

# Minutes for Promontory Elementary PAC

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**Location:** Meeting held virtually on Zoom

**Date:** November 17, 2020

**Time:** 7:00 pm

**Attendees:** Melissa Benz, Amanda Gervais, Pam Fox, Kristie O'Hara, Leah Burns, Lisa Vandalfsen, Doug Isaac, Nathan O'Hara, Chuck Bloch, Simi Hana, Karmen Sawracki, Steve, Leah Shields, Courtney, Katie McNulty, Apple Gao, Melissa Brink, Jennifer Allen, Laura Knezetic

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Meeting called to order at 7:06pm.

Motion to approve the agenda was adopted by Melissa, seconded by Pam. All in favor – Motion Passes.

Motion to approve the minutes from last month was adopted by Kristie, seconded by Leah. All in favor – Motion Passes.

## **Principal's Report: Lisa Van Dalfsen & Chuck Bloch**

The last Pro-D day focused on report cards/assessments. Report cards will be done by teachers over the next few weeks to be given to the Principal and Vice Principal to read over before coming home with students.

Next Pro-D day to be focused on being stewards in the community

Food drive this year will hope to raise more funds than food as the Salvation Army has more buying power. Food will of course still be accepted. Looking into adding a donation option to the Munch-a-lunch site to make raising money easier for families.

T-shirt and hoodie sales went well.

Popcorn sales are under way and all safety protocols are being followed to keep everyone safe.

Positions available at the school include: Noon supervisor, grade 2 (40%), grade 5 (temporary F/T)

Everyone is being extra vigilant with Covid-19 protocols.

PHECSA is cleaning out their storage bin soon which is held off-site. Leah has asked if she can come along for this as there may be PAC items. Chuck asking about this. Their main source of income right now is Panther Pen, which is still running.

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

Gaming grant was deposited October 14<sup>th</sup>.

District grant not received yet.

Fundraising totals: Coupon Book = \$517.60

Neufeld Farms = \$790.57

Emergency Prep balance was transferred to the school as voted on last month.

PAC paid \$38.34 for the microphone as voted on last month.

There is still an outstanding balance to be paid for the playground. We are still waiting for the total but not pushing to receive it.

## **Fundraising Report: Leah Shields**

PAC will be taking over the Mabels Labels Fundraiser. Details still being worked out, but it will be a year-long fundraiser that will be done through their website and Promontory Elementary will receive a percentage of the sales when our school is chosen upon ordering.

### **Hot Lunch Report: Karmen Sawracki and Kristie O'Hara**

Chopped Leaf raised \$214 and Shandhar Hut raised \$220.

November 26<sup>th</sup> will be Jim's Pizza, December 11<sup>th</sup> will be White Spot and Pancake Lunch will be on December 18<sup>th</sup> and looking to be provided by McDonald's.

So far everything is running very smoothly. Staff have been very helpful which is helping with reducing the number of volunteers needed from outside of the school.

If the McDonald's pancake lunch goes well we may look into using them for Hot Lunch in the new year.

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

Dan Coulter is resigning from School Board as he is now an MLA. They will now hold a by-election for new chairperson position.

Last DPAC meeting was their AGM. New positions are as follows;

Chair: Michelle McGrath

Vice Chair: Diane Braun

Treasurer: Heather Attridge

Secretary: Jessica Clarke

BCCPAC: Alicia Fleetham

Members at large: Elizabeth Beacom and Meghan Reid

### **New Business:**

As Santa usually visits our school during pancake day to pass out candy canes and oranges, are we able to somehow do this virtually? Pam knows a Santa and will look into having him pre-record a message that can be played to the classes. There is money allocated in the budget that can be used toward this.

Leah is looking into booking a magician to do a presentation as an option for next year.

### **Requests:**

Jennifer Jones (Learning Assistance Teacher) has requested 1 or 2 dedicated computers/laptops for the LAs and EAs to be able to use. The brand purchased through the district (for security and updating purposes) costs \$1200 including tax.

Kristie motions we use \$800 from the Tech budget, plus \$75 from the GW Choir (which will likely not happen), plus \$250 from the AGM budget and the remainder from the Teacher Request budget to purchase ONE new laptop for this request. Leah seconds this motion. All are in favor – Motion Passes.

Next PAC meeting will be held Monday December 14<sup>th</sup> at 7pm. A zoom link will be provided closer to this date.

Meeting adjourned at 8:10pm

## Promontory Heights Elementary School PAC - GENERAL

2020-11-12

## Profit &amp; Loss Budget vs. Actual

Accrual Basis

July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
District PAC Grant	0.00	175.00	-175.00 <sup>1</sup>
Emergency Prep. Money	0.00	0.00	0.00
Grade 5 Hoodies	0.00	0.00	0.00
Hot Lunch Profits	3,790.50	2,500.00 <sup>2</sup>	1,290.50
Planter Boxes	0.00	0.00	0.00
Spring Fun Fair Profits	0.00	0.00	0.00
Yearly Fundraising Profits			
Coupon Book	1,290.00 <sup>3</sup>		
Neufeld	6,054.00 <sup>4</sup>		
Yearly Fundraising Profits - Other	0.00	2,500.00	-2,500.00
<b>Total Yearly Fundraising Profits</b>	<b>7,344.00</b>	<b>2,500.00</b>	<b>4,844.00</b>
<b>Total Income</b>	<b>11,134.50</b>	<b>5,175.00</b>	<b>5,959.50</b>
<b>Gross Profit</b>	<b>11,134.50</b>	<b>5,175.00</b>	<b>5,959.50</b>
<b>Expense</b>			
Bank Charges	5.70		
BCCPAC Registration Fee	75.00	75.00	0.00
Breakfast Program Assistance	0.00	200.00	-200.00
Emergency Prep.	2,064.87 <sup>5</sup>	0.00	2,064.87
Fall & Spring Info Meeting/AGM	0.00	250.00	-250.00
Freezies - Terry Fox Run	0.00	175.00	-175.00
Fundraising Expenses			
Neufeld	5,019.00		
<b>Total Fundraising Expenses</b>	<b>5,019.00</b>		
Gaga Pit	0.00	0.00	0.00
Grade 5 Hoodies Expense	0.00	0.00	0.00
Grade 5 Luncheon Assistance	0.00	1,000.00	-1,000.00
Hot Lunch Expense	3,083.90	0.00	3,083.90
MAL Fees	634.54		
Misc Cost/Extra Program Request	38.34 <sup>6</sup>	1,200.00	-1,161.66
Munch-A-Lunch Yearly Fee	336.00	350.00	-14.00
Pancake Breakfast - GW Choir	0.00	75.00	-75.00
PhotoCopy Charges	0.00	150.00	-150.00
Planter Box Expense	0.00	0.00	0.00
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>11,257.35</b>	<b>5,175.00</b>	<b>6,082.35</b>
<b>Net Ordinary Income</b>	<b>-122.85</b>	<b>0.00</b>	<b>-122.85</b>
<b>Net Income</b>	<b>-122.85 <sup>7</sup></b>	<b>0.00</b>	<b>-122.85</b>

Promontory Heights Elementary School PAC - GENERAL

2020-11-12

Profit & Loss Budget vs. Actual

Accrual Basis

July through October 2020

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1. District PAC Grant not yet recieved
2. Jim's Pizza + Chopped Leaf were run in October
3. Coupon Book Fundraiser completed with \$517.60 profit
4. Neufeld Fundraiser Completed with \$790.57 profit
5. E-Prep Money Transferred to the school as per vote at October meeting
6. Microphone Expense for online meetings paid as approved at October meeting. Mr. Bloch was able to get this on sale and came below the \$54 approved vote.
7. Balance of Account at October 31st is \$27987.26  
Cheques not cashed:  
\$1545.75 to Jim's Pizza  
\$1518.00 to Chopped Leaf  
\$2064.87 to Promontory Elementary for E-prep money transfer  
\$38.34 for Microphone purchase  
\$5019.00 to Neufeld Farms  
Available Balance in account is \$17801.30, PAC still needs to be invoiced for our share of the Hillside Playground Expenses.

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

	Jul - Oct 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Gaming License/Raffle Events	0.00	0.00	0.00
Yearly Gaming Grant	12,280.00	12,280.00 <sup>1</sup>	0.00
<b>Total Income</b>	12,280.00	12,280.00	0.00
<b>Expense</b>			
200 Nights of Reading Prizes	0.00	350.00	-350.00
Art Classes	0.00	2,000.00	-2,000.00
Bank Fees	0.00	0.00	0.00
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
Kiwanis- Super Reader Prizes	0.00	250.00	-250.00
Other	0.00	0.00	0.00
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	495.00	625.00	-130.00 <sup>2</sup>
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>	495.00	12,280.00	-11,785.00
<b>Net Ordinary Income</b>	11,785.00	0.00	11,785.00
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Interest Income	0.00	0.00	0.00
<b>Total Other Income</b>	0.00	0.00	0.00
<b>Net Other Income</b>	0.00	0.00	0.00
<b>Net Income</b>	<b>11,785.00</b>	<b>0.00</b>	<b>11,785.00<sup>3</sup></b>

7:08 PM

2020-11-12

Accrual Basis

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

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1. Gaming Grant Recieved by Direct Deposit Oct 14 2020
2. Student Planner Assistance Paid Out Under Budget
3. Balance of Gaming Account at Oct 31 2020 is \$12986.05.  
Planner Cheque #536 for \$495.00 is still outstanding  
Scholarship for student from 2019/2020 for \$500 has not been claimed (has 2 years to claim)  
Available funds = \$11991.05