

# Meeting Minutes

Forest Grove Parent Advisory Committee Meeting  
September 15, 2021

**Present:** Kurt Gurney (Principal), Janet Ambrosio (Chair), Selena Yip (Vice Chair), Angela Cook (Treasurer), Janaya Fuller Evans (Secretary), plus 30 parents

Action items for next meeting 

**Meeting called to order:** 7:00PM

Welcome and introductions

## **Principal's Report**

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- Please see attached Principal's Report
- Inquiry – will any other activities be coming back to Forest Grove, such as the cooking program and Ms. Howie's Dance Club? Mr. Gurney's response: Dance will definitely go ahead. Cooking Club, we still have to decide. Health and safety have to be looked at

## **Executive Report – Janet Ambrosio**

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- PAC Meetings will be held virtually on the 3rd Wednesday of each month unless otherwise noted. Mr. Gurney will send out the meeting link prior to each meeting
- BCCPAC membership renewed for the 2021/2022 school year. Membership allows us to “Be part of the collective voice recognized by government and education stakeholders who involve BCCPAC as the provincial voice of parents. We have been and continue to represent parents at the provincial level and provide direct feedback and engage in dialogue on behalf of our members. Members have the ability to become involved in committees, provide input throughout the year, request help or guidance from our staff or Board, keep advised on current and emerging issues within public education and engage in the democratic process of elections and resolutions which help guide BCCPAC's priorities.” Cost was \$75.00
- Direct Donation drive notice updated for this school year and will be sent out shortly.
- We have approximately \$20,000 to put towards fundraising matching or a larger investment. I'd like to propose the following:

That if any of this money should be earmarked for grant donation matching that the deadline for commitment for grant writing be by our October meeting to include in the Budget. The fund can then be saved for later in the school year to match any donations received or continue to be saved if no grants are received

If no grant writing commitments are made by the October Budget meeting that require fund matching then this money should be put toward one of the larger investment goals, to be voted on by majority in the October meeting. The teachers will determine which goal is the priority. The larger investment goals are:

New outdoor baseball court  
Mounted projectors

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Sound system upgrades for the gym

This proposal includes two votes, one in September to confirm this allocation of money and a second vote in October to confirm or reject the project chosen by the teachers

## **Motion to approve allocation of money.**

All in agreement. No objections. Motion passed

- Inquiry – will any other activities be coming back to Forest Grove, such as the cooking program and Ms. Howie's Dance Club? Mr. Gurney's response: Dance will definitely go ahead. Cooking Club, we still have to decide. Health and safety have to be looked at
- Anyone interested in grant writing, let the PAC know by the October meeting
- **Mr. Gurney will work with teachers and staff to establish costs for each investment goal**

## **Treasurer's Report – Angela Cook**

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- Sept. 1-17, 2021 Balance Sheet (see attached)
- Sept. 1-17, 2021 Profit and Loss Report (see attached)
- 2021/2022 Draft Budget (see attached)

## **Motion to approve the Treasurer's Reports.**

Moved by Janet Ambrosio. Seconded by Selena Yip. Motion passed

- Inquiry: Is there a deficit for the Grade 7 grad committee? Angela Cook: There should be a carry over - there is a Grade 7 carry over of \$981.22

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## Committee Reports

- Inquiry from Janet Ambrosio: Are cut up oranges possible for the Terry Fox Run?  
Response from Mr. Gurney: Yes, health and safety protocols have to be followed
- Meagan Carver, Athena Turner, Naldy, Brandi Forsyth-Bollen and Adam J. volunteer to come help cut up and hand out oranges. Adam J. has his Food Safe

## Hot Lunch – Meagan Carver

- Meagan can use help handing out lunches on the day of hot lunch. Mr. Gurney is getting clarification on what's allowed. One person with Food Safe needed on hand at the school for hot lunch handout. Two people are ideal, according to Janet Ambrosio. Kids really value the hot lunches, according to Meagan
- Johanna Kwan, Monique and Adam J. volunteer to help with hot lunch handout. Adam J. has his Food Safe

## DPAC – Erika Hospina

- Explanation of what the District Parents Advisory Committee is. Erika says they can always use another representative. The first meeting of the year is September 20<sup>th</sup>

## Health & Safety

- **Parking/drop off – Meagan Carver**
  - More volunteers are needed in the morning to keep drop-off line moving smoothly
  - Janet Ambrosio: Also parking slips can be obtained from the office to notify people that they need to move their cars
  - Inquiry: Can we email out parking slips so people can print them and pass them out? Being looked into
  - Please contact the PAC if you're available to help Meagan with monitoring the parking lots to keep our kids safe
- **Lice checks – Adrienne Chow**
  - No report given

## Seed to table program –Barb Koyanagi

- There is a struggle with funding to keep the program going. Barb proposes that parents provide some funding, as does PAC. She possibly needs some expenses reimbursed and a little bit of a budget for materials. It would go towards plants around the Kindergarten room, bulb bombing with the garden club kids, soil delivery - \$300 for 2 yards. Possible solution is to go to paying \$30 per family. Vote on in October. Needs about \$500 for materials and supplies, and each family to pay \$30 towards the program

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- Some funding is coming via Transmountain
- Barb doesn't know about the afterschool program at this point, but she's hoping to bring everyone back, as before. Mr. Gurney's response – it probably will be able to go ahead. Will have to follow health and safety protocols. Barb: there's usually about 15 for Gr. 2+. Will probably keep it at 10 for lower grades
- Barb recently took everything out of garden as she's putting in a cover crop to rebuild soil. She's hoping to get yard waste bins to clear out compost. Some food stuff did go home with students
- Seed to Table will hopefully start up in October
- Fundraiser – the live fundraiser is cancelled but there will be a virtual cook-along on October 2<sup>nd</sup> online with Barb
- Mr. Gurney: Can we pool resources around the district for a leaf mulcher, etc.? Barb's response: There's no room in shed for it, so sharing is great idea
- Barb will let teachers and PAC know more about programs once funding is clarified
- Email [Barb@sproutingchefs.com](mailto:Barb@sproutingchefs.com) with questions

## Emergency Preparedness – Erika Hospina

- Nothing to report
- Inquiry: Is it possible to get food with a longer shelf life? **Erika will revisit for the October meeting. Looking into cost of supplies and will share budget then**
- Mr. Gurney: Looking into moving earthquake bin far from kids – thinking of getting something up by the field. Barb: Possibly in the far corner of the field? Mr. Gurney: We would need a concrete pad

## Grade 7 Grad

- Brenda Nicholas has passed on information to new Grade 7 parents Christina and Joanna and CC'd Angela
- Thank you to everyone who helped
- Inquiry: Johanna wants to help. Mr. Gurney: Let's all meet and figure out who'll take the lead
- Janet: Johanna, can you follow-up on Grade 7 hoodies? **Johanna agreed to do so**

## So Fun

- **Welcome back coffee**
  - Janet Ambrosio: There was a great turn out. We'll need more coffee for next year. Made it in the kitchen, was less expensive than Tim Hortons

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- **Monster Mash committee - Erika Hospina on behalf of Amanda Kelloway**
  - Amanda would be happy to have someone else take on leadership. They aren't sure what it's going to look like this year
  - Mr. Gurney: The biggest concern is having a large amount of people at school at one time. Probably can't be inside. Need to run it by the district
  - Anyone wanting to take on leadership role should contact the PAC to be connected with Amanda

## **Non-Event fundraising - Athena Turner**

- Athena is organizing the babysitting and stay safe courses but might push them off to the New Year in hopes pandemic won't be as much of an issue. The clothing and donation drive is also COVID dependent

## **Grants – Nicole Gladish**

- No report given

## **Teacher appreciation – Alex Horgan**

- No report given

## **Website & Social media – Kim Yuen**

- The PAC website is forestgrovepac.com. Anyone who wants to post or be involved with social media, etc., contact the PAC to be connected with Kim

## **Mandarin Program – Kurt Gurney on behalf of Adrienne Chow**

- No update

## **New business**

- No new business
- Inquiry: Will there be movie night? Mr. Gurney: Not yet, will consider further into the school year
- Inquiry: Can the outdoor winter singalong – caroling – be done? Mr. Gurney: Will look into that, talk with Terry, Health and Safety for the District. The Christmas concert out of the question right now
- Janet Ambrosio: There is a line item in the budget for caroling if we can proceed
- Inquiry from Janet: Can we go ahead with the pancake breakfast? Mr. Gurney: Probably not, not as it has been. But there are other options, such as cookies and hot chocolate handed out to the students
- **Mr. Gurney will revisit Movie night and caroling in November**

## **Adjourn @ 8:20PM**

Next meeting will be in October 2021.

For more information please feel free to email the PAC at [forestgrovepac@gmail.com](mailto:forestgrovepac@gmail.com)

## PRINCIPAL'S REPORT– SEPT 2021

### Recent Events:

1. Staffing Update
  - a. New staff this year or notable changes:
    - i. Xi Chen – Teaching grade 6/7 Mandarin
      1. Mr. Nussbaumer has moved over to English grade 6/7
    - ii. Cherish Lau – Officially grade 1 Mandarin
    - iii. Sandra Fong – ELL for the year (Ms. Giri on Mat Leave)
    - iv. Andrea Ridd – Educational Assistant in K/1
    - v. Karina Singer – Educational Assistant in 6/7
    - vi. Susan Halliday – New office support clerk
2. We also have 2 SFU Practicum Students at Forest Grove until November...K/1 and 1/2
3. Thank you parents
  - a. It's been SO great seeing everyone again.
  - b. BIG thanks to PAC Exec for arranging and running the coffee and treats welcome on the first day of school.

### Upcoming Events:

1. Picture Day Sept. 23rd
  - a. Make sure the kiddos are ready to smile 😊
2. Pro-D Day on Friday, Sept. 24<sup>th</sup>
  - a. Focus for the day will be in 4 main areas:
    - i. Trauma-Informed Practice
    - ii. Indigenous Education
    - iii. Collaborative Teaching
    - iv. Health & Safety Protocols
3. Orange Shirt Day (Sept. 29<sup>th</sup>)
  - a. Recognition of the harms caused by Residential Schools and to learn from previous mistakes
4. National Day for Truth and Reconciliation (Sept. 30<sup>th</sup>) – Schools Closed
5. Terry Fox Run (Friday, Oct. 1<sup>st</sup>)
  - a. Planning committee is working on finalizing plans
    - i. We'll need parent volunteers and spotters
    - ii. Goal is to raise \$1/student (like Terry's goal of \$1/Canadian) with a reward – online pledges only
6. Volleyball will be starting in October as long as H&S protocols remain the same

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

	Sep 17, '21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Bank Accounts	
Vancity General	42,181.49
Vancity Gaming	20.44
Vancity General Class B Shares	11.43
Total Bank Accounts	42,213.36
School Accounts	
School Account Safety Supplies	4,007.53
School Account Walk/Read A ...	544.80
School Account Gr 7 Hoodies	20.00
School Account Gr 7 Fundraisi...	197.50
Total School Accounts	4,769.83
Total Checking/Savings	46,983.19
Accounts Receivable	
Accounts Receivable	
Charitable Impact	1,480.00
Flip Give	326.90
Total Accounts Receivable	1,806.90
Total Accounts Receivable	1,806.90
Total Current Assets	48,790.09
<b>TOTAL ASSETS</b>	<b>48,790.09</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	690.00
Total Accounts Payable	690.00
Other Current Liabilities	
Unearned Revenue Trans Mtn.	4,007.53
Munch a Lunch	2,944.65
Total Other Current Liabilities	6,952.18
Total Current Liabilities	7,642.18

Forest Grove PAC  
Profit and Loss Standard  
September 1 – 17, 2021

	<u>Sep 1 – 17, '21</u>
Ordinary Income/Expense	
Expense	
So Fun Expense Events	
Welcome Back Coffee	33.32
	<u>33.32</u>
Total So Fun Expense Ev...	33.32
BCCPAC Membership	75.00
	<u>108.32</u>
Total Expense	108.32
	<u>-108.32</u>
Net Ordinary Income	-108.32
	<u>-108.32</u>
Net Income	<u>-108.32</u>



**FOREST GROVE PAC - BUDGET**

	<b>2020/2021 Budgeted</b>	<b>2020/2021 Actual</b>	<b>2020/2021 Carry Forward</b>	<b>2021/2022 Budgeted</b>	<b>2021/2022 Actual</b>	<b>Comment</b>
<b>OPENING BALANCE EQUITY:</b>	-32,043.45			-32,037.46		
<b>RETAINED EARNINGS:</b>	-14,252.32			-9,218.77		
<b>AVAILABLE FOR BUDGET:</b>	-46,295.77			-41,256.23		
<b>Donations for School Drive</b>		-4,217.34				
<b>Government Grants</b>						
Province of BC Gaming Grant		-6,600.00				
S.D. #41 Operating Grant		-175.80	-398.66			
<b>Non Event Fundraising</b>						
Cobb's Breads						
Cookbooks		-688.64				
Clothing Donation Drive						
Creative Packs		-500.00				
FlipGive		-326.90				
Stay Safe Course		-187.14				
T-Shirts		-287.85				
<b>So Fun</b>						
Hot Lunch	676.30	676.30		100.00		Meagan COVID Food Safe
Monster Hunt (Mash)	354.19	-475.01		1,000.00		Usually profitable after event
Float						
Movie Night #1		-859.32				
Movie Night #2	250.00					
Read / Walk-A-Thon	500.00	-2,311.77		500.00		Usually profitable after event
Sports Day	150.00			150.00		
<b>Garden Club</b>						
<b>Interest &amp; Dividend Income</b>		-1.23				
<b>TOTAL INCOME:</b>		-16,631.00				
<b>EXPENSES:</b>						
<b>Teacher's Wish List</b>						
<b>Division Allowance</b>		<b>Class Size</b>				

	2021/22					
<b>(Consumables &amp; Field Trips)</b>	<b>355</b>					
Div. 1 Shirley	28	725.20	393.48		530.15	
Div. 2 Nussbaumer	27	741.07	356.60		519.59	
Div. 3 Chen	23	693.45	692.54		477.33	
Div. 4 Li	23	677.58	665.00		477.33	
Div. 5 Howard	23	693.45	316.90		477.33	
Div. 6 Zanette	22	582.34	569.38		466.77	
Div. 7 Lin	22	598.21	580.09		466.77	
Div. 8 Sheng	22	629.96	611.71		466.77	
Div. 9 Driedger	21	582.34	542.19		456.21	
Div. 10 Blackford	20	629.96	615.39		445.64	
Div. 11 Ma	22	582.34	532.44		466.77	
Div. 12 Sutton	21	598.21	598.57		456.21	
Div. 13 Lau	22	614.09	563.95		466.77	
Div. 14 Mackie	19	518.85	513.87		435.08	
Div. 15 Howey / Tiplady	20	629.96	610.26		445.64	
Div. 16 Hsu	20	502.98	500.60		445.64	
Learning Support Siedelman		500.00			500.00	
Music Program Lo		250.00			250.00	
Library Supplement		250.00			250.00	
Cultural Learning		250.00	229.60		250.00	
Primary Event		756.00		756.00	756.00	Carried forward 2020/21
Cultus Lake Subsidy		900.00			900.00	
Dance Club		400.00	381.57		400.00	
Other Clubs, Major Items, TBA						
<b>So Fun</b>						
Welcome Back Coffee		122.28	122.28		33.32	33.32
Welcome to Kindergarten						
Terry Fox					125.00	
Pancake Breakfast						
X-Mas Related (Hot Chocolate, Gingerbread)		750.00	499.92		750.00	
Caroling					150.00	
<b>Grade 7</b>						

Camp	500.00			500.00	
Grad	2,766.82	2,285.60	981.22	1,481.22	
<b>Sprouting Chefs</b>					
Seed to Table	3,750.00	3,750.00			
Garden Club	2,500.00	2,171.63		423.61	\$500 – \$250 Soil + \$174 Hose
Soil	250.00	250.00			
Community Lunch					
Cooking Equipment					
<b>Emergency Prep</b>	1,950.00	37.45		2,600.00	
<b>Staff Appreciation</b>	850.00	787.07		450.00	
<b>Retirement &amp; Books</b>	100.00		100.00	200.00	Carried forward 2020/21
<b>Lice</b>	100.00			100.00	
<b>Saleema Noon</b>	1,522.50	1,219.20		750.00	
<b>BCTF Babysitting &amp; Treats (Use Operating Budget Funds)</b>					
<b>Scholarship Former FG Student</b>	500.00	500.00		500.00	
<b>Babysitting</b>					
<b>PAC Kitchen</b>					
Griddles					
Cutlery					
<b>Jerseys</b>					
<b>Financial Supplies</b>					
Label Maker					
Night Deposit Box	40.00	5.40		40.00	
PAC Website Domaine	20.00	10.56		20.00	
BCCPAC Membership	75.00	75.00		75.00	75.00
<b>Contingency Fund Items:</b>					
General Contingency	500.00			500.00	
General contingency					
Water Fountain					
Grant Matching (Blacktop Upgrades, Outdoor Learning Areas, or Technology)					10,000
Reserved for next school year	5,102.98				
Sound System					
Mounted Projectors					
Basketball Court					

Wheelchair Accessible Swing					
<b>SUBTOTAL EXPENSES:</b>		21,664.55			108.32
Plus profit making events		0.00			0.00
Emergency Bin					
Garden Shed					
<b>TOTAL EXPENSES:</b>	46,636.07	21,664.55	Expenses 2020/21	21,254.15	108.32
	-46,295.77	5,033.55	Net Loss 2020/21	41,256.23	108.32
	340.30	<u>-5,033.55</u>	Balance to QB	-20,002.08	<u>0.00</u>
		0.00			108.32

**NOTES:**

**Teacher's Wish List**

Total budgeted \$7,500 (capped at \$10K)

\$3,750 divided by 16 divisions = \$234.38 / division

\$3,750 prorated by class size (# of students per class)

**2022/23 Budget**

Based on grants, donations, fundraising from 2021/22 school year