 - Chq.1232	540.00	204.75	335.25
		Div.14 (Mackie)	360.11-Chq.1244	540.00	360.11	179.89
		Div.15 (Hsu)		540.00	0.00	540.00
		Div.16 (Howey/Tiplady)	\$304.32 -Chq.1231, \$82.55 - Chq.1234, \$50- Chq.1235	540.00	436.87	103.13
<b>Total:</b>				<b>8,640.00</b>	<b>2,826.06</b>	<b>5,813.94</b>

Item #	Item	Teacher/Program	Notes	Approved	Paid	Balance
2	Allowance for learning support	Ms. Seidelman		1,000.00	0.00	1,000.00
<b>Total:</b>				<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>

Item #	Item	Teacher/Program	Notes	Approved	Paid	Balance
3	Allowance for music program	Ms. McQueen	Chq. 1242 - \$101.75	500.00	101.75	398.25
<b>Total:</b>				<b>500.00</b>	<b>101.75</b>	<b>398.25</b>

Item #	Item	Teacher/Program	Notes	Approved	Paid	Balance
4	Library Supplement			500.00	0.00	500.00
<b>Total:</b>				<b>500.00</b>	<b>0.00</b>	<b>500.00</b>

Item #	Item	Teacher/Program	Notes	Approved	Paid	Balance
5	Supplies to support cultural learning		Chq.1248 for Chinese New Year costumes	500.00	92.50	407.50
<b>Total:</b>				<b>500.00</b>	<b>92.50</b>	<b>407.50</b>

Item #	Item	Teacher/Program	Notes	Approved	Paid	Balance
6	Me to We	Grades 5,6,7	Chq. 1233 paid to Dawn Howey for Insulated Beverage Dispenser	400.00	156.93	243.07

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

February 4, 2019

<b>Total:</b>				<b>400.00</b>	<b>156.93</b>	<b>243.07</b>
---------------	--	--	--	---------------	---------------	---------------

Item #	Item	Teacher/Program	Notes	Approved	Paid	Balance
7	Dance club		Ch.1227 paid to Dawn Howey for speakers, Chq. 1236 for stereo system	400.00	107.24	292.76
<b>Total:</b>				<b>400.00</b>	<b>107.24</b>	<b>292.76</b>

Item #	Item	Teacher/Program	Notes	Approved	Paid	Balance
8	Primary event	Primary classes		700.00	0.00	700.00
<b>Total:</b>				<b>700.00</b>	<b>0.00</b>	<b>700.00</b>

Item #	Item	Teacher/Program	Notes	Approved	Paid	Balance
9	Cultus lake subsity	Intermediate classes		900.00	0.00	900.00
<b>Total:</b>				<b>900.00</b>	<b>0.00</b>	<b>900.00</b>

Item #	Item	Teacher/Program	Notes	Approved	Paid	Balance
12	Other clubs/ major items TBA			400.00	0.00	400.00
<b>Total:</b>				<b>400.00</b>	<b>0.00</b>	<b>400.00</b>

TOTALS				Approved	Paid	Balance
				13,940.00	3,284.48	10,655.52