

Meeting Minutes

Forest Grove Parent Advisory Committee Meeting

June 17, 2021

Present: Kurt Gurney (Principal), Janet Ambrosio (Chair), Selena Yip (Vice Chair), Erika Hospina (Member at Large), Beth Zapadka (Secretary), plus 13 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 School 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.
- Approval of PAC Bylaws was tabled to September
- Secretary, Janaya Fuller-Evans, was voted in. All attendees were in favour. No objections. Congratulations, Janaya!

Treasurer's Report – Angela Cook

- Reviewed Balance Sheet and Income Statement (see attached)

Motion to approve the Treasurer's Reports.

Moved by Beth Zapadka. Seconded by Selena Yip. Motion passed.

Motion to approve the following September 2021 budget items: \$200 for Welcome Back Coffee, \$75 for Welcome to Kindergarten Coffee, \$75 DPAC Membership, and \$125 for Terry Fox Run oranges.

All in agreement. No objections. Motion passed.

- It was also mentioned that orange donations can be solicited from Save-On Foods or Greystone Super Valu, and coffee can be solicited from Tim Horton's, who often donates it to schools once per year. However, Janet called two local Tim Horton's and one wasn't answering the phone and the other cannot donate due to covid-related losses.

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Committee Reports

DPAC – Erika Hospina

- There was no meeting in June – next meeting is September 20th.

Health & Safety - Parking/drop off – Meagan Carver

- No new updates
- Please contact the PAC if you're available to help Meagan with monitoring the parking lots to keep our kids safe

Seed to table program – Selena Yip on behalf of Barb Koyanagi

- As in past years, Barb was looking for volunteers to help with watering the school garden through the summer break, but almost all spots have now been filled.

Emergency Preparedness – Erika Hospina

- No change from last meeting

Grade 7 Grad – Brenda Nicholas

- Grad will be held on Monday, June 28th
 - Grade 7 students will arrive at the school at 10:30am
 - Ceremony will be held in the gym at 11:00am
 - Decorations will include two big balloon bouquets and a Grad 2021 banner
 - Lunch will be Domino's with TCBY yogurt as dessert
 - Drinks will include water, San Pellegrino, root beer and cream soda
 - Decorations will be in the Italian theme
 - Lunch will be provided to students as well as Mr.Gurney, the Grade 7 teachers, and the Grade 7 EA's
 - There will be a photo wall with props. Unfortunately, no professional photographer or videographer will be present as they're not allowed in the school due to current restrictions.
 - Each grad will get a swag bag that includes a yearbook
 - Students will be dismissed at regular time

So Fun

- **Cookbook – Athena Turner**
 - PDF versions went out last week. Hard copies will be distributed next week.

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Business directory – Kim Yuen

- The directory hasn't been started yet but tentative parameters are:
 - Open to families from the school or the Forest Grove community
 - Payment by donation
 - May become an annual fundraiser

Non-Event fundraising - Athena Turner

- **Creative school supply packs** – E-mail has gone out to parents and orders are due by July 4th for deliveries to the school for September. Any orders placed after that time will be delivered directly to the buyer's home and incur shipping costs.

Grants – Nicole Gladish

- No change from last meeting

Teacher appreciation – Alex Horgan

- Ordered keychains and postcards for delivery next week

Website & Social media – Kim Yuen

- Cookbook was added to the PAC website to sell in the community as it's now set up to automatically e-mail out upon purchase

Mandarin Program – Kurt Gurney on behalf of Adrienne Chow

- Grade 7's completed their assessment and individual results are now available
- Group amalgamated results will be posted on the school website

New business

- Trans Mountain fundraising opportunity – Amanda Kelloway has been in touch with Mina Leung, an alumni parent that has been advocating for this funding.
- Munch-a-lunch credits – Kim Yuen has emailed all parents with a credit balance. Some parents requested refunds, some donated their credits (\$223 total), and the rest requested the balance to roll over to next year. Credits will automatically roll over to next year for those that do not reply.

Motion to adjourn @ 8:39PM

Next meeting will be in September 2021.

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

PRINCIPAL'S REPORT– JUNE 2021

Recent Events:

1. New tech for Forest Grove
 - a. To start this year, we received 59 student laptops which were allocated throughout the school for student use in classrooms
 - b. Starting in September 2021, we will be getting an extra 21 student laptops along with 40 student iPads and 4 staff CPU towers.
 - c. The tables and previous "lab" in the library will be removed and the overall 80 student laptops will be housed partially in classrooms for student use and in laptop carts for classrooms to sign out.
2. Ministry of Education Announcement for Sept. 2021
 - a. A lot of information was released today...I haven't even had a chance to read it yet, but highlights so far are:
 - i. As part of the return to school in September 2021, students can expect to learn in classrooms full time. Similar to any other school year, Burnaby Online learning will remain available as an option for students.
 - ii. Based on guidance from the Office of the Provincial Health Officer, students will **no longer be grouped into cohorts** this September.
 - iii. It is anticipated that the **restrictions on gatherings, extracurricular activities and sports will no longer be required** when the new school year begins.
 - iv. Guidance on **wearing masks in a school setting will be confirmed later** this summer and in alignment with provincial direction for the fall and winter.
 - v. Students will continue to be required to complete **daily health checks, stay home when feeling sick and practice diligent hand hygiene.**

Upcoming Events:

1. Special Grade 7 Event next week
 - a. Wednesday afternoon of next week (June 23) we will holding a special, but messy, event for our grade 7's.
2. Planning for next year
 - a. Just a reminder that 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.
 - b. We are starting our class loading procedures next week...knowing that things may change due to fluctuations in our enrollment number (currently, we are up slightly, but not significantly)

PRINCIPAL'S REPORT– JUNE 2021

3. Grade 7 Farewell, Monday, June 28th (10:30 – 2:47)
 - a. Ceremony in gym from 10:30 – 12:15
 - b. Lunch outside from 12:30 – 1:15
 - c. Back to gym for trivia game 1:15 – 2:00
 - d. Italian-themed game 2:00 – 2:47
4. June 29th Early Dismissal
 - a. Intermediates = 8:50 – 9:50 a.m.
 - b. Primaries = 9:05 – 10:05 a.m.
 - c. Goodbye events in classrooms and report cards sent home

Forest Grove PAC
Balance Sheet Standard
As of June 17, 2021

	Jun 17, '21
ASSETS	
Current Assets	
Checking/Savings	
Bank Accounts	
Vancity General	43,886.58
Vancity Gaming	20.44
Vancity General Class B Shares	11.43
Total Bank Accounts	43,918.45
School Accounts	
School Account Donations	1,840.84
School Account Safety Supplies	4,007.53
School Account Walk/Read A ...	544.80
School Account Gr 7 Fundraisi...	499.14
Total School Accounts	6,892.31
Total Checking/Savings	50,810.76
Accounts Receivable	
Accounts Receivable	
Charitable Impact	1,480.00
Flip Give	327.00
Return It Recycling	295.63
Total Accounts Receivable	2,102.63
Total Accounts Receivable	2,102.63
Total Current Assets	52,913.39
TOTAL ASSETS	52,913.39
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	561.82
Total Accounts Payable	561.82
Other Current Liabilities	
Unearned Revenue Trans Mtn.	4,007.53
Munch a Lunch	3,355.88
Total Other Current Liabilities	7,363.41

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Forest Grove PAC
Balance Sheet Standard
As of June 17, 2021

	<u>Jun 17, '21</u>
Total Current Liabilities	<u>7,925.23</u>
Total Liabilities	7,925.23
Equity	
Opening Balance Equity	32,037.46
Retained Earnings	14,252.32
Net Income	<u>-1,301.62</u>
Total Equity	<u>44,988.16</u>
TOTAL LIABILITIES & EQUITY	<u><u>52,913.39</u></u>

Forest Grove PAC
Profit and Loss Standard
September 1, 2020 through June 17, 2021

	Sep 1, '20 - Jun 17, '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	
Cookbooks	1,681.01
Creative Packs	500.00
Flip Give	327.00
Stay Safe Course	187.14
T-Shirts	287.81
Total Non Event Fundraising	2,982.96
So Fun Income Events	
Monster Hunt	474.93
Movie Night #1	859.32
Read / Walk-a-Thon	2,337.82
Total So Fun Income Events	3,672.07
Interest Earned	0.97
Dividend Income	0.26
Total Income	17,560.06
Expense	
Teacher's Wish List	
Div Allowance Incl Field Trips	
Div. 1 Shirley	317.79
Div. 2 Nussbaumer	280.91
Div. 3 Zanette & Pickering	692.54
Div. 4 Li	665.00
Div. 5 Mitchell	316.90
Div. 6 Lin	569.38
Div. 7 Sheng	580.09
Div. 8 Howard	611.71
Div. 9 Driedger	542.19
Div. 10 Ma	615.39
Div. 11 Blackford	532.44
Div. 12 Sutton & Tiplady	598.57
Div. 13 Lau	563.95
Div. 14 Mackie	513.87
Div. 15 Hsu	610.26

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Forest Grove PAC
Profit and Loss Standard
September 1, 2020 through June 17, 2021

	Sep 1, '20 - Jun 17, '21
Div. 16 Howey & Tiplady	500.60
Total Div Allowance Incl Field ...	8,511.59
Cultural Learning	229.60
Dance Club	381.57
Total Teacher's Wish List	9,122.76
So Fun Expense Events	
Hot Lunch	676.10
Welcome Back Coffee	122.28
Pancake Breakfast	499.92
Total So Fun Expense Events	1,298.30
Grade 7	
Grad	-354.74
Total Grade 7	-354.74
Sprouting Chefs	
Garden Club	2,171.64
Seed to Table Program	3,750.00
Soil	250.00
Total Sprouting Chefs	6,171.64
Emergency Prep	37.45
Staff Appreciation	787.07
Saleema Noon	1,219.20
Scholarship Former FG Student	500.00
BCCPAC Membership	75.00
Bank Fees	5.00
Total Expense	18,861.68
Net Ordinary Income	-1,301.62
Net Income	-1,301.62

Addendum

Education Update

On Thursday June 17, the provincial government announced a new K-12 Recovery Plan, including a \$43.6 million investment to assist schools and districts with a safe and near-normal return to school in September.

[Read the plan.](#)