

Minutes for Promontory Elementary PAC

Location: Meeting held virtually on Zoom

Date: January 19, 2021

Time: 7:00 pm

Attendees: Melissa Benz, Chuck Bloch, Nicole Griffith, Kristie O'Hara, Lisa VanDalfsen, Amanda Gervais, Karmen Sawracki, Leah Shields, Pam Fox, Jen Allen and Katie McNulty.

Meeting called to order at 7:02pm.

Motion to approve the agenda was adopted by Amanda Gervais and seconded by Kristie O'Hara. All in favor – Motion Carries.

Motion to approve the minutes from last month was adopted by Nicole Griffith seconded by Kristie O'Hara. All in favor – Motion Carries.

Principal's Report: Chuck Bloch & Lisa Van Dalfsen

-Covid Update: Over the last couple of weeks attendance has been similar to this time of year pre-covid. Thank you to parents for co-operating with keeping students home when feeling unwell. There will be a Covid Protocol Audit happening at Promontory to ensure everything is going well.

-Two EA positions will be posted for September due to retirements. Positions will be filled temporarily until then.

-Middle School Transitions meeting with MSMS last week (Admins). Virtual Visit will take place February 10th followed by a Q&A with students. Virtual Parent Meeting to take place March 4th. In person events such as Gym Blast are not likely to take place this year, however the WEB (Where Everyone Belongs) orientation may. There is an Articulation Process where each individual student is talked about with the grade 6 teachers before moving in to middle school. There may be extra meeting for students who require extra support.

-Kindergarten Ready Set Learn will not take place as a large group activity this year. There will be a Welcome video in Feb/March with a tour of the school and staff introductions. In May a booklet should be sent out with games and activities, followed by a Parent Q&A in June. Kindergarten Learning Screening Test (KLST) and Gradual Entry as per norm in September.

-FSA Assessment previously set for January will now happen at a later date.

Treasurer's Report: Katie McNulty

-No change in Gaming account since last report.

-There are still 2 cheques to cash from General account. \$792 for Salvation Army and \$5000 voted on at December meeting for Playground.

Fundraising Report: Leah Shields

-Mabels Labels. This will run via their website and not on Munch-A-Lunch, so no extra fees. Will run for the remainder of the year and we will try to have more reminders go out in Newsletters.

-Tulip Fundraiser in Spring previous years. Cancelled last year due to Covid-19 and will not run this year. Possibly looking to do West Coast Seeds for next year and this year if we are not too late to get started.

-Possibly run a Neufeld Farms Order for before Spring Break if dates available that will work.

PHECSA Report: Kristie O'Hara

- PHECSA agreed to pay the remaining \$8000 on the Playground!
- They will pay \$700 for new popcorn machine with the condition that they can use it as needed.
- They've done Flower Basket through Little Mountain Greenhouse sales in the past with much success and can pass along info if we are interested.

Hot Lunch Report: Karmen Sawracki

- \$332 Profit on Jim's Pizza
- Next Hot Lunch dates are; Shandhar Hut February 5th and Jim's Pizza February 18th

DPAC Report: Pam Fox

- Meeting consisted of discussing Strategic Plan.

Spirit Committee Report: Amanda Gervais:

-Members so far include Amanda Gervais and Melissa Benz, and the purpose is to help plan safe and fun events at the school to boost spirit especially throughout the winter months. More members welcome!! Some ideas so far include Monthly Spirit Events such as Wacky Hair Day, Inside-Out Day, Tacky Dress Day, etc.. Perhaps have a class or group of students be responsible to count participating students per class and offer a points-based reward system? Other ideas include holding another Virtual Talent show, Piggy-backing on the One-Book One-District event and looking into a Sports-Day type activity depending on Covid restrictions at the time.

There will be Candy-Grams sold on Munch-A-Lunch for Valentine's Day. This is not meant as a fundraiser but to raise spirits and generate excitement. Students who purchase a Candy-Gram will have their tags delivered to them in their classrooms to fill out for the intended recipient, and will then be collected and put on their Candy-Gram to be delivered to the person of their choosing. These tags are not to leave the classrooms

-Wacky Hair Day will take place on Friday January 29th.

-Should there be a prize structure, possibly use gaming funds not being used for cancelled events for this.

Requests:

Kristie motions that we spend the remaining \$5000 raised for the playground so it is paid in full. Leah seconds this motion. All are in favor – Motion carries.

Next PAC meeting will be held Tuesday February 16th at 7pm. A zoom link will be provided closer to this date.

Meeting adjourned at 8:12pm

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

| | Jul - Dec 20 | Budget | \$ Over Budget |
|---------------------------------|------------------|-------------|------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Gaming License/Raffle Events | 0.00 | 0.00 | 0.00 |
| Yearly Gaming Grant | 12,280.00 | 12,280.00 | 0.00 |
| Total Income | 12,280.00 | 12,280.00 | 0.00 |
| Expense | | | |
| 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 |
| 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 |
| Total Expense | 495.00 | 12,280.00 | -11,785.00 |
| Net Ordinary Income | 11,785.00 | 0.00 | 11,785.00 |
| Other Income/Expense | | | |
| Other Income | | | |
| Interest Income | 0.00 | 0.00 | 0.00 |
| Total Other Income | 0.00 | 0.00 | 0.00 |
| Net Other Income | 0.00 | 0.00 | 0.00 |
| Net Income | 11,785.00 | 0.00 | 11,785.00 |

6:11 PM

2021-01-16

Accrual Basis

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

1. No change from last months report.
Balance at Dec 31 2020 = \$12491.05

Promontory Heights Elementary School PAC - GENERAL

2021-01-16

Profit & Loss Budget vs. Actual

Accrual Basis

July through December 2020

| | Jul - Dec 20 | Budget | \$ Over Budget |
|-----------------------------------------|-----------------------|-----------------|-----------------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| District PAC Grant | 175.00 | 175.00 | 0.00 ¹ |
| Emergency Prep. Money | 0.00 | 0.00 | 0.00 |
| Grade 5 Hoodies | 0.00 | 0.00 | 0.00 |
| Hot Lunch Profits | 11,694.35 | 2,500.00 | 9,194.35 ² |
| Planter Boxes | 0.00 | 0.00 | 0.00 |
| Spring Fun Fair Profits | 0.00 | 0.00 | 0.00 |
| Yearly Fundraising Profits | | | |
| Coupon Book | 1,370.00 | | |
| Neufeld | 6,054.00 | | |
| Spirit Wear | 5,259.00 | | |
| Yearly Fundraising Profits - Other | 0.00 | 2,500.00 | -2,500.00 |
| Total Yearly Fundraising Profits | 12,683.00 | 2,500.00 | 10,183.00 |
| Total Income | 24,552.35 | 5,175.00 | 19,377.35 |
| Gross Profit | 24,552.35 | 5,175.00 | 19,377.35 |
| Expense | | | |
| 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 | 0.00 | 2,064.87 |
| Fall & Spring Info Meeting/AGM | 200.00 | 250.00 | -50.00 |
| Freezies - Terry Fox Run | 175.00 | 175.00 | 0.00 |
| Fundraising Expenses | | | |
| Coupon Books | 722.40 | | |
| Neufeld | 5,019.00 | | |
| Spirit Wear | 5,098.42 | | |
| Total Fundraising Expenses | 10,839.82 | | |
| 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 | 9,459.50 | 0.00 | 9,459.50 |
| MAL Fees | 1,055.91 ³ | | |
| Misc Cost/Extra Program Request | 66.22 | 1,200.00 | -1,133.78 |
| 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 | 800.00 | 800.00 | 0.00 |
| Total Expense | 25,078.02 | 5,175.00 | 19,903.02 |
| Net Ordinary Income | -525.67 | 0.00 | -525.67 |
| Other Income/Expense | | | |
| Other Income | | | |
| Misc | -95.00 | | |
| Total Other Income | -95.00 | | |
| Net Other Income | -95.00 | 0.00 | -95.00 |
| Net Income | -620.67 | 0.00 | -620.67 ⁴ |

12:39 PM

Promontory Heights Elementary School PAC - GENERAL

2021-01-16

Profit & Loss Budget vs. Actual

Accrual Basis

July through December 2020

1. PAC Grant recieved
2. White Spot and McDonalds were put on in December.
3. Salvation Army donations were run through MAL, and fee's were taken out of Hot Lunch profits so that the full donation amount of \$792 was sent in. I believe that was only \$8.63, as most donations were combined with hot lunch orders.
4. Balance at Dec 31 2020 = \$18095.48
Cheques to be cashed
\$792 to Salvation Army
\$5000 to Promontory Elementary for Playground as per last meeting approval

Availabale Balance = \$12303.48