

Forest Grove PAC Meeting Minutes



Date: Oct 20, 2025

Time: 7:04 PM

Location: Forest Grove Elementary Library

Chairperson: Meagan Anderson

Time keeper: Meagan Anderson

Attendance: **PAC Execs** - Meagan Anderson, Amanda Kurowski, Nicole Gladish, Christine Saunders, Rebecca Kensley, Rebecca Li, Brandi Forsyth-Bollen, Chelsea Smith, Cat Zimmerman, **Others:** Michelle Leong, Amanda McPhillips, Teresa Tsai, Shiva Fatahi, Njomez Bislmi

1. Call to Order

- a. Quorum confirmed.
- b. Meagan welcomed everyone and thanked attendees for their continued support of PAC initiatives.

2. Approval of Agenda

- a. **Motion:** To approve the agenda from last month
- b. **Moved by:** Amanda Kurowski
- c. **Seconded by:** Chelsea
- d. **Vote:** All in favour – motion carried.

3. New Business

a. Principal's Report: Ceri Brophy

- i. **Ceri shared an overview of ongoing school initiatives focused on Equity, Diversity, Inclusion, and Reconciliation (EDIR).**
- ii. Teachers are centering classroom learning on EDIR principles, ensuring all students' basic needs are met before learning begins. Class reviews are conducted with the school support team twice yearly, identifying each student's strengths and areas for support.
- iii. Staff are reflecting on how to honour truth and reconciliation through school activities and Indigenous art initiatives.
- iv. During **Safety Week**, the focus was on calm, intentional practice rather than fear; drills help students respond with confidence.
- v. Each classroom now has a **new emergency "grab and go"** backpack funded by a \$5,000 grant. Thanks to **Sam Cousins** for leading this project.
- vi. The school is also working with the district to install a larger earthquake cache (shipping container) for emergency supplies.
- vii. Ceri invited ongoing input from parents and staff for EDIR-related projects and thanked everyone for their collaboration. Please share any ideas you might have for the future.

b. Executive Report: Meagan Carver-Anderson & Cassidy Boulton

- i. Updates shared on the PAC's year planning and event coordination.

- ii. Continued focus on inclusive, welcoming community events and transparent communication with families.

c. Treasurer's Report: Nicole Gladish/Amanda Kurowski/Rebecca Li

- i. September Financial Report attached.
- ii. **Key fundraising highlights** from 2024/2025 year
 - 1. 1. Hot Lunch hit an all-time high — raising over \$30K in community-supported funds.
 - 2. 2. Teacher engagement — 80% of Classroom Enhancement funds were utilized, directly
 - 3. benefiting students.
 - 4. 3. Events returned stronger than ever — Monster Mash, Santa Photos, and Pancake Breakfast were well-attended and profitable.
 - 5. 4. Equipment investment completed — school now benefits from upgrades that were ordered the prior year.
 - 6. 5. Stable cash reserves — nearly \$30K in equity and healthy savings accounts.
 - 7. 6. Transparency and accuracy — clear tracking of timing items and improved reporting practices.
- iii. **Looking Ahead to FY2025**
 - 1. Maintain momentum with Hot Lunch and community fundraisers.
 - 2. • Encourage 100% teacher participation in Classroom Enhancement.
 - 3. • Review opportunities to modernize PAC communication tools.
 - 4. • Consider allocating future surplus toward new technology or enrichment programs.
- iv. Due to reduced grants, PAC is exploring creative ways to reallocate funds to support students and families. EDIR is one of the ways that PAC is working with school administration to continue to support students and families.
- v. Line items have been consolidated to simplify accounting and align school clubs and teacher-supported programs
- vi. Each line item was discussed. The attached financial report explains each line item in those details.
- vii. Members discussed holding a Special General Meeting (SGM) to address items requiring formal approval before the next General Meeting.
- viii. The proposed SGM will include:
 - 1. Review and potential **amendment of the approved budget**, including allocation of surplus funds and GIC use.
 - 2. Discussion and possible motion to **earmark funds for future upgrades** focused on accessibility and inclusion.
 - 3. Date and time for the SGM will be confirmed and shared with the school community once finalized.
- ix. **Motion: To approve the 2025–26 PAC Budget.**
- x. **All in favour – budget approved.**

d. Committees:

- i. **Hot Lunch**
 - 1. All ordering is set up through Munchalunch from now until Winter Break

2. Lunches- Mondays- Fuel, Tuesdays/Wednesdays- FoodieKids, Fridays-rotating vendors
3. Treats- Alternating Wednesdays- Bubble Tea, Tuesdays- TCBY
4. Feedback about invoices/reporting/delivery to classes
- ii. **DPAC (District Parent Advisory Committee)** – Heide Baer
- iii. **Health & Safety** – need lead
 1. PAC plans to host **Babysitter and Stay Safe courses** through Parks & Rec on **Jan 23 (Pro D Day)**.
- iv. **Emergency Preparedness** – Sam Cousins
 1. Reminder to Sam to submit grant application to Trans Mountain again for this year
- v. **EDIR (Equity, Diversity, Inclusion & Reconciliation)** – Meagan
 1. The committee formally dissolved, with EDIR work to continue directly through Administration and integrated PAC planning. (as Ceri spoke to during the Principal's Report)
 2. Commitment remains strong to highlight these important conversations and work. Will continue to work alongside PAC and parents in Forest Grove.
- vi. **Grade 7 Grad**
 1. Committee has met twice; co-chairs confirmed.
 2. **Hot dog sales** every Tuesday starting in November for fundraising.
 3. Discussion of additional fundraising options underway.
- vii. **Events**
 1. **Movie Night - Christine**
 - a. First movie night of the year is November 14
 - b. Awaiting licensing confirmation from Ceri.
 - c. Focus on keeping costs low and using existing resources.
 2. **Monster Mash – Amanda Kurowski**
 - a. There are still many volunteer slots to fill, please consider signing up [\[HERE\]](#)
 - b. Tickets will ONLY be sold in advance online, please purchase [\[HERE\]](#). 6:00 time slot sold out.
 - c. We need folks to lend extension cords!
- viii. **Fundraising**
 1. Will wait to review the recent lunch donation option is working on Munchaluch at November meeting. Discuss feedback, participation, and next steps

4. Adjournment:8:44 PM

Reference: Voting Process

For each agenda item requiring approval:

- Motion to approve
- Seconding of motion
- Discussion (if any)
- Vote (show of hands / roll call / ballot)
- Recording of results

Forest Grove PAC

Profit and Loss

September 2024 - August 2025

	TOTAL
INCOME	
4000 Gaming & Grants	
4001 Province of BC Gaming Grant	6,820.00
4002 SD41 Operating Grant - Revenue	175.46
Total 4000 Gaming & Grants	6,995.46
4100 Fundraising Revenue	
4101 Hot Lunch - Revenue	30,745.70
4103 Merchandise – Revenue	3,179.57
4105 Grad Fundraising - Revenue	350.00
Monster Mash	4,931.28
Movie Nights	476.86
Santa Photos	640.00
School Dance	967.13
Valentine's Day	440.00
Total 4100 Fundraising Revenue	41,730.54
4200 Interest Income	721.62
Uncategorized Income	332.66
Total Income	\$49,780.28
GROSS PROFIT	\$49,780.28
EXPENSES	
5000 Student Enrichment	
5001 Field Trips - Primary	805.13
5002 Field Trips - Intermediate	1,020.10
5003 Sports Day	41.95
5010 Scholarship (FGE Alumni)	500.00
5011 Learning Support	803.10
Band	851.09
Dance Club	326.11
Diversity Club	772.76
ELL	248.76
Music Program	255.40
Toy Drive	640.00
Truth & Reconciliation	87.27
Total 5000 Student Enrichment	6,351.67
5100 Community Events - Expense	-769.04
5110 Monster Mash	2,608.87
5120 Movie Nights	394.19
5130 Pancake Breakfast	553.10
5140 Caroling	91.12
5150 Photos with Santa	351.04
5160 School Dance	990.25
5170 Valentine's Day Event	457.88
5180 Welcome Back Coffee	103.94
Total 5100 Community Events - Expense	4,781.35

Forest Grove PAC

Profit and Loss

September 2024 - August 2025

	TOTAL
5200 Fundraising Expenses	
5210 Hot Lunch Vendor Payments	28,383.35
5230 Merchandise	4,421.76
Total 5200 Fundraising Expenses	32,805.11
5400 Administrative Expenses	543.16
5420 Bank Expenses	37.80
5430 BCCPAC Membership	100.00
5440 Staff Appreciation	370.90
Total 5400 Administrative Expenses	1,051.86
5500 Classroom Enhancement	
Div. 1 - Zhang	53.65
Div. 10 - Sheng	385.76
Div. 12 - Johnston	173.38
Div. 13 - Ma	350.83
Div. 14 - Lau	430.19
Div. 15 - Sutton	274.44
Div. 16 - Howie	367.87
Div. 17 - Hsu	408.75
Div. 2 - Satish	571.94
Div. 3 - Pickering	244.40
Div. 4 - Fraser	331.76
Div. 5 - Li	516.44
Div. 6 - Dodd	460.03
Div. 7 - Henry	569.43
Div. 8 - Lee	403.80
Div. 9 - Silvestone	325.78
Total 5500 Classroom Enhancement	5,868.45
5600 Grad Expenses	-4,358.70
Equipment & Hardware	11,367.61
Other Expenses	-41.75
Sprouting Chefs	
Garden Club	1,677.47
Total Sprouting Chefs	1,677.47
Total Expenses	\$59,503.07
PROFIT	\$ -9,722.79

Forest Grove PAC

Balance Sheet

As of August 31, 2025

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Cashable Loan	0.00
Cashable Loan #2	10,300.82
Class B Membership	12.63
Gaming Account	1,103.53
Grade 7 Grad	350.00
Operating Account	-964.10
School Account	0.00
PAC - Babysitting/Stay Safe	0.00
PAC - Camp	0.00
PAC - Donations	453.53
PAC - Grade 7 Fundraising	943.19
PAC - Home Reading Club	0.00
PAC - Program Support	0.00
PAC - Safety Supplies	382.52
PAC - Walkathon	544.80
Trans Mountain (deleted)	5,000.00
Total School Account	7,324.04
Undeposited Funds	3,509.05
Total Cash and Cash Equivalent	\$21,635.97
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	-515.55
Total Accounts Receivable (A/R)	\$ -515.55
Total Current Assets	\$21,120.42
Total Assets	\$21,120.42
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	-8,714.19
Total Accounts Payable (A/P)	\$ -8,714.19
Total Current Liabilities	\$ -8,714.19
Total Liabilities	\$ -8,714.19
Equity	
Opening Balance Equity	36,563.90
Retained Earnings	2,993.50
Profit for the year	-9,722.79
Total Equity	\$29,834.61
Total Liabilities and Equity	\$21,120.42

September PAC Financial Report

Overview

As of September 30 2025, all PAC accounts have been fully reconciled. We remain in a healthy financial position and are tracking well against our approved 2025-26 budget. A detailed financial statement is attached for reference.

Account Year Opening Balances

The total balance of approximately \$25,895 represents all PAC funds as of September 01, 2025, including school-held accounts, undeposited receipts, and the \$200 float.

Aside from designated school-managed funds, most of this represents our operating surplus moving into the 2025–26 year.

Account	Balance
Operating Account (6544)	\$8,437.99
Gaming Account (6833)	\$563.62
Grad Account (0870)	\$0.00
GIC / Term Deposit (0104)	\$10,300.82
School-Managed Funds (1300)	\$2,464.76
• Babysitting	\$39.00
• Donations	\$453.53
• Grade 7 Fundraising	\$943.19
• Safety Supplies	\$382.52
• Stay Safe	\$69.00
• Walk-a-Thon	\$544.80
• Children's Fund / Program Support	-\$8.64
• ArtStarts Performing Artist	\$41.36
Undeposited Funds (1200)	\$3,928.05
Cash on Hand – Float (1100)	\$200.00
Total Available Assets	\$25,895.24

Profit Summary

Source	Profit	Fees
MunchaLunch	\$ 350.45	\$ 82.37
Merchandise	\$ 66.88	\$ 2.67
Total Fundraising Profit	\$ 417.33	\$85.04

Expenses & Budget Status

Total September expenditures were modest at **\$ 1,780.88**, mainly vendor payments for Hot Lunch and minor bank fees. We are currently **under budget** across all categories.

Highlights:

- **Community Events:** \$ 410.56 spent (Welcome Coffee, prep for Monster Mash).
- **Fundraising Expenses:** \$ 1 344.42 spent (vendor payments).
- **Administrative:** \$ 25.90 bank fees.
- **All other categories:** no significant spending yet.

Budget Amendments (for approval)

1. **Merchandise Revenue** increased from \$ 2,500 to \$ 4,000 to reflect higher potential sales and margins and accounting for merchandise yet to be sold (35-56 %).
2. **Added line item:** *50/50 Raffle Prize Payouts* under Fundraising Expenses, required for Gaming-license compliance.
3. **Renamed:** “PAC Admin” renamed “Operating Supplies” (no budget change).
4. **Updated surplus:** Didn’t account for cash on hand needing to be deposited.

Float & Cash Handling

We maintain a **\$ 200 cash float** for concession and event use. I’ll be developing a short **SOP** outlining float custody, deposit procedures, and tracking sheets (with sign-out, count, and deposit slip steps) to strengthen financial controls.

Payment & Reimbursement Process

We’ve continued using the **PAC JotForm** system for all payment-related requests, but this year we’ve introduced an updated version that’s more inclusive and easier to use. The new form covers **all circumstances** — reimbursements, invoice payments, and school-related expenses — so everything now flows through one consistent process.

All submissions (including receipts and invoices) are automatically stored and organized in our internal workflow to make tracking and reporting much smoother. To keep our records accurate and ensure accountability, **no reimbursements or invoice payments will be processed unless they’re submitted through this JotForm**, unless prior arrangements have been made with the treasurer.

September 2025	Actual	Budget	Remaining	September 2025	Actual	Budget	Remaining
Income				5200 Fundraising Expenses			
4000 Gaming & Grants				5210 Hot Lunch Payments	1,344.42	50,000.00	48,655.58
4001 BC Gaming Grant		6,860.00	-6,860.00	5220 Concession Supplies		3,000.00	3,000.00
4002 SD41 Operating Grant		0.00	0.00	5230 Merchandise		2,500.00	2,500.00
4003 Gaming 50/50 Raffle		600.00	-600.00	Total Fundraising Expenses	\$ 1,344.42	\$ 55,500.00	\$ 54,155.58
4004 Direct Donation Drive		4,000.00	-4,000.00	5300 Parent Engagement			
Total 4000 Gaming & Grants	\$ 0.00	\$ 11,460.00	-\$ 11,460.00	5310 Parent Education		150.00	150.00
4100 Fundraising Revenue				5320 Child-Minding		150.00	150.00
4101 Hot Lunch	5,798.29	65,000.00	-59,201.71	Total Parent Engagement	\$ 0.00	\$ 300.00	\$ 300.00
4102 Concession		3,500.00	-3,500.00	5400 Admin Expenses			
4103 Merchandise	157.33	4,000.00	-3,842.67	5410 Operating Supplies		500.00	500.00
4104 Ticket Sales		4,000.00	-4,000.00	5420 Bank Expenses	25.90	50.00	24.10
4105 Grad Fundraising		8,000.00	-8,000.00	5430 BCCPAC Membership		100.00	100.00
Total 4100 Fundraising	\$ 5,955.62	\$ 84,500.00	-\$ 78,544.38	5440 Staff Appreciation		350.00	350.00
4200 Interest Income		428.04	-428.04	Total Admin Expenses	\$ 25.90	\$ 1,000.00	\$ 974.10
Total Income	\$ 5,955.62	\$ 96,388.04	-\$ 90,432.42	5500 Class Enhancement			
Gross Profit	\$ 5,955.62	\$ 96,388.04	-\$ 90,432.42	Div. 1		324.00	324.00
Expenses				Div. 10		204.00	204.00
5000 Student Enrichment				Div. 11		216.00	216.00
5001 Field Trips - Primary		1,000.00	1,000.00	Div. 12		264.00	264.00
5002 Field Trips - Intermediate		1,000.00	1,000.00	Div. 13		180.00	180.00
5003 Sports Day		50.00	50.00	Div. 14		180.00	180.00
5004 Teams & Clubs		2,200.00	2,200.00	Div. 15		216.00	216.00
5005 Physical Health Education		2,000.00	2,000.00	Div. 2		288.00	288.00
5006 EDIR		2,000.00	2,000.00	Div. 3		276.00	276.00
5007 School-Wide Celebrations		2,500.00	2,500.00	Div. 4		312.00	312.00
5008 Health & Safety		100.00	100.00	Div. 5		264.00	264.00
5009 Student Support Fund		5,000.00	5,000.00	Div. 6		276.00	276.00
5010 Scholarship (FGE Alumni)		500.00	500.00	Div. 7		288.00	288.00
5011 Learning Support		1,250.00	1,250.00	Div. 8		240.00	240.00
5012 Library Enrichment		250.00	250.00	Div. 9		264.00	264.00
5013 Capital Project		2,500.00	2,500.00	Total Class Enhancement	\$ 0.00	\$ 3,792.00	\$ 3,792.00
Total 5000 Student Enrichment	\$ 0.00	\$ 20,350.00	\$ 20,350.00	5600 Grad Expenses			
5100 Community Events - Expense				5610 Grad Ceremony		500.00	500.00
5110 Monster Mash	305.44	2,000.00	1,694.56	5620 Grad Memorabilia		2,500.00	2,500.00
5120 Movie Nights		500.00	500.00	5630 Grad Trip/Activity		8,110.00	8,110.00
5130 Pancake Breakfast		0.00	0.00	Total 5600 Grad Expenses	\$ 0.00	\$ 11,110.00	\$ 11,110.00
5140 Caroling		100.00	100.00	Total Expenses	\$ 1,780.88	\$ 95,987.00	\$ 94,206.12
5150 Photos with Santa		350.00	350.00	Net Operating Income	\$ 4,174.74	\$ 401.04	
5160 School Dance		400.00	400.00				
5170 Valentine's Day Event		475.00	475.00				
5180 Welcome Back Coffee	105.12	110.00	4.88				
Total 5100 Community Events	\$ 410.56	\$ 3,935.00	\$ 3,524.44				

2025/26 Budget		
Revenue/Fundraising		
Grants & Donations	Gaming Grant*	\$ 6,860.00
	SD41 Grant	\$ -
	Direct Donations	\$ 4,000.00
Fundraising Revenue	Hot Lunch	\$ 65,000.00
	Concession	\$ 3,500.00
	Merchandise	\$ 4,000.00
	50/50*	\$ 1,000.00
	Ticket Sales	\$ 4,700.00
	Grad	\$ 8,000.00
Interest Income		\$ 428.04
Prior Year Surplus		\$ 25,895.24
Total		\$ 123,383.28
Expenses		
Student Enrichment	Primary Field Trips*	\$ 1,000.00
	Intermediary Field Trips*	\$ 1,000.00
	Sports Day*	\$ 50.00
	Teams and Clubs*	\$ 2,200.00
	Physical Health Education*	\$ 2,000.00
	EDIR*	\$ 2,000.00
	School-wide celebrations*	\$ 2,500.00
	Health & Safety	\$ 100.00
	Scholarships	\$ 500.00
	Student Support Fund	\$ 5,000.00
	Library	\$ 250.00
	Learning Support	\$ 1,250.00
	Capital Project	\$ 2,500.00
Grad Expenses	Memorabilia *	\$ 2,500.00
	Ceremony*	\$ 500.00
	Grad Trip	\$ 8,110.00
Community Events	Monster Mash	\$ 2,000.00
	Movies Nights	\$ 300.00
	Pancake Breakfast*	\$ -
	Christmas Caroling*	\$ 100.00
	Winter Festival	\$ 1,100.00
	Spring Dance	\$ 750.00
	Valentine's Day	\$ 475.00
	Welcome Coffee	\$ 110.00
Parent Engagement	Child-minding	\$ 150.00
	PAC-hosted workshops	\$ 150.00
Fundraising Expenses	Hot Lunch	\$ 50,000.00
	Concession	\$ 3,000.00
	Merchandise	\$ 2,500.00
	50/50 Payout & License*	\$ 520.00
Administrative	Operating Supplies	\$ 500.00
	Bank expenses	\$ 50.00
	BCCPAC Membership*	\$ 100.00
	Staff Appreciation	\$ 350.00
Classroom Enhancement	Div 1 (n=27)	\$ 324.00
	Div 2 (n=24)	\$ 288.00
	Div 3 (n=23)	\$ 276.00
	Div 4 (n=26)	\$ 312.00
	Div 5 (n=22)	\$ 264.00
	Div 6 (n=23)	\$ 276.00
	Div 7 (n=24)	\$ 288.00
	Div 8 (n=20)	\$ 240.00
	Div 9 (n=22)	\$ 264.00
	Div 10 (n=17)	\$ 204.00
	Div 11 (n=18)	\$ 216.00
	Div 12 (n=22)	\$ 264.00
	Div 13 (n=15)	\$ 180.00
	Div 14 (n=15)	\$ 180.00
	Div 15 (n=18)	\$ 216.00
Total		\$ 97,407.00

Forest Grove PAC (2025–2026) | Budget Justification

This year, we've reorganized and simplified our PAC budget to make it easier for all parents to understand how funds are raised and where they go. The new format is clearer, more user-friendly, and better reflects how we actually receive and spend money throughout the year.

We developed this budget through close collaboration with school staff, our PAC treasurers, executive co-chairs, and feedback from the wider parent community. At the heart of it is our commitment to equity - making sure our funds help the most students possible while giving extra support to families who may face barriers.

Our goal is to enrich every child's experience at Forest Grove, from classroom learning and field trips to school-wide events and community-building activities.

What follows is a breakdown of our expected income and planned expenses for the 2025–26 school year, along with explanations for each category. These estimates are based on past year's financial reports, past fundraising trends, and known funding commitments.

Projected Revenue: \$97,488

This year's projected revenue will allow the PAC to support a wide range of student programs, classroom enrichment, community events, and core school needs, all while remaining fully compliant with Gaming Grant rules and continuing to prioritize transparency and accessibility in how funds are managed. Below is a breakdown of each revenue stream and how it was estimated:

Gaming Grant: This is an annual grant from the BC Government, calculated at around \$20 per enrolled student. The total amount depends on final school enrollment and is sent directly to our PAC's separate Gaming account. For 2025-26, this amount has already been received and deposited so it's confirmed funding we can rely on.

SD41 District Grant: In previous years, the PAC received a small grant from Burnaby School District (typically about \$150 total). However, due to ongoing financial constraints at the district level, we are not expecting to receive this funding in 2025–26 and have budgeted \$0. If any funds do arrive, they will simply be recorded as surplus.

Direct Donations: These are voluntary contributions from parents and community members. Past years have seen anywhere from \$4,000 to \$6,000. We are budgeting a conservative \$4,000 this year. As of October, about \$1,500 has already been received.

Hot Lunch Income: Hot Lunch is our largest source of revenue. This year's estimate, \$65,000, is based on current profit margins, vendor performance, and expected participation, with adjustments made for school closures and limited offerings in some months. Actual totals may vary depending on sales and participation.

Concession Income: This includes proceeds from events like Monster Mash, movie nights, and other school gatherings. We've based the estimate on previous Monster Mash returns and kept the projection on the cautious side.

Merchandise Income: This refers to PAC-branded gear like hoodies and T-shirts. The estimate assumes we purchase about half the inventory we did last year and maintain the current 35% profit margin we've seen in recent sales.

50/50 Raffle Income: These popular raffles are usually hosted at events like Monster Mash, with 50% of proceeds going to the winning ticket and the other 50% to PAC funds. We historically run one raffle per year but plan to apply for additional gaming licenses to expand this offering.

Ticket Sales Income: This is revenue from ticketed events such as Monster Mash, Valentine's Day, and other celebrations. To improve clarity, we're now tracking ticket sales as a standalone revenue line instead of bundling them into each event's expenses.

Grad Fundraising Income: This line reflects income raised specifically by Grade 7 families to support graduation activities beyond the core celebration. While core PAC fundraising supports the essentials, like yearbooks, hoodies, and the school-based ceremony, any extras (like a trip or luncheon) are fully organized and funded by the Grade 7 Parent Grad Committee. These efforts are separate from general PAC fundraising and rely on direct contributions and parent-led initiatives.

Interest Income: This is the projected interest from our \$10,000 GIC (Guaranteed Investment Certificate), which is held in reserve. The amount is based on the rate set when the GIC was opened and will be realized when it matures this year.

Prior Year Surplus: \$25,895.24

PACs in BC are expected to spend the funds they raise, fundraising should always be tied to clear purposes that benefit students, not simply to grow a bank balance. Thanks to strong fundraising in past years, we are fortunate to have a surplus of \$25,895.24 at the start of this school year. This includes:

- \$10,000 held in a GIC (Guaranteed Investment Certificate)
- Residual funds in our school-administered PAC account
- Remaining balances in our general and gaming bank accounts

This surplus needs to be earmarked for a future capital project(s) that benefit the school. It may be spent in the current year or saved towards a larger purpose for future years, but it must have a defined purpose. As such, PAC will host an additional General Meeting open to all parents, where you'll be invited to vote on how this money should be used. Options may include one large project (like a playground upgrade) or several smaller ones. We welcome your ideas and involvement! If you have a suggestion or would like to help plan, please email the PAC.

Expenses: \$97,407

Student Enrichment: \$20,350

This part of the budget reflects the heart of PAC's mission: To support programs and opportunities that make learning richer, more inclusive, and more accessible for all students. These are not fundraising events, but direct investments in students' experiences and well-being. We've worked closely with school staff to restructure and consolidate some of these line items to make access easier, reduce admin burden, and ensure funds are shared more equitably.

An asterisk () denotes expenses that are eligible to be covered by the BC Gaming Grant and will be tracked accordingly.*

Field Trips (Primary and Intermediate)*: Support for end-of-year class trips, including transportation, tickets, and snacks.

Sports Day*: This small line item supports student snacks for Sports Day, such as freezies.

Teams and Clubs*: We've allocated \$2,200 to support a wide range of student clubs and

extracurricular programs, like sports, music, dance, and cultural groups, that help kids connect, build skills, and have fun. In the past, PAC assigned fixed amounts to specific clubs. This year, we've updated the process. Instead of PAC deciding who gets what, school administration will distribute funds based on participation, student needs, and available staffing. This flexible approach ensures funds are shared equitably and go where they'll make the biggest impact. PAC still holds and tracks the money where staff simply submit eligible expenses for reimbursement, with internal approvals handled by school leadership.

Physical Health & Education*: This fund supports a rotating, school-wide health or physical education program each year, giving students access to enriching experiences beyond the regular PE curriculum. In past years, this included things like a tennis residency. This year, it will fund the Saleema Noon Body Science program, which teaches students age-appropriate body and health education. A parent education session is also included to help families stay informed and involved.

Equity, Diversity, Inclusion & Reconciliation (EDIR) Initiatives*: In recent years, PAC has proudly supported events that celebrate diversity and promote inclusion, including activities around Black History Month and Truth and Reconciliation. These efforts reflected a strong desire among families to help build a welcoming, inclusive school culture. As this work evolved, it became clear that meaningful EDIR programming requires professional guidance and must align with school and district policies. Many activities also overlapped with existing staff-led efforts, and some key funding sources have since been discontinued. In response, PAC is shifting from leading events to supporting school-developed programming, with a consolidated \$2,000 allocation this year to help continue these important initiatives. If you're passionate about this work, we warmly encourage you to connect with school administration, they welcome parent voices and collaboration.

School-Wide Celebrations*: This line consolidates costs related to student performances and cultural events, such as the Winter Concert, and Lunar New Year. Funds cover costumes, decorations, and materials needed to ensure inclusive and joyful community celebrations throughout the school year.

Health & Safety: PAC is committed to supporting student safety, both in everyday health routines and in long-term emergency preparedness. In past years, we've funded essentials like lice checks and worked with parent volunteers to improve the school's emergency infrastructure beyond district minimums. Thanks to a \$5,000 TransMountain grant, major upgrades have already been completed. While no new spending is planned this year, the school intends to reapply for this grant, and PAC is exploring a future capital project, such as a larger C Can storage container to hold more emergency supplies and serve as a potential shelter-in-place unit. This year's budget is currently set at \$0, but planning for the next phase is already underway.

Scholarships: Forest Grove PAC provides a \$500 scholarship each year to a Burnaby North Secondary graduating student who attended Forest Grove. Students submit applications, and the PAC executive selects a recipient to support their post-secondary goals.

Student Support Fund*: This new line item is one of the most meaningful additions to this year's budget. It was created in collaboration with school administration to address critical gaps in student support, following the expiry of provincial accessibility grants. The fund helps ensure that all students, regardless of financial circumstance, can access the essentials needed to fully participate in school life, including lunches, school supplies, outdoor clothing, and field trip support. This initiative reflects years of conversations and reflection among PAC members, many of whom have seen firsthand that not all students are starting from the same place. As we considered what enrichment truly means, we recognized that helping to meet basic needs is a vital foundation for equity and inclusion and ultimately benefits the entire school community. The creation of this fund was made possible by redistributing PAC

fundraising in a more equitable way, including reducing the spending cap on Grade 7 graduation activities and ensuring those efforts are balanced across the student body. With provincial supports discontinued and no renewal in sight, this fund is a practical and compassionate response to rising need and a reflection of PAC's shared values.

Library Enrichment*: Provides funds for library improvements, including the purchase of new books or enhancements to the shared learning space used by all students.

Learning Support Enrichment*: This fund supports classroom-based resources that help students with diverse learning needs, including those receiving support from Learning Support Teachers (LSTs), Education Assistants (EAs/SEAs), and English Language Learning (ELL) specialists. While these teachers are funded by the district, many of the tools they use to support students, like calming spaces, sensory bands, visual aids, or language development materials, fall outside formal government funding. This line helps fill those gaps. Importantly, many of these resources benefit all students, not just those with support plans. Whether it's a cozy corner where a child can take a moment to regulate their emotions, or language tools that help newcomers participate more fully, these investments help create a more inclusive and supportive learning environment for everyone.

Capital Project: Each year, PAC sets aside funds for one-time school upgrades that aren't covered by the district. This year, PAC is replacing the aging and broken ukuleles used in the music program by all students for \$2,500, ensuring every child continues to have access to music education in a hands-on, high-quality learning environment.

Grade 7 Graduation: \$11,110

Graduation is a major milestone for our students a chance to reflect, celebrate, and step confidently into their next chapter. While PAC has significantly reduced the portion of our total budget allocated to Grade 7 grad (from 40% to 12%), we remain deeply committed to marking this moment with joy, pride, and community spirit.

Memorabilia & Ceremony*: This includes yearbooks, hoodies, and the school-based ceremony. These are considered essential, and while we encourage Grade 7 families to help fundraise, PAC will ensure these pieces are covered if needed. Every student deserves to be honoured in a meaningful and inclusive way.

Grad Trip: This is an optional, enhanced celebration beyond the core send-off, such as a day trip, luncheon, or overnight experience. It is fully parent-led and funded through direct contributions and Grad Committee fundraising (e.g., bake sales, hot dog days, etc.). PAC will not fund this portion unless those specific funds are raised. After discussions with the school and parent Grad Committee, it's been confirmed that this year's students will attend an overnight trip to Loon Lake. The trip includes a one-night stay and two full days of professionally led outdoor programming. This is a special opportunity for students to bond, reflect, and celebrate their final year together.

Community Events: \$4,835

PAC community events are one of the most meaningful ways we bring families together, build school spirit, and create lasting memories. These events celebrate milestones, foster connection, and give students joyful experiences beyond the classroom. Some events are purely community-building, while others also help raise funds. The expenses listed here only reflect the basic materials needed to run the events, revenue from ticket sales, concessions, or merchandise is tracked separately.

Important note on projected costs:

This year's event budget includes additional uncertainty due to an unresolved district-level policy. In the

past, our amazing volunteers helped us keep costs low by handling setup and cleanup. However, new custodial rules may require a paid custodian to be present for after-hours cleanup, depending on how the district interprets usage. This could add \$150-\$300 per event severely limiting profit and forcing us to adjust accordingly. We're actively working with the district to seek exemptions, especially since PAC events fill provincial and district funding gaps that impact all students. As such, while we've built some buffer into this budget, we may be forced to introduce additional ticket fees to help cover custodial costs, while keeping events as accessible as possible for all families.

Any revenue-generating expenses, such as concession, ticket sales, or merchandise, are recorded separately. The costs outlined here reflect only the core materials required to make these events happen.

Monster Mash: Our flagship Halloween event, famous for its Haunted Hallway, decorations, DJ, and lively atmosphere. Costs cover décor, lighting, DJ, custodial fees, and gym rental.

Movie Nights: A recurring event where families gather for after-school movies. Costs reflect required film licensing and rental fees but may be different depending on districts decision to require us to book custodians.

Pancake Breakfast: A beloved December tradition where parents serve pancakes to the entire school community. Normally a \$500 expense, this year's breakfast is generously sponsored by our local firefighters, with all materials provided free of charge.

Christmas Caroling: An informal, heartwarming performance by parent volunteers, held outside the school in December. Funds cover refreshments and hot chocolate for attendees.

Winter Festival: A seasonal fundraiser where families can purchase professional photos with Santa in addition to a school dance for our kids to have fun. This expense covers the cost of decorations, custodial fees, hiring a Santa, DJ, and a photographer. Tickets will be sold at a price to compensate for event costs, to be determined based on custodial requirements.

Spring Dance: A growing tradition and student favorite. Costs fund the DJ and custodial fees. Tickets will be sold at a price to compensate for event costs, to be determined based on custodial requirements.

Valentine's Day Celebration: A ticketed event where students and parents decorate cookies together and enjoy themed activities. Expenses cover cookies, decorations, and materials.

Welcome Coffee: Hosted on the first day of school, this event welcomes new and returning families. Funds go toward providing coffee and refreshments while parents connect and meet the PAC team.

Parent Engagement: \$300

This new section of the budget reflects PAC's interest in supporting parents directly, not just through social events, but by creating space for learning, connection, and community-building among caregivers. With our budget now more streamlined and equitable, we've created capacity to test out low-cost, parent-focused programming. This year's initiatives will rely on free district resources, community partners, and high school volunteers to keep costs low while piloting meaningful engagement opportunities. A modest \$150 allocation will be used to provide light refreshments across these initiatives.

Child Minding for PAC Events: We are exploring ways to make PAC meetings and events more accessible for families with young children. One option under consideration is recruiting high school volunteers to help offer supervised activities during PAC events, so that caregivers can attend and participate more easily.

PAC-Hosted Workshops: PAC will host a small number of evening sessions for parents, featuring guest speakers or interactive workshops on topics relevant to parenting and student life. These may include:

- Digital literacy and online safety
- Supporting student learning and development at home
- Curriculum and funding changes

These events may be led by district experts, community organizations, or trained facilitators, depending on availability and need. They are designed to inform and empower parents while building a stronger, more connected school community.

Fundraising Expenses: \$56,020

These line items reflect the direct costs associated with PAC's three largest revenue-generating initiatives. These are expense-only line items, revenue generated from these activities is captured separately in the Revenue section of the budget.

Hot Lunch Program: Our largest and most consistent source of fundraising revenue. This line item includes all vendor and platform fees associated with weekly lunch offerings through Munch-a-Lunch, including Fun Friday lunches, daily lunch additions and treats (i.e. frozen yogurt and bubble tea). In response to parent feedback, we've expanded vendor options to better reflect student preferences and dietary diversity. While this program has a high operating cost, it remains our most successful fundraising tool.

Concession: This covers the purchase of food and supplies sold at various PAC-hosted events (e.g. Monster Mash, movie nights). These items are resold to generate modest but important event-based fundraising revenue.

Merchandise: Covers the cost of ordering and producing Forest Grove-branded items, such as hoodies and t-shirts. Merchandise is sold throughout the year at events (while expanding to online) to both raise funds and foster school spirit.

Administrative & Operational Expenses: \$1,000

These are the core operational costs required to run Forest Grove PAC effectively and responsibly. While all PAC executives and committee members are unpaid volunteers, the work we do, including organizing events, tracking finances, maintaining communication, and coordinating fundraising, relies on a number of essential tools and small appreciation gestures. These costs ensure PAC can continue functioning smoothly, maintain transparency, and sustain the positive, collaborative relationship we share with school staff and administration, which makes our work possible.

PAC Administration: Covers tools and platforms required to operate PAC year-round, including website hosting and domain fees, accounting software (e.g. QuickBooks), and online tools used for communication, planning, and coordination.

Bank Expenses: Unavoidable monthly banking fees required to maintain multiple accounts, facilitate online banking, and issue cheques. We've worked with our financial institution to minimize fees, but some costs are necessary for proper financial tracking and compliance.

BCCPAC Membership: Annual membership fee to the BC Confederation of Parent Advisory Councils, which provides access to province-wide PAC resources and training, a collective voice in provincial education conversations and eligibility to vote on matters affecting all BC students.

Staff Appreciation: This line item allows us to thank Forest Grove's dedicated staff for their partnership, flexibility, and ongoing support of PAC initiatives. Whether helping facilitate events, collaborating on enrichment ideas, or managing logistics, none of this work would be possible without them.

Classroom Enhancement: \$3,792

This line item provides direct support to classroom teachers for small-scale enrichment throughout the school year. The funds are not intended for core curriculum or required materials, but rather to enhance learning environments in ways that reflect each teacher's unique approach to engagement and creativity. For 2025-26, PAC has allocated approximately \$12 per student, per classroom. These funds can be used for things such as art or craft supplies, supplemental learning materials, decorations, or hands-on tools. Effectively any non-essential items that enrich the classroom experience. This fund is distributed by division and reflects PAC's ongoing commitment to supporting teachers and giving them the flexibility to respond to their students' evolving needs.