

# Minutes for Promontory Elementary PAC

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**Location:** Promontory Elementary School Music Room

**Date:** October 20, 2020

**Time:** 7:00 pm

**Attendees:** Karmen Sawracki, Jen Allen, Melissa Benz, Amanda Gervais, Nicole Griffith, Kristie O'Hara, Katie McNulty, Pam Fox, Chuck Bloch, Lisa Van Dalfsen, Leah Shields. On Zoom; (Brink?), Leah Burns, Heather Isaac, Katie, Vicky.

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Meeting called to order at 7:04pm by Nicole.

Minutes were adopted by Kristie, Jen seconds. All in favor – Motion Passes.

Agenda was adopted by Kristie, Jen seconds. All in favor – Motion Passes.

## **Treasurer's Report: Katie McNulty**

No changes in General account.

Still waiting on the final bill for the playground (as is the school).

No changes in Gaming account as the grant was just received last week. Gaming grant was very close to the amount expected and no expenses have been paid out of that account yet. PAC has requested the bills for transportation and planners to pay now that the grant has been deposited.

-Katie motions to make the following updates to the budget for the General account;

Lower hot lunch by 50%, Lower Fundraising by 50%, include staff lunch to budget in order to better plan for this and not need to vote on it again later and to reduce the Technology amount to \$800.

Karmen seconds this motion. All are in favor – Motion Passes.

-Katie motions to make the following updates to the budget for the Gaming account;

Drop CSOPA to \$5/student and to drop the field trip transportation as well.

Leah seconds this motion. All are in favor – Motion Passes.

-Katie motions that the PAC transfer funds reserved for the Emergency Preparedness to the school as they already collect funds from the Kindergarten families and do the majority of the buying. Mr. Bloch informed the PAC that there is an account the school has for things like this that do not come from the school budget.

Leah seconds this motion. All are in favor – Motion Passes.

Treasurer's reports attached.

## **Administrator Report: Lisa Van Dalfsen & Chuck Bloch**

September went very smoothly! There have been no issues with all the extra hand washing and other new hygiene implementations. With new revised COVID recommendations for staying home (one symptom okay, 2 or more stay home) there are now closer to 30 students away per day instead of the ~24% of the student body.

Currently there are 55 students registered for Kindergarten for September 2021.

Please remember not to park in the drop off lanes in the parking lot. It is okay to drive around if you cannot find a place to park on the first try. Parking in the drop off lanes can cause backups and delays. Be Careful, patient and courteous.

First hot lunch of the year happened on Friday October 16<sup>th</sup>. This went very smoothly and efficiently! Thank you! It was nice to see things getting back to "normal".

Early dismissal on October 29<sup>th</sup>. This is typically so teachers can have parent meetings. These will be run differently this year. Teachers will contact parents to provide more details as this can include options such as phone calls, teams meetings, emails or other options that work best individually. Interim reports should be coming home soon and may look different as well. With more time being spent outside and on more hygiene, there has been reduced academic contact.

Learning assistance teams are up and running!

Remembrance Day will be done in the classrooms, virtually and district wide this year. This will be hosted by one MC via Teams and will show clips of some schools laying wreaths or other events.

Pro-D days are as follows;

Friday October 23.

Monday November 16 for teachers to prepare assessments and report cards.

Friday November 27.

*Parent Question: Will there be any Pumpkin Patch field trips? There are none currently planned, but as long as it can be done safely they are permissible.*

### **Fundraising Report: Leah Shields**

Neufeld Farms sold over \$6000, making a profit of ~\$1100. Don't forget to pick up orders Saturday Oct. 31 at 10am.

Coupon Books is extended to the end of October. The profit so far is around \$600.

No Christmas market this year. Pancake breakfast may be done as a hot lunch this year? Looking into how that will work and also to see if Kiwanis is still interested in helping out this year.

Will also be looking into the possibility of adding a donation feature to the Munch-a-lunch page for the Salvation Army/Food Drive. PAC pays per transaction, so there would be details to be worked out.

Donating money goes a lot further than collecting food.

### **PHECSA Report: Kristie O'Hara**

AGM happened October 19<sup>th</sup>. There isn't a lot happening right now with current restrictions.

### **Hot Lunch Report: Karmen Sawracki**

Friday's hot lunch went really well and made \$306 profit.

Chopped Leaf is next on October 30<sup>th</sup>, followed by Shandhar Hut on November 13<sup>th</sup> and Jim's Pizza on November 26<sup>th</sup> (Thursday). Looking at White Spot as a possibility for December as well as Pancake day?

Only booking hot lunches a month at a time right now.

### **DPAC Report: Pam Fox**

One meeting so far. David Swankey is our school Rep and can be invited to attend our PAC meetings. DPAC is looking into hosting another PAC 101 information session as well as a Zoom information session to assist PACs.

They are working on updating the strategic plan which is expected to be a year-long project.

Foundational Assessment will be in Jan/Feb as opposed to Oct/Nov. This will give a better reflection of how things are going.

Next DPAC meeting to be held October 29<sup>th</sup> and will be their AGM.

We will be looking at getting DPAC meeting minutes posted to our website as well.

### **New Business: Nicole Griffith**

Mr. Bloch purchased a microphone to be used at PAC meetings so attendants on Zoom can hear the meetings better.

Pam motions the PAC reimburse Mr. Bloch \$53 for this. Jen seconds. All are in favor – Motion Passes.

There are a small amount of T-Shirts and Hoodies left over from the last order. Kristie motions we donate these to the school to give away to students. Pam seconds the motion. All are in favor – Motion Passes. Mr. Bloch, Kristie and Amanda to look into a new school clothing order.

Next PAC meeting will be held Tuesday November 17th at 7pm. A zoom link will be provided closer to this date.

Meeting adjourned at 8:20pm

**Promontory Heights Elementary School PAC - GENERAL**  
**Profit & Loss Budget Overview**  
 July 2020 through June 2021

8:17 PM

2020-10-17

Accrual Basis

	<u>Jul '20 - Jun 21</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
District PAC Grant	175.00
Hot Lunch Profits	2,500.00 <sup>2</sup>
Yearly Fundraising Profits	2,500.00 <sup>3</sup>
<b>Total Income</b>	<u>5,175.00</u>
<b>Gross Profit</b>	5,175.00
<b>Expense</b>	
BCCPAC Registration Fee	75.00
Breakfast Program Assistance	200.00
Fall & Spring Info Meeting/AGM	250.00
Freezies - Terry Fox Run	175.00
Grade 5 Luncheon Assistance	1,000.00
Misc Cost/Extra Program Request	1,200.00
Munch-A-Lunch Yearly Fee	350.00
Pancake Breakfast - GW Choir	75.00
PhotoCopy Charges	150.00
Santa Visit	250.00
Staff Appreciation Lunch	650.00 <sup>4</sup>
Yearly Technology Upgrade	800.00 <sup>5</sup>
<b>Total Expense</b>	<u>5,175.00</u>
<b>Net Ordinary Income</b>	<u>0.00</u>
<b>Net Income</b>	<u><u>0.00</u></u> <sup>1</sup>

8:17 PM

2020-10-17

Accrual Basis

**Promontory Heights Elementary School PAC - GENERAL**  
**Profit & Loss Budget Overview**  
July 2020 through June 2021

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1. Proposed Revised Budget for 20/21
2. Hot Lunch Profits reduced by 50% compared with previous years to be conservative
3. Fundraising Profits reduced by 50% compared with previous years as COVID places numerous restrictions with social distancing etc.
4. Staff Appreciation Lunch Expense added to budget, as PAC approves this every year, and has been discussed at numerous meetings.
5. Yearly Technology fee amount reduced from the previous \$3000 amount as this was all that is left. Hopefully income will be greater than estimated, and other expenses may not be utilized to their full amounts and we can move some funds to this later in the year.

**Promontory Heights PAC - Gaming  
Profit & Loss Budget Overview  
July 2020 through June 2021**

	<u>Jul '20 - Jun 21</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Gaming License/Raffle Events	0.00
Yearly Gaming Grant	12,280.00
<b>Total Income</b>	<u>12,280.00</u>
<b>Expense</b>	
200 Nights of Reading Prizes	350.00
Art Classes	2,000.00
Bank Fees	0.00
CSOPA Theatre Event	1,430.00 <sup>2</sup>
Field Trips- Bus Transportation	3,200.00 <sup>3</sup>
Grade 5 YearBook Assistance	500.00
Kindergarten Event	625.00
Kiwanis- Super Reader Prizes	250.00
Other	0.00
Outdoor PlaySpace Learning	500.00
Peer Leader Pizza Lunch	250.00
Scholarships - 2 x \$500	1,000.00
Student Planner Assistance	625.00
Teacher/Program Requests	1,200.00
Year End Certificates	100.00
Zumba Classes Grade 4/5	250.00
<b>Total Expense</b>	<u>12,280.00 <sup>1</sup></u>
<b>Net Ordinary Income</b>	0.00
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	0.00
<b>Total Other Income</b>	<u>0.00</u>
<b>Net Other Income</b>	<u>0.00</u>
<b>Net Income</b>	<u><u>0.00</u></u>

7:48 PM

2020-10-17

Accrual Basis

**Promontory Heights PAC - Gaming  
Profit & Loss Budget Overview  
July 2020 through June 2021**

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1. Proposed Revised Budget for Gaming Account with confirmed Gaming Grant Amount. We previously went with an estimate amount of \$13750, but since the schools expansion, and grade 6 being moved to middle school, school population numbers have lowered, and therefor our grant amount has decreased also.
2. CSOPA event amount lowered, this amount will give a subsidy amount of \$5 for 286 students. With COVID there will most likely not be an event, and based on last year, the full school was not able to attend.
3. Transportation Assistance lowered to reflect lower school population total. Last year \$3060 was used.

**Promontory Heights Elementary School PAC - GENERAL**  
**Profit & Loss Budget vs. Actual**  
 July through September 2020

2020-10-17

Accrual Basis

	Jul - Sep 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
District PAC Grant	0.00	175.00	-175.00 <sup>1</sup>
Hot Lunch Profits	0.00	2,500.00	-2,500.00
Yearly Fundraising Profits			
Coupon Book	290.00		
Yearly Fundraising Profits - Other	0.00	2,500.00	-2,500.00
<b>Total Yearly Fundraising Profits</b>	<b>290.00</b>	<b>2,500.00</b>	<b>-2,210.00</b>
<b>Total Income</b>	<b>290.00</b>	<b>5,175.00</b>	<b>-4,885.00</b>
<b>Gross Profit</b>	<b>290.00</b>	<b>5,175.00</b>	<b>-4,885.00</b>
<b>Expense</b>			
Bank Charges	5.70		
BCCPAC Registration Fee	75.00	75.00	0.00 <sup>2</sup>
Breakfast Program Assistance	0.00	200.00	-200.00
Fall & Spring Info Meeting/AGM	0.00	250.00	-250.00
Freezies - Terry Fox Run	0.00	175.00	-175.00
Grade 5 Luncheon Assistance	0.00	1,000.00	-1,000.00
Misc Cost/Extra Program Request	0.00	1,200.00	-1,200.00
Munch-A-Lunch Yearly Fee	336.00	350.00	-14.00 <sup>3</sup>
Pancake Breakfast - GW Choir	0.00	75.00	-75.00
PhotoCopy Charges	0.00	150.00	-150.00
Santa Visit	0.00	250.00	-250.00
Staff Appreciation Lunch	0.00	650.00	-650.00
Yearly Technology Upgrade	0.00	800.00	-800.00
<b>Total Expense</b>	<b>416.70</b>	<b>5,175.00</b>	<b>-4,758.30</b>
<b>Net Ordinary Income</b>	<b>-126.70</b>	<b>0.00</b>	<b>-126.70</b>
<b>Net Income</b>	<b>-126.70</b>	<b>0.00</b>	<b>-126.70</b> <sup>4</sup>



8:40 PM

2020-10-17

Accrual Basis

**Promontory Heights Elementary School PAC - GENERAL**  
**Profit & Loss Budget vs. Actual**  
**July through September 2020**

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1. Grant Not Recieved yet
2. PAC Membership Fee Paid August 31
3. MAL Yearly Fee under budget and cheque mailing Sept 15
4. Available balance in the account is \$17797.45 at Sept 30 2020. PAC has not recieved an invoice for our portion of the hillside playground. There is also \$2064.87 of e-prop money that I would like to transfer to the school, as they also collect the money from the K's every year.

**Promontory Heights PAC - Gaming  
Profit & Loss Budget vs. Actual  
July through September 2020**

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Yearly Gaming Grant	0.00	12,280.00	-12,280.00
<b>Total Income</b>	<u>0.00</u>	<u>12,280.00</u>	<u>-12,280.00</u> <sup>1</sup>
<b>Expense</b>			
200 Nights of Reading Prizes	0.00	350.00	-350.00
Art Classes	0.00	2,000.00	-2,000.00
CSOPA Theatre Event	0.00	1,430.00	-1,430.00
Field Trips- Bus Transportation	0.00	3,200.00	-3,200.00
Grade 5 YearBook Assistance	0.00	500.00	-500.00
Kindergarten Event	0.00	625.00	-625.00
Kiwans- Super Reader Prizes	0.00	250.00	-250.00
Outdoor PlaySpace Learning	0.00	500.00	-500.00
Peer Leader Pizza Lunch	0.00	250.00	-250.00
Scholarships - 2 x \$500	0.00	1,000.00	-1,000.00
Student Planner Assistance	0.00	625.00	-625.00
Teacher/Program Requests	0.00	1,200.00	-1,200.00
Year End Certificates	0.00	100.00	-100.00
Zumba Classes Grade 4/5	0.00	250.00	-250.00
<b>Total Expense</b>	<u>0.00</u>	<u>12,280.00</u>	<u>-12,280.00</u> <sup>2</sup>
<b>Net Ordinary Income</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u> <sup>3</sup>

7:55 PM

2020-10-17

Accrual Basis

**Promontory Heights PAC - Gaming  
Profit & Loss Budget vs. Actual  
July through September 2020**

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1. Gaming Grant not recieved until Oct 14 2020
2. No expenses from the current school year were paid out in September
3. Balance of Gaming Account is \$706.05 at Sept 30 2020, \$500 of which is reserved for one of the scholarship winners from 2019/2020 school year.