

# Meeting Minutes

Forest Grove Parent Advisory Committee Meeting

February 17, 2021

**Present:** Kurt Gurney (Principal), Janet Ambrosio (Chair), Selena Yip (Vice Chair), Angela Cook (Treasurer), Beth Zapadka (Secretary), plus 9 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. Meeting attendees are e-mailed a draft copy for review and approval before the finalized copy is published.
- BCCPAC has a callout for nominations if anyone is interested in sitting on the board of directors. The deadline is February 28<sup>th</sup> and info can be found on their [website](#).
- Scholarship application for Forest Grove alumni student at Burnaby Mountain has been sent off. Once a student is selected, a \$500 cheque will be forwarded
- BCTF Parent Workshop will be held on March 3<sup>rd</sup>. Topic is Advocating for your child and more information will be sent out shortly.
- We are in the process of nominating a parent for the BCCPAC's George Matthews Award for their contributions to the school and community.
- PAC Bylaws need to be updated - Goal is to present the updated version at the general meeting in May.
- Proposed skipping the March PAC Meeting due to Spring Break, or holding a meeting to review School Photo Studios instead

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

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- Reviewed Balance Sheet and Income Statement (see attached)

**Motion to approve the Treasurer's Reports.**

Moved by Janet Ambrosio. Seconded by Athena Turner. Motion passed.

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## Committee Reports

### DPAC – Erika Hospina

- Posters promoting mask wearing have been posted around the school
- February meeting was postponed to February 22<sup>nd</sup> at 7pm. Presentation topic will be anti-racism where they will discuss promoting dialogues with children on the topic and have student speakers speaking to their experiences. If interested in attending, please email the PAC for the meeting link.

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

- Parking issues have improved. Nobody stayed parked in the Kiss and Drop area.
- Painters have been approved to delineate where pedestrians can walk, which should help with student safety concerns.

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

- Program option for 30-day access to Saleema Noon program resources was chosen by the teachers and the plan is for them to obtain access in April.
- Cost for this option is \$1260 with GST
- Information will be sent to parents in advance.
- Recent email about the “Growing Up Game Plan” program is separate from this but highly recommended by parents who already participated in a session.

### Seed to table program – Barb McMahon

- No update

### Emergency Preparedness – Erika Hospina

- Kinder Morgan’s \$5K cheque has been received
- Safety vests were ordered and received. Medical supplies like band aids and gloves have been added to the pockets inside. Switching to a different vendor saved \$\$.

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## **Grade 7 Grad – Brenda Nicholas**

- Thank you to Erika Hospina for submitting a grant application for a field trip to Grouse Mountain. Reply will be received in mid-March and the trip will be dependent on Covid restriction status and proper approvals.
- Return-in Fundraiser: School phone number account current balance is \$201 and the fundraiser will be ongoing to June.
- Purdy's Easter Fundraiser: Online campaign link will be sent out in early March, due before Spring Break, and distributed by Easter. Email to parents will be sent through Listserv.
- Salt Spring Island Coffee fundraiser: Expression of interest survey showed interest in 75 bags so 80 bags were reserved, but actual sales are only at 40 bags at this point and we may be on the hook for the rest. Please spread the word. Kurt is also working with the parent from Salt Spring Island Coffee to see if we can reduce the reserved number
- Winning grad theme is Italy
- Next meeting will be in April

## **So Fun - School T-shirts/Masks/Lanyards - Kim Yuen / Janet and Angela**

- Recommendation was made to just re-order the prior Wordle t-shirts to make the process simple and still do it this year so that the large Munch-a-lunch credits can be used up. Those credits are a big concern as processing refund cheques is very labour intensive.
  - The Wordle t-shirt re-ordering would be taken on by Janet Ambrosio and Angela Cook.
  - T-shirts would be posted on the Munch-a-lunch website for pre-sale and ordered based on those pre-sale numbers.

## **So Fun - Read-a-thon – Kim Yuen**

- Teachers are on board with an online Scholastic Bookfair together with Read-a-thon, tentatively for April.
- Paperwork side of the event is ready to go but asking for a committee to be formed to decide whether to add anything to the event (i.e. firefighters to read to kids and then donate the book), and decide on prizes, etc..
- The sub-committee would also decide whether to hold a book-themed movie night and potentially a take-out fundraiser for the same night, similar to the Spring one.

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## Non-Event fundraising - Athena Turner

- **Online Stay Safe and Babysitting Course** – Feb 26<sup>th</sup> Pro-D Day
- Timing: Stay Safe 10-3pm and Babysitting 9-4pm with one hour for lunch break
- Due to only one event announcement and hiccups with SchoolCashOnline, registrations did not meet minimum numbers. Instead of cancelling, it will be offered with other schools but our students will stay together in the same groups.
- Booklets will be delivered to the school for distribution
- **Creative Packs** - received their cheque for this year. List of supplies for teachers to review will be sent in March for preparation for next year's order.
- **Cookbook**
  - First meeting was held and a template is being created that will be sent out to parents before Spring Break with due date the week after Spring Break is over.
  - Email account will be created to have a centralized storage for all recipes
  - An art contest for the cookbook cover will also be added. It will be something food related and used for cover, back, and potentially within the cookbook as well.
  - Cookbook will be spiral-bound but also available on PDF. Prices haven't been finalized but PDF version will likely cost \$10.
  - Goal is to have the cookbooks available for sale in the first week of May

## Grants – Nicole Gladish

- No updates
- Still looking for volunteers – please review the grant spreadsheet to sign up as the lead for a grant, or email Nicole at [gladish.nicole@gmail.com](mailto:gladish.nicole@gmail.com) if you're able to help. Please e-mail the PAC to request the spreadsheet [link](#).

## Teacher appreciation – Alex Horgan

- No updates

## Website & Social media – Kim Yuen

- No updates – Please continue to send any post requests to Kim.

## Mandarin Program – Adrienne Chow

- No updates other than something is in the works and will be communicated if it can be done.

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## New business

- Suggestion put forward for an outdoor learning centre at Forest Grove. Other PAC's are using the gaming grant \$ for this initiative. Brantford and Kitchener had them installed recently but they are expensive (~ \$6K) and it would be low on the school's priority list. Could consider in the future for labyrinth area or by school garden but we are fortunate that our school is surrounded by forest that's perfect for natural learning.
- Suggestion put forward for outdoor activity kits per division that are only shared within the learning cohort for safety and to encourage physical activity. Kurt confirmed that each division already has a choice to have specific skipping ropes or soccer balls assigned to their classrooms based on the teachers' request.
- Should we renew the Munch-a-Lunch subscription for next year? Cost is \$336 per year and refunds are very labour intensive. Can SchoolCashOnline be used instead? Pros/cons to using SchoolCashOnline:
  - Pro: Refunds are much easier to process
  - Pro: \$336 annual renewal cost savings
  - Pro: No annual re-entry of student info (currently required for Much because it's wiped out at the end of each year)
  - Con: SchoolCashOnline cannot provide time-sensitive updates as they have to be funneled through the school secretary and to the district
  - Con: Moves all administration load from the PAC to the school secretary. This includes the initial setup of purchase options per event as well as any subsequent list printouts to execute the event. Could this result in delays?
  - Potential con: Does SchoolCashOnline have a list that includes ordered item *quantities*? This is mandatory for hot lunches where drinks are often purchased separately and added to classroom orders by the volunteers (i.e. # of chocolate milks and apple juices per student per classroom).
  - Potential con: Would other functionality be lost such as volunteer organization and ability to print labels?
  - Potential con: Is SchoolCashOnline dependable as a system as there have been reports of it being glitchy. Ideally we have multiple administrators to share the load and in case of vacations or sickness etc...
  - Should we explore another platform?
- Suggestion put forward to consider other school photo studios for next year. We may use the March meeting for a review VS cancelling it due to Spring Break.

## **Motion to adjourn @ 9:03PM**

Next meeting Wednesday, April 21, 2021 (to be confirmed)

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

## PRINCIPAL'S REPORT– FEB. 2021

### Recent Events:

1. Happy Lunar New Year
  - a. The Mandarin classes are working on their finishing touches for all the wonderful things they did to celebrate Chinese New Year. There will be something coming out soon for the community 😊
2. Welcome ramp
  - a. You may have noticed that the Board has built an asphalt ramp leading from our east parking lot to the playground which will make it easier for students in wheelchairs to access the upper area of the school grounds. YEAH!!!
3. Playground mess
  - a. The Board is continuing to work on the drainage issue that is causing flooding in our playground. Hopefully this will be rectified in the next couple weeks.
4. Mask Policy Update
  - a. Based on the most recent Health Updates, the only real changes affecting elementary schools are as follows:
    - i. Stricter policies for staff wearing masks at all times
    - ii. More student mask wearing in common areas such as hallways, gyms, libraries, and music rooms
5. Welcome back to Chantelle McKee!
  - a. Chantelle was an amazing EA Practicum student at Forest Grove at the start of the year, and now we get to keep her as a full time EA mainly working in Ms. Shirley's room.

### Upcoming Events:

1. WORDS Writing Competition
  - a. Entries are due this week and will be judged by a panel of staff at the school. The top 15 entries will be forwarded to the district team in the hopes of being selected for publication. GOOD LUCK!
2. Pink Shirt Day (Feb. 24<sup>th</sup>)
  - a. We're hoping to decorate the school with kindness on Feb. 24<sup>th</sup> and we encourage all families, especially those dropping students off and picking them up, to wear pink to show your support.
3. District Pro-D Day on Friday, Feb. 26<sup>th</sup> (no school for students)
4. Registration Month is February
  - a. Please remind any families with children born in 2016 to register starting Feb. 1<sup>st</sup>
5. Report Cards (Term 2 out to families on Thursday, March 11<sup>th</sup>)
6. Intersectionality Crosswalk has been approved by the city!!

Forest Grove PAC  
Balance Sheet Standard  
As of February 16, 2021

	Feb 16, '21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Bank Accounts	
Vancity General Class B Shares	11.17
Vancity Gaming	25.44
Vancity General	42,440.40
Total Bank Accounts	42,477.01
School Accounts	
School Account Babysitting	520.00
School Account Gr 7 Fundrai...	615.00
School Account Direct Donat...	9,608.58
School Account Walk A Thon	38.58
Total School Accounts	10,782.16
Total Checking/Savings	53,259.17
Accounts Receivable	
Accounts Receivable	5,368.00
Total Accounts Receivable	5,368.00
Total Current Assets	58,627.17
<b>TOTAL ASSETS</b>	<b>58,627.17</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,025.68
Total Accounts Payable	1,025.68
Other Current Liabilities	
Unearned Revenue Trans Mtn.	3,974.32
Munch a Lunch	5,093.85
Total Other Current Liabilities	9,068.17
Total Current Liabilities	10,093.85
Total Liabilities	10,093.85
Equity	
Opening Balance Equity	32,043.45

Continued...

Forest Grove PAC  
Balance Sheet Standard  
As of February 16, 2021

	Feb 16, '21
Retained Earnings	14,252.32
Net Income	2,237.55
Total Equity	48,533.32
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>58,627.17</b>



Forest Grove PAC  
Profit and Loss Standard  
September 1, 2020 through February 16, 2021

	Sep 1, '20 – Feb 16, '21
Ordinary Income/Expense	
Income	
Donations for School Drive	4,128.00
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	287.00
Return-It Recycling (Grade 7)	81.00
Stay Safe Course	520.00
Total Non Event Fundraising	888.00
Interest Earned	0.97
Total Income	11,792.77
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. 11 Blackford	212.42
Div. 12 Sutton & Tiplady	301.59
Div. 15 Hsu	490.96
Div. 16 Howey & Tiplady	307.10
Total Div Allowance Incl Field ...	2,355.17
Dance Club	65.49
Total Teacher's Wish List	2,420.66
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	630.81

Continued...

Forest Grove PAC  
Profit and Loss Standard  
September 1, 2020 through February 16, 2021

	<u>Sep 1, '20 – Feb 16, '21</u>
Total Grade 7	630.81
Sprouting Chefs	
Garden Club	2,171.08
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>9,555.22</u>
Net Ordinary Income	<u>2,237.55</u>
Net Income	<u><u>2,237.55</u></u>