

FINAL Minutes

Forest Grove Parent Advisory Committee Meeting
Sept 16, 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, Patricia Turner, Camilla Nordin, Barb McMahon, Michelle McKinnon, Sheila Mclean, Beth Zapadko, Laura Crowley, Socheary Tan, Johanna Kwan, Susan Young, Brenda Nicholas, Tara Hung, Michelle Britton

Regrets: None

Called to order: 7:05PM

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

- Please see attached Principal's report

Executive Report – Janet Ambrosio

- Meetings will be the 3rd Monday of each month with exception of Feb, March and May. These dates will be TBA
- Every Pac is supposed to have bylaws. Ours were found and noted to be last updated in 2003. BC Confederation of parent advisory councils (BCCPAC) can help us revise the bylaws. Exec would like to pay for a membership to have them help us revise the bylaws. They also have other resources. Fee is \$75/year (Sept to August 31). All parents have access to their resources once we are members. See website: <https://bccpac.bc.ca/>
- Call out for committees that are in need of a leader:
 - Emergency preparedness – Erika Hospina will take lead of this committee and connect with Kinder. Some emergency preparedness ideas for per division comfort kits were discussed. *Erika will consider this with Kinder and report back.*
 - Caroling – Brenda Nicholas will lead this – see details below
 - Walk-a-thon leader required – no interest at this time - *Will bring this request to next meeting.*
 - Primary event - not done last year so funds were carried over (\$1400) – *Brenda Nicholas will look into booking a performer ideally on same day as intermediate Cultus trip, will connect with Kinder about this.*

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- Teacher appreciation lead needed – no interest at this time - will bring this request to next meeting (addendum to meeting minutes: after the meeting Tara Hung volunteered to lead this)

Treasurer's Report – Angela Cook

- See attached

Motion to approve treasurer's report: 1st Amanda Kelloway, 2nd Susan Young - All approved

Committee Reports

DPAC – Barb McMahon

- Has attended these meetings in the past but this year the meetings are at the same time as our PAC meeting
- Agendas are typically sent out ahead of time and Barb will continue to review this and share any items that may be relevant
- Meetings minutes are available online after the meetings and anyone can access those

Hot Lunch – Susan Young

- Thank you Susan for leading this, Tara Hung will help Susan with data entry tasks
- First lunch will be in October or November and we will continue to present group hot lunch and grade 7 fundraisers for 3 months at a time in much a lunch
- Discussion about switching to milk to go and whether or not to switch. *Susan will ponder this and let the PAC know.*
- TCBY yogurt sales will be given to grade 7 grad committee for a fundraiser
- \$300 raised from walk-a-thon firefighters volunteering from last year - decision to allocate these funds for the purpose of funding hot lunch for families who have greater financial needs. Decision to credit each family in need an equal amount on munch-a-lunch for them to choose how to use that money throughout the year. *Kinder will contact the families individually and provide the info to Susan to input into munch-a-lunch*

Health & Safety – Adrienne Chow

- Thank you Adrienne for continuing to lead this!
- Checks are 3 times per year 1 day at a time. Checks are optional. There are about 10 checkers, no need for extra training
- Committee in need of another treatment kit, *Kinder has offered to cover the cost of this.*
- Committee also needs a head lamp or two. (proposed budget \$200) – budget not voted on

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Parking/drop off – committee needed

- Parking and drop off continues to be challenging, various strategies discussed: physical person directing traffic, notices sent home to all families, better signage and more clear line painting, notes for parents from PAC to remind them of parking infractions
- No volunteers stepped up at this time to be a part of this committee, Kinder will send out a notice and call out to all families through list serve.
- *Amanda Kelloway will draft a parking note that PAC parents can have and place on car windshields as gentle reminders of parking rules at the school.*

Emergency Preparedness – Committee needed

- Erika Hospina volunteered to head this – thank you!
- Proposed budget \$1300 – not voted on
- Two canopies have been purchased and are now stored in the shed
- Trans mountain donation was received (\$250) and the tents were slightly more than this
- It was noted that the allergen free food in our emergency bin may not meet the needs of those in the school who have severe allergies. *Kinder will be sending home an allergen free food notice* – will be asking parents of kids with severe allergies to send their own allergen free food for 2 days. At the end of the school year this will be sent home.

Welcome Back

- Welcome back coffee (sept 3)
 - Thank you to all that helped, was a huge success
- Kindergarten Q&A (Sept 5)
 - Thank you to all that helped, was a success
 - There was a tough question asked about allergies and hot lunch, no guarantees were made to this parent, but in future questions and concerns may be forwarded to the principal and PAC email and then we can try and find the best answer to the questions.

Donation Drive – Janet Ambrosio

- Thank you Janet for leading this!
- Letter sent out on list serve first week of September and notices sent home Friday, Sept. 13th
- *Will send reminders out on list serve and Amanda will add it to the monthly newsletter*

Terry Fox run – Selena Yip

- Thank you Selena for leading this and getting the ball rolling!

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- Run will take place on Sept 27
- Sign up genius already sent out
- As of today we have about 32% volunteers spots filled for the event - Call out for more volunteers will continue via list serve

Monster Mash – Amanda Kelloway

- Event will be on October 25 which is also a PD day
- Budget: \$2000 – Voted and Approved
- Will have a planning meeting Sept 24th at school at 7PM in library
- Many volunteers have already stepped forward

Movie night – Barb McMahon

- December 6 @ 6pm most likely will show the Grinch
- March 6 @ 6pm details TBA

Caroling - Committee needed

- Brenda Nicholas will lead this...Thank you!
- Brenda will take care of purchasing cookies and hot chocolate
- Event will be on Dec 3 at 6:30
- Craig has agreed to lead this again...YAY!
- Families will be encouraged to bring a mug for hot chocolate

Pancake breakfast - Janet Ambrosio

- Thank you Janet for leading this!
- Event date: December 20, 2019
- need to purchase 3 griddles (\$350 budgeted) - *will vote on next meeting*

Walk-a-thon

- Committee needed – Will defer until next meeting

Primary event – Committee needed

- Brenda Nicholas has agreed to look into booking a performer...Thank you!

Non-Event fundraising - Athena Turner

- Have not had contact with Athena to see if she wishes to continue her involvement. *Janet will follow-up with Athena about her desire to continue as lead of this committee*
- Creative packs were efficient and a success

Seed to table program - Barb McMahon

- Sprouting Chefs Society (charitable community partner organization) over sees this group which includes the After School Garden Club, Seed to Table Program

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- connects with classes to integrate social emotional learning with the labyrinth and gardening activities, After School Cooking Classes
- Funding from the McGrane-Pearson Endowment Fund held at the Vancouver Foundation – for \$5,000 which includes the After School Garden Club allowing membership to be free as well as a portion covering the cost of the Seed To Table Program throughout the year.
- Would like to offer two community lunches – looking for funding for this.
- Garden club registration was on last Friday and looks like a nice mixed group of students and parents
- Funds from PAC used to provide a scholarship for a student to join the cooking classes. A student has been chosen based on an application process where the costs have been covered to attend the classes for the full year. THANK YOU PAC!
- Lots of tomatoes in garden, will use for 1) for grade 7 fund raiser supper 2) community lunch or 3) salsa or sauce making for sale. A Committee is needed to help with this decision
- Focus needs to be on building funds for supporting this program hopefully, another \$5,000 in matching funds

Teacher appreciation – Committee needed

- In the past PAC has provided 2-3 events (meals, treats) for teachers as a thank you for their hard work
- *Will discuss at next meeting*

Grade 7 Grad - Danielle Elliot

- Thank you Danielle for leading this!
- Sweatshirt orders in progress
- Angela will pass along info from last year's committee and parents who were involved last year have offered through kinder to help if needed
- Contact info of parents who are interested in joining this committee were given to Danielle

Website – Kim Yuen

- Thank you Kim for taking this on and for uploading all the information so far
- PAC website is currently running and has quick links for parents.
- There is also a Facebook page and an Instagram account was started
- Kim will continue to update website with events and parent related info

Extra business

- New jerseys – Brenda Nicholas
 - Jerseys are in school and are in use!
- Saleema Noon every year (alternating program) \$986 including parent education night
 - Would like to suggest we offer this as an every year program

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- There are two programs 1) Sex education – body science 2) confidence and empowerment
- Decision: All in agreement, none opposed
- *Janet will follow-up with Kinder about a date and collect more details about the second empowerment program*
- Water Fountain (\$1,600)
 - Vote: delayed until next meeting once budget has been approved
 - Location agreed to be in front of the school
- Removal of retirement/goodbye gifts?
 - Exec would like to suggest that PAC funds remain for students only and we no longer fund retirement and leaving gifts for teachers.
 - Suggestion: purchase a book for the library in their honor and give a card with an inscription of dedication for the teacher.
 - The teachers acknowledge teachers that are leaving and so does the district. If parents would like to participate they may do so privately
 - Vote: All Agreed to purchase a book in honor of the leaving teacher and a card only with PAC funds

Next meeting October 21 @ 7PM

Motion to adjourn @ 9:04PM

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.

School Organization

- We have 330 students this school year. Last year we had 328. We have 44 new Kindergarten students and 8 other new students in the school.

Cross Country

- We have begun our cross country season. It runs until October 7th.

School Growth Plan

- We are continuing with our math problem solving goal. Many students find word problems challenging. We will be implementing strategies to address this issue. On September 20, our first Professional Day, we will continue our learning on this topic. Donna Morgan the district consultant in this area, will lead our learning.

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 willing to participate.

Upcoming Events

- Parents as Partners Meetings- a time for parents to share information with the teachers
- Book Fair
- Terry Fox –assembly and run are on Sept 27. All parents are welcome.
- Orange Shirt Day- Sept. 30. Teachers will be doing classroom based learning related to this day.

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Treasurer's Report

Prepared by Angela Cook

1. Bank account balances are:
 - a. General: \$24,790.74
 - i. Adjusted amount is \$24,417.52
 - b. Gaming: \$1,207.16
 - i. Adjusted amount is \$380.28
 - c. School account: \$5,146.70
2. Float – there is a \$200 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.
3. 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)
4. 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.
5. 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.
6. Gaming Grant – To be applied for after year end is complete and before November 29th , 2019