

# Final Minutes

Forest Grove PAC

**Date: January 10, 2023, 7PM**

**Attendees In Person:** Janet Ambrosio (Chair), Meagan Carver (Vice Chair), Nicole Gladish (Member at Large), Kurt Gurney (Principal)

**Attendees online:** Heide Bear (Treasurer), Amanada Kelloway, Breanda Nicolas, Kim Yuen, Athena Turner, Sheila Maclean, Wendy, Leanne, Ester, Jason Chassie, Beth, Lorena Ayad-Wilson

## Previous Minutes

- The protocol is to send draft minutes to meeting attendees via email for their review. Once reviewed and any changes are made the final minutes will be posted on PAC website and on the Forest Grove school website
- There is a current delay in the posting of these minutes and PAC executive members are working to remedy.

## Principal report - Kurt Gurney

- report attached

## Executive Report - Janet Ambrosio

- February meeting date, proposed Feb. 21 instead of 14, agreed.
- **New Secretary needed.** Asked at meeting but no one volunteered. Janet will ask to send out an email to the community seeking a volunteer.
- Addendum: Burnaby Mountain reached out to ask if PAC was offering the scholarship again this year. Janet confirmed that we are happy to award \$500 and sent criteria. The committee at BMSS will review and select a recipient and then contact with their information.

## Treasurer's Report - Heide Baer (report attached)

- *TWL funds: We ask that teachers submit their TWL expenses by 30-April.*
- *Record-Keeping: I had found last fall that BCCPAC requires 5 years of records to be kept; however, SD41 procedures state that we should keep 7 years of records.*
- **Financial best practices information for volunteers**

## Fundraising Event Budgeting

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- *Expenses incurred should be approved by the PAC executive via the budget or motion.*
- *By extension, if expenses are expected to exceed the budget, please reach out to forestgrovepac@gmail.com or a member of the executive to initiate an approval process prior to spending the money.*
- *For event chairs, if you need assistance setting up the budget spreadsheet, please don't hesitate to ask: there will either be a previous year budget to copy from or the Treasurer can help you set up a new one.*

### Cash handling

*(based on BCCPAC and SD41 procedures and guidance)*

- *Cash should be counted with 2 people present (not the person taking the deposit to the bank).*
- *There are cash tally sheets available in the Treasurer's mailbox in the office; these are not required to be used, but they speed up the money-counting process.*  
*There should be some with the cash float as well - if there are none, please add some.*
- *If you cannot pass the cash directly to the Treasurer for deposit, please leave it in the safe at the office for pickup and notify treasurer@forestgrovepac.com / 604.562.0592 that it is there.*

### Expense claims

- *Please include the requisition form with your receipts, as it prompts you to provide contact information for when your cheque is ready.*
- *Requisition forms are available on our website here. Paper copies are also in the Treasurer's mailbox in the office.*

Thank you to parents for all of your hard work, making PAC and Grad events so successful and fun!

- Report Approved by Nicole and seconded by Meagan
- We should keep 7 years worth of records.
- Link for cheque requisitions:  
[https://forestgrovepac.weebly.com/uploads/1/2/4/5/124503061/cheque\\_requisition\\_form.pdf](https://forestgrovepac.weebly.com/uploads/1/2/4/5/124503061/cheque_requisition_form.pdf)

### Committees

#### **Hot Lunch** - Meagan Carver

- First hot lunch date this winter is Friday, Jan. 13th. We are going to stay with Canadian Pizza plus.
- We are looking at using a different software for next year instead of munch-a-lunch but still looking into other systems.

#### **DPAC report** - Nicole Gladish

- no meeting yet

#### **Health and Safety**

- **Parking/drop off** - (new committee lead needed)
  - no update
- **Lice detection**
  - no update

#### **Seed to Table Program**

- no update (Barb will report next month and every other month thereafter)

#### **Emergency Preparedness** - Erika Hospina (new committee lead needed)

- addendum:

*“The order for the emergency supplies has been made, I just received word this week. All our emergency supplies should be sent before the end of the month. The supplies had been ordered through the Burnaby school district as we get a bit of a discount this way. I was just waiting on them to complete the purchase before passing on the information. Also, I'm still looking for someone to take over the emergency preparedness stuff and as always I'm happy to help someone into that transition. There was someone who sounded interested but she's heavily in school right now, I'll ask her again if she's still interested to take over maybe next year but we should still get the word out.”*

#### **Grade 7 Grad**- Kim Yuen

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- They have some upcoming fundraisers. They will have a coffee fundraiser at the end of Feb. and Newfields farms in April. They are working on some other fundraisers such as a car wash, bake sale and bottle drive. They will continue to run the popcorn and frozen yogurt fundraisers.
- They have surveyed parents regarding a grad theme and 17 to 11 have voted in favor of a SPACE theme. The committee will work on getting this organized.

### So Fun

#### **Pancake Breakfast** - Janet Ambrosio

- Thank you to everyone who volunteered! This was a great event that we couldn't have done without you. The students had a great time. This year we had a parent set up a table to sort through all the compost, recycling and garbage and this worked very well. Thank you also to Kartina Chen MLA who donated the juice boxes. Janet has sent a thank you card to her.

#### **Movie night/s** - (committee needed)

#### **Non-Event fundraising** - Athena Turner

- Looking at doing the babysitting and stay safe course. Waiting to hear back from two companies who would put this course on. Hoping for Feb. 24th or April 24th pro d day. The backup plan is to have the students join another group online if there isn't enough attendance. To be determined if it will be virtual or in person at the school.
- Earth day clothing donation drive: last year we just made the amount of clothing for donation so we might not be able to collect enough stuff. We need to collect 150 full bags of textile donations to count as a donation to raise money. The date would be Sunday, April 23rd (earth day is the 22nd). This also requires a lot of parent volunteer work to sort everything. The only thing that will raise money is textiles/clothing.

#### **Grants & Project Funding:**

- mounted projectors/ tv's. Kurt is looking at outfitting the remaining 11 classrooms and is still waiting to get the quote and specific tvs with the mounts and taxes etc. the hope is to get these done this year.

#### **Teacher Appreciation** - Alex

- no update

### **Website/social media - Kim Yuen**

- nothing to report

### **Mandarin Program - Kurt Gurney (Jan. 18th meeting at 7pm)**

- Luner new year celebration is on Feb. 10th in the afternoon starting at 12:45pm. There is only one performance and there will be cultural stations that all the parents can be part of as well. The whole school will have an opportunity to go through these stations as well to learn about Chinese culture. We anticipate the assembly to be open to all and not need to arrange for tickets.
- Kim called White Spot Kensington who agreed to donate 350 gold coins that teachers will put these into red envelopes. The school will donate the envelopes. Kim will contact them to see if they will donate 380 so each student will have one.

### **Black History & Truth and Reconciliation: Meagan, Nicole, Wendy, Leanne & Ester**

- This group has met to look at how we can support these two events. Kurt has sent a survey to the teachers:
  - The teacher's first request was a speaker to come to the school to talk about issues such as racism.
  - The other thing that was requested was a bulletin board with lots of information about black history. Students are already doing this work with teachers in their classrooms. They would use the one outside of the office.
  - The third thing that was requested was books about black history month, specifically Canadian based.
- Reached out to a speaker and thought the cost would be around \$250.
- The other option would be to reach out to the school librarian to purchase books with this money.

### **Snacks for BMSS student tutors**

- new budget of \$250 approved

### **Parent Education evening - Nicole Gladish**

- no update

### **New business**

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- A parent had to call 911 last month but the call was dropped and the call had pinged to Surrey RCMP. The parent has tried to contact her phone provider regarding the reception and this issue. Where can we go from here? The reception at the school is poor. The district is aware of this issue. It might be a good idea to call our phone providers to update their coverage.
  - Would trans mountain be able to help us with this issue?  
Particularly if there was an emergency at the tank farm or on the mountain and we can't call out and/or if our locations are pinging that we are calling from Surrey. Kurt will look into this/contacting Trans Mountain
- A parent would like to make a comment around the Mandarin parents regarding Lunar New Year and how the community has come around to support the event. Some parents are feeling left out because the performance is only during the day and not everyone can take time off work to attend. Kurt addressed that one thing that came up in the beginning of the year was now that we can have people back in the school, there was a discussion regarding what we could do. The purpose was to celebrate the Mandarin culture and the kids were surveyed and decided they wanted to do the station idea. They discussed a performance vs. learning about culture. With the station idea the students are doing this work, there is also a performance. The amount of time needs to be carefully considered when it comes to teachers being at school during the evenings. There will be a spring performance that teachers will need to be present in the evening for. The Lunar New Year performance will still be available on video.

**Adjourn at 8:15pm**