

Minutes for Promontory Elementary PAC

Location: Held Virtually via Zoom

Date: September 21, 2021

Time: 7:00 pm

Attendees: Melissa Benz, Chuck Bloch, Scott, Leah Shields, Lisa VanDalfsen, Amanda Gervais, Rebecca Brennan, Kristie O'Hara, Allison, Amanda, Jasmine Stromkins, Ester Maloney, Lisa B., Katie McNulty, Jen Allen, Amanda Esau, Kimberley, Katherine Holt, Karmen Sawracki, Melissa Brink, Joanness, Janna, Nicole Griffith.

Meeting called to order at 7:04 pm by Jen Allen.

Agenda was adopted by Leah Shields, Melissa Benz seconds. All in favor – Motion Carries.

Minutes were adopted by Kristie O'Hara, Jen Allen seconds. All in favor – Motion Carries.

Administrator Report: Lisa VanDalfsen

-New garden bed added behind gym. Some of the "shrubbery" has been removed making more garden space as well.

-Covid update: Fraser Health (FH) tells admin what they can and cannot divulge to parents. Currently there are 2 classes in isolation. Unable to share number of positive cases as the numbers given officially by FH can change or not be accurate as FH contacts families directly. It was FH who told the 2 classes to isolate, not the school.)

Q: "Are there any online options for students who need to self-isolate?"

A: "Teachers are doing all they can to ensure students stay on track."

-With current safety protocols volunteers *are* allowed in the school. Promontory is however putting a hold on this right now due to the current Covid situation. Once this is allowed again, please be sure to have a valid criminal record check on file in the office. Forms can be obtained from the office staff and it is free to have done.

-Enrollment is at capacity right now and there is a waitlist.

-New school catchment discussions are happening now for the K-8 Stitó:s Lá:lém totí:lt Elementary / Middle School. Some of the Promontory Community may be affected by this new catchment.

Fundraising Report: Leah Shields

-Mabels Labels fundraiser will run throughout the year.

-Coupon Books are being sold now through to October 8th. So far approximately \$300 has been raised.

-Neufeld Farms will start October 12th with pick up scheduled for Saturday November 6th at 2pm.

Hot Lunch Report: Kristie O'Hara

-So far lunches are booked up to Christmas and the first 2 are live on the Munch-A-Lunch (MAL) website.

October 1: Jim's Pizza October 15: Chopped Leaf

October 29: White Spot November will have Jim's Pizza and SinAmen Bun Co.

December will have Shandhar Hut and a Pancake Breakfast or Lunch (TBD)

-Lunches are always individually packaged from the vendor and are therefore not handled at the school. Masks and gloves are worn at all times and dropped at the classrooms for the teachers to distribute to students. Food is dropped off at the school or picked up at the vendor so no outside people are coming in to the school. If a lunch gets cancelled due to Covid, the hot lunch team will try to postpone your order or give MAL credits. Refunds can be done but it takes time and can only be done in the form of a cheque.

-Popcorn Tuesdays begin again end of September.

-There is always a lunch available for any student who needs one!

PHECSA Report: Kristie O'Hara

- First meeting scheduled for September 20th.
- Panther pen has 5 new staff members and is full. There is a waitlist.
- Lots of new programs are starting up and they will be following any and all current Covid protocols.
https://phecsa.ca/pdf/Fall_2021_Flyer.pdf
- PHECSA made a donation toward the Meet the Teacher night which has been postponed.
- Would like to set up a meeting between Promontory Elementary, PAC, PHECSA, School Board and City to discuss and plan an outdoor learning space.

DPAC Report: Amanda Gervais

- First meeting scheduled for tomorrow (September 22nd).
- Amanda asked if there is anyone else who would like to take over this position and Kimberly Gladstone expressed interest. Kimberly is currently the DPAC rep for another school and will ask if it is possible to represent two schools.

Communication/Spirit: Amanda Gervais

- Facebook updates to continue.
- Looking at options to have families swap Panther gear that students have outgrown. Maybe use facebook group?
- Remember to wear your Promontory clothing/colors on Fridays.
- Will start another shirt/hoodie sale for this year.

Treasurer's Report: Katie McNulty

- Reports will be ready to post tomorrow.
- Starting balances for the year are:
 - +General account = \$2100.00
 - +Gaming account = \$12,491.00
- Typically receive gaming grant in October. Once we have the final totals when grant is received we can prepare a budget for the year.

New Business: Nicole Griffith

- Teachers have been working on putting together a proposal for tools to be used in the new garden beds. Jen Allen motions that the PAC give \$300 from the Gaming Account to be used to purchase garden equipment and setup. Nicole Griffith seconds the motion. All are in favor – Motion carries.

Next PAC meeting will be held Tuesday October 19 at 7pm. A zoom link will be provided closer to this date.

Meeting adjourned at 8:22 pm

Promontory Heights Elementary School PAC - GENERAL

2021-09-21

Profit & Loss Budget vs. Actual

Accrual Basis

July through August 2021

	Jul - Aug 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
District PAC Grant	0.00	175.00	-175.00
Grade 5 Hoodies	0.00	0.00	0.00
Hot Lunch Profits	0.00	2,500.00	-2,500.00
Yearly Fundraising Profits			
Coupon Book	0.00	0.00	0.00
Neufeld	0.00	0.00	0.00
Pancake Breakfast	0.00	0.00	0.00
Spirit Wear	0.00	0.00	0.00
Yearly Fundraising Profits - Other	0.00	2,500.00	-2,500.00
Total Yearly Fundraising Profits	0.00	2,500.00	-2,500.00
Total Income	0.00	5,175.00	-5,175.00
Gross Profit	0.00	5,175.00	-5,175.00
Expense			
Bank Charges	0.00	0.00	0.00
BCCPAC Registration Fee	0.00	75.00	-75.00
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
MAL Fees	0.00	0.00	0.00
Misc Cost/Extra Program Request	0.00	1,200.00	-1,200.00
Munch-A-Lunch Yearly Fee	0.00	350.00	-350.00
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
Total Expense	0.00	5,175.00	-5,175.00
Net Ordinary Income	0.00	0.00	0.00
Other Income/Expense			
Other Income			
Interest	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	0.00	0.00	0.00

6:56 PM

Promontory Heights Elementary School PAC - GENERAL

2021-09-21

Profit & Loss Budget vs. Actual

Accrual Basis

July through August 2021

1. Starting Balance = 2150.56

Promontory Heights PAC - Gaming
Profit & Loss Budget vs. Actual
 July through August 2021

	Jul - Aug 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Yearly Gaming Grant	0.00	12,280.00	-12,280.00
Total Income	0.00	12,280.00	-12,280.00 ¹
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	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
Total Expense	0.00	12,280.00	-12,280.00
Net Ordinary Income	0.00	0.00	0.00
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	0.00	0.00	0.00 ²

6:37 PM

2021-09-21

Accrual Basis

**Promontory Heights PAC - Gaming
Profit & Loss Budget vs. Actual
July through August 2021**

1. Current budget based on amount recieved from Gaming Grant last year. Grant usually recieved in October

2. Balance to start year = \$12491.05
Minimal funds used last year, we have 3 years to use gaming grant funds.