

Meeting Minutes

Forest Grove Parent Advisory Committee Meeting

April 14, 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

- Please see attached Principal's Report

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.
- Scholarship awardee has been chosen for the Forest Grove alumni at Burnaby Mountain Secondary: Alexa Bertram. Cheque with a written letter has been mailed.
- Feedback for the BCTF parent education workshop “Advocating for your child” was discussed. Recommendation was made to solicit what parents wish you get out of a workshop at time of registration so that the presentation could be tailored to the audience. Parents showed interest in future workshops depending on the topic.
- Next month is our annual general meeting. **A callout for nominees for PAC executive has been sent out and will be voted on at the next meeting.**
- PAC Bylaws update:
 - The first draft has gone out to the principal and PAC executives for feedback. [Click here](#) for the edited version for general feedback:
 - Plan is to have the updated bylaws approved at our AGM next month

Treasurer's Report – Angela Cook

- Reviewed Balance Sheet and Income Statement (see attached)

Motion to approve the Treasurer's Reports.

Moved by Athena Turner. Seconded by Beth Zapadka. Motion passed.

Meeting Minutes

Forest Grove Parent Advisory Committee Meeting

April 14, 2021

Committee Reports

DPAC – Erika Hospina

- Next DPAC meeting is April 19, 2021; an update will be provided at the next meeting.

Health & Safety - Parking/drop off – Meagan Carver

- People are still stopping and lingering but there are no big concerns
- Main concern is kids walking down the east parking lot driveway where parents are driving up – this is a safety issue.
- Mr. Gurney is working with the district to see if a barrier can be added or painters can delineate where pedestrians can walk.
- Discussed the option of closing the parking lot to parents during peak hours.
- Also discussed the option of adding more visual signage warning kids and parents of the potential danger.

Health & Safety – Saleema Noon – Kurt Gurney

- There are some concerns that we may not get enough value for the \$1260 30-day access to Saleema Noon program resources (option chosen by the teachers). **This will be discussed further at the next staff meeting and results will be communicated to the PAC.**

Seed to table program – Barb McMahon

- No update

Emergency Preparedness – Erika Hospina

- Planning to attend the community town hall on Earth Day, and to also connect with Chris Bowcock on the evacuation routes for the school as they already have a detailed plan in place.

Grade 7 Grad – Brenda Nicholas

- Purdy's Easter Fundraiser was successful and raised \$620
- Salt Spring Island Coffee fundraiser raised \$230
- Return-It Depot raised \$270 + \$12.25 and is running through June
- Read-a-thon is in progress and Grade 7 will get their portion

Meeting Minutes

Forest Grove Parent Advisory Committee Meeting

April 14, 2021

- Motion to move \$500 camp budget over to grad. All were in favour. Motion passed.
- Grade 7 account total is currently estimated at \$3150
- Grade 7 yearbook is estimated at \$1600 at \$40/book and will be covered with PAC funds.
- Italian-themed menu will be pizza and pasta, with maybe some San Pellegrino, 'gelato', and biscotti.
- Dana and Jenny will be decorating and event spending will be limited to a few individuals in order to reduce the # of receipts and cheque reimbursements.
- Kurt will advise us of results from the district meeting where grad ceremonies will be discussed and what is allowed (currently field trips are not approved)
- Next meeting will be in May

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

- T-shirts went well. Sold \$945 with profit over \$300. Jim at Western Athletics was easy to work with and very efficient.
- Minimum order is 12 shirts so we're set up to do that if we ever want to sell more or buy them as appreciation gifts or prizes.

So Fun - Read-a-thon – Kim Yuen

- Event was rolled out and donations are being collected via Munch a Lunch.
- Bonus: Staples has agreed to print certificates of achievement for students, free of charge
- Discussed adding a \$50 budget to contribute towards the Read-a-thon prize packs.

Non-Event fundraising - Athena Turner

- **Creative school supply packs** – Received an updated supply list to give to teachers for review. Plan is to send them out to parents by the end of the month for their review and orders.
- **Cookbook**
 - Timeline extension had a good effect and there were enough entries to move forward.
 - There were about 45 artwork submissions from all grades including Kindergarten. We had a peak at some during the meeting and they were great!
 - Plan is to start selling the cookbooks in May to get them to parents before the end of June.

Meeting Minutes

Forest Grove Parent Advisory Committee Meeting

April 14, 2021

Grants – Nicole Gladish

- 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 if you're able to help. Please e-mail the PAC to request the spreadsheet [link](#).
- Suggestion was made to add commonly required information, as well as prior grant applications in a central place for reference purposes.
- Priorities for grant \$? Mounted projectors (~\$1600 each), basketball court

Teacher appreciation – Alex Horgan

- No updates

Website & Social media – Kim Yuen

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

Mandarin Program – Amanda Kelloway on behalf of Adrienne Chow

- March Meeting Minutes
 - District initiated a focus group led by external consultants – 5 parents were invited and 3 attended. Results of the assessment won't come out until next year.
 - Main challenge is that Grade 9 is too easy and Grade 10 is too hard. There is also no structure to slot into Grade 11 and no real plan for the graduating class.
 - Board authorized approval for high school credits.
- April Meeting Minutes
 - Grade 7 parents received a letter advising that students moving into Burnaby Mountain will be placed in Grade 9 Mandarin, which is a beginner class. Forest Grove students in this year's Grade 9 Mandarin class are getting high marks and only started learning new content about 25% through the course.
 - Students will receive a learning assessment later this Spring and if those assessments indicate a student should be placed at a higher level then there will be further conversations at that time.

Meeting Minutes

Forest Grove Parent Advisory Committee Meeting

April 14, 2021

New business

- Decision was made to stick with Munch a Lunch for the hot lunch program. Currently talking to vendors to gear up for September, pending public health orders.
- Community Business Directory was discussed – website with categories such as plumbers etc with a proposed cost of \$12 per year for administrative costs and potentially as a small fundraiser
 - There would be a stipulation that the school is not endorsing the business but rather providing awareness of what's in the community and give our local businesses some exposure.
 - Please e-mail the PAC with any input or feedback.
 - To be tabled to May – By fee or by donation? Available just to school or whole Forest Grove community? Timing?

Motion to adjourn @ 8:30PM

Next meeting Wednesday, May 19, 2021

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

PRINCIPAL'S REPORT– APRIL 2021

Recent Events:

1. WORDS Writing Competition
 - a. Still haven't heard yet if we have had anyone published...hopefully very soon.
2. Basketball Teams
 - a. We're going to open the bball teams up to separate practices for Cohort #1 (Div. 1 & 2) and Cohort #2 (Div. 3 & 4) next week. Big thanks so Ms. Sue, Mr. Nussbaumer, and Ms. Shirley for taking this on.
3. Reminder that Summer Session registration is now open. Over 5000 students registered on day 1 so if you're interested and haven't yet registered, do so ASAP so you don't miss out.
 - a. Our closest elementary school is Cameron Elementary.

Upcoming Events:

1. Pro-D Day on April 26th
 - a. Our focus will be Reading and Math
 - b. Reminder that there is no school for students that day
2. Planning for next year
 - a. An email went out to all families allowing for input on student needs and providing the school with information when considering class placements for next year.
3. Reminder of the Read-a-thon that is currently underway for all of April. From what the students have been saying to me, it sounds like there has been a lot of reading going on.

Forest Grove PAC
Balance Sheet Standard
As of April 14, 2021

	Apr 14, '21
ASSETS	
Current Assets	
Checking/Savings	
Bank Accounts	
Vancity General	43,458.69
Vancity Gaming	25.44
Vancity General Class B Shares	11.43
Total Bank Accounts	43,495.56
School Accounts	
School Account Donations	8,002.64
School Account Babysitting	187.14
School Account Safety Suppli...	3,982.82
School Account Gr 7 Fundrai...	690.00
Total School Accounts	12,862.60
Total Checking/Savings	56,358.16
Accounts Receivable	
Accounts Receivable	
Charitable Impact	505.00
Flip Give	295.00
Return It Recycling	212.13
Total Accounts Receivable	1,012.13
Total Accounts Receivable	1,012.13
Total Current Assets	57,370.29
TOTAL ASSETS	57,370.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Unearned Revenue Trans Mtn.	3,945.37
Munch a Lunch	4,327.07
Total Other Current Liabilities	8,272.44
Total Current Liabilities	8,272.44
Total Liabilities	8,272.44
Equity	

Continued...

Forest Grove PAC
Balance Sheet Standard
As of April 14, 2021

	<u>Apr 14, '21</u>
Opening Balance Equity	32,043.45
Retained Earnings	14,252.32
Net Income	<u>2,802.08</u>
Total Equity	<u>49,097.85</u>
TOTAL LIABILITIES & EQUITY	<u><u>57,370.29</u></u>

Forest Grove PAC
Profit and Loss Standard
September 1, 2020 through April 14, 2021

	Sep 1, '20 – Apr 14, '21
Ordinary Income/Expense	
Income	
Direct Donation 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	
Creative Packs	500.00
Flip Give	295.00
Return-It Recycling (Grade 7)	212.13
Stay Safe Course	187.14
T-Shirts	306.52
Total Non Event Fundraising	1,500.79
So Fun Income Events	
Monster Hunt	482.24
Movie Night #1	859.32
Read / Walk-a-Thon	728.30
Total So Fun Income Events	2,069.86
Interest Earned	0.97
Dividend Income	0.26
Total Income	14,475.68
Expense	
Teacher's Wish List	
Div Allowance Incl Field Trips	
Div. 1 Shirley	141.95
Div. 2 Nussbaumer	105.06
Div. 3 Zanette & Pickering	344.54
Div. 4 Li	535.07
Div. 5 Mitchell	187.03
Div. 11 Blackford	210.58
Div. 12 Sutton & Tiplady	359.65
Div. 13 Lau	214.20
Div. 14 Mackie	47.61
Div. 15 Hsu	490.96
Div. 16 Howey & Tiplady	500.60
Total Div Allowance Incl Field ...	3,137.25
Cultural Learning	228.46
Dance Club	65.49

Continued...

Forest Grove PAC
Profit and Loss Standard
September 1, 2020 through April 14, 2021

	Sep 1, '20 – Apr 14, '21
Total Teacher's Wish List	3,431.20
So Fun Expense Events	
Hot Lunch	337.40
Welcome Back Coffee	122.28
Pancake Breakfast	499.92
Total So Fun Expense Events	959.60
Grade 7	
Grad	-64.22
Total Grade 7	-64.22
Sprouting Chefs	
Garden Club	2,170.42
Seed to Table Program	3,750.00
Soil	250.00
Total Sprouting Chefs	6,170.42
Emergency Prep	0.00
Staff Appreciation	601.60
Scholarship Former FG Student	500.00
BCCPAC Membership	75.00
Total Expense	11,673.60
Net Ordinary Income	2,802.08
Net Income	2,802.08