

Forest Grove PAC Meeting Minutes



Date: November 10, 2025

Time: 7:05 PM

Location: Forest Grove Elementary Library

Chairperson: Cassidy Boulton

Timekeeper: Christine Saunders

Attendees:

Executive Rebecca Li, Heide Baer, Christine Saunders,

Cat Zimmerman, Chelsea Smith, Cassidy Boulton, Nicole Gladish, Amanda Kurowski, Rebecca Kensley, Brandi Forsyth-Bollen

Others Ceri Brophy (Principal), Shiva Fatahi, Njomez Bislami, Eric Milner, Beth Sasges, Christina Garcia Santiago, Michelle Leong

Regrets: Meagan Anderson

AGENDA:

1. Call to Order

- a. Quorum confirmed
- b. Chairperson's opening remarks

2. Approval of Agenda

- a. Motion approved to approve agenda as circulated/amended - approved.

3. New Business

- a. Amanda Robertson (Program Coordinator for Community Recreation for NE City of Burnaby)
 - i. Shared updates on preschool and after-school programs:
 - ii. **Preschool:** Tuesdays/Thursdays at Warner Loat (outdoors), Wednesdays at Highlands, and Mondays/Fridays at Forest Grove.
 - iii. City of Burnaby Survey: Open for community feedback on recreation programming (anonymous unless participants opt in). Feedback is welcome on existing programs and new ideas for future offerings.
 1. After-School Program Survey:
<https://burnaby.simplesurvey.com/f/s.aspx?s=ac844824-bd0d-494d-870a-d54b4234876e>
 2. Preschool Program Survey:
<https://burnaby.simplesurvey.com/f/s.aspx?s=ff4048b0-3408-41b4-aa28-68fe8e1d0eaf>
- b. Executive Report: Cassidy Boulton
 - i. Executive Member changes
 1. Rebecca Li moving to Member at Large status
 2. Nicole Gladish & Amanda Kurowski continuing as Co-Treasurers
 - ii. Executive Roles and Job Descriptions - Working on development of written descriptions for Chair, Vice-Chair, Treasurer, Secretary, and Members-at-Large

- iii. PAC Kitchen Usage:
 - 1. New cleaning checklist implemented (per Fraser Health guidelines).
 - 2. User sign-off process required after events to ensure accountability.
 - 3. Clear-out of non-food items to maintain hygiene and usable space.
- c. Principal's Report: Ceri Brophy
 - i. Ms. Brophy continued last month's theme of **Equity, Diversity, Inclusion, and Reconciliation (EDIR)**, sharing how these values are embedded in the school's approach to supporting students.
 - 1. The **classroom review process** connects directly to inclusion and student success, ensuring all learners can thrive.
 - 2. Reviews take place twice per school year — in the fall and spring — serving as “bookends” to guide support and planning.
 - 3. Each classroom is discussed by a collaborative team that may include classroom teachers, learning resource teachers, counsellors, educational assistants, and administration.
 - 4. The goal is to take a proactive, team-based approach to identifying students' strengths, stretches, and learning needs.
 - 5. Data is collected from teachers and specialists to determine where additional supports may be needed and to ensure timely interventions.
 - 6. The spring review helps shape class composition and staffing for the following school year, promoting balanced, equitable classrooms.
 - ii. **Report Cards:** To be released before winter break. Families are reminded to download and save copies, as they remain available on the parent portal for only one year.
 - iii. **Upcoming Event:** “Metaphor and Music” performance booked for Black Excellence Day (Jan. 16, 2026) – an interactive program exploring hip-hop, history, and social justice themes.
- d. Treasurer's Report: Nicole Gladish/Amanda Kurowski
 - i. Link to
 - ii. **October net profit:** \$10,500
 - iii. **November net profit:** \$3,635
 - iv. All transactions must go through the [JotForm](#) process; requests not submitted this way will be denied.
 - v. Working toward a formalized financial process.
 - vi. Discussion of custodial fees and how adjusting event timing and volunteer coverage can help reduce costs. Moving forward all events need to be completed by 8:30 PM.
 - vii. Sprouting Chefs Proposal to be resubmitted to PAC and Principal for final review.
 - viii. Monster Mash report: expenses \$3204.07, revenue \$5675.26, profit \$2479.93. Some of the left over concession items (included in expenses) will be used for future events.
- e. Committees:
 - i. **Hot Lunch** – Chelsea Smith
 - 1. **Everything is going smoothly!**
 - 2. Will start booking 2nd term soon (confirming vendors and putting into Munch), will keep Fuel on Mondays, FoodieKids Wed/Thurs, Dominos/Quesada/Sushi/WhiteSpot on Fridays

- ii. **DPAC (District Parent Advisory Committee) – Heide Baer**
 - 1. Attached document: DPAC General Meeting 2025-10-20 Report
 - 2. The Burnaby DPAC is sending out surveys to gather parent feedback on district funding and priorities. The survey is open to all Burnaby parents, guardians, and caregivers and takes approximately five minutes to complete. [survey link](#)
 - a. **Deadline: November 30, 2025** Results: Early findings will be shared at the January 19, 2026 DPAC General Meeting.
- iii. **Health & Safety**
 - 1. Parking Safety Reminder: Please do not make U turns in front of the school. In the drop-off zone, drop off quickly and keep moving to avoid traffic jams. If you cannot find parking, there is a lot west of the school near the tennis courts, just a short walk away.
- iv. **Emergency Preparedness – Sam Cousins.**
 - 1. The remaining \$160 of the Transmountain grant will be allocated to the purchase of outdoor cache equipment once additional funding is secured.
 - 2. Proposed capital project: 40 ft shipping container as a new emergency cache (approximately 20K). Discussions are underway regarding potential pouring concrete pad for it.
- v. **Grade 7 Grad – Njomez Bislimi**
 - 1. Reusing cameras from last year's legacy gift for yearbook photos. These can be used once a yearbook committee is formed.
 - 2. Merchandise vendor confirmed; JotForm to be sent to families for hoodie sizing and orders.
 - 3. Grad account currently owes \$3,000; reimbursements to occur before new deposits.
 - 4. Fundraising plans before xmas: bottle drive, hot dog lunches every Tuesday, Purdy's
- vi. **Events**
 - 1. Monster Mash was a success - thank you to the committee lead Amanda and all the volunteers who pitched in. The flow was improved this year, decreasing some crowding in certain areas. Extra thank you to Meagan for designing and leading the haunted hallway for several years!
 - 2. Movie Night - November 14 - update on numbers, 50/50, concession and merch at event.
 - 3. Santa photos/Dance - Dec 5
 - 4. Pancake Breakfast - Dec 12. This year the school will be hosted by Burnaby Firefighters and will provide all the planning and execution (no extra volunteers needed this year). Tentative plan to sell coffee to parents.
 - 5. Carolling - A followup is needed from the last years' event lead, Lorena Ayrad, about coordinating this year's event
- vii. **Fundraising (5 minutes)**
 - 1. Merchandise
 - a. New merchandise arriving between **Nov 14–20** – toques and hats!
 - b. New coffee tumblers have arrived (see social media for pictures). Will be available for sale at movie night and other events along with other Forest Grove merchandise.

2. The “Lunch Donation” option on Munchalunch needs review by the treasurers to determine if it’s viable; if not, further info needed to transition to SchoolCash.

4. Adjournment: 8:59 PM

Treasurer's Report – October 2025

Financial Summary

- Breakdown of October net profit of \$10,485.39 contributions:
 - Gaming Grant: \$6,860
 - Munch Hot Lunch Program profit: \$1,420.61
 - Monster Mash profit: \$2,479.93
 - Merchandise revenue: \$324 (cash from May–June sales deposited late; no new October sales)
 - Monster Mash revenues (ticket sales, concession, 50/50 raffle) were recorded in October. Amanda Kurowski to provide the detailed event report.
- Expenses for October included:
 - Monster Mash event expenses (Amanda's report will itemize).
 - \$250 deposit for Santa for the Winter Festival.
 - Standard hot lunch vendor payouts, concession reimbursements, and the 50/50 raffle payout of \$219.50 (winner: Njomëz Bislimi).
- Payment processing fees totaled \$267.80 for October. These do not appear in the bank account because they are deducted at point-of-sale.
 - \$7.74 was from Square for Monster Mash; the remainder from Munch-a-Lunch.
 - Current fee average remains approximately \$0.27 per transaction, continuing to be a significant operating cost.
- Bank charges YTD: \$66.80, which has already exceeded the \$50 annual budget allocation for this category.

Cash Handling & Reporting

- A single [JotForm](#) is now required for all financial activity (reimbursements, vendor payments, deposits).
- A simplified Cash Handling SOP has been drafted and will be circulated. It covers:
 - Float custody and sign-off
 - Required use of deposit bags
 - Dual-counting procedures for all cash
- All PAC-associated cash must be reported through JotForm, with advance notice required for any float request.

Grade 7 Graduation

- PAC annually funds three guaranteed items: yearbook, hoodie, and ceremony decorations. These are covered through general fundraising and not dependent on the Grad Committee.
- All additional grad activities must be fundraised separately by the Grade 7 Parent Grad Committee.
- Total PAC-managed grad expenses are capped at \$12,000. Any PAC-processed grad revenue beyond this cap is reallocated to the general PAC budget.
- To date:
 - A 25% deposit to Loon Lake (\$1,489.69) has been issued but has not yet been cleared.
 - The full payment to Stellar Play (\$2,835) has been made. These were paid from the general PAC account and will be reimbursed by the Grade 7 Grad Account once fundraising begins.

Forest Grove PAC

Profit and Loss

October 2025

	TOTAL
INCOME	
4000 Gaming & Grants	
4001 Province of BC Gaming Grant	6,860.00
4003 Gaming 50/50 Raffle Revenue	439.00
Total 4000 Gaming & Grants	7,299.00
4100 Fundraising Revenue	
4101 Hot Lunch - Revenue	8,531.59
4102 Concession – Revenue	2,057.26
4103 Merchandise – Revenue	324.00
4104 Ticket Sales - Revenue	3,195.48
4107 Direct Donation Drive - Revenue	1,450.00
Total 4100 Fundraising Revenue	15,558.33
Total Income	\$22,857.33
GROSS PROFIT	\$22,857.33
EXPENSES	
5100 Community Events - Expense	
5110 Monster Mash	1,377.00
5150 Winter Festival	250.00
Total 5100 Community Events - Expense	1,627.00
5200 Fundraising Expenses	
5210 Hot Lunch Vendor Payments	7,251.80
5220 Concession Supplies / Expenses	1,417.73
5240 50/50 Payout	219.50
5250 Payment Processing Fees	283.28
Total 5200 Fundraising Expenses	9,172.31
5400 Administrative Expenses	
5410 Operating Supplies	81.73
5420 Bank Expenses	40.90
5430 BCCPAC Membership	0.00
Total 5400 Administrative Expenses	122.63
Total Expenses	\$10,921.94
PROFIT	\$11,935.39

Forest Grove PAC

Balance Sheet

As of October 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
Float		200.00
Gaming Account		7,476.32
Grade 7 Grad		350.00
Operating Account		6,601.56
Undeposited Funds		3,509.05
Total Cash and Cash Equivalent		\$28,450.38
1300 School-Managed Funds		
1301 PAC – Babysitting		39.00
1303 PAC - Donations		1,903.53
1304 PAC - Grade 7 Fundraising		943.19
1305 PAC - Safety Supplies		382.52
1306 PAC - Stay Safe		69.00
1307 PAC Walk-a-Thon		544.80
1308 PAC - Children's Fund/Program Sup		-8.64
1309 - PAC-ARTSTARTS Performing Artist		41.36
Total 1300 School-Managed Funds		3,914.76
Total Current Assets		\$32,365.14
Total Assets		\$32,365.14
Liabilities and Equity		
Liabilities		
Total Liabilities		
Equity		
Opening Balance Equity		31,904.62
Retained Earnings		-15,467.84
Profit for the year		15,928.36
Total Equity		\$32,365.14
Total Liabilities and Equity		\$32,365.14



2025-11-10 DPAC Rep Report

(General Meeting 2025-10-20)

See [DPAC Meetings](#) for Draft Minutes (not yet posted at this time).

Key Takeaways

- Winadzi aka Simon Daniel James spoke about cooperation and togetherness, and how he fell in love with making a difference in kids' lives.
- DPAC [Parent Feedback Survey](#) is now live; please complete it and share! The goal is to communicate and collaborate so that we can define a cohesive and constructive direction for our efforts in support of change.
- Reminder that any parent with interest in sitting on the SD Committees on which we have a voice, please submit a short email application to dpacchair@burnabyschools.ca. Committees with vacancies are:
 - Accessibility
 - Community Schools (DACC)
 - Environmental Sustainability & Climate Action
 - Equity Scan (see [BC's Equity in Action](#) project: committee focus is evaluation of Indigenous students' experience of education and how to respond & create opportunities for their success)

Opening by Vivien Gomes-Pollon & Presentation by Winadzi

We were honoured to welcome our guest speaker of the evening: Winadzi (Simon Daniel James), recipient of a 2023 BC Achievement Community Award and co-creator and co-producer of the animated storytelling series Raven Tales. Simon's Kwakwaka'wakw name, Winadzi (the Raider), was given to him by his grandfather, Chief James Sewid, before he passed away when Simon was 17 years old. Simon has been given 5 other names since, but he keeps Winadzi.

Winadzi shared the transformational points of his life and told of how he fell in love with making a difference in kids' lives across Burnaby (and elsewhere). He is currently working for BC Housing and doing an installation at Inman. His influence can be felt at all Burnaby schools, and his art can be seen at Sperling, Westridge, Rosser, Morley, Taylor Park, and Inman. His talk underlined the importance of cooperation and embracing that we are all one.

Committee Updates

Reports are available on the DPAC Meetings webpage for the following meetings:

- EDI - Oct 16
- SOGI – Sep 24
- Sustainability – Sep 25

Applications are still being accepted for the Accessibility, DACC, Equity Scan, and Sustainability committees.

Oct 6 Mini Conference Debrief

Topics covered were reviewed and some of the resources available for PACs were summarized; see our DPAC Meetings webpage for more information under the Oct 6 heading:

- PAC 101 & BCCPAC resources,
- SD Treasurer Workshop,

- Governance, and
- Advocacy and the funding structures of our education system.

PR Project (Advocacy)

The DPAC [Parent Feedback Survey](#) is now live; please share it with as many PAC members as possible. Created to gather feedback from PACs to support effective collaboration between parents, schools and SD. Results will be summarized, including any trends/themes that emerge.

Governance

Policies regarding meeting behaviour and the exec code of ethics were discussed and will be put to vote in November and/or referred to the C&B Committee, which is starting up again.

Q&A

- At the Oct 7 BC Legislative Assembly, [Bill 19 – School Amendment Act](#) was introduced. This bill proposes to amend the School Act to allow the Districts to open up school properties for child care in order to better support working parents. Bill 19 is in the First Reading stage; DPAC will follow its progress. [See here for more background information](#) like the locations of pilot projects.

(Since the General Meeting, this amendment has been adopted – Royal Assent was reached, so as of Oct 30 “[a] board may provide a child care program on board property if the board is a licensee.”)

Show & Tell

- DPAC will be publishing a Resources page on our website; stay tuned.
- BNSS held an Asian Heritage Month event including a Diwali tea with samosas sold for fundraising and chai and donuts provided for free.
- Jam Band as a new non-profit organization offering an after-school music program for students in and around North Burnaby - already in band, or new to band. They are trying to gain a sense of whether or not this program is of interest to parents in the area.
- Marlborough wanted to know who should pay for attaching a bulletin board to the wall of their school for PAC use. They do not currently have a PAC info board and the school cannot pay for one to be installed. Perhaps the Gaming Grant could be used? DPAC Exec to research.