

Meeting Minutes

Forest Grove Parent Advisory Committee Meeting

January 19, 2022

Present: Kurt Gurney (Principal), Janet Ambrosio (Chair), Selena Yip (Vice Chair), Angela Cook (Treasurer), Janaya Fuller Evans (Secretary) plus 8 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

- Janet sent the Forest Grove scholarship criteria to Burnaby Mountain Secondary School - they'll choose an awardee and notify us.

Treasurer's Report – Angela Cook

- 2021/2022 Budget (see attached)
- Jan 19, 2022 Balance Sheet (see attached)
- Jan 19, 2022 Profit and Loss Report (see attached)

Motion to approve the Treasurer's Reports.

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

- Mr. Gurney – Profit from hot lunch is coming in
- Angela checked on Flip Give proceeds and found they are \$406.35, and the Cobb's cheque for \$206 was deposited January 17, 2022

Committee Reports

Hot Lunch – Meagan Carver absent

- No report

DPAC – Erika Hospina

- There was a pandemic response presentation at the last meeting. The big thing is that they've been working on plans to keep continuity in place, how to deal with functional closures. Purchased air scrubbers for every classroom without ventilation. No more letters coming from Fraser Health – they can't keep up with contract tracing. Attendance is down 10%, somewhat because parents are keeping kids home. Waiting for rapid testing for staff. Next meeting is Feb. 28th. Mr. Gurney

- Parents should go to the BCCDC site for information when their child is sick

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- It's going to take awhile to get tests out to teachers, but each will get two tests in a package

Health & Safety

- **Parking/drop off – Meagan Carver absent**
 - No report

Seed to table program – Selena Yip

- Please see attached report

Emergency Preparedness – Erika Hospina

- Nothing to report

Grade 7 Grad – Johanna Kwan

- They've got a lot of helpers, first planning meeting is tomorrow. Proceed with planning for an outdoor lunch, indoor ceremony?
- Mr. Gurney – plan for one ceremony with guests and one without – make a contingency plan
- Johanna – Could we do it outdoors instead?
- Mr. Gurney – We weren't in session before when it was done outdoors. We didn't do it outdoors last year because of stipulations about size/couldn't have guests

So Fun

- **Christmas caroling – Brenda Nicholas**
 - Thanks to those who came and helped, and to Mr. Gurney. 70-ish people came out. Made \$70 for the hampers. Went through the hot chocolate – bank on two full pots next time. Craig was awesome, happy to keep doing it.
 - **Cobs – has a cheque to pick up.** Fundraiser is ongoing. Just mention Forest Grove when shopping at Cobs Loughheed, a portion is donated to the school

Non-Event fundraising - Athena Turner absent

- No report

Grants – Nicole Gladish absent

- Mr. Gurney – We've been talking about the accessible playground. It's not good news - cannot put a wheelchair swing in unless the playground or swing set is removed. Got a quote from a second company, and they said you'll have to remove trees, move backwards. Mr. Gurney is going to write to the city to see if they can do something with side playground park. Might be able to allow a child to bring a few friends over to playground during recess/school hours, possibly.
- TV/projector – finalizing tomorrow. \$1,100-1,200 each for a TV – projectors are

\$2,000 each. Finalizing who gets roll out first, it's a 2 to 3-year project. The TV

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option is less expensive, quicker roll out, lasts longer, wireless, better sound.

Benefits of projectors- the screen is much larger. Finalizing tomorrow, hopefully some in before spring break

Teacher appreciation – Alex Horgan absent

- No report given

Website & Social media – Kim Yuen absent

- No report given

Mandarin Program –Adrienne Chow

- No report given

New business

- No new business

Adjourn @ 7:35PM

Next meeting will be on February 16, 2022.

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

PRINCIPAL'S REPORT– JAN. 2022

Recent Events:

1. Basketball started up in December, and we even had a session run by Burnaby Mountain students, but unfortunately, due to a spike in COVID cases we've had to cancel since returning from Winter Break
2. Caroling at Forest Grove was great to have back again
 - a. It happened on Tuesday, Dec. 7th and I think everyone there had a great time. BIG thanks to Brenda who organized it all and Craig from The Shire Music for making it a great evening.
3. Hopefully you all enjoyed the virtual Christmas Concert again this year.
 - a. Big thanks to Ms. Lo who ran all the classes and did most of the videotaping as well this year.

Upcoming Events:

1. Pro-D Day this Monday, Jan. 24th (no school for students)
2. Registration Month is February
 - a. Please remind any families with children born in 2016 to register starting Feb. 1st
3. Valentine's Day
 - a. There can still be cards and treats, however:
 - i. All needs to be arranged and approved by the teacher
 - ii. Items for students that are coming from outside the school (cards, treats, etc...) must be brought to the teacher a minimum of 3 days beforehand so they can be quarantined
 - iii. No treats that are not prepackaged
 - iv. Again, please make sure the teacher is "on-board"
4. WORDS Writing Competition has been cancelled this year. We will still be looking into holding some sort of Writing Contest at the school level. More info coming.

Garden Club Update

Due to the state of the pandemic, **Garden Club** will resume but with less numbers with many parents choosing to send their child when the club meets outdoors which we will try to do as much as possible. Garden Club will focus on gardening planning, growing seeds in the indoor greenhouse at Burnaby Mountain with the help of Casey Lo, our Gr. 12 volunteer, re doing the signs of virtues on the garden and re building the soil with a soil delivery in March.

Seed to Table Program: will resume when safe to do so as per directions from the district. There is a hope that the Gr. 6/7 class (Ms. Shirley) will be planting another tree at the playground in April. The district needs to approve the tree variety we choose and will help with the digging of a hole and securing the new tree with poles.

PAC Support with a tree: if any budget support towards a tree is possible, please let us know. Cost so far is ranging between \$100 to \$600 including delivery from a local grower.

After School Cooking Classes: Due to the state of the pandemic, it was recommended these classes move to virtual classes. Sadly, not enough families chose this options so the program will be postponed till May when we can hopefully resume in person.

FOREST GROVE PAC - BUDGET

	2021/2022 Budgeted	2021/2022 Actual	Comment	Approval Date
OPENING BALANCE EQUITY (PRE 2019)/	-32,037.46			
RETAINED EARNINGS:	-9,522.27			
AVAILABLE FOR BUDGET:	-41,559.73			
Donations for School Drive		-5,446.73		
Government Grants				
Province of BC Gaming Grant		-6,800.00		
S.D. #41 Operating Grant		-177.50		
Non Event Fundraising				
Cobb's Breads		-206.00		
Cookbooks				
Creative Packs		-533.48		
FlipGive				
Stay Safe Course				
T-Shirts				
So Fun				
Hot Lunch	100.00	-132.96	COVID Food Safe	Oct 20, 2021
Monster Hunt (Mash)	1,500.00	-385.11		Oct 20, 2021
Movie Night #1				
Movie Night #2				
Read / Walk-A-Thon	500.00	-5.19		Oct 20, 2021
Sports Day	150.00			Oct 20, 2021
Interest & Dividend Income				
TOTAL INCOME:		-13,686.97		
EXPENSES:				
Teacher's Wish List				
Division Allowance	Class Size 2021/22			
(Consumables & Field Trips)	355			
Div. 1 Shirley	28	530.15	64.63	Oct 20, 2021
Div. 2 Nussbaumer	27	519.59	50.27	Oct 20, 2021
Div. 3 Chen	23	477.33	64.20	Oct 20, 2021
Div. 4 Li	23	477.33	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	203.59	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	50.00	Oct 20, 2021
So Fun				
Welcome Back Coffee		33.32	33.32	Jun 17, 2021

FOREST GROVE PAC - BUDGET

	2021/2022 Budgeted	2021/2022 Actual	Comment	Approval Date
OPENING BALANCE EQUITY (PRE 2019/	-32,037.46			
RETAINED EARNINGS:	-9,522.27			
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	534.29	215.71	Oct 20, 2021
Caroling	150.00	71.99		Oct 20, 2021
Grade 7				
Camp	500.00			Oct 20, 2021
Grad	1,481.22	-841.02		Oct 20, 2021
Sprouting Chefs				
Seed to Table				
Garden Club	423.61		\$500 - \$250 Soil + \$173.61 Hose	
Soil				
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
Scholarship Former FG Student	500.00			Oct 20, 2021
Babysitting				
PAC Kitchen				
Griddles				
Cutlery				
Financial Supplies				
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	1,402.46			Oct 20, 2021
Grant Matching (Blacktop Upgrades, Outdoor Learning Areas, or Technology)				
Reserved for next school year				
Sound System			Quote \$15,000	
Mounted Projectors	10,000.00			Nov 17, 2021
Basketball Court			Quote \$100,000	
Wheelchair Accessible Swing	8,000.00			Nov 17, 2021
Garden Bins			16 Divisions * \$500 = \$8000	
SUBTOTAL EXPENSES:		808.22		
TOTAL EXPENSES:	41,256.23	808.22	Expenses 2021/22	
	41,559.73	-12,878.75	Net Income 2021/22	
	-303.50	<u>12,878.75</u>	Balance to QB	
		0.00		

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

FOREST GROVE PAC - BUDGET

	2021/2022 Budgeted	2021/2022 Actual	Comment	Approval Date
OPENING BALANCE EQUITY (PRE 2019/	-32,037.46			
RETAINED EARNINGS:	-9,522.27			
Based on grants, donations, fundraising from 2021/22 school year				

Forest Grove PAC
Profit and Loss Standard
September 1, 2021 through January 19, 2022

	Sep 1, '21 – Jan 19, '22
Ordinary Income/Expense	
Income	
Direct Donation Drive	5,446.73
Government Grants	
Province of BC Gaming Grant	6,800.00
S.D. #41 Operating Grant	177.50
Total Government Grants	6,977.50
Non Event Fundraising	
Cobb's Breads	206.00
Creative Packs	533.48
Total Non Event Fundraising	739.48
So Fun Income Events	
Monster Hunt	385.11
Hot Lunch	132.96
Read / Walk-a-Thon	5.19
Total So Fun Income Events	523.26
Total Income	13,686.97
Expense	
Teacher's Wish List	
Div Allowance Incl Field Trips	
Div. 1 Shirley	64.63
Div. 2 Nussbaumer	50.27
Div. 3 Chen	64.20
Div. 4 Li	477.33
Div. 15 Howey & Tiplady	203.59
Total Div Allowance Incl Field ...	860.02
Dance Club	50.00
Total Teacher's Wish List	910.02
So Fun Expense Events	
Welcome Back Coffee	33.32
Terry Fox	24.62
Xmas / Pancake Breakfast	534.29
Caroling	71.99
Total So Fun Expense Events	664.22
Grade 7	
Grad	-841.02

Forest Grove PAC
Profit and Loss Standard
September 1, 2021 through January 19, 2022

	<u>Sep 1, '21 - Jan 19, '22</u>
Total Grade 7	-841.02
BCCPAC Membership	<u>75.00</u>
Total Expense	<u>808.22</u>
Net Ordinary Income	<u>12,878.75</u>
Net Income	<u><u>12,878.75</u></u>

Forest Grove PAC
Balance Sheet Standard
As of January 19, 2022

	Jan 19, '22
ASSETS	
Current Assets	
Checking/Savings	
Bank Accounts	
Vancity General	45,521.36
Vancity Gaming	4,352.22
Vancity General Class B Shares	11.43
Total Bank Accounts	49,885.01
School Accounts	
School Account Donations	6,779.29
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...	-298.42
Total School Accounts	11,053.20
Total Checking/Savings	60,938.21
Total Current Assets	60,938.21
TOTAL ASSETS	60,938.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Trans Mtn Reserved Emerg Prep	4,007.53
Munch a Lunch	2,492.20
Total Other Current Liabilities	6,499.73
Total Current Liabilities	6,499.73
Total Liabilities	6,499.73
Equity	
Opening Balance Equity	32,037.46
Retained Earnings	9,522.27
Net Income	12,878.75
Total Equity	54,438.48
TOTAL LIABILITIES & EQUITY	60,938.21