

FOREST GROVE ELEMENTARY PAC MEETING MINUTES

18 SEPTEMBER 2023 / 7-9 PM / ZOOM (link sent via email)

Meeting start time: 7:05 pm

Attendees:

1. Meagan Carver - Chair
2. Nicole Gladish - Vice Chair
3. Heide Baer - Treasurer
4. Cassidy Boulton - Secretary
5. Amanda Kurowski - Member at Large
6. Ceri Brophy - Principal
7. Brigid Gaster - Head Teacher
8. Zena Sliwo
9. Stefanie Armstrong
10. Jason Chassie
11. Jen
12. Brenda Nicholas
13. Agata Becalska
14. Diana Cao
15. Kate & Sheila
16. Chokki

1) Welcome and Introductions:

- a) Returning and new PAC member intro as well as Ceri's intro.
 - i) Returning PAC members:
 - 1) Meagan Carver - Chair
 - 2) Nicole Gladish - Vice Chair
 - 3) Heide Baer - Treasurer
 - ii) New PAC members:
 - 1) Cassidy Boulton - Secretary
 - 2) Amanda Kurowski - Member at Large
- b) New school Administrators:
 - i) Ceri Brophy - Principal
 - ii) Brigid Caster - Head Teacher

c) PAC meeting announcements:

- i) PAC meetings will be held on the second Monday of every month. In the event there is a holiday on that Monday, PAC will send out a notification in advance of the amended date.

2) Minutes:

- a) Available on the PAC website, minutes are approved by previous meeting attendees.
 - i) Reminder to families that minutes and information are available on the PAC website at: www.forestgrovepac.com

3) Treasurer's Report: Heide Baer

General:

- a) Gaming Grant Application was made in June.
- b) Switched banking plan to one that favours e-transfers rather than cheques.
- c) Created an online Google Form for processing payment requests– link will be provided in the minutes (<https://forms.gle/6W65JrwzggK56rNP8>) and a QR code is posted on the treasurer's mail slot in the office. Website link should be updated soon; request has been put in with Kim Yuen.
- d) Audit of last year:
 - i) Call for parent volunteers was made and any interested parties can reach out to Heide directly at fg.pac.treasurer@gmail.com
- e) The 2023/2024 budget will be approved in October.
- f) Financials for last year are not yet finalized
- g) Reminder to anyone with outstanding expenses from last year, please submit for reimbursement using the new google form by September 29th, 2023.
- h) Still awaiting SD41 invoices.

Review of Financials:

Money In:

- a) Last of Grad fundraising and Hot Lunches
- b) Small amount from the Sports Day Concession

Money Out:

- a) Sports Day
- b) Primary Field Trips
- c) Last of TWL & Garden Club Fund Applications
- d) Grad Events, Mural Legacy Project, & Yearbooks
- e) Head Lice Check Supplies Replenishment

Funding approvals:

It was decided to discuss the proposed funding approvals in conjunction with agenda item #6 - Committees. See below.

4) Principal's Report: Ceri Brophy

- Thank you so much to all parents for welcoming and supporting the incoming staff.
- We are excited to be back in rotations so that students have a chance to meet incoming staff.
- We are focusing on building relationships and staff appreciates your patience as they settle in and find their feet.
- We are looking forward to upcoming events like the Truth & Reconciliation presentation, Bear Awareness speaker (conservation), the Terry Fox Run, and our first Pro-D Day on September 22nd..

5) Executive Report: Meagan Carver

- Terry Fox Volunteers
 - There was a call for more parent volunteers
 - Looking for donations for oranges and have approached Sungiven, Save-On and Buy-Low.
 - Looking for help with prepping oranges for distribution.
- Thank you to all parent volunteers this year so far.
- Thank you to Brandi Forsyth-Bollen for organizing the Welcome Back coffee.

6) Committees:

WE URGENTLY NEED VOLUNTEERS FOR ALMOST ALL COMMITTEES. IF YOU ARE INTERESTED IN VOLUNTEERING, PLEASE CONTACT FORESTGROVEPAC@GMAIL.COM TO LET US KNOW!

- a) Hot Lunch: Meagan Carver
 - i) C'est Mon is our every day caterer - offering lunch Monday to Friday with Fri being a new addition this year.
 - ii) Place your orders at hotlunches.net
 - iii) There was a call for volunteers as this is a big undertaking for one person to manage. If you are interested in volunteering for this program, please reach out to Meagan Carver at forestgrovehotlunches@gmail.com
- b) Fun Lunch: Meagan Carver
 - i) Fun Lunch occurs on Fridays and is separate from the regular Monday to Friday C'est Mon program.
 - 1) We are hoping to run the program twice a month, but have 1 option secured for now:
 - (a) Canadian Pizza Plus
 - 2) Alternative Fun Lunch options we are considering include:
 - (a) Subway
 - (b) Sushi
 - 3) There was a call out for volunteers. If you are interested in volunteering for this program, please reach out to Meagan Carver at forestgrovehotlunches@gmail.com
- c) DPAC: Meagan Carver, Ceri Brophy
 - i) Determine new representative to attend monthly meetings
 - 1) There is a mandatory requirement that a member of our PAC is elected as the DPAC representative.
 - 2) There was a call out for a volunteer to take over the DPAC position.
DPAC meetings are the first Monday of every month at Burnaby Central Secondary School.
- d) Health and Safety: Stefanie Armstrong
 - i) Lice Committee: Stefanie Armstrong, Adrienne Chow

- 1) A training session for lice training is being held on November 6th at 9:30 am. Supplies will be provided for anyone who chooses to participate.
 - 2) Clinics are needed throughout the year to be proactive and we are aiming for 3 lice checks per year.
 - 3) Currently, we have 2 parent volunteers, but a call out was made for more volunteers.
- ii) Parking: Stefanie Armstrong
- 1) Reminder that when you are dropping off, you cannot park in the drop off zone or on the road and leave your vehicle unattended as it poses a safety risk.
 - 2) Parking on the main road in front of the crosswalk - reminder that this is very unsafe and kids crossing cannot be seen.
 - 3) Ceri Brophy confirmed that the school liaison officer will be checking on parking infractions during drop off time.
 - 4) There was discussion about additional measures that could be put in place such as reporting infractions to the RCMP directly, but it was decided to remain with the current system and re-evaluate if necessary.
- iii) Allergy Info Email
- 1) Please be reminded of the allergens. PAC will send out an email reminder to parents regarding food allergies.
- iv) Saleema Noon - there was a discussion regarding Saleema Noon coming in again in the 2024-2025 school year.
- e) Emergency Preparedness: Amanda Kurowski (Lead)
- There was a call out for volunteers as a new Lead is needed for this committee. Amanda Kurowski volunteered to take the Lead.
 - Earthquake safety & supply maintenance:
 - There was a suggestion by Nicole Gladish to engage a local retiree who specializes in earthquake safety. Amanda Kurowski will follow up with him to gauge interest and availability.
- f) Teacher Appreciation: NEW LEAD NEEDED
- i) Can determine whether a gift or event is more appropriate depending on budget and number of volunteers available.
 - ii) There was a call out for volunteers as a new Lead is needed on this committee.
- g) Event Fundraising & Events (SoFun):
- i) Monster Mash Committee: Vacant

- 1) The tentative date for the Monster Mash is October 27th. Ceri Brophy will confirm gym availability for the event.
 - 2) There was discussion surrounding the feasibility of changing the start time to 5:00 pm to accommodate younger children. There was also discussion about planning and set-up and a lot of valuable feedback on the process from former leads and volunteers. It was decided that a WhatsApp or Messenger group would be created to begin planning to schedule a meeting to discuss.
 - 3) There was a call for a new Lead and for volunteers as the committee is currently vacant.
 - 4) There was a discussion between Meagan and Ceri regarding dates in the future when the gym will be needed on Friday evenings as it has been pre-booked. We will need to let them know that we need the gym for certain dates for school events and Ceri will follow-up with them.
- ii) Pancake Breakfast: Janet Ambrosio
 - 1) Date December TBD
 - 2) There was a call out for volunteers to man griddles and pass out food.
 - iii) T-Shirt Sales: Janet Ambrosio
 - iv) Movie Night Committee: Vacant
 - 1) PAC is aiming for 3 movie nights this school year.
 - 2) PAC will consider a concession for the events and pizza will be ordered from Canadian Pizza Plus.
 - 3) There was a call out for volunteers to participate in planning, set-up and tear-down.
 - v) Popcorn Sales: Vacant
 - 1) There was a call out for Lead and volunteers.
 - 2) This will fall under the Grad Committee's responsibilities this year.
 - vi) Welcome Back Coffee-September: Brandi Forsyth-Bollen
 - 1) Thank you to Brandi for organizing the Welcome Back Coffee
 - vii) Caroling: Brenda Nicholas
 - 1) Date in December TBD.
 - 2) Brenda Nicholas will remain as Lead.
 - 3) There was a call out for volunteers.
 - viii) Terry Fox Day/oranges: Vacant

- 1) There was a call out for volunteers for day of and prepping of oranges prior to the event.
- ix) Black History/TRD/Orange Shirts: Volunteers encouraged
 - 1) There was a call out for volunteers.
- h) Non-Event Fundraising: NEW LEAD NEEDED
 - i) Direct Donation Drive
 - The deadline for donations is November 30th, 2023.
 - All donations go directly to the school
 - There was a call out for more volunteers
 - i) Seed to Table Program: Barb McMahon
 - Barb did not attend and there is no update to report.
 - j) Grade 7 Grad Committee: Meagan Carver, Janet Ambrosio, Angela Cook.
 - i) Hoodie orders - Brenda Nicholas has started the process and is waiting on Grade 7 votes on design. Once design is decided on, Grade 7s will sign the number and she will proceed with ordering. Ordering will be done through School Cash.
 - ii) The Office can be involved in collecting sizing information and assisting with ordering.
 - iii) Ceri will coordinate the Grade 7 parent meeting soon to discuss fundraising.
 - iv) There was a call out for more Grade 7 parents to participate in the Grad Committee.
 - k) Website/Social Media: Kim Yuen
 - i) Kim asked for connections if there are parents who are interested in assisting with social media posts.
 - ii) Reminder that the website is meant for static information and is not updated. Visit the school site for the most up to date calendar and events info.
 - iii) There was a discussion about Hotlunches.net and the optionality to add different programs to the classified ad sheets such as items for donation or events. There was no conclusion as to whether or not this area would be utilized, but there was consensus that it would have to be discussed and agreed upon.
 - iv) Facebook Group:
 - 1) Very active Facebook group with over 400 followers
 - 2) Good way of asking for donations
 - 3) Kim can share login information with anyone interested in posting

- l) Programs/Courses:
 - i) Babysitter's/StaySafe
 - ii) GoGirls (Big Sisters)
 - 1) Focus is on healthy bodies and healthy body image
 - 2) Ceri noted that she is considering having parks and rec liaison facilitate the sessions
 - 3) Kim Yuen noted this typically takes place on a Pro-D Day
- m) Grants and Project Fundraising
 - i) Mounted projectors/TV's
 - 1) AV in gym
 - ii) Grant writing
 - 1) Nicole Gladish to approach Leanne Sawasky for assistance with grant writing
 - 2) Nicole Gladish to be a resource for researching grants if necessary
 - 3) Amanda Kurowski to be a resource for grant writing
 - iii) Monthly Lunch subsidy
 - 1) Historically Forest Grove has not qualified based on median income and property values in the area.
 - 2) We are now on a shortlist to qualify for the program
 - (a) The program would feed many kids who are below the threshold
 - (b) Brenda Nicholas - families can pay \$70/month, but you pay up to what you can if you can.
 - (c) Brigid Gaster noted that the program is confidential and staff will not be privy to which children have paid and which have not.

7) General

- 1) Mandarin Program: Ceri Brophy
 - a) 7 of 17 divisions are Mandarin
 - b) 3 hours of instruction in Mandarin per day
 - c) Language and cultural component to the program
 - d) Ceri thanked everyone for their patience - she is trying to get up to speed as quickly as possible

8) Funding Approval

1. \$75 BCCPAC membership
 - Approved unanimously by attendees. Moved by Cassidy Boulton, seconded by Nicole Gladish
 2. \$250 Terry Fox Run for oranges, ziplocks and labels
 - No labels needed - Ceri Brophy
 - Approved unanimously by attendees. Moved by Meaghan Carver and seconded by Nicole Gladish.
 3. \$750 Truth & Reconciliation: Kung Jaadee on September 29th
 - Nicole Gladish has secured a local speaker to speak to the kids on Sept. 29th (Haida and Squamish First Nation). Her fee is \$750.00
 - Approved unanimously by attendees. Moved by Meaghan Carver and seconded by Amanda Kurowski.
 4. \$3,000 Monster Mash
 - Approved unanimously by attendees. Meaghan Carver moved and seconded by Nicole Gladish.
 5. Approve report
 - i) Moved by Cassidy Boulton and seconded by Nicole Gladish to approve 2022/2023 report.
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Meeting adjourned at: 8:19 pm

Next meeting - Monday, October 16th at 7:00 pm via Zoom (link to be sent out in advance)