

# FOREST GROVE ELEMENTARY PAC MEETING MINUTES

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16 October 2023 / 7-9 PM / ZOOM (link sent via email)

## Attendees:

### **Exec:**

Meagan Carver

Amanda Kurowski

Heide Baer

Cassidy Boulton

### **PAC Members:**

Jeff Wilson/Lorena Ayrad

Jason Chassie

Kim Yuen

Sayed Jawed Qiam

1. Call to order: 7:05
  - a. Reminder to please use your full name in your Zoom profile so that we know who to send to. If you are unable to do this, please put your full name in the chat so that you can be included on the list of attendees.
2. Minutes
  - a. Available on the PAC website
  - b. September 18th, 2023 Minutes approved by previous meeting attendees.
3. Treasurer's Report: Heide Baer
  - a. Draft budget
  - b. Gaming Grant \$7K (confirm #)
  - c. Insert Heide Treasurers report page 2 (receivables, payables, balance sheet)
  - d. There was a discussion surrounding concession items left over from the 22/23 school year as Treasurer has included in report and we concluded the items are no longer in the PAC kitchen. Reminder that items left in the PAC kitchen are not for general use.
  - e. It was motioned by Amanda Kurowski and Cassidy Boulton to approve the financials.
  - f. Budget:

- i. Direct donations:
  - 1. School district needs to reconcile and Karen Dawson is working on this.
  - 2. There has not been a transfer to the school from the district.
- ii. Gaming grant
  - 1. Decrease due to fewer students.
- iii. Teacher's wish list
  - 1. Brigid had an inquiry about enrolling versus non-enrolling teachers and budget allocation. Treasurer gave overview of allocations to clubs and reminder anyone who want to form new clubs to see PAC.
  - 2. Leave budget number as is at \$8400.
  - 3. Other school activities:
    - a. Need to audit all clubs and request budget numbers from club heads. Split of the budget to other clubs.
    - b. Diversity grant
      - i. Brigid and Meagan to discuss joining forces and school can contribute as well.
      - ii. School counselor is taking the lead on Diversity
      - iii. Idea for potential diversity event - cultural
        - 1. Add parent event to budget?
        - 2. Assign \$500 to this new Account
    - c. Lice
      - i. Increased budget to \$700 to include \$600 training on top of \$100 for supplies
    - d. Garden Club
      - i. No change
    - e. AV System for Gym
      - i. Need to address the sound proofing and sound buffering
      - ii. Ceri suggested potentially using existing and improving infrastructure. Focus should be on sound buffering and other tech such as projectors and microphones.
      - iii. Leave as is for now
      - iv. Potentially do some direct fundraising

- f. Additional water fountain
    - i. PAC pays for unit and school pays for installation
    - ii. Ceri to get quote
  - g. Call out for clubs once we discuss dance club allocation with Dawn Howie
  - h. Primary and intermediate events - discuss doing the allocation via student versus class size since class sizes vary. Karen and Ceri have a chart to reference.
  - i. T&R, Lunar NY, Christmas, Black History Month allocation remains unchanged.
- iv. Battery powered snow blower:
- 1. Ryobi - transferable batteries
  - 2. [https://www.homedepot.ca/product/ryobi-40v-hp-21-inch-brushless-cordless-battery-snow-blower-kit-with-2-75-ah-batteries-and-charger/1001716237?utm\\_source=google&utm\\_medium=vantage&utm\\_campaign=18944&utm\\_content=20778&eid=ds\\_ads\\_van\\_28453\\_Google%20Shopping%20Campaign&qclid=CjwKCAjwvrOpBhBdEiwAR58-3M1UUdJGy6c0hP2IPpmo3r2pV7F3lvIBZ5vtPI-osp9PWa4bjDIG5xoCp2EQA vD BwE](https://www.homedepot.ca/product/ryobi-40v-hp-21-inch-brushless-cordless-battery-snow-blower-kit-with-2-75-ah-batteries-and-charger/1001716237?utm_source=google&utm_medium=vantage&utm_campaign=18944&utm_content=20778&eid=ds_ads_van_28453_Google%20Shopping%20Campaign&qclid=CjwKCAjwvrOpBhBdEiwAR58-3M1UUdJGy6c0hP2IPpmo3r2pV7F3lvIBZ5vtPI-osp9PWa4bjDIG5xoCp2EQA vD BwE)
- v. Direct fundraising:
- 1. Discussion of opportunities for direct donations.

**Budget approval:** Motioned to approve by Meagan (1st) and Cassidy (2nd).

4. Principal's Report: Ceri Brophy
- a. Terry Fox
  - b. Conservation Officers - Bear Aware assembly
  - c. Staff gathered for Pro-D Day - spent time outside exploring the garden, labyrinth, Wednesday wander paths, fairy forest.
  - d. Parents as partners (thank you for navigating the online booking system).
  - e. photo day - retakes November 8th.
  - f. Coats for kids occurred on October 23rd.
  - g. Choir is in full swing now!
  - h. Cross country has come and gone - thank you to Jane Mah and coaches.
  - i. Volleyball is starting for all kids and for home and away games everyone is welcome to attend!

- j. Diversity club has started up and is raising important issues with projects like button making for pronouns.
  - k. Class review meetings and IEP meetings
  - l. Remembrance Day assembly will be open to everyone on Friday, November 10th.
  - m. Kim Yuen asked if Ceri would look in to graffiti proofing for the Grade 7 mural. Ceri agreed.
5. Executive Report: Meagan Carver
- a. PAC meetings are held virtually on the second Monday of every month, with the exception of holidays. The next PAC meeting will be on Monday, November 20th.
    - i. There was a discussion regarding holding in-person/hybrid meetings - PAC will communicate a date in December when we will host hybrid meeting.
  - b. BCCPAC has resources for parents, check out <https://bccpac.bc.ca/>
  - c. Kind reminder that PAC is a volunteer-run organization and a thank you to everyone who has volunteered their time, talents, money, or other resources to the PAC. We truly cannot do it without your support. If there is something you'd like to see PAC more involved in please consider creating a committee to spearhead the project you'd like to see at our school. Our PAC executive members are all parent volunteers and while we'd love to make every suggestion a reality, we only have so much time to give and need your help too.
6. Committees:
- a. Hot Lunch
    - i. Running fairly smoothly so far. Will stick with Canadian Pizza Plus for once a month service. Trying Subway this month in addition, will explore a different vendor for 2x a month service, may expand to 3-4x a month depending on volunteer support. Still need to train new volunteers on the admin side of things and to have a backup person to run things. Sent out reminders to school staff regarding lunch errors, there is always extra food at the PAC kitchen for kids who are missing items. No kid should go without food or miss items from their order. Will send out an email to parents as well to look into their hotlunches accounts as there have been several problems with inputting incorrect info for their kids (ie no classroom/teacher info entered), as well to let their kids know about going to the PAC kitchen for missing items (older kids).
    - ii. Lorena to act as back-up

- b. DPAC
  - i. Thank you to Fermisk for taking the Lead.
  - ii. DPAC 101: Heide Baer attended session and found it informative and a good reminder that the PAC exists to be of service to the school and it's members.
  - iii. Engagement: PAC will notify parents in advance re: future meetings and opportunities for parents to attend sessions.
- c. Health & Safety
  - i. Lice Checks - the November 6th session has been canceled. A new date is being confirmed and Stef Armstrong will contact Lice Ladies once volunteers are sorted. There was a call for volunteers as we are still short.
  - ii. Stay Safe - November 24th (Carol Li), email to go out with booking info and fees.
  - iii. Babysitters Course - Feb 16th, 2024 (Carol Li)
- d. Emergency Preparedness
  - i. Still need volunteers. Amanda spoke with Terry Carlson who said he would be happy to guide us with emergency preparedness. Our supplies are located in the green pallets by the east parking lot at front of school. Per Terry, we have tons of supplies, no need for more at the moment. It would be nice to locate the key and take a look at what is in the pallets and see if any food needs replacing because it's expiring soon - Terry said we could use granola bars at sports day then get new ones.
  - ii. Call for volunteers - let us know if you're interested!
- e. Teacher Appreciation
  - i. Emmaline Hill to volunteer. Need to confirm with her.
  - ii. Call out for additional volunteers.
- f. Cobbs:
  - i. Donations from Lougheed - there was a discussion around how to access the program.
  - ii. Brigid to contact and get info on how to access the program.
  - iii. Meagan will ask Janet A. if she has any info.
  - iv. Lorena as back-up has a contact we may be able to leverage.
- g. Retirement & Books
  - i. Gifts for outgoing teachers - we need to confirm this year's list in order to act sooner and not miss the opportunity.

- ii. The initiative is to add an inscription inside of a book in the teacher's honor and then the book is donated to the library.
- h. Monster Mash
  - i. Amanda Kurowski to update.
    - 1. Questions about where items are located - walkie talkies, tents, heat lamps, propane/electric, parking blockades, do we have speakers for music in haunted hallway, are custodians on-site post monster mash?
      - a. Confirm with Ceri
    - 2. Still need to know how much to buy for concession - guidance from someone from last year would be helpful.
      - a. Erica and Amanda, Brenda to confirm pars
    - 3. Thank you to everyone who has signed up. Volunteer slots to be filled: thursday night prep (committee members plz put your names in signup genius if you plan to be there), extension cords, haunted hallway crowd control.
      - a. Call out in Minutes/volunteer email
      - b. Reminder that volunteers can bring kids - Amanda to put note on sign up genius
  - ii. Purchase of projector was discussed.
  - iii. Lemonade stand- thank you to Lorena and family for the donation! We are sure it will be a great addition for future events.
- i. Grade 7 Grad
  - i. 1st meeting was Wednesday, October 18th at 7pm over Zoom to begin planning. Items discussed:
    - 1. Hoodies, popcorn, frozen yogurt, other fundraising, legacy projects, Grad party, etc.
    - 2. Kim to send an email in to PAC with details she is aware of.
- j. Pancake Breakfast
  - i. Booked for Thursday, December 21st, led by Janet Ambrosio.
  - ii. Call out for volunteers
- k. Movie Night
  - i. First movie night will be December 8th.
  - ii. Call out for volunteers.
  - iii. Karen to complete the renewal of the license.
- l. Christmas Carolling

- i. Confirm Brenda is taking the lead.
- m. Seed to Table
  - i. Barb to provide report - not present
- n. Grants & Projects
  - i. Vision Zero: <https://www.visionzerobc.ca/> - Amanda Kurowski
  - ii. We are exploring the idea of applying for the grant to fund our initiatives.
  - iii. Ideas we could explore include: "Walking School bus" concept, increase cross-walk visibility, increase education via visual queues to parents and children.
  - iv. PAC will send out safety and parking reminder.
  - v. Per Ceri, Liaison officer will be around too to provide oversight.
- o. Truth & Reconciliation
  - i. Nicole to discuss success of speaker/event. Nicole was not present to present, but an overview was given by the exec.
  - ii. Great feedback, need to improve the sound generally in the gym.
  - iii. There was a discussion about next year booking dancers or a performer.
- p. Black History Month
  - i. There was a call out for volunteers.
- q. Direct Donation Drive
  - i. Treasurer discussed totals up until now, but nothing has been received. Karen Dawson is following up on the status with the district.

Meeting Adjourned: 8:42 pm