

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting  
October 21, 2019

**Present:** Kinder Jones (Principal), Janet Ambrosio (Chair), Selena Yip (Vice Chair), Angela Cook (Treasurer), Amanda Kelloway (Secretary), Erika Hospina (member-at-large), Kim Yuen, Danielle Elliott, Barb McMahon, Bryan Andrews, Beth Zapadko, Socheary Tan, Susan Young, Brenda Nicholas, Athena Turner, Adrienne Chow, Amanda Parliament, Megan Bryden

**Regrets:** Susan Young

**Called to order:** 7:01PM

Welcome and introductions

**Approval of Previous Minutes:** proposed by Amanda Kelloway, second by Janet Ambrosio, approved by all

 Text that needs clarifying  *Action items for next meeting*

## **Principal's Report**

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- Please see attached Principal's report

## **Executive Report – Janet Ambrosio**

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- Water fountain – Agreed in past meetings that PAC would fund this will vote on Budget \$1600 during Budget voting
- Question – anyone interested in putting more info or dressing up the PAC bulletin board – no volunteers at the meeting. *Janet has prepared a sheet with names and contact info of everyone involved in a PAC committee and will get permission from everyone on the list to post this on the PAC bulletin board*
- Will be working on the bylaws this year and would appreciate membership to BCCPAC - membership is \$75/year – will vote on during budget
- Erika met a contact who is a PAC member at another school and a DPAC member and said they are willing to help us with our bylaws – *Erika will share this contact info with Janet*

## **Parks and recreation Announcements – Amanda Parliament**

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- Amanda from Parks and rec – city of Burnaby joined us to share up-coming events and to hear about programs parents are interested in at our school.
- Nov 29 – Family games night - \$1 drop in in the gym 6PM to 8PM
- November 29 (Saturday) - Halloween hoot at Cameron from 10AM to 1PM
- Dec 4 and 11- Edible gifts for families for adults (16+)
- Dec 8 - Santa breakfast at Charles Rummel from 10AM to 1PPM

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

October 21, 2019

- Registration for afterschool programs opens Dec 17th
- Shadbolt expansion – will be bringing programs to Forest Grove area – Parents are welcome to let Amanda know of any programs they are interested in
- After school activities ideas – stay and focus (photography) science programs, clay works. Was suggested to include more programs for 9+

## **Treasurer's Report – Angela Cook**

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- See attached

**Motion to approve treasurer's report:** Amanda Kelloway 1<sup>st</sup>, Brenda Nicholas 2<sup>nd</sup> - All approved

## **Budget Approval**

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- See separate attachment "2020 Budget" (Google Sheets) items were voted on and approved or held to vote on in January are stated as such

## **Committee Reports**

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### **DPAC – Barb McMahon**

- Meeting is next Monday Oct 28
- Barb will try to attend

### **Hot Lunch – Kinder read report for Susan Young**

- 3 lunches booked for November and December
- Need a leader to take over hot lunch – Susan Young is moving to the North Shore and will not be continuing after Dec, she happy to train a new leader for this committee before she goes
- Susan will be sorely missed!

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

- 1 check done in October – no cases found

### **Parking/drop off – committee needed**

- Parking notices have been created and are in the PAC exec box in the office. Parents are welcome to take these and place on parking violators.
- Kinder has also sent out a recent notice to remind parents to accept this notice in the kind spirit it was intended
- Kinder has also sent out a reminder about the parking rules

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

October 21, 2019

## Emergency Preparedness – Erika Hospina

- Emergency grab and go backs are looking very old and decrepit. Looking for replacements for these
- Will connect with Trans mountain pipeline to ask for specific items that are required for our emergency equipment and food and ask them to donate the funds

## Terry Fox – Selena Yip

- Terry Fox Run, which was on September 27, 2019, went well with our three separate routes.
- Purchased 60 pounds of oranges at cost from Greystone Plaza SuperValu, a big shout out to Kyle at Greystone SuperValu for making that happen.
- Thank you Meagan Carver for purchasing said oranges and to everyone who met up in the PAC kitchen to cut and bag the oranges. A reminder has been sent and receipts for purchases will be submitted ASAP to the PAC Treasurer.
- Initially we thought we had many volunteers for the all three routes but unfortunately realized later that we did not have enough people to cover the intermediate route. To rectify this I would suggest the next Lead to changing the Sign Up Genius form to specifically state volunteers were need for two separate routes (and not just the primaries which we had plenty of volunteer coverage). Stationed at two different junctions Susan Brandson and I kept in touch with each other over text and phone calls to make certain the intermediate route were well covered.
- Thank you to everyone who met up in the music room to line the multiple routes and to those who did am and pm shifts. Those 24 volunteers who made a difference that day and it was a great turnout.

## Donation Drive – Janet Ambrosio

- Donations are lower than last year at this point. However, there is still time. *Janet Will send out another reminder on email and one more paper notice*

## Monster Mash – Amanda Kelloway

- Event will be on October 25 which is also a PD day
- All organization is under way. Volunteer sign up remains low for the day of during the event, but in the past volunteers have always stepped up. We also have volunteers from the high school that are coming.
- Photo booth will be different this year. We will do digital photos with people's cell phone cameras instead of hard copy photos. The Spittel's have always volunteered their services and their funds to pay for the printing of the photos and this year suggested this way as most people appreciate a digital copy of photos anyway. We will also leave the photo booth open un-manned for selfies after 730
- Erika and Amanda will be at the school starting at 10AM for set up.

## Movie night – Barb McMahon

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

October 21, 2019

- December 6 @ 6pm most likely will show the Grinch
  - Will start advertising after monster mash
- March 6 @ 6pm details TBA

## Caroling – Brenda Nicholas

- Tuesday Dec 3 – Craig booked
- Hot chocolate already in kitchen and cookies will be donated

## Pancake breakfast - Janet Ambrosio

- Event date: December 20, 2019
- Will send out notice in November
- Bryan agreed to come and cook pancakes at 7am

## Walk-a-thon

- Committee lead needed – Will go out on social media and newsletter

## Primary event – Brenda Nicholas

- Booked June 9 at 930, same day as Cultus lake
- Science world → How2Science: Discover and practise the ways that scientists observe, predict and test, with demonstrations that will have audience members spinning on platforms, launching rockets and riding hovercrafts. Recommended for grades K–3.
- Two presenters will come and perform a 45 minute show
- Cost \$756

## Non-Event fundraising - Athena Turner

- Athena will continue
- Donation drive – in **Spring date TBA**
  - Disabilities Association no longer doing this
  - Big Brother taking over
- We can host babysitting course and stay safe course and we can make money. Their fee is **\$45 and we could charge \$65**. The balance is all profit for the school. Rec guide charges \$75. *Athena will look into dates and location, preferably on a PD day.*

## Seed to table program - Barb McMahon

- Successful in getting donation for community lunch – will be in Jan 7, 2020
- Garden cleanup has started; good turn out for garden club. Will complete cleanup after monster mash and compost the left over pumpkins from the event
- Gratitude classes have started - Kids sent out to collect gratitude rocks and hold them throughout the day and promote awareness of gratitude for themselves
- Kids wrote on a leaf what they are grateful for about themselves (this was not easy for everyone) – leaves made into a garland (6 classes worth). Mrs. Howard

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

October 21, 2019

has put this together and will display it in the school somewhere. From now on will offer 4 days for these gratitude classes. Was difficult to include intermediates

- Will be back around Remembrance day and will look at making peace flags
- Will be making salsa for movie night

## **Teacher appreciation – Tara Hung**

- No report

## **Grade 7 Grad - Danielle Elliot**

- Hoodie design has been started – big process. Voting between 2 designs now and should have the design picked in the coming weeks and will place order

## **Website & Social media – Kim Yuen**

- Nothing to report

## **New business**

- Seleema Noon – Janet – will keep the sex education every 2 years only. Too expensive at this time to offer an alternating program

Next meeting November 18 @ 7PM

## **Motion to adjourn @ 8:58PM**

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

October 21, 2019

## Principal's Update to PAC

### Cross Country

- We had our Cross Country Awards meet on Oct 7<sup>th</sup> to conclude the season. Our intermediate team made a commitment to practices and participate in the meets. They all showed improvement and sportsmanship throughout the season. We had 12 students join the team.

### Volleyball

- We have begun the volleyball season for grades 6 and 7. We have 3 home games coming up. Please feel free to come and watch if your child is on the team.

### Performances

- Intermediate students attended The Young People's Concert and were treated to a dancing extravaganza. The students reported that they loved it!
- Our school watched a performance called Digital Guise put on by Arts Umbrella. It was computerized music with a visual light display.

### Thank You!

- We are fortunate to have so many parents who give of their time. Thank you to all our amazing parent volunteers who helped out with a number of events. We had many volunteers support our Book Fair, The Terry Fox Run, Lice Checks and drivers for our Cross Country meets. It is a partnership and we appreciate the time parent volunteers commit to the many requests – Thank you!

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

October 21, 2019

## Treasurer's Report

Prepared by Angela Cook

1. Bank account balances are:
  - a. General: \$26,646.97
    - i. Adjusted amount is **\$26,099.79**
  - b. Gaming: \$7,627.23
    - i. Adjusted amount is **\$6,790.35**
  - c. School account: \$4,964.48
2. Direct Donation Drive – we have received **\$3715.00** to date.
3. Float – there is a \$1000 float at the school for bake sales etc. Please ask Kinder or Karen for this float if needed and return the float by the end of the school day.
4. Operating Grant – The school district provides an operating grant to PACs each year. This amount is \$118 per school plus \$0.17 per full time student. We should receive \$174.10
  - a. These funds are to spend on (and must be reported by June 30):
    - i. Parent education (paying for speakers, sending parents to workshops and conferences)
    - ii. Parent communications (parent newsletters, bulletins, subscriptions)
    - iii. Parent/volunteer support and recognition
    - iv. Parent committee operations (meeting expenses)
5. 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.
6. 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.
7. Gaming Grant – Received \$6,420.00 on September 27, 2019 (no surplus). Gaming Account Summary Report was submitted on October 21, 2019.