

Meeting Minutes

Forest Grove Parent Advisory Committee Meeting
November 18, 2020

Present: Kurt Gurney (Principal), Janet Ambrosio (Chair), Selena Yip (Vice Chair), Angela Cook (Treasurer), Erika Hospina (member-at-large), Beth Zapadka (Secretary), plus 11 parents

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

- December meeting will be cancelled so next meeting will be January 20, 2021
- Meetings are held every 3rd Wednesday of the month and meeting minutes are posted on the Forest Grove Website as well as the Forest Grove PAC website

Treasurer's Report – Angela Cook

- Direct Donation Drive total is currently \$3,569.18.
- Discussed option to donate leftover Much-a-lunch money to the school. Tax receipts will be issued. Letter will go out to parents at appropriate time.
- Requested to replace the prior Word-document Treasury Report with actual Balance Sheet and Income Statement to be reviewed at each PAC Meeting.
- Reviewed updated 2020/2021 budget and approved at the end of the meeting.

Motion to approve the Treasurer's Reports.

Moved by Janet Ambrosio. Seconded by Selena Yip. Motion passed.

Motion to approve updated 2020/2021 budget with additional funds allocated to Teachers' Wish List (that is now partially allocated by # of students) and \$10,000 contingency amount for grant matching.

Moved by Janet Ambrosio. Approved by unanimous consent. Motion passed.

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Committee Reports

DPAC – Erika Hospina

- Could not attend the meeting but there was a scheduled “Education During a Pandemic” presentation.
- Next meeting will be in January

Hot Lunch – Meagan Carver

- Nothing new to report

Health & Safety – Lice Checks – Adrienne Chow

- Nothing new to report

Health & Safety - Parking/drop off – Meagan Carver

- Reminder for students not to walk on the road entrance to the east parking lot as it is dangerous. Use of sidewalk is encouraged. [Mr.Gurney to address.](#)
- “No Pedestrians” sign by the entrance to that parking lot is covered by branches that need to be cut back.
- Idea brought forward to get a painted rainbow either in the Kiss and Drop off area or on the crosswalk leading up to the school for more visibility. This would not only add to safety but also promote inclusivity and diversity. [Mr.Gurney to explore further.](#)

Health & Safety – Saleema Noon – Kurt Gurney

- Mr.Gurney confirmed that we can proceed with the one-day option.
- Whether it will be held online or in person will depend on the health and safety protocols in the new year.
- Budgeted amount of \$1450 can be lowered to \$900.

Emergency Preparedness – Erika Hospina

- Erika to connect with Mr.Gurney to look through the storage to see if anything is still required – information to be used for planning and consideration in grant application(s).

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So Fun - Monster Hunt – Amanda Kelloway

- Turned out well with great feedback
- Shout out to Kim (back-end stuff and troubleshooting), Sheila, Kate, Hong, and Erica (partner in crime) as well as all those who contributed.
- Big Thank You to Kurt who was there past midnight
- Finances not yet finalized
- Lessons learned for the PAC will be passed on
- Left over hot chocolate and cups are stored in the PAC kitchen.

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

- It's final! We are the Forest Grove Peregrine Falcons! The actual logo artist connected with the Facebook group and confirmed it.
- Question: What are the school colours? Are they the same as the sport team jersey and grade 7 hoodie colours: blue and white?
- T-shirt update: Sub-committee to be formed to decide on t-shirt design, colours, size mix, quantity to order, and solicit orders. Please contact the PAC if interested in joining.
- Brenda confirmed that the native art falcon logo was used for the sport team jerseys as well as the Grade 7 hoodies
- Discussed sending out a survey to parents for input and to get people more invested. [Kim to send question\(s\) to Mr.Gurney.](#)
- Mask fundraising will not be pursued as most people already have them and a large quantity would need to be ordered to get a good price.

Read-a-thon – Kim Yuen

- Kinder Jones received approval from the district last year to use a particular website for this event that includes:
 - A link that can be sent to grandparents and people outside of the school community
 - Issuance of tax receipts
 - Tracking of donations by student and their classroom (in case we give out prizes)
- [Mr. Gurney to inquire whether the above can be achieved using SchoolCashOnline](#) as it's a website that parents already use and is more cost-effective, especially with the 3.4% rebate when the \$ is spent in the future

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Me-n-Ed's Pizza night – Kim Yuen

- Date options: Friday, December 4th or December 11th
- Both the Burnaby and Coquitlam locations will participate by donating 25% of all delivery, pick-up and dine-in orders by anyone who mentions the Forest Grove Elementary Fundraiser on the chosen evening.
- Event will be potentially linked with movie night on Zoom as a fun replacement for our regular movie night. Survey will go out with movie choices.

Bid Wars – Kim Yuen

- This was going to be done with the annual donation drive – could be a drive-through donation drive? This may be an option in the new year if current restrictions are lifted.

Non-Event fundraising - Athena Turner

- **Stay Safe course update:** Connected with On-the-Go First Aid that is certified by Red Cross. They are offering some in-person options as well as on line.
- Potential date: Pro-D Day, Friday, February 26, 2021
- Can do 12-25 kids via Zoom
- Sign up could be similar to Monster Hunt using Sign-up Genius to get everyone's contact information and to not go over the 25 student maximum.
- Stay Safe and Babysitting course to be held on the same day (9-3pm)
- Cost would be roughly \$65 to parents (with \$45 cost to us), similar to last year
- Can share with other schools if numbers are low
- **Recipe book update:** Discussed a lower-cost community cookbook (favourite family recipes, 30-min meals, kid-friendly lunches etc), which could be a great food memory of 2020.
- Sub-committee to be formed to solicit recipes in a specified format, decide on how many pages, graphics, how to publish etc. Please e-mail the PAC if interested in joining. It would be wonderful to have at least one member with graphic design experience on the team!

Grants – Nicole Gladish

- We didn't get the Shell grant but have asked for feedback and can apply again in January.
- Garden Club grant options: There are 2 or 3, one of which is a \$3K for community school garden or a specific outdoor community project that opens on February 15, 2021.
- Emergency preparedness grant options: \$5K from TransMountain that is due December 31st but opens up every quarter. We can also approach them directly and request more funds as they're in our community. This would free up the \$5K

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TransMountain grant for the community garden (call for the grant is to improve community, so it applies).

- There are also grant options to apply towards the basketball court replacement as well as towards technology needs such as projectors.
- If anyone is interested in helping with grant writing under Nicole's direction, please contact her at gladish.nicole@gmail.com as help will be needed and it would be great to take advantage of these grants.

Seed to table program – Selena Wong on behalf of Barb McMahon

- Please see attached Forest Grove School PAC Garden Update

Teacher appreciation – Alex Horgan

- Cookies have been ordered. Pickup up and delivery on Friday morning.

Grade 7 Grad – Brenda Nicholas

- Had our first Grade 7 parent meeting and will have the next one in January.
- Voted on having a ceremony and luncheon for Monday, June 28th
- Camp Elphinstone is pre-booked
- One fundraising idea is a bottle drive via Return-it Depot. This was done as a grade 7 fundraiser in past years so same account can be used as it has the school's phone number attached to it. **Communication to be sent out.**
- Grade 7 hoodies were ordered and expected delivery is end of November
- Thank you to Jennie Johnston, who volunteered to head up the Grade 7 yearbook project

Pancake Breakfast

- Brenda mentioned that some schools are using a catering company (Kitchener is using Bittersweet catering) – this may be a good option for us to explore.
- Local family catering company will also be explored, as well as ordering from McDonald's as done by other PAC's and discussed on the PACs helping PACs Facebook group
- \$750 has been budgeted and can be used towards another fun event or treat for the students if the pancake breakfast doesn't work out.

Website & Social media – Kim Yuen

- Nothing to report

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Mandarin Program – Adrienne Chow

- Survey will be sent out to obtain parent feedback
- A program review will be performed to see if the program is doing what is intended, especially with regards to the transition into high school.

New business

- Will there be a donation drive this year? Parent has many new toys and would prefer to donate to the community. Mrs. Howey usually organized the school donation drives but nothing has been finalized yet within the new protocols.

Motion to adjourn @ 9:00PM

Next meeting Wednesday, January 20, 2021.

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

PRINCIPAL'S REPORT– NOV 2020

Recent Events:

1. Halloween Fun (Friday, Oct. 30th)
 - a. Pumpkin Carving Contest (Friday, Oct. 30th) – thanks for all the entries, they were AWESOME...and so creative.
 - b. Monster Hunt went so well. Families seemed to really enjoy the evening. Massive thanks to all the family members that committed so much time and effort to pull off such a HUGE undertaking, especially those that stayed until midnight to clean everything up. SO APPRECIATED!
2. Remembrance Day Assembly (Nov. 10th @ 11:00 am)
 - a. Hopefully everyone had a chance to view the video created by the students.

Upcoming Events:

1. Hopefully the Parent/Teacher Zoom meetings are going well so far without too many tech glitches.
 - a. Reminder of early dismissal tomorrow as well to allow the meetings to start at 2:00
2. It's official:
 - a. Welcome to Cherish Lau (grade 1 Mandarin) who will be with us for the remainder of the year
 - b. Welcome to Manpreet Bindra (Educational Assistant mostly working in grade 5/6 English)...she's been an AMAZING addition to staff
3. Pro-D Day on Friday, Nov. 27th (no school for students)
4. Winter Performances
 - a. Video taping will be happening the week of Nov. 30th and links will be made available to families to watch.
5. We are in the process of planning some fun Winter Oriented events to provide some consistency for students that look forward to these school-wide events around Winter Break time (with Health & Safety protocols in place)
 - a. Possible COVID version of pancake breakfast
 - b. Theme days
 - c. Zoom Dance
 - d. Gingerbread houses?

Forest Grove PAC
Balance Sheet Standard
As of November 17, 2020

	<u>Nov 17, '20</u>
ASSETS	
Current Assets	
Checking/Savings	
Vancity General	42,755.03
Vancity Gaming	829.90
Vancity General Class B Sha...	11.17
School Account Walk A Thon	38.58
School Account Direct Dona...	11,510.93
Total Checking/Savings	<u>55,145.61</u>
Total Current Assets	<u>55,145.61</u>
TOTAL ASSETS	<u><u>55,145.61</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Munch a Lunch	5,252.10
Total Other Current Liabilities	<u>5,252.10</u>
Total Current Liabilities	<u>5,252.10</u>
Total Liabilities	5,252.10
Equity	
Opening Balance Equity	19,774.33
Retained Earnings	26,521.44
Net Income	3,597.74
Total Equity	<u>49,893.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>55,145.61</u></u>

Forest Grove PAC
Profit and Loss Standard
September 1 through November 17, 2020

	<u>Sep 1 – Nov 17, '20</u>
Ordinary Income/Expense	
Income	
Donations for School Drive	3,569.18
Government Grants	
Province of BC Gaming G...	<u>6,600.00</u>
Total Government Grants	6,600.00
Interest Earned	<u>0.97</u>
Total Income	10,170.15
Expense	
So Fun	
Hot Lunch	336.00
Welcome Back Coffee	122.28
Monster Hunt	<u>-460.87</u>
Total So Fun	-2.59
Sprouting Chefs	
Garden Club	2,500.00
Seed to Table Program	3,750.00
Soil	<u>250.00</u>
Total Sprouting Chefs	6,500.00
BCCPAC Membership	<u>75.00</u>
Total Expense	<u>6,572.41</u>
Net Ordinary Income	<u>3,597.74</u>
Net Income	<u><u>3,597.74</u></u>

Forest Grove School PAC Garden Update

November 2020

Garden Committee Report:

October/November – Mini Garden Clubs with the Gr. 6/7 Cohorts

- Garden Club during COVID is with only 1 cohort at a time with up to 15 students and up to 2 leaders who wear masks during the whole time
- No access to the school during these clubs
- Parents must pick up in the parking lot
- Safety Protocols are in place as per Health and Safety Guidelines from the District
- A big thank you to the group of 5 girls, 3 from Mr. Nussbaumer's class, 2 from Ms. Shirley's class gathered on 2 dates to clean up the garden, plant garlic, dig in pumpkins and cover the beds with leaves
- Old plants in the pollinator garden have been cut back to compost on top to prevent soil erosion
- Special thanks also to Casey Lo, Gr. 11 Alumni student for helping the first date and her brother Nathan Lo, Gr. 9 Alumni for helping for the second week.
- Garden Club will continue in January 2021 with a new cohort of students (Gr. 4/5's)
- Winter Garden Clubs may be modified depending on weather
- Our hope is that we can work with each COHORT by the end of the year if we cannot gather as we used to before.

Salsa Sales:

- Tomatillo Salsa will be made by Ms. Barb who has recently been certified with a COVID Food Safe Online course
- Tomatillos and garlic grown from the school garden will be used
- Limited quantities of small jars are available at \$8/each and larger 500 ml jars at \$12/each thanks to Ms. Selena Yip for donating them for us!
- Orders need to be in by Nov 27 via Munch a Lunch (Link and listserv message to go out tomorrow, Thurs Nov 19)
- Jars will be delivered on Mon Nov 30 to sit for 3 days before going home with the students whose family ordered them to prevent any extra crowds gathering at the school

Funding Support: THANK YOU FG PAC FOR YOUR GENEROUS SUPPORT!

- Funding provided by both the FG PAC and TD Friends of the Environment will allow for 17 days for the Seed to Table Program in 2020/2021
- Sprouting Chefs has submitted their Community Gaming Grant for 2021/2022 where they will be notified by Feb 2021