

Final Minutes

Forest Grove Parent Advisory Committee Meeting

February 24, 2020

Present: Kinder Jones (Principal), Janet Ambrosio (Chair), Selena Yip (Vice Chair), Angela Cook (Treasurer), Beth Zapadka (Secretary), Erika Hospina (member-at-large), Bryan Andrews, Marco Ambrosio, Barb McMahon, Meagan Carver, Kim Yuen, Athena Turner, Johanna Kwan, Brenda Nicholas, Elizabeth Cooper

Regrets: Danielle Elliot, Susan Young

Action items for next meeting 

Meeting called to order: 7:06PM

Welcome and introductions

Parent Information Session: District resource teacher, Nicole McPherson, presented information on the new Competency Based Individual Education Plan (CB IEP)

Principal's Report

- Please see attached Principal's report

Executive Report – Janet Ambrosio

- Kind reminder to involve whole PAC in future event decisions, especially where money is involved
- Firefighters May 22nd lunch is funded by Firefighters and funds collected on Munch-a-lunch can either go towards a donation (last year was split 50% to Sprouting Chefs and 50% to the school to supplement hot lunch for families in need), towards PAC items such as soft thermos bags for hot lunch, towards a sounds system, or a combination of the above. *Add to April meeting agenda.*
 - Update: Angela Cook checked the District's Financial Control and Procedures Handbook after the meeting and it states that "big ticket items and most technology should be purchased via the district to ensure compatibility and district standards". Furthermore, the donated sound system and DVD player was tested in conjunction with the existing speaker and it worked. Future speaker requirements to be reassessed.
- BCTF Presentations –
 - There will be no March presentation due to presenter unavailability but May 25th 7pm is now confirmed for "Supporting your Child's Learning" presentation.
 - Budget adjusted to \$60 for babysitting and Timbits.

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Treasurer's Report – Angela Cook

- See attached
- Susan Young, one of our signers, has moved and Meagan Carver stepped forward as a replacement. *Janet to coordinate two current signers to go to Vancity with Megan to get her added as a new signer.*
- Operating grant can be used towards BCTF parent education presentation babysitting, snacks, and refreshments. All agreed.
- Soft copy of the cheque requisition form to send to Kim Yuen to put up on website

Motion to approve treasurer's report and signer update to Meagan Carver: Selena Yip 1st, Erika Hospina 2nd. All approved.

Committee Reports

DPAC – Barb McMahon

- Erica Hospina stepped up to take over for Barb and to attend March meeting to get on the distribution list.
- Currently the DPAC meetings are on the same night as the FG PAC meetings but this can be adjusted next year depending on exec schedules.
- Attending DPAC meetings is beneficial to bring forward questions on issues occurring at the school and to learn what others are doing. Past examples: Munch-a-lunch use for hot lunch and lice screening.

Fun Lunch – Meagan Carver, Kristine Crouchill, Susan Young

- Confirmed lunch dates: April 3, May 1, May 22 Firefighters, and June 12.
- February lunch was successful – only issue was with Canadian Pizza Plus (pakoras) that were delivered an hour late. Would have preferred more volunteers.
- Future considerations to simplify program: limit to one main vendor per lunch and limit to vendors that deliver.
- Add to wish list: replace old styrofoam bins with soft thermos insulated bags
- Bring your own cutlery went well – only one fork was requested from the office
- Many compostable containers were thrown in the garbage and organizers retrieved them; PA system to be used for announcements going forward

Health & Safety – Adrienne Chow

- Budget is \$125
- Next one will be after Spring Break

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Parking/drop off – Meagan Carver

- Kiss and Drop is still backed up in the mornings – Suggestions for cars to go around again if child not there within 3 mins
- Kids are still going up and down the road VS using sidewalks, which is very dangerous
- *Meagan to write up training note for Kinder to send out to parents*

Emergency Preparedness – Erika Hospina

- Have not heard back on donation requests
- Follow up letter has been drafted and will be sent this week.

Movie night – Barb McMahon, Elizabeth Cooper, and Melanie Burges

- Thanks to our new organizers, March movie night is a go!
- Budget is \$250, as last time
- Munch-a-lunch link to be resent
- Sound system is always a challenge – prerequisite for someone to come in advance to set it up and then to tweak it after school one day.
- Marco Ambrosio offered to donate a 5-speaker surround sound system, and Selena Yip offered to donate a DVD player.

Read-a-thon – Kim Yuen

- April was designated as Read-a-thon “I Love Reading” month.
- Firefighters to come on April 7th, read a book, and donate it afterwards for K-1’s
- Kids will bring home a pledge form with reading tracking
- Some ideas to further encourage participation and reading literacy (not yet finalized):
 - Implement Boston Pizza’s Partners in Reading Program where kids can earn a free kid’s meal if they track their out-of-school reading and they read 20 mins each day for 20 days over the course of a month.
 - Offer pizza party for the winning class
 - Offer prizes from different businesses, like Fly Over Canada
 - Add ability to fundraise online – this would allow kids to send the link to relatives and for a tax receipt to be issued for donations over \$20
- *Communication to send to form a committee*

Primary event – Brenda Nicholas

- Booked for June 9 at 930, same day as Cultus lake
- No change from last meeting

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Non-Event fundraising - Athena Turner

- Stay Safe course - all 30 spots filled, which brought in \$600 net profit
- Was successful so we will look at doing it again – may consider different company next time, such as the more-recognizable Red Cross as their pricing is the same
- Clothing donation drive - April 26th (\$480 raised last year) will be held at the same time as Grade 7 bottle drive
- Suggestion was brought forward to solicit a donation match from a local business, such as Forest Grove realtor, as it also helps them get exposure and goodwill within the community
- Creative packs - will start preparing next month

Seed to table program - Barb McMahon

- Facilitated a series of in-class conversations starting on seed sorting with K-1's, to talking about composting and sustainability. Grade 7's toured around the school to look at drainage issues and find opportunities to plant a rain garden that could absorb some of the water. Great in-depth conversations with Grade 2-3 classes.
 - Garden clubs held inside the past few months due to weather. Last one: squeezed out cherry tomato seeds, allowed them to ferment, and then planted them.
- Likely won't be doing soil delivery this year as old soil is stable thanks to mulching.
- Plan is to sell left over salsa at upcoming movie night

Teacher appreciation – Tara Hung

- *To follow up on plans as well as information and lessons-learned to add the PAC file for future reference*

Grade 7 Grad - Danielle Elliot

- Grad theme votes are in and the winner is: Hollywood! (23/41 voted)
- Minimum of \$4K fundraising efforts will be put towards camp, which will bring down camp cost by about \$100 per child

Website & Social media – Kim Yuen

- Great Facebook page to get fundraising ideas and post PAC-related questions to solicit feedback: PACs Helping PACs - BC, Lower Mainland

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New business

- Discussed reusable table cloth suggestion and decided against it as there is not enough value. We don't have enough events, they get stained easily and don't look presentable unless very good quality (expensive), hassle of laundry and storage, and disposable ones can be purchased in different patterns to add to event theme decorations and can be recycled with soft plastics.

Next meeting April 20th @ 7PM

Motion to adjourn @ 8:34PM

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

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Principal's Update to PAC

Sports

- Basketball: Both teams had a successful season. We thank the coaches, David Nussbaumer and Sue Isomura for volunteering their time and for parents driving students to games.
- Skating: On January 28 and 29 the school was divided into 2 groups and had the opportunity to skate. (The kindergarten students did not participate.) Thank you to the parents who helped drive and tie laces.

Fine Arts

- Choir and Dance Clubs (primary and intermediate) continue.
- Our last Young People's Concert was on Friday January 24. A professional storyteller who was a singer, dancer and actor performed and it was well received by the students.
- Our Lunar New Year Celebration on Feb 6th was well attended by families. The students did an amazing job. Thank you to the staff involved and the parents who gave of their time to assist with individual class performances, decorating and costumes. We are fortunate to have such a great team effort.
- Primary days of music will take place on March 12 at Highlands University

Other

Jump Rope for Heart- we participated in JRFH on Feb 13. So far we have raised \$3000

Reporting- Intermediates will be leading their families through student led conferences while the primaries will have family meetings this week.

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Treasurer's Report

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Prepared by Angela Cook

1. Bank account balances are:
 - a. General: \$48,078.14
 - i. Adjusted amount is **\$49,541.38**
 - b. Gaming: \$1,601.87
 - i. Adjusted amount is **\$18.99**
 - c. School account: \$147.84
2. Direct Donation Drive – we have received **\$6,925.00** to date.
3. 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.
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 received \$173.08
 - 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.
8. Corporate Donations – Letters sent to: Trans Mountain, Costco, Global News, GE Canada, Mammoth Studios, Sim International & Stemcell Technologies.