


Meeting Minutes

Forest Grove Parent Advisory Committee Meeting

January 20, 2021

Present: Kurt Gurney (Principal), Janet Ambrosio (Chair), Selena Yip (Vice Chair), Angela Cook (Treasurer), Beth Zapadka (Secretary), Erika Hospina (member-at-large), plus 12 parents

Action items for next meeting 

Meeting called to order: 7:00PM

Welcome and introductions

Principal's Report

- Please see attached Principal's Report
- Playground flooding issues are related to prior flooding on the trail behind the school and are being addressed with Trans Mountain.
- Know anyone with a child born in 2016 that is starting Kindergarten this year? If so, please spread the news that February is registration month. More info: <https://burnabyschools.ca/kindergarten-registration/>

Executive Report – Janet Ambrosio

- 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. Meeting attendees are e-mailed a draft copy for review and approval before the finalized copy is published.

Treasurer's Report – Angela Cook

- Reviewed Balance Sheet and Income Statement (see attached)
- Some Grade 7 grad expenses came in late and budget was adjusted accordingly. Angela requested that expenses are submitted timely, and asked for a copy of the Grade 7 budget to match against incoming expenses to reduce the risk of missing expenses at the end of the year.

Motion to approve the Treasurer's Reports.

Moved by Janet Ambrosio. Seconded by Brenda Nicholas. Motion passed.

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Committee Reports

DPAC – Erika Hospina

- This month's meeting included a presentation on mental health and referenced a great online mental health resource for parents, teachers, and students: <http://blogs.sd41.bc.ca/mental-health-literacy/parents>. Parents can subscribe to get regular updates.
- Next month's meeting is on February 16th and presentation topic is anti-racism, which will include Burnaby students sharing their experience with racism, as well as anti-racism implementation strategies.
- DPAC promotes mask wearing and has funded posters that have been ordered and will be posted around the school.

Hot Lunch – Meagan Carver

- Nothing new to report
- To be taken off the agenda until next year unless something changes

Health & Safety – Lice Checks – Adrienne Chow

- There are two loaner lice kits in the printer room
- This item will also be taken off the agenda until next year unless something changes.
- Greater Vancouver Lice Clinic is a great resource for more information: <http://greatervancouverliceclinic.ca/education>
- Discussed option of sending out a video or holding a "Lice Check Week" encouraging parents to check out the resources and perform lice checks.

Health & Safety - Parking/drop off – Meagan Carver

- Complaints were received about a few repeat offenders that park at the Kiss and Drop area at pick-up time.
- **Mr.Gurney will talk to the district about getting signage / sandwich boards to be put out each day.** Signage would have very clear message such as "Do Not Park Here".
- District will come out to review parking situation, especially an area in the West parking lot that blocks access when someone parks there.
- 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.

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Health & Safety – Saleema Noon – Kurt Gurney

- Staff reviewed Saleema Noon program options and chose the option to obtain access to program resources for one month, which the teachers can review and teach to their class. This way the teachers can be selective with the content, especially for the older grades that have already started some of that training.
- Cost for this option is \$1200
- Information will be sent to parents in advance.

Seed to table program – Barb McMahon

- Barb read a statement with the very sad news that due to the lack of funding and current circumstances driven by the pandemic, she had to make the hard decision to close down her operations effective Spring 2021. Garden clubs will still be provided until March Spring Break.
- Request was made to keep the PAC funds provided at the beginning of the year to reimburse the years of not receiving any funds.
- Please see attached statement for more information.
- This news was followed by a discussion whether the program can still be saved and included information on a new Trans Mountain Legacy Project brought up by a passionate parent.
- The school garden will still be planted for the year but will steer away from summer crops.

Emergency Preparedness – Erika Hospina

- Kinder Morgan has provided \$5K that will help cover emergency supplies
- Hazmasters gave a quote for food replenishment (dehydrated meals with shelf life of 25 years) with a cost of \$12K, but Erika found another company that provides similar rations as in the past and for roughly the same cost of \$6K. We still have a year before order needs to be placed.
- Additional ask item: Safety vests for staff to use for lunch time monitoring, events, and as part of their emergency kits.
- Cost is \$40 per vest and there are 40 staff

Motion to approve vest purchase for \$1800 with taxes.

All Approved. No objections. Motion passed.

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Grade 7 Grad – Brenda Nicholas

- Grade 7 hoodies were delivered. Note for future reference – Only adult sizes have drawstrings; youth sizes don't have them due to clothing regulations.
- Grade 7 yearbook: Jenny Johnson is leading this and will request parents to submit 4 pictures – baby, kindergarten, current, and a fun picture – as well as their most memorable moment. Each student will get half a page and the rest will be candid shots. Book cost is estimated at \$30-40 and will be lowered with fundraised \$\$ (hopefully in full).
- Fundraiser 1: Salt Spring Island Coffee fundraiser was adjusted. Profit is now \$5/bag but limited to only their whole-bean holiday blend coffee. Kurt will send out an expression of interest to ensure we meet minimum order requirements before placing the order. Global Coffee, last year's fundraiser, will be used as a back-up plan.
- Fundraiser 2: Purdy's Easter Campaign with a great profit of 25%. Online campaign link will be sent out in early March, due before Spring Break, and distributed by Easter.
- Fundraiser 3: Return-it Express Depot. Old account was tracked down and transferred to current committee, so school phone number can now be used. Email account will be changed over to a PAC email account (i.e. Grade7@forestgrove.com) and all relevant information will be saved in the PAC files for future reference.
- Next meeting will be held after Spring Break, at which time we'll have a better idea of health and safety restrictions and can plan accordingly. Day trip in lieu of Grade 7 camp was discussed as an option.

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

- Not much to report. Logo refresh is still being considered.
- Suggested to move it to next year as a back-to-school fundraiser

So Fun - Read-a-thon – Kim Yuen

- Most of it is ready to go – Need to finalize timing (April or May), prizes, and method of payment (SchoolCashOnline or Charitable Impact)
- Mr.Gurney to check whether those outside of the school community can donate via SchoolCashOnline and to check with teachers on timing and interest in running a modified Scholastic bookfair together with the Read-a-thon

So Fun – Movie and Take out Night – Kim Yuen

- Discussed running a book-themed movie and pizza night, or themed movie and food like Coco and Mexican food. To be tabled to next month due to time.

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Non-Event fundraising - Athena Turner

- **Online Stay Safe and Babysitting Course** – Feb 26th Pro-D Day
- Timing: Stay Safe 10-3pm and Babysitting 9-4pm with one hour for lunch break
- Profit same as last year - Charge \$65 with \$43 cost
- Maximum of 25 kids. Minimum of 12.
- Need to pre-register – ideally in early Feb to finalize numbers and mail books out to everyone on time. The certificate will also be mailed.
- Signups and payment can be done via SchoolCashOnline as long as it's checked timely so that the 25-student maximum is not exceeded.
- **Recipe book update** – Would like to send recipe requests out to parents by end of February to allow enough time to compile everything
- Anyone wishing to join the recipe book committee please e-mail the PAC

Grants – Nicole Gladish

- Grant spreadsheet has been updated and colour-coded. Please e-mail the PAC to request a copy or see link [here](#).
- There are many grant opportunities but help is needed. Please sign up on the spreadsheet as the lead or e-mail Nicole at gladish.nicole@gmail.com if you're able to help.
- HCTF Education grant can be used towards the Grade 7 grad trip
- Artstarts grant can be used for an artist to come into the school
- Big projects being considered: garden, projectors, and a new basketball court

Teacher appreciation – Alex Horgan

- Nothing to report

Website & Social media – Kim Yuen

- Nothing to report

Mandarin Program – Adrienne Chow

- Something is in the works and will be communicated once finalized
- Program and registration information: <https://burnabyschools.ca/mandarin-language-program/>

New business

- None

Motion to adjourn @ 9:27PM

Next meeting Wednesday, February 17, 2021.

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

PRINCIPAL'S REPORT– JAN. 2021

Recent Events:

1. Holiday Celebrations
 - a. BIG thanks to PAC for their support of all the events during our last week of 2020
 - i. Prizes for Holiday Bingo
 - ii. Prizes for Door Decorating Contest
 - iii. Cookies and Hot Chocolate on the last day
 - b. Hopefully everyone enjoyed the Holiday performance video (staff practiced those dance moves for hours 😊).
2. Basketball is starting up (big thanks to Ms. Sue and Mr. Nussbaumer)
 - a. We've been given the go-ahead from the district Health & Safety to start up a grade 7 basketball team
 - i. Each team will practice 2x/week

Upcoming Events:

1. Pro-D Day this Monday, Jan. 25th (no school for students)
2. District will likely be digging up part of the playground this Monday (Pro-D Day) to add more drainage to deal with the constant flooding/mud issue
3. Registration Month is February
 - a. Please remind any families with children born in 2016 to register starting Feb. 1st
4. Valentine's Day
 - a. There can still be cards and treats, however:
 - i. All needs to be arranged and approved by the teacher
 - ii. Items for students that are coming from outside the school (cards, treats, etc...) must be brought to the teacher a minimum of 3 days beforehand so they can be quarantined
 - iii. No treats that are not prepackaged
 - iv. Again, please make sure the teacher is "on-board"
5. WORDS Writing Competition (entries are due Feb. 18th)
 - a. We are hoping that EVERY student will submit at least one entry that needs to be vetted by others before being accepted

Forest Grove PAC
Balance Sheet Standard
As of January 20, 2021

	<u>Jan 20, '21</u>
ASSETS	
Current Assets	
Checking/Savings	
Vancity General	42,334.40
Vancity Gaming	25.44
Vancity General Class B Sha...	11.17
School Account Walk A Thon	38.58
School Account Direct Dona...	<u>9,821.00</u>
Total Checking/Savings	52,230.59
Accounts Receivable	
Accounts Receivable	<u>288.00</u>
Total Accounts Receivable	<u>288.00</u>
Total Current Assets	<u>52,518.59</u>
TOTAL ASSETS	<u><u>52,518.59</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Munch a Lunch	<u>5,093.85</u>
Total Other Current Liabilities	<u>5,093.85</u>
Total Current Liabilities	<u>5,093.85</u>
Total Liabilities	5,093.85
Equity	
Opening Balance Equity	32,043.45
Retained Earnings	14,252.32
Net Income	<u>1,128.97</u>
Total Equity	<u>47,424.74</u>
TOTAL LIABILITIES & EQUITY	<u><u>52,518.59</u></u>

Forest Grove PAC
Profit and Loss Standard
September 1, 2020 through January 20, 2021

	Sep 1, '20 – Jan 20, '21
Ordinary Income/Expense	
Income	
Donations for School Drive	4,022.00
Government Grants	
Province of BC Gaming Grant	6,600.00
S.D. #41 Operating Grant	175.80
Total Government Grants	6,775.80
Non Event Fundraising	
Flip Give	288.00
Total Non Event Fundraising	288.00
Interest Earned	0.97
Total Income	11,086.77
Expense	
Teacher's Wish List	
Div Allowance Incl Field Trips	
Div. 1 Shirley	36.88
Div. 3 Zanette & Pickering	344.54
Div. 4 Li	535.07
Div. 5 Mitchell	126.61
Div. 12 Sutton & Tiplady	301.59
Div. 15 Hsu	490.96
Div. 16 Howey & Tiplady	307.10
Total Div Allowance Incl Field ...	2,142.75
Dance Club	65.49
Total Teacher's Wish List	2,208.24
So Fun	
Hot Lunch	336.00
Welcome Back Coffee	122.28
Monster Hunt	-480.26
Pancake Breakfast	499.92
Movie Night #1	-859.32
Total So Fun	-381.38
Grade 7	
Grad	1,245.81
Total Grade 7	1,245.81
Sprouting Chefs	
Garden Club	2,171.08

Cont'd..

Forest Grove PAC
Profit and Loss Standard
September 1, 2020 through January 20, 2021

	<u>Sep 1, '20 - Jan 20, '21</u>
Seed to Table Program	3,750.00
Soil	<u>250.00</u>
Total Sprouting Chefs	6,171.08
Emergency Prep	37.45
Staff Appreciation	601.60
BCCPAC Membership	<u>75.00</u>
Total Expense	<u>9,957.80</u>
Net Ordinary Income	<u>1,128.97</u>
Net Income	<u><u>1,128.97</u></u>



Forest Grove PAC Message January 20, 2021

Thank you for providing me with this opportunity to speak tonight.

Due to the limitations of operating in schools from the COVID pandemic in 2020, our inability to offer our summer camps or after school cooking classes and the overall lack of funding needed to sustain our organization, we have decided to close our operations effective in the Spring of 2021.

We will continue to provide Garden Clubs up until the March Spring Break time period with an actual end date to be still determined. Resource material is being created to pass on to the school community to sustain the garden including a month-to-month guide focusing on planting, harvesting, K to Gr. 7 garden related activities, a labyrinth resource guide, video demonstrations, West Coast Seed donations, and a collection of resource books. These materials are being created with the help of teachers from the school as well as what has worked best in the classes taught by Sprouting Chefs. A collection of recipes is also in the works with at least the top 10 most beloved recipes from the after-school cooking classes.

Please know that the decision to move on from this part of the journey with Sprouting Chefs did not come swiftly or easily because of the many engagements and relationships developed from being a part of the community here at Forest Grove. I have had students with me from the time they were in Gr. 1 all the way to being in Gr. 11 now and families who have brought their toddler siblings to Garden Clubs who are now moving on to high school. I love that I can say, I have seen so many children at their absolute best; in service, working as a team, responsible, kind, generous, at peace with each other and even forgiving when there has been challenges or damages to their beloved space.

Despite not always having the necessary funds to provide our programs and services to the school over the past few years, Sprouting Chefs has invested time to creating and refining our programs using Forest Grove as the base model with minimal funds sourced from donations or grants. As of 2016, with the help of garden committee members, support from all principals, grants and donations we have been able to source over \$48,000 towards the garden program. The garden program became self funded via Sprouting Chefs after 2016 when Sprouting Chefs became a registered charity in 2018 providing the school with seed/garden activities, creating the seed to table program, in school cooking classes as well as after school cooking classes garden clubs and the beloved school community lunches.

Overall, our services that have been provided to the school have been at no cost to the parents of the community with only one set of seed classes in the Spring of 2013, having a cost associated to them. The after-school cooking classes have been the one program that we have needed to charge directly to families as a way to offset our in-school programs. The program has also not been directly funded by the school district but instead reliant on constant sourcing of multiple grants that have not been ongoing but sporadic in nature.

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We were so grateful for the funds given to us from the current PAC executive. It was the largest amount given directly from the PAC in the history of the program. The hope is these funds can be kept to reimburse the years of not receiving any funding.

It has been a great honor to have provided Forest Grove with the opportunity to build and teach in the first edible school garden in the Burnaby District which has now become a model for other schools. The time spent connecting to the land, the plants, the food, and the school community has provided a huge sense of transformation over the years seen via the amazing participation in the school community lunches and after school cooking classes and garden clubs with multiple children participating over multiple years.

Connecting the school garden to the outdoor labyrinth has also been a transformational experience. Sprouting Chefs has been able to develop the mindfulness component of our holistic education goals via this space. Teaching children mindfulness tools of how to ease their anxieties by finding inner peace, define what love is, discuss the virtues of forgiveness and compassion as well as gratitude for all that they have and all that they are will be important legacies. It has also been wonderful to witness several groups using the space on their own time in their class groups. I am so grateful the labyrinth has been embraced by so many of the teaching staff as well.

After 10 years of being a part of this incredible community, I can say major goals have been met due to the ability to be a part of Forest Grove Elementary. We have seen positive change in the land, by transforming a blank space into a space that has provided food for the community as well as increase the biodiversity. True success is measured by the amount of satisfaction one has in their day-to-day life as well as the impact one has made to others. I can safely say I have been highly successful this way after the many conversations I've had with students and their parents when it comes to increasing healthy eating habits, increasing the general knowledge of food and the priority students have when it comes to their mental health via an increase in their own self esteem.

It is now time however, for a sense of well being via a sustainable liveable wage for myself and my family that sadly, Sprouting Chefs cannot currently provide.

With Warmest Regards and Deepest Gratitude,

Barb McMahon - Executive Director



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