

# FINAL Minutes

Forest Grove Parent Advisory Committee Meeting

November 18, 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, Sheila Maclean, Beth Zapadko, Socheary Tan, Brenda Nicholas, Athena Turner, Adrienne Chow, Meagan Carver, Kristine Crouchill, Mike Perks, Julie Ponsford,

**Regrets:** Susan Young

 Text that needs clarifying  *Action items for next meeting*

**Meeting called to order:** 7:02PM

Welcome and introductions

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

Proposed change to approval of minutes suggested by Amanda:

- **Current process:** Meeting minutes are created after the meeting and sent out to all those that attended for review and revisions. Amanda makes revisions based on feedback and then we wait until the next meeting (1 month later) for the minutes of the past meeting to be approved. Then a final copy is made and sent to the office and Kim to be released online. Amanda also posts a copy of the final minutes on the front poster board outside the office.
- **Pros:** people do send revisions for the minutes to Amanda and a final copy is typically ready within about a week or two of the meeting. Some parents are reading the minutes online
- **Cons:** Amanda prints copies for the current meeting of the past minutes (draft form) for parents to review and provide revisions. These are rarely read and over the last year no one has ever suggested revisions at this meeting and minutes are always approved. Paper is wasted and meeting time is wasted with this process. Final minutes are not available for parents if they want to read them until over a month after the meeting.
- **New process proposed:** Secretary will prepare minutes and email them out to those that attended for review and revisions. A 1-week reminder will be sent out and if there are not comments or disapprovals of the minutes the secretary will prepare a final copy of the minutes (date of approval will be posted in the next meeting minutes. Secretary will then send final minutes to office and Kim for distribution online and on the front poster board.
- Vote occurred - All agreed. New process will take place starting this meeting

## **Principal's Report**

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- Please see attached Principal's report

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- Christmas concert – Dec 18/19 at 6:30PM

## **Executive Report – Janet Ambrosio**

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- Nothing to report

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

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- See attached

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

## **Committee Reports**

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### **DPAC – Barb McMahon**

- Barb read main points of minutes from October 28 meeting. Was about their strategic plan – minutes have been posted on our FG website for those that want to read them.
- Next meeting tonight Monday Nov 18 – minutes will be sent and posted on our website
- D PAC is typically parents from all schools within district, past meetings have had reps from venders, discussions about curriculum changes, grad requirements, challenges in different schools can be discussed and strategies shared (i.e. hot lunch and lice problems) Can be super informative

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

- Still need a parent to take over in January
- Committee needs discussed
- Meagan Carver, Kristine Crouchill and Julie Ponsford stepped forward curious about the involvement. Some questions were answered. Emphasis on hot lunch being as big or as small as parent leaders want it to be
- *Amanda will connect these moms with Susan to discuss and have all their questions answered.*

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

- Nothing to report

### **Parking/drop off**

- Meagan Carver has agreed to lead this committee – *Will connect with Kinder about further involvement*
- 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.

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- Kinder has also sent out multiple recent notices via email and paper copies over the last month

## **Emergency Preparedness – Erika Hospina**

- Items have been costed – money needed to replace these items. So far they are “wish items” – will wait to see if we get some funds from corporate donors
- Idea to ask for specific donations for the kits when we do the spring donation drive – ask families for specific donations for things like games and activities

## **Donation Drive – Janet Ambrosio**

- Donations now sitting at \$6030 as of tonight
- Two paper notices were sent out, notices dressed up, and put up in Windows – this seemed effective.
- Donation drive will close Nov 30

## **Monster Mash – Amanda Kelloway**

- Was a success, Amanda emailed personal thank yous out to those that were integral to the success of the event.
- Biggest surprise was lack of parent volunteers
- We had 470 people attend! Profit was \$2432
- Changes made (photos booth, concession, DJ) all seemed to be successful.
- Notes have been made about how to improve for next year

## **Movie night – Barb McMahon**

- This is Barb’s last year doing movie nights – a new leader needed, Barb would love to mentor a new person – no interest at the meeting
- Have had 2 parent volunteers help in the past
- Purpose: just a fun community event, no big intention to raise money
- If arriving after 6pm finding seating will be challenging, so come early
- Harder part is setting up the movie, but teens are helpful in making that work
- All info and pre-order info has gone out on list serve
- December 6 @ 6pm will show the Grinch
- March 6 will be the next one

## **Caroling – Brenda Nicholas**

- Tuesday Dec 3 – 6:30 to 7 Craig booked
- Will be in community room if raining
- Hot chocolate already in kitchen and cookies will be donated, Brenda will ask grocery stores for donations and parents welcome to provide cookies
- Flyers have been made and will go out this coming week

## **Pancake breakfast - Janet Ambrosio**

- Event date: December 20, 2019

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- Will send out notice this coming week and will ask for volunteers
- Discussion about plastic cutlery and its environmental impact and example for kids. Problems with using compostable raised (parents need to take this home with them). Suggestion to purchase cutlery for our kitchen for hot lunches and this event. Meagan Carver offered to find used cheap cutlery and she has her food safe so she will wash them for us
- Decision to purchase cutlery for event (to be purchased by Megan Carver) will also purchase containers.
- Will plan to use for this year with pancake breakfast
- Voted on \$100 budget for this – all agreed

## Walk-a-thon

- Committee lead needed – Kim Yuen and Meagan Carver will take this on
- Idea changed to do a read a thon this year, have kids dress up as their favorite book character
- Kim will ask friend at another school who has done this in the past how it went and how to plan.

## Primary event – Brenda Nicholas

- Booked June 9 at 930, same day as Cultus lake
- Science world is coming

## Non-Event fundraising - Athena Turner

- Donation drive – in Spring date TBA
  - Disabilities Association no longer doing this
  - Big Brother taking over
- We can host babysitting course and stay safe courses:
  - Their fee is \$45 and we will charge \$65. The balance is all profit for the school. Rec guide charges \$75.
  - Potential dates: Jan 27 and Feb 28
- Will need to cap attendance based on requirements – min needed was small (like 5)
- Stay safe 5-6 hours (9-13), baby sitting 7-8 hours (11-15)
- *Athena will Followed up with on the go first aid about the dates: stay safe and baby sitting one Jan 27<sup>th</sup> PD day and Feb 28*

## Seed to table program - Barb McMahon

- Garden club met just after monster mash and community and students brought pumpkins and had about 30 pumpkins for composting in the garden. Had a large group of people helping
- Made 6 rows of garlic and have laid the garden to bed and covered it
- Mindfulness and labyrinth classes now done – talked about inner peace and noticed a theme of inner dialogue and bullying (Topics discussed: what it is? and

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how to manage it?) came up quite a bit. Asking for help was encouraged as a sign of courage. Emphasis on self-acceptance.

- Plans in Jan to do some composting and maybe back to Labyrinth with classes that are interested
- Budget: writing grant applications from TD and Vancity right now
- **ADDENDUM** – added after meeting –
  - Community Lunch Event on January 7th, 2020 - the Superintendent of the Burnaby School District, Gina Niccoli-Moen has accepted our invitation to attend this lunch as our guest to demonstrate the garden program in action.
  - Barb will be sending out student application forms, Sign Up Genius link for other volunteers and any other details before the Christmas break.

## Teacher appreciation – Tara Hung

- Amanda read plans from Tara:
- “I am thinking of doing something similar to what was done last year for Christmas which is baked goods and coffee for the week before Christmas break. That should be low budget under \$100. For end of year I would like to do a baked potato bar which would cost hopefully just over \$200 but I’m going to price it out this week so I have a better idea of budget.”

## Grade 7 Grad - Danielle Elliot

- Hoodies have been ordered
- Started Purdy’s orders and forms have gone out
- We had to subsidize 4 sweaters (school will pay for these)
- Have booked a DJ for the dance and will need a deposit
- Frozen yogurt sales have already made \$1100
- Social night in new year (planning in progress) – a fun fundraiser
- Coffee fundraiser will coming

## Website & Social media – Kim Yuen

- Nothing to report

## New business

- Idea – ask teachers to send PAC images of things that have been bought with PAC funds to PAC website and in other social media formats – all liked this idea
- December meeting (16<sup>th</sup>) is just before holidays proposed to cancel – All agreed
- Upcoming meeting dates: Feb 10 and March 9, April 20, May 11
- At Jan meeting, need to set date for read a thon, Review budget items put on hold (teacher wish list and Cultus lake subsidy)

Next meeting January 20 @ 7PM, upcoming meet

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## **Motion to adjourn @ 8:50PM**

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

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## 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!

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## Treasurer's Report

Prepared by Angela Cook

1. Bank account balances are:
  - a. General: \$35,305.20
    - i. Adjusted amount is \$35,373.02
  - b. Gaming: \$6,755.18
    - i. Adjusted amount is \$5,290.27
  - c. School account: \$3,364.48
  
2. Direct Donation Drive – we have received \$6,030.00 to date.
  
3. Float – there is a \$200 float at the school for bake sales etc. Please ask Kinder or Sharlene 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 Treasurer'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 Treasurer'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.



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8. Corporate Donations – Letters sent to: Trans Mountain, Costco, Global News, GE Canada, Mammoth Studios, and Sim International & Stemcell Technologies.