

# Final Minutes

Forest Grove Parent Advisory Committee Meeting

June 8, 2020

**Present:** Kurt Gurney (Principal), Janet Ambrosio (Chair), Selena Yip (Vice Chair), Angela Cook (Treasurer), Erika Hospina (member-at-large), Barb McMahon, Meagan Carver, Athena Turner, Bryan Andrews, Ted Wiens, Susan Young, Brenda Nicholas, Danielle Elliott, Tara Hung, Amanda Kelloway, Johanna Kwan, Caroline Chady

**Regrets:** Beth Zapadka

*Action items for next meeting* 

**Meeting called to order:** 7:00pm

Welcome and introductions

## **Principal's Report**

---

- Please see attached Principal's report

## **Executive Report – Janet Ambrosio**

---

- All events after Spring Break were cancelled, including BCTF parent presentations which we hope will move to online for the fall

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

---

- Please see attached Treasurer's report
- No outstanding deposits or cheque requisitions
- See attached addendum for motion brought forward after the meeting to reallocate Grade 7 camp budget

## **Committee Reports**

---

### **DPAC – Barb McMahon and Erica Hospina**

- AGM postponed to the fall
- May budget meeting could not be attended; meeting minutes not yet posted
- There were drastic cuts to international student budget and a spending freeze was implemented to minimize impact; music and art programs will continue.

# Final Minutes

Forest Grove Parent Advisory Committee Meeting

June 8, 2020

## **Fun Lunch – Meagan Carver, Susan Young**

- All requested Fun Lunch refunds have been processed. Some refunds for non-returning students were donated back to Forest Grove PAC.
- Big Thank You to Susan Young for running the program for so many years and Thank You to Meagan Carver for taking the lead for next year.
- Kurt Gurney will advise on any necessary school health and safety protocols as part of future lunch planning.

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

- Not present

## **Parking/drop off – Meagan Carver**

- Nothing to report

## **Emergency Preparedness – Erika Hospina**

- Will continue to follow up with Trans Mountain, who has donated money in the past towards emergency supply replenishment

## **Read-a-thon – Kim Yuen**

- Event cancelled but hopefully the great ideas can be carried forward to next year and potentially changed to online

## **Primary event – Brenda Nicholas**

- Science World cancelled but may be considered for next year if large groups are allowed

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

- Challenging in terms of management of behaviour and shortage of volunteers. Movie had to be stopped halfway through to remind kids to stay seated due to safety concerns as well as the effect on others' enjoyment of the movie.
- Parents are expected to stay with their kids, and behaviour is expected to be more similar to a movie theatre VS Monster Mash.
- Kurt Gurney offered to discuss expectations at the start of the next movie event and help with addressing any issues.
- New sound system setup worked well
- Raised \$182

# Final Minutes

Forest Grove Parent Advisory Committee Meeting

June 8, 2020

## **Non-Event fundraising - Athena Turner**

- All events were cancelled
- Creative Packs 2020/2021 school supply order information to be finalized and communicated to parents by end of this school year. All orders will be placed online and there may be an option to pick up from their Port Moody warehouse.
- Global Coffee non-event fundraiser was profitable for Grade 7 grad committee will be considered for next year.

## **Seed to table program - Barb McMahon**

- Due to reduced school attendance, planned seed classes were adjusted to smaller-group holistic discussions about the immune-boosting and mental-wellness benefits of the garden.
- Harvested greens from the garden have been passed to Kurt Gurney and Dawn Howey to distribute to FGE families in need.
- Program is at risk of cancellation due to COVID-related reduced revenue streams and lack of grant funding. Barb and the Sprouting Chefs board are trying to do all they can to keep it alive but need to make the decision by mid-August.
- [Go Fund Me campaign](#) was set up and Barb was interviewed by CBC's Gloria Macarenko (via contact Teresa Lalonde, CBC producer and FGE alumni) to spread awareness.

## **Teacher appreciation – Tara Hung**

- Original plans will be adjusted for current circumstances and will likely consist of individually wrapped treats/gifts.

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

- Grad event will be held on June 24<sup>th</sup> and include an outdoor ceremony, a luncheon, and a parade of cars afterwards.
- [Danielle will follow up on potential DJ deposit refund](#)
- Brenda Nicholas has offered to chair/co-chair next year's committee

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

- Not present

# Final Minutes

Forest Grove Parent Advisory Committee Meeting

June 8, 2020

## **New business**

- Burnaby Mountain Secondary is holding their Virtual School Leaving Ceremonies in the week of June 22<sup>nd</sup> during which our Forest Grove Scholarship will be presented to one of our alumni, Maggie Lu. Ted Wiens volunteered to represent our school at the event.
- Donations:
  - Kurt Gurney offered to introduce himself to Trans Mountain to build a relationship and solicit donations.
  - Annual Donation Drive letter for 2020/2021 will be adjusted to a softer tone but will be sent out as last year.

## **Motion to adjourn @ 8:30pm**

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

## **ADDENDUM**

### **Motion to reallocate \$500 Grade 7 Camp budget to Grade 7 Grad due to camp cancellation.**

Moved by Danielle Elliot. Seconded by Beth Zapadka. All approved.

# PRINCIPAL'S REPORT – JUNE 2020

## Recent Events:

1. Updates:
  - a. Front retaining wall has been replaced
  - b. Back drainage:
    - i. The Maintenance department was at Forest Grove for almost 2 weeks tearing out the old drainage system in the back and replacing it. Hopefully that will alleviate the puddling and flooding issues we've had during the rainy season...is there another season? 😊
2. Move to partial in-class
  - a. It's been WONDERFUL to have the students back at school, even though it looks quite different
  - b. Students have been VERY good about physical distancing and hand washing in particular.
3. Rusak Mirzakhani Math Contest
  - a. This was a district-wide Math contest in which a Forest Grove student received the 2<sup>nd</sup> highest mark in the district. I can't share the name of the student simply because I did not get permission from parents beforehand...but BIG congratulations, that's quite the accomplishment.

## Upcoming Events:

1. Summer School is happening from July 6<sup>th</sup> – 24<sup>th</sup> (Cameron is the closest site to Forest Grove)
  - a. Registration and more information can be found here <https://burnabyschools.ca/summersession/>
2. Farewell to grade 7's and their families
  - a. There are still a number of plans in the works to celebrate our grade 7's and their families while keeping health and safety protocols in place
  - b. More info will be coming soon from the Grade 7 Leaving Committee
3. Last week and report cards
  - a. Hopefully everyone received my email last night regarding the last week schedule
    - i. Monday, June 22<sup>nd</sup> = Cohort #1 (report cards handed out to these students)
    - ii. Tuesday, June 23<sup>rd</sup> = Cohort #2 (report cards handed out to these students)
    - iii. Wednesday, June 24<sup>th</sup> = Essential Service Worker Students attending and last day for remote learning
    - iv. Thursday, June 25<sup>th</sup> = Report Card pick up for students not attending in-class learning (arranged by individual teachers)
    - v. Friday, June 26<sup>th</sup> = Admin day (no students attend)

# Treasurer's Report

June 8, 2020

Prepared by Angela Cook

1. Bank account balances are:
  - a. General bank account: \$46,496.16
    - i. Adjusted amount is **\$45,166.55**
  - b. Gaming bank account: \$1,602.15
    - i. Adjusted amount is **\$775.27**
  - c. School walk a thon account: \$38.58
  - d. School direct donation account \$7,940.17
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 Kurt or Karen for this float if needed and return the float by the end of the school day **(deposited in bank for summer)**
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 have \$173.08 from 2019/20 + \$172.06 from 2018/19 for a total of \$345.14  
Reported June 7, 2020
  - a. These funds are to spend on (and must be reported by June 19):
    - 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 – Applied April 10, 2020