

Forest Grove PAC Meeting Minutes



Date: Monday January 12 2026

Time: 7:00pm

Location: Forest Grove Elementary Library

Chairperson: Meagan Carver-Anderson & Cassidy Boulton

Attendees: Rebecca Kensley, Brandi forsyth, Rebecca Li, Nomez Bislmi, Barb Koyanajo, Cristina Garcia Santiago, Michelle Leong, Leanne Withers, Megan Carver, Cassidy Boulton, Chelsea Smith, Cat Zimmerman, Amanda Kurowski, Christine Saunders, Ceri Brophy

Time keeper: Christine Saunders

1. Call to Order

- a. Confirmation of quorum
- b. Chairperson's opening remarks

2. Approval of Agenda (2 minutes)

- a. Motion to approve the agenda as circulated/amend

3. New Business

- a. Call out to attendees for new business they wish to discuss (10 minutes)
- b. Executive Report: Meagan Carver-Anderson & Cassidy Boulton (5 minutes)
- c. Principal's Report: Ceri Brophy (10 minutes)
 - i. School district have confirmed increase in funds for educational assistants. Matt Pickering adding an additional day in the week and education assistant position posted.
 - ii. Black excellence day - Forest Grove hosting in partnership with BC Bella an event young peoples concert showcasing Blues music and Metaphor music for a whole school performance and learning about Canadians who have made an impact.
 - iii. MyEd password resets every 90 days if you are not aware. If you have questions around the term report cards please reach out and ask always here to support.
- d. Treasurer's Report: Nicole Gladish/Amanda Kurowski (10 minutes)
 - i. Quickbooks transfer is now completed
 - ii. Unexplained debit coming from the gaming account which has now been stopped
 - iii. Movie night broke even
 - iv. Hot lunch 31% of our target - may need more promotion
 - v. Direct donation drive - another promotion push would help
 - vi. December Jingle Mingle - \$1487 profit
- e. Committees:
 - i. **Hot Lunch** – Chelsea (5 minutes)
 1. Munchalunch is set up for 2nd term
 2. Hot dog Tuesdays for grad fundraising- Jan 13, 27, Feb 17, March 10
 3. Low order numbers for Fuel Mondays - goal is to have 50 orders however its been lower then 30 orders per Monday. Unless we see an increase in numbers on Mondays in Term 2 we will not be offering in Term 3.

- ii. **Garden Program - Barb**
 - 1. Proposal submitted early 2025 just received noticed that it has been approved and receiving funding. The ask for PAC funding is no longer needed with this recent news.
 - 2. Currently working on moving the bins from Edmonds to Forest Grove while also looking to connect the two schools together with each of their garden classes.
 - 3. Working with the Grade 7s for a legacy project
- iii. **DPAC (District Parent Advisory Committee) – Heide Baer (2 minutes)**
 - 1. Highlight for parents that there is often quite a few interesting tidbits of information buried in these SD/City committee reports - the DPAC meeting packages are right now super bulky and difficult to read, but I'm requesting that we lay this information out better on our website (or at least bookmarked in the pdf) going forward so that information is easier to find and read..
 - 2. Put out a call that we will be looking for a DPAC rep volunteer for next year -- anyone interested in city-wide themes is encouraged to reach out to me regarding any questions they might have!
- iv. **Health & Safety (no lead) - no update**
- v. **Emergency Preparedness (Sam Cousins) – no update**
- vi. **Grade 7 Grad – Leanne (5 minutes)**
 - 1. Upcoming - Returnable drive with a new Grade 7 account and hot dog lunches
 - 2. Bus update - \$1000 to book the bus for roundtrip - getting feedback from parents on bus or driving
 - 3. Next meeting January 21
- vii. **Parking - signage options (Rebecca K)**
 - 1. New signage request based on current situations that we have seen. Sign example proposed - Rebecca to pass the sign example along for production and Amanda reaching out to the company to request.
- viii. **Events (15 minutes)**
 - 1. Recap Movie Night November - Christine (2min)
 - a. 165 in attendance, broke even, moving forward we will charge \$2 per ticket to generate some further revenue
 - 2. Recap Jingle and Mingle - Meagan (2min)
 - a. Went well, \$1400 in revenue, DJ was fantastic!
 - 3. Recap Carolling - Cassidy (2min)
 - a. Lorena did a fantastic job, kids had a great time, hot chocolate and cookies are always a win
 - 4. Recap Holiday merch sales and moving forward - Christine (2min)
 - a. Wrapped the month-long holiday sale with \$1276.00 in sales generating an overall profit for the Fall to \$500. Will put a pause on merchandise sales for term 2 and look to do another sale in May.
 - 5. Upcoming Events - Christine (5min)
 - a. Feb 12 - Valentines Day Cookies- Meagan to lead - Christine to build out Admit One

- b. Apr 17 - Movie Night - Becki/Cat lead and Cassidy concession lead
- Christine to build out admit one
- c. May 8 - Spring Dance - Meagan lead - Christine to build out admit one
- d. May - Merchandise online and in-person sales for the month - display case take over - Christine leading
- e. Jun15 - Sports Day - Cassidy
- f. June - teacher appreciation - Cassidy

4. Open discussion and questions from attendees (10 minutes)

5. Adjournment: 8:26pm

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

Treasurer's Report – November 2025

Overall Activity

- The majority of PAC funds moving in and out in November continue to be hot lunch and food vendor transactions, which remain routine and in line with expectations.
- Overall, PAC finances remain stable and well controlled, with year-to-date net positive results of approximately \$10,000 as of the end of November.

Notable November Items & One-Time Adjustments

Grade 7 Hot Dog Lunches

- November marked the start of Grade 7 hot dog lunches on select Tuesdays.
- These are being tracked separately, and the Grade 7 Grad Committee will provide updated figures. Detailed numbers are available upon request.

QuickBooks Account Correction

- A prior PAC volunteer was inadvertently billed for PAC QuickBooks fees due to legacy account setup issues.
- PAC reimbursed \$430, which was correctly applied against prior-year surplus, as these charges related to previous periods.
- A new PAC-controlled QuickBooks account is now in place.
- After resolving email and account entanglements, PAC secured a significant ongoing discount, resulting in very low monthly costs going forward.
- While QuickBooks is an added expense, it is essential for accurate financial tracking, transparency, and audit readiness.

Grade 7 Graduation Prepayments

- Larger grad-related expenditures paid from the general account included:
 - Loon Lake deposit: approx. \$1,500 (now reimbursed by Grad fundraising)
 - Stellar Play activities: approx. \$2,800 (reimbursement pending once funds clear)
- These movements are being tracked carefully to ensure no cross-subsidization between general PAC funds and Grad fundraising.

Recovery of Prior-Year Overpayment

- A \$500 repayment was received from a teacher who had been paid twice in a prior year.
- This amount was correctly applied to the prior-year surplus.

Legacy Funds Cleanup

- A \$350 cheque from last year's Grad "Me & Ed's" profit was deposited and, per prior PAC decisions, transferred to prior-year surplus.
- Multiple old school-related accounts (e.g., SchoolCash, vendor platforms) were reviewed, consolidated, and closed.

- All balances had already been reflected in the approved surplus; no totals changed, but account structure is now significantly simplified.

Unauthorized Gaming Account Charges

- A recurring unexplained \$25 debit from the Gaming account was identified and addressed.
- After bank intervention, stop payments, and closing legacy vendor accounts, no further unauthorized withdrawals have occurred.

Events & Merchandise

- November Movie Night took place successfully; finances will be reported by the Event Lead.
- A \$2,600 merchandise purchase was made in November, which temporarily makes merchandise appear “negative” YTD. This reflects inventory acquisition, not losses, and December sales materially offset this

Budget Snapshot (as of End of November)

Revenue Progress

- Raffle sales: ~50% of annual target
- Concessions & ticket sales: ~75% of target
- Donation drive: ~50% (strong early participation)
- Hot lunch: ~30% (expected to increase later in the year)
- Merchandise: ~20% by end of November (significant December activity not yet reflected)

Expenses

- Student enrichment: no spending to date
- Community events: temporarily over budget due to timing of reimbursements (now resolved)
- Merchandise: modestly over budget due to expanded product offerings
- Concessions: just over halfway through budget
- Overall spending pacing remains reasonable and manageable

In Summary

- PAC finances are on track, with strong controls, cleaned-up legacy issues, and improved systems in place.
- Despite timing-related fluctuations, PAC remains financially healthy, transparent, and well positioned for the remainder of the year.

Appendix

Movie night Nov 2025

revenue:

tickets: 0

concession/revenue: 544.02

50/50 revenue: 42

expenses:

concession and pizza (volunteers): 451.50

ACF license: $225.75/2=112.875$

50/50 payout: 21

Profit: 0.65

$586.02-585.38=65$ cents

Treasurer's Report – December 2025

Overall Activity

- As with prior months, hot lunch transactions continue to represent the largest volume of money in and out and remain the primary driver of routine financial activity.
- December included multiple PAC and Grad-led events, with event leads reporting detailed results separately.
- No unusual or high-risk financial issues arose in December.

December Events & Program Highlights

- Grade 7 Bake Sale and Jingle Mingle / Santa Photos took place in December.
- Teacher Wish List funds have begun to be distributed, with reimbursements proceeding smoothly.
- Christmas Caroling was completed successfully and came in under budget.

Budget & Revenue Progress

Revenue Performance

- 50/50 Raffle: Over 60% of annual target achieved
- Hot Lunch: 31% of target (below pacing expectations; may warrant additional promotion)
- Merchandise Sales: 50% of target
- Ticket Sales: 100%+ of target, exceeding expectations
 - This overperformance may help offset weaker hot lunch participation
- Gratitude Fundraising: 45% of target
- Donation Drive: 63% of target
 - A follow-up push may help close the remaining gap

Expense Snapshot

- Monster Mash: ~\$200 under budget
- Movie Nights (costs only): ~\$75 under budget total
 - Approximately \$75 remains available if additional movie nights are planned
- Christmas Caroling: ~50% of budget used
- Winter Festival: ~\$143 under budget
- Concessions: ~64% of budget used
- Hot Lunch Vendor Costs: ~\$34 remaining in vendor budget
- Merchandise: ~30% over budget (driven by upfront inventory purchasing)
- Administrative Expenses: ~30% of annual budget used
- Teacher Reimbursements:
 - Just over half of teachers have submitted requests as of end of December
 - All remain under individual and overall budget limits
 - Teachers are being reminded of remaining balances as reimbursements are approved

Grade 7 Graduation

- Grad fundraising and expenses continue to be tracked separately.
- The Grad Lead will provide a financial update, including progress on reimbursements and upcoming events (e.g., Spring Dance).

Summary

- PAC finances remain stable and well-managed.
- Several revenue lines are tracking well or ahead of schedule, with hot lunch being the primary area to monitor.
- Expenses remain controlled and largely under budget, positioning PAC favorably for the remainder of the school year.

Appendix A - Events

Christmas Caroling Dec 2025

expenses: 50

Profit: -50

Jingle and Mingle (Christmas dance/Sanata event) Dec 2025

revenue:

tickets: 1076.32

50/50 revenue: 112

concession: 555.52

expenses:

concession and pizza (volunteers): 200.44

50/50 payout: 56

Profit: 1487.40

Appendix B - Grade 7 Grad treasurer report January 2026

Budget Review

Total Grade 7 Graduation budget: \$12,000

Hoodies/yearbooks/ceremony decor (\$3000)

- PAC will contribute \$3,000 toward these items

Camp/Camp activities/Bus (total \$9000)

- Camp: \$6,000
- Camp activities: \$2,000
- Bus transportation: \$1,000

Fundraising and Funds Summary

Funds raised to date:

- Total fundraising so far: \$3,963.75

Projected fundraising (January-March):

- Hot dog days: \$477.90

Total projected fundraising by March 2026:

- \$4,441.65

Projected parent contributions:

- \$5,550 (if each Grade 7 family contributes \$150)

Total projected funds to date (projected fundraising + parent contributions):

- \$9991.65

Payments to Date, Balances Owing

Camp

- Deposit paid (\$1,489.69)
- Remaining balance owing: **\$3,377.05**

Camp Activities

- Paid in full

Bus Transportation

- Cost not yet confirmed

PAC-Funded Items

- Hoodies: paid
- Yearbooks: not yet paid
- Ceremony decorations: not yet paid

Summary and Next steps

- The extra \$1000 ($9991.65 - 9000 =$ almost 1K) will be a legacy cheque to PAC
- Next steps:
 - Cost of bus: \$1000
 - Finalize what the cost will be to parents
- Notes:
 - If fundraising exceeds the amount required for camp, camp activities, and transportation, any additional funds will be used to support graduation items such as hoodies, yearbooks, and ceremony decorations.
 - \$733 from bottle drive being kept in reserve (these are funds that are outside of the 12K cap), in case more funds needed.