

# Meeting Minutes

Forest Grove Parent Advisory Committee Meeting

October 21, 2020

**Present:** Kurt Gurney (Principal), Janet Ambrosio (Chair), Selena Yip (Vice Chair), Angela Cook (Treasurer), Erika Hospina (member-at-large), Beth Zapadka (Secretary), plus 21 parents

Action items for next meeting 

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

Welcome and introductions

## **Principal's Report**

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- Please see attached Principal's Report

## **Executive Report – Janet Ambrosio**

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- Meetings are held every 3<sup>rd</sup> Wednesday of the month and meeting minutes are posted on the Forest Grove Website as well as the Forest Grove PAC website
- BCCPAC membership has been renewed
- Donation drive is underway and another reminder will be sent out shortly

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

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- Please see attached Treasurer's Report
- Budget reviewed and approved at the end of the meeting. **Teacher wish list allocation (per division VS per student) to be reviewed further.**

### **Motion to approve the Treasurer's Report.**

Moved by Janet Ambrosio. Seconded by Erika Espina. Motion passed.

### **Motion to approve the Forest Grove 2020/2021 Budget.**

Moved by Janet Ambrosio. Seconded by Beth Zapadka. Motion passed.

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## Committee Reports

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### DPAC – Erika Hospina

- October meeting was an Annual General Meeting that included voting in of members for the year as well as a Treasurer's workshop.
- School covid exposures and related communication was also discussed.

### Hot Lunch – Meagan Carver

- Not a lot to report as program is still on hold
- Everything is set up for parents wishing to use prior Much-a-Lunch credits for other items such as the Monster Hunt.

### Health & Safety – Lice Checks – Adrienne Chow

- Nothing to report

### Health & Safety - Parking/drop off – Meagan Carver

- New speed tables slowed cars down
- No issues other than parents still parking in east teacher parking lot

### Health & Safety – Saleema Noon – Kurt Gurney

- New Zoom option available, which would be done by classroom and teachers would need to be present.
- Two options offered: Option 1 over one day (\$900) and Option 2 over two days (\$1450). Parent information session would be included as in prior years.
- **Mr.Gurney to verify that the one-day \$900 option is available to a school with over 330 students**
- Sessions would be held in Spring, with potential option to do it in person if protocols allow.

### Motion to approve the \$1450 plus GST for the Saleema Noon program.

Moved by Janet Ambrosio. Seconded by Beth Zapadka. Motion passed.

### Emergency Preparedness – Erika Hospina

- Nothing new to report

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## So Fun - Monster Hunt – Amanda Kelloway

- Families take 25-30 minutes to decipher clues at 4 different stations used to draw a picture of the monster. The 3 that most closely resemble the real monster will earn a prize, which will be announced on Monday.
- Stations: Dance off, Spooky Forest Walk, Family Photo, and Halloween Stories (with campfire!)
- Time slots of up to ten people at a time and pre-registration and payment is required to maintain covid safety
- Cost is \$20 per family or \$6/person with hopes to break even, and also includes treats, glow sticks, and hot chocolate.
- There will also be a 50/50 draw, with winner being drawn by Mr.Gurney on Facebook Live on Monday
- Pumpkins used for decorations can be donated to the garden (up to 15)
- Looking for additional inflatables and lights (Halloween or white Christmas lights) if anyone has any to donate or lend for the event

## So Fun - School T-shirts/Masks/Lanyards - Kim Yuen

- T-shirt update: Obtained pricing and considering orange (that could also be used for orange shirt day), pink (for anti-bullying day), and the popular grey and blue.
- Mask update: Reviewed sample of a high quality, 3-layer mask that is highly breathable, water resistant, and WHO-approved.
- Logo discussion:
  - What is the history of our logo? Are we attached to it and is there any interest in refreshing it since it was designed a long time ago?
  - A logo should have some symbolic reference to the community and school so we can connect to it. [Kim Yuen to reach out to the community on social media and Mr.Gurney to ask Burnaby School Board as they likely approved it and have the backstory.](#)
  - Kurtis Findlay offered to help if we decide to refresh it
- Lanyard fundraiser is on hold due to time availability
- Community spirit program is on hold for now and will be revisited if school moves back to online

## Non-Event fundraising - Athena Turner

- Stay Safe course update: Go First Aid (St.John's certified) offers in-person training as well as online options. To discuss further at next meeting.
- Recipe book update: Discussed a lower-cost community cookbook (favourite family recipes, 30-min meals, kid-friendly lunches etc).

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## Grants – Nicole Gladish

- Reviewed available grants totaling over 1.2M
- Already applied for a Shell grant for \$24K towards technology upgrades to maximize \$ benefit (mainly projectors).
- Available grants include:
  - MEC grant up to \$20K for specific outdoor activity projects (basketball courts) that will benefit the community. Available in January.
  - TransCanada \$5K grant - but we should ask for more as they're based in our community.
  - Specific \$3K community school garden grant available for next year
  - Breakfast club for vulnerable children grant - must have an established program to get funding (usually before school with a dedicated teacher)
- List of grants is available for review - please obtain from the PAC or Nicole.
- Many grants are on hold right now due to covid but will likely start up again in the Spring. If anyone is interested in helping with grant writing under Nicole's direction, please contact her at [gladish.nicole@gmail.com](mailto:gladish.nicole@gmail.com) as help will be needed.
- Many grants require matched funding. [Angela Cook to review financials to see how much is available for matching.](#)
- Wish list includes community garden funding, many technology upgrades, school yard upgrades, but we need to brainstorm a bigger list of projects to be funded, big and small. Please submit ideas. [Mr.Gurney to provide current list.](#)

## Seed to table program – Selena Yip on behalf of Barb McMahon

- Barb extends a Thank You to those involved in the program over the last decade and hopes the program can continue.

## Teacher appreciation – Alex Horgan

- Reviewed a list of covid-friendly ideas with Mr.Gurney

## Grade 7 Grad – Brenda Nicholas

- Grade 7 hoodies – 5 design choices were provided to students to vote on, and order forms will go out shortly.
- Next: [Grade 7 parent Zoom meeting to schedule for first week of November](#)

## Website & Social media – Kim Yuen

- Nothing to report
- Contact Kim with any ideas or if you'd like to be one of the admins to post online

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## **Mandarin Program – Adrienne Chow**

- Had a Zoom call with Mr.Gurney with focus on getting support for Forest Grove students as they transition into high school.
- Mr.Gurney talked to a district representative and different options were discussed, but execution is dependent on numbers and staffing.
- Meeting to be booked with district representative and Forest Grove parents

## **New business**

- Kim Yuen brought up two new fundraiser ideas from discussions with other PACs:
  - Idea 1 - Me & Eds Pizza night in lieu of movie night – Proceeds are 20% of sale. Suggested dates: Dec 4th or Dec 11th when we usually hold the Christmas movie. Can be done in combination with a Roblox game night. Kim to connect with last year's movie night organizers, Elizabeth Cooper and Melanie Burges.
  - Idea 2 - Bid wars on Facebook. Parents can donate items to be auctioned, with all proceeds going to the PAC. Kim to connect with Athena for this event as an alternative to the Spring Donation Drive.

## **Motion to adjourn @ 9:00PM**

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

## PRINCIPAL'S REPORT– OCT 2020

### Recent Events:

1. Terry Fox Run Thanks
  - a. With 4 different routes and 2 different times, our Terry Fox Run event on Oct. 2<sup>nd</sup> would not have been possible without parent helpers...so thank you SO much for stepping up as always.
  - b. In addition, our goal was to raise about \$350...and we raised over \$1500 for Cancer Research...Way to go Ravens!!!
2. Official Welcome to Ms. Lam, our newest full time Educational Assistant (and also a parent of our school)...so glad you're officially part of the team.

### Upcoming Events:

1. Retakes (Thursday afternoon, Oct. 22<sup>nd</sup>)
2. Pro-D Day (Friday, Oct. 23<sup>rd</sup> – no school for students)
3. Pumpkin Carving Contest (Friday, Oct. 30<sup>th</sup>)
  - a. We invite all families to submit an entry into our pumpkin carving contest for prizes. 3 categories for judges:
    - i. Most Creative
    - ii. Most Detailed
    - iii. Funniest/Scariest
  - b. Carved pumpkins should be delivered to the outside gym door between 8:30 – 9:00 a.m. on Friday, Oct. 30<sup>th</sup>. Please put your child's NAME and DIVISION on the bottom of the pumpkin so it's easy to recognize and return at the end of the day.
4. Halloween Costumes (Friday, Oct. 30<sup>th</sup>) – we encourage students to come in costume on Friday, but please use the guidelines for costume choices:
  - a. We must be able recognize every child for safety reasons. This means that students are not to wear full face masks or other coverings that would make identification difficult. Half masks are often OK as long as we can see the child's eyes.
  - b. Detachable swords, light sabers, or other such "weapons" are not allowed at school, even if they are brought in a bag, so please leave them at home so the students are not even tempted to take them out. Of course, this again has to do with student safety.
  - c. In addition, we ask that students do not wear extremely "scary" costumes...again, common sense judgement is needed here. For example, dressing up as Pennywise, the clown from IT would not be an appropriate costume for elementary school, although coming as a clown is just fine.
5. Remembrance Day Assembly (Nov. 10<sup>th</sup> @ 11:00 am)
  - a. O Canada over the PA system
  - b. School created video shown in all classes
    - i. Messages from staff and students in the video
    - ii. Anyone know of a veteran in the community that would like to say something for our video?
  - c. Classroom discussions about what Remembrance Day means



# Treasurer's Report

October 18, 2020

Prepared by Angela Cook [ange.d.cook@gmail.com](mailto:ange.d.cook@gmail.com)

1. Bank & school cash account balances:

<b>Account Name</b>	<b>Balance</b>
Bank – General	\$ 42,537.06
Bank – Gaming	\$ 8,127.19
School – Walk A Thon	\$ 38.58
School – Direct Donations	\$ 9,434.75
<b>Total</b>	<b>\$ 60,137.58</b>

2. Munch a Lunch – we owe families **\$6,292.30** in credits for COVID cancellations
3. Direct Donation Drive – we have raised **\$1,493.00** in revenue as of Oct 13, 2020 for the 2020/21 fiscal school year
4. Float – \$200 float has not been issued.
5. 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
  - 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)
6. 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. Deposits should be left in the school safe.
7. Cheque Requisitions – If you need to be reimbursed from PAC please fill out a cheque requisition form, available on our website under ABOUT THE PAC, Forms and email the form and receipts to me for reimbursement
8. Gaming Grant – Rec'd **\$6,600.00** Oct 14, 2020. Apply April 1, 2021 for 2021/22