

Meeting Minutes

Forest Grove Parent Advisory Committee Meeting
October 20, 2021

Present: Kurt Gurney (Principal), Janet Ambrosio (Chair), Selena Yip (Vice Chair), Angela Cook (Treasurer), Janaya Fuller Evans (Secretary), plus 16 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

- Please see attached Executive report

Treasurer's Report – Angela Cook

- Oct. 20, 2021 Balance Sheet (see attached)
- Oct. 20, 2021 Profit and Loss Report (see attached)

Motion to approve the Treasurer's Reports.

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

- 2021/2022 Draft Budget (see attached)
- Inquiry: Do we need additional safety funding? Answer from Erika: Our supply expires next year. Response from Janet: If we buy supplies we'll likely be reimbursed by Trans Mountain
- Inquiry: How long until the earthquake kit supplies expire? Answer from Erika: They have a shelf life of 5 years. Inquiry: How much does it cost to replace them? Answer from Erika: \$5,863. Response: \$12,000 for 25 years is more cost effective. Mr. Gurney's response: We could go to Trans Mountain
- Regarding the accessible playground – Mr. Gurney: Teachers were behind it, basketball court cost too much. There would be a connector from the hill to an accessible swing and swing set. The cost estimate is \$40-50,000. Response from Janet: we were discussing in our executive meeting, you'd need about \$5,000 from PAC? Response from Mr. Gurney: PAC can present a ballpark figure, knowing there might be a grant, and the next things would be projectors, sound

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- Inquiry: Should we go to the parents on this? Response from Janet, we can send out a survey (Survey Monkey). Response from Mr. Gurney, we can send out a survey for the community
- Inquiry from Janet: would \$3,000 be enough? Response from Mr. Gurney: \$5,000 would be the minimum, probably. Matching grants from the city would be \$5,000 - if we get it. We may also get other matching grants
- Janet: Could allocate about \$8,000 to the playground, \$10,000 to the projectors
- Budget passes

Committee Reports

- Terry Fox Run Janet reported that handing out the cut up oranges went well, as in previous years. A parent responded that it was well organized.

Hot Lunch – Meagan Carver absent

- No report

DPAC – Erika Hospina

- There have been a couple of meetings. The Burnaby School District did a presentation, and their priorities include mental health, reconciliation and anti-racism. There was a PAC 101 presentation – Treasurer 101. Angela and her expertise is much appreciated. The question presented was, how to use money from gaming funds, and can you carry it forward? You can for three years. The next DPAC meeting is Nov 15

Health & Safety

- **Parking/drop off – Meagan Carver absent**
 - Comment: The drop off area is always congested.
 - Inquiry from Janet: Are parking slips being handed out? Response from Mr. Gurney: I didn't get them. You can leave a friendly note saying you can't park here. I will remind people it's better to be late and be safe
- **Lice checks – Janet**
 - Mr. Gurney: There can't be lice checks
 - Inquiry: Can we do it outside? Response from Mr. Gurney: We could

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look at it. Response from Selena: It's too cold. The process takes all day, and we need light. Response from Janet: Do we have a list we could send out to do a check on own children? Response from Selena: There is lots of information. Response from Janet: Kurt, can you send out a notice? Response from Mr. Gurney: Yes. There are videos online. Every couple of months we can send a reminder.

Seed to table program – Barb

- Please see attached report

Emergency Preparedness – Erika Hospina

- Nothing to report

Grade 7 Grad

- Johanna Kwan: The hoodies design has been decided, we signed off on the logo. Response from Mr. Gurney: Order forms will likely be sent out tomorrow or Monday

So Fun

• Monster Hunt

- Amanda Kelloway: We doubled amount of people to come and are still getting requests. The monster hunt is an outdoor event, I hope it doesn't rain; there are time slots every 15 minutes. We finish at 9:30/10. There's a DJ station, spooky forest, photo booth, campfire station, drawing station, etc. There are prizes for pictures that look close to the monster – clues will be given. I'm super thankful to the people who have volunteered. But there are still some spots. E have high school volunteers as well, and PAC kids too. The more people who come, the longer it takes to funnel through. I've had an internal debate about opening up more time slots, but we have to be mindful we only have so much time. Currently 680 people are coming. We had more money to purchase inflatables so there are decorations that work in the dark. Currently there have been over \$1,200 in sales. Response from Mr. Gurney: It's best to keep it at 20 time slots this year, it's safer. =
- Amanda: Can I put up posters about pumpkin carving contest? Response from Mr. Gurney: We can pass them along to the teachers. Response from parent volunteer: People who aren't attending can still participating can still enter the 50/50 draw. It can be done online. It is open to everyone in BC. And up to \$20,000 can be raised. Nov. 8 is the end date. Response from Janet: it should go to the general fund at this point

Response from Amanda: email me if you have inflatables, Christmas lights or extension cords. Response from Mr. Gurney: the lights are up till 10:15 p.m. I will add the 50/50 draw to the website

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- **Christmas caroling – Brenda Nicholas**

- I contacted Craig Bosnick – he can't wait to do it. We have to determine size, what's allowed, what's not. Craig and the other musicians lead a singalong. There's hot chocolate, people bring their own mugs. We hand out cookies. Response from Mr. Gurney: The school district says yes, it's fine. Since it's outdoors, there's no cap on attendance. We should be mindful of spacing. Response from Brenda: We'll need two tables, a couple of chairs, electrical cords, and the PAC kitchen to make hot chocolate. Response from Mr. Gurney: Limit it to 1-2 people. Response from Brenda: can we borrow the hot chocolate maker from the teachers? Parent suggests sale at Costco for hot chocolate. Suggested time for event is 6:30 to 7 p.m. The only thing on the budget is a gift card for Craig

Non-Event fundraising - Athena Turner absent

- No report

Grants – Nicole Gladish absent

- Request put out for someone to write grant proposals

Teacher appreciation – Alex Horgan absent

- No report given

Website & Social media – Kim Yuen

- Nothing to report

Mandarin Program – Kurt Gurney on behalf of Adrienne Chow

- Someone is coming by tomorrow to look at program, to see the areas doing well/need improvement. All programs of choice are being surveyed

New business

- Attached is a thank you card from our 2020 scholarship recipient, Alexa Bertram

Adjourn @ 8:37PM

Next meeting will be n November 17 2021.

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

PRINCIPAL'S REPORT – OCT 2021

Recent Events:

1. Volleyball is underway for gr. 6/7 with almost 30 students participating
 - a. Big thanks to Ms. Shirley, Mr. Nussbaumer, & Ms. Nguyen
2. We now have 5 teacher practicum students (2 SFU & 3 UBC) + 2 EA practicum students...so lots of extra support at Forest Grove right now
3. COVID at Forest Grove
 - a. Our first instance of a COVID positive case at our school was found during the early morning hours of Oct. 3rd and then Fraser Health began their investigation...on Oct. 6th, Fraser Health notified me that more than one confirmed case was discovered to have been attending school when they were possibly infectious the week of Sept. 27th and a monitoring note was sent home to affected classes and students.
 - b. On Saturday, Oct. 9th, I was contacted again by Fraser Health due to a couple more cases, and letters were sent home because they were possibly infectious during week of Oct. 4th
 - c. THANK YOU to the parents that kept the school informed and updated even before Fraser Health.
4. Big thanks to all the parent helpers and Greystone Market for donating the oranges for our Terry Fox Run. We raised well over \$3000 this year which is double what we raised last year...AMAZING!
5. Parent/Teacher conferences seem to have gone well
 - a. New system using Microsoft Bookings...any feedback?
6. Big thanks to Angela, Steve, and Barb for refreshing the garden on the weekend...a lot of work on the weekend...you are so thoughtful
7. Preschool has started through Parks and Rec and a couple After-School programs will be starting next week (outdoor ed and Lego).
 - a. Parks and rec programs will start off slowly to ensure we are following Health & Safety protocols

Upcoming Events:

1. Picture retakes are tomorrow (Oct. 21)...so be sure your kiddos are practicing their smiles tonight.
2. Provincial Pro-D Day this Friday (Oct. 22)...no school for students
3. Pumpkin Patch at Forest Grove
 - a. 400 pumpkins being delivered on Wed., Oct. 27th
 - b. Buddies will head to side park to pick their pumpkin that morning

PRINCIPAL'S REPORT – OCT 2021

4. Costume parade, pumpkin carving contest on Oct. 29th followed by the Monster Hunt that evening...scary fun 😊
5. Remembrance Day Presentation available on Nov. 10th starting at 10:45 a.m. A link will be made available to families likely the day before

Executive Report

Forest Grove PAC

Date: October 20, 2021

1. 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.
2. Direct Donation drive: notice has been sent out. So far we have raised: \$4335.00
3. We have approximately \$20,000 to put towards fundraising matching or a larger investment. I'd like to propose the following:
 1. 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
 2. 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:
 1. New outdoor baseball court
 2. Mounted projectors
 3. Sound system upgrades for the gym
 - c. 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

Forest Grove PAC
Balance Sheet Standard
As of October 20, 2021

	Oct 20, '21
ASSETS	
Current Assets	
Checking/Savings	
Bank Accounts	
Vancity General	44,143.71
Vancity Gaming	6,795.82
Vancity General Class B Shares	11.43
Total Bank Accounts	50,950.96
School Accounts	
School Account Donations	4,335.00
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	9,104.83
Total Checking/Savings	60,055.79
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	61,862.69
TOTAL ASSETS	61,862.69
LIABILITIES & EQUITY	
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	2,409.52
Total Other Current Liabilities	6,417.05

Profit and Loss Standard
September 1 through October 20, 2021

	Sep 1 - Oct 20, '21
Ordinary Income/Expense Income	
Direct Donation Drive Government Grants	4,335.00
Province of BC Gaming G...	6,800.00
Total Government Grants	6,800.00
So Fun Income Events	
Hot Lunch	1,153.35
Monster Hunt	1,344.00
Total So Fun Income Events	2,497.35
	13,632.35
Total Income	
Expense	
So Fun Expense Events	
Welcome Back Co!ee	33.32
Terry Fox	24.62
	13,499.41
	13,499.41
Total So Fun Expense Eve...	57.94
BCCPAC Membership	75.00
Total Expense	132.94
Net Ordinary Income	
Net Income	

FOREST GROVE PAC - BUDGET				2021/2022 Budgeted	2021/2022 Actual	Comment	Approval Date
OPENING BALANCE EQUITY:				-32,037.46			
RETAINED EARNINGS:				-9,218.77			
AVAILABLE FOR BUDGET:				-41,256.23			
Donations for School Drive					-4,335.00		
Government Grants							
Province of BC Gaming Grant					-6,800.00		
S.D. #41 Operating Grant							
Non Event Fundraising							
Cobb's Breads							
Cookbooks							
Clothing Donation Drive							
Creative Packs							
FlipGive							
Stay Safe Course							
T-Shirts							
So Fun							
Hot Lunch				100.00	-1,153.35	COVID Food Safe	Oct 20, 2021
Monster Hunt (Mash)				1,500.00	-1,344.00		Oct 20, 2021
Float							
Movie Night #1							
Movie Night #2							
Read / Walk - A - Thon				500.00			Oct 20, 2021
Sports Day				150.00			Oct 20, 2021
Garden Club							
Interest & Dividend Income							
TOTAL INCOME:					-13,632.35		
EXPENSES:							
Teacher's Wish List							
Division Allowance		Class Size 2021/22					
(Consumables & Field Trips)		355					
Div. 1 Shirley		28		530.15			Oct 20, 2021
Div. 2 Nussbaumer		27		519.59			Oct 20, 2021
Div. 3 Chen		23		477.33			Oct 20, 2021
Div. 4 Li		23		477.33			Oct 20, 2021
Div. 5 Howard		23		477.33			Oct 20, 2021
Div. 6 Zanette		22		466.77			Oct 20, 2021
Div. 7 Lin		22		466.77			Oct 20, 2021
Div. 8 Sheng		22		466.77			Oct 20, 2021
Div. 9 Driedger		21		456.21			Oct 20, 2021
Div. 10 Blackford		20		445.64			Oct 20, 2021
Div. 11 Ma		22		466.77			Oct 20, 2021
Div. 12 Sutton		21		456.21			Oct 20, 2021
Div. 13 Lau		22		466.77			Oct 20, 2021
Div. 14 Mackie		19		435.08			Oct 20, 2021
Div. 15 Howey / Tiplady		20		445.64			Oct 20, 2021
Div. 16 Hsu		20		445.64			Oct 20, 2021
Learning Support Siedelman				500.00			Oct 20, 2021
Music Program Lo				250.00			Oct 20, 2021
Library Supplement				250.00			Oct 20, 2021
Cultural Learning				250.00			Oct 20, 2021
Primary Event				756.00			Oct 20, 2021
Cultus Lake Subsidy				900.00			Oct 20, 2021
Dance Club				400.00			Oct 20, 2021
Other Clubs, Major Items, TBA							

So Fun							
	Welcome Back Coffee		33.32	33.32			Jun 17, 2021
	Welcome to Kindergarten						
	Terry Fox		24.62	24.62			Jun 17, 2021
	Pumpkin Patch		700.00				Oct 20, 2021
	Pancake Breakfast						
	X-Mas Related (Hot Chocolate, Gingerbread)		750.00				Oct 20, 2021
	Caroling		150.00				Oct 20, 2021
	Grade 7						
	Camp		500.00				Oct 20, 2021
	Grad		1,481.22				Oct 20, 2021
	Sprouting Chefs						
	Seed to Table						
	Garden Club		423.61		\$500 - \$250 Soil + \$173.61 Hose		
	Soil						
	Community Lunch						
	Cooking Equipment						
	Emergency Prep		2,600.00				Oct 20, 2021
	Staff Appreciation		450.00				Oct 20, 2021
	Retirement & Books		200.00				Oct 20, 2021
	Lice		100.00				Oct 20, 2021
	Saleema Noon		750.00				Oct 20, 2021
	BCTF Babysitting & Treats (Used Operating Budget Funds)						Oct 20, 2021
	Scholarship Former FG Student		500.00				Oct 20, 2021
	Babysitting						
	PAC Kitchen						
	Griddles						
	Cutlery						
	Jerseys						
	Financial Supplies						
	Label Maker						
	Night Deposit Box		40.00				Oct 20, 2021
	PAC Website Domaine		20.00				Oct 20, 2021
	BCCPAC Membership		75.00	75.00			Jun 17, 2021
	Contingency Fund Items:						
	General Contingency		500.00				Oct 20, 2021
	General contingency						
	Water Fountain						
	Grant Matching (Blacktop Upgrades, Outdoor Learning Areas, or Technology)						
	Reserved for next school year						
	Sound System				Quote \$15,000		
	Mounted Projectors		10,000.00		Quote \$15,000 To vote & approve Nov 17, 2021		
	Basketball Court				Quote \$100,000		
	Wheelchair Accessible Swing		8,902.46		Quote \$50,000 To vote & approve Nov 17, 2021		
	Garden Bins				16 Divisions * \$500 = \$8000		
	SUBTOTAL EXPENSES:						
				0.00			
	TOTAL EXPENSES:		41,256.23	Expenses 2021/22			
			41,256.23	Total Available 2021/22			
			0.00	Over/(Under) Budget			
	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			

October 2021 – Garden Committee/Seed to Table Program Report to FG PAC

Garden Club –

- Resumed with Intermediate Students (Gr. 4 to 7)
- approximately 15 students total for Friday sessions to beginning of Dec with Winter sessions from Jan to March
- Hope is to invite the primary students in after the March Break

Seed to Table Classes

- Resumed this week, Oct 18 to Oct 25
- Focus is on Land Based Learnings with lessons focusing on 3 main trees in the school area, cedar, oak, and the cherry blossom tree as well as inquiry based questions regarding the forest's origin, where the water comes from while infusing a sense of gratitude and appreciation for how we are all connected
- How to be a change maker will be the focus for the Gr. 6/7's with the hope they may be able to plant a tree as well
- Hope is to create and or deepen the sense of environmental stewardship within the students
- Nutrition will also be covered with a focus on seasonal and local eating highlighting what is in season in the fall with some classes as well
- K Classes are helping with a memory photo book based on how the garden takes care of us, how we take care of each other and how we take care of the earth

Garden RE Build

- After 10 years of growing a variety of crops, feeding multiple children and their families, as well as having deep discussions on the various virtues, the garden structure has undergone a few repairs on Sat Oct 16th
- Big thanks to Steve Cook, for his generous donation of building supplies and time during a very rainy wet weekend to repair the sides of the garden structure as well as Marko Ambrosio.
- Returning alumni Garden Club students including Casey Lo, Will McMahon, Katarina and Mattias Callingham as well as a former cooking class student, Reily Reid, Megan Wallace and a few extra teen volunteers, all need to be acknowledged and thanked for their help.
- The garden does need further repairs with other wood ties deteriorating
- Repairs should last a few more years but, in the meantime, there are some areas that need support and could continue to fall a part
- Options include in 5 years, replacing the wooden structure with the metal bins at the other schools at a cost of \$500 each which includes delivery and soil. Approximately 15 bins or 1 bin per division is recommended
- Hoping to have a budget via funding we source for 2 trees to be planted by the Gr. 6/7's in the Spring

Areas of Concern:

- Big Rock has a bit of graffiti
- Benches by the big rock are also tagged and one bench is broken

- Large rhododendron in the front of the school has died due to the drought and needs to be removed
- Other parts of the garden are also falling a part and will need repair

Dear Forest Grove PAC,

I was very excited to learn I was a recipient of the Forest Grove Elementary Alumni Scholarship. I am writing to thank you for your generous financial support towards my first secondary education.

Academically I focused broadly to ensure I could apply for almost any program, and graduated with nearly double the credits required to graduate. I plan to go to SFU next year to complete my first year of study before transferring to York University to complete a BSc in Global Health and later a Masters of Public Health. I feel I contributed thoroughly to the Forest Grove community and am extremely grateful that you supported my goals to create world change in return.

Alexa Bertram Alexa Bertram