

# Meeting Minutes

Forest Grove Parent Advisory Committee Meeting  
September 20, 2022

**Present:** Kurt Gurney (Principal), Janet Ambrosio (Chair), Heidi Baer (Treasurer), Meagan Carver, and sixteen 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 below

## **Executive Report – Janet Ambrosio**

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- PAC Meetings will be held every second Tuesday of the month - please send any potential agenda items to PAC.
- Donation drive, first notice has been sent out online only (so far). We have raised over \$700 so far.
- BCCPAC has resources for parents. We have not renewed our membership this year, it costs \$75 for the year. Added to draft budget for this year.
- Please send us all your ideas and feel free to step forward to help however you are able.

## **Treasurer Report - Heidi Baer**

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First up was the draft budget, to which some corrections and adjustments were made based on discussion in the group.

- Proposed new items compared to last year: purchase of cheques on the gaming account, some office supply costs, 2x custodial funds (some in TWL for the green team, and some in Other for tool replacement), and due to activities starting to resemble pre-covid once again, increased cultural learning funds and possible childminding costs for PAC meetings.
- Also, Heidi will calculate exactly how much could be spent on a parent mental health education speaker/activity, based on the total funds balance from the SD41 grant.
- Heidi will make final adjustments based on the discussion so that the draft budget can be included in the minutes. Heidi will do these just as soon as Heidi can and will share it with you.

Further to the budget, there was some discussion about possible capital projects to fund. A survey had been done in the past to gauge priority interest in special projects for inclusivity, accessibility and diversity. Kurt reported on the pricing estimates of some of those possible projects (eg, basketball court \$100k, gym sound system \$20k). One of the results of the survey at that time had been to purchase a wheelchair swing, and this had been on last year's budget, but the project has turned out not to be feasible due to limitations of space and lack of interest at the City of Burnaby, and it was decided that another survey should be undertaken to determine current parent priorities and capture ideas such as the one given by Beth S (she suggested a Pebble Harp, which is a sensory feature where children can drop pebbles in and make sounds/music, and costs ~\$2k). **PAC will put out this survey in the near future.**

Heidi then reviewed the financial statements. There are only a few receivables/payables from last year - the grad yearbook has not yet been ordered, and some of the fundraising cheques have not yet been received (C'est Mon, Return-It, & FlipGive). There was a question to do with the deferred revenue amount, which Heidi couldn't recall the nature of and later on in the meeting you will see we came back to it and Heidi addressed the issue (we received funds from TransMountain for emergency preparedness supplies, but we don't want to show that as income until the year it is spent - which should be this year!).

FYI, it became clear later on in the meeting, that there is another receivable for Heidi to add from last year (Cob's), so she will add this, as well as a note re: the TM funds, and then Heidi will republish and share the financials.

Heidi also moved to start making use of the Vancity online banking feature that will allow us to pay bills by e-transfer whenever possible. This feature still allows us to require 2 authorized signers on the account to approve prior to payment: the first logs in to initiate the payment, and the second puts it through. The motion carried the same way others were handled in the meeting (ie, nobody voiced any concerns or opposition).

Janet then brought forward motions to allow for spending on the following, prior to the whole budget being approved:

- \$250 Terry Fox Run
- \$75 BCCPAC Membership
- \$1,500 Monster Mash

See Draft Budget and Financials posted at these links:

Draft Budget:

<https://drive.google.com/file/d/1h0akK3TUUnr1eCIRQyk-5NVy3B4IFIQt/view?usp=sharing>

Treasurer's Report/Financials:

<https://drive.google.com/file/d/1e5yo5PBmo7pfDt8R5j88GIYqCB5TnD4G/view?usp=sharing>

**Motion to approve the treasures report by Kim – seconded by Brenda.**

## **Committee Reports**

### **Hot Lunch Committee**

- looking for volunteers for Hot Lunches - the more the better!
- Janet will put out a list of all the volunteer positions needing to be filled. There are quite a lot of positions needed.

### **DPAC - Erika**

- Meeting was meant to be on Monday, but it was postponed to October 4 because of the holiday last week.
- October 4 will also include a session called PAC101 – this is especially helpful for anyone new to PAC or wanting to understand more about PAC in general.
- Looking for a new representative (or more than one) for DPAC by the end of the year.

### **Health and Safety**

- Specifically, we need someone to oversee Parking / Drop off and pickups.

### **Seed to Table Program and Sprouting Chefs - Barb**

- find update at this link:  
[https://drive.google.com/file/d/1KML0ObC29wAo\\_SiBu62eeCFQgdw80l0Q/view?usp=sharing](https://drive.google.com/file/d/1KML0ObC29wAo_SiBu62eeCFQgdw80l0Q/view?usp=sharing)

### **Emergency Preparedness – Erika**

- Looking for someone to take on this committee. Erika is here until the end of the year and can help transition this new volunteer into the role.
- We have supplies that are expired and will need to be repurchased. After last year's meeting, we are under the understanding that we will replenish with similar items to what we have on hand.
- \$6519 to replenish the supply through a company called 72HRS.
- Could we get the materials housed closer to the school building. The current location is not conducive to what we need. We will need to work with the district maintenance department to find the best placement for the supply location. Kurt will look into this.

### **Grade Seven Grad Committee – needs a team lead**

- Kurt Gurney let the group know that we did a survey of grade sevens, over 40 responses. Tuesday will be the first meeting of the Grad Committee.
- Hoodies have been started, etc.
- We do not know the themes to pick from for the Grad. More information is available at the Grad Committee meeting on Tuesday.

### **Monster Mash – Erika has agreed to Head this up!**

- Looking for people to help with this – including a lead person for the committee. Erika is willing to assist.

### **Welcome Back Coffee - Brandie**

- Went well – Brandie was not present to give update.

### **Terry Fox Run**

- Purchasing oranges either from Save On or Costco. Janet and Kurt will sort out oranges.

- Looking for volunteers to help slice and distribute oranges on the day of the event.
- Oranges for the kindergartens in the morning. Janet and Kurt will worry about distributing oranges to kindergarten students.

### **Non-Event Fundraising - Athena**

- Looking into Babysitting and Stay Safe Course. There are a couple of companies that we might be able to go with. Will investigate who can do in-person, and Red Cross certified courses.
- Will look for booking something on the February 2023 Pro D.
- School supply stuff looks like it came in okay.
- We will do more donations (physical donations etc) in the spring, around Earth Day.
- We received \$248 from Cobs Lougheed. If you let Cobs Lougheed know you are from FG School, the school receives 5% of the sale.
- Grants and Project funding – sending out new survey.

### **Teacher Appreciation – Alex (not present)**

- Janey will email Alex to see if she still wants to continue in this position.

### **Website and Social Media - Kim**

- Please just send updates to Kim or let her know if you want to be an admin on the social media page and you can assist in posting.

### **Mandarin Program – Adrienne**

No update.

Sprouting Chefs

### **Other Committees**

- Looking for team leads for committees for Black History Month and Truth and Reconciliation.

### **New Business**

- Kim will start working on the PAC bulletin board.

## PRINCIPAL'S REPORT– SEPT

### 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  
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	<u>33.32</u>
Total So Fun Expense Ev...	33.32
BCCPAC Membership	75.00
Total Expense	<u>108.32</u>
Net Ordinary Income	<u>-108.32</u>
Net Income	<u><u>-108.32</u></u>



## FOREST GROVE PAC - BUDGET

	2020/2021 Budgeted	2020/2021 Actual	2020/2021 Carry Forward
<b>OPENING BALANCE EQUITY:</b>	-32,043.45		
<b>RETAINED EARNINGS:</b>	-14,252.32		
<b>AVAILABLE FOR BUDGET:</b>	-46,295.77		
<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	
Monster Hunt (Mash)	354.19	-475.01	
Float			

Movie Night #1		-859.32
Movie Night #2	250.00	
Read / Walk-A-Thon	500.00	-2,311.77
Sports Day	150.00	
<b>Garden Club</b>		
<b>Interest &amp; Dividend Income</b>		-1.23
<b>TOTAL INCOME:</b>		<b>-16,631.00</b>

**EXPENSES:**

**Teacher's Wish List**

<b>Division Allowance (Consumables &amp; Field Trips)</b>	<b>Class Size 2021/22</b>		
	<b>355</b>		
Div. 1 Shirley	28	725.20	393.48
Div. 2 Nussbaumer	27	741.07	356.60
Div. 3 Chen	23	693.45	692.54
Div. 4 Li	23	677.58	665.00
Div. 5 Howard	23	693.45	316.90
Div. 6 Zanette	22	582.34	569.38
Div. 7 Lin	22	598.21	580.09
Div. 8 Sheng	22	629.96	611.71
Div. 9 Driedger	21	582.34	542.19
Div. 10 Blackford	20	629.96	615.39
Div. 11 Ma	22	582.34	532.44
Div. 12 Sutton	21	598.21	598.57
Div. 13 Lau	22	614.09	563.95

Div. 14 Mackie	19	518.85	513.87	
Div. 15 Howey / Tiplady	20	629.96	610.26	
Div. 16 Hsu	20	502.98	500.60	
Learning Support Siedelman		500.00		
Music Program Lo		250.00		
Library Supplement		250.00		
Cultural Learning		250.00	229.60	
Primary Event		756.00		756.00
Cultus Lake Subsidy		900.00		
Dance Club		400.00	381.57	
Other Clubs, Major Items, TBA				
<b>So Fun</b>				
Welcome Back Coffee		122.28	122.28	
Welcome to Kindergarten				
Terry Fox				
Pancake Breakfast				
X-Mas Related (Hot Chocolate, Gingerbread)		750.00	499.92	
Caroling				
<b>Grade 7</b>				
Camp		500.00		
Grad		2,766.82	2,285.60	981.22
<b>Sprouting Chefs</b>				
Seed to Table		3,750.00	3,750.00	
Garden Club		2,500.00	2,171.63	

Soil	250.00	250.00	
Community Lunch			
Cooking Equipment			
<b>Emergency Prep</b>	1,950.00	37.45	
<b>Staff Appreciation</b>	850.00	787.07	
<b>Retirement &amp; Books</b>	100.00		100.00
<b>Lice</b>	100.00		
<b>Saleema Noon</b>	1,522.50	1,219.20	
<b>BCTF Babysitting &amp; Treats (Use Operating Budget Funds)</b>			
<b>Scholarship Former FG Student</b>	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	
PAC Website Domaine	20.00	10.56	
BCCPAC Membership	75.00	75.00	
<b>Contingency Fund Items:</b>			
General Contingency	500.00		
General contingency			
Water Fountain			

Grant Matching (Blacktop Upgrades, Outdoor Learning Areas, or Technology)			
Reserved for next school year	5,102.98		
Sound System			
Mounted Projectors			
Basketball Court			
Wheelchair Accessible Swing			
<b>SUBTOTAL EXPENSES:</b>		<b>21,664.55</b>	
Plus profit making events		0.00	
Emergency Bin			
Garden Shed			
<b>TOTAL EXPENSES:</b>	<b>46,636.07</b>	<b>21,664.55</b>	<b>Expenses 2020/21</b>
	-46,295.77	5,033.55	<b>Net Loss 2020/21</b>
	340.30	<u>-5,033.55</u>	<b>Balance to QB</b>
		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**

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