

# Minutes for Promontory Elementary PAC

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**Location:** Promontory Elementary Library

**Date:** Oct 22<sup>nd</sup>, 2024

**Time:** 19:00 hrs

**Attendees:** Kim Kass (Principal), Justin Moore (Vice-Principal), Ashley Durance (Chair), Christina High (Secretary), Karmen Sawracki (Hot Lunch), Bronwyn Wilson (Fundraising), Sophie Chaparon, Esther Maloney.

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Meeting called to order at 19:01 by Ashley Durance. Ashley Durance motions to adopt the agenda as presented. Karmen Sawracki Seconds. All are in favour – motion carries. Bronwyn Wilson motions to adopt the minutes from Sept 2024 meeting as presented. Karmen Sawracki seconds the motion. All are in favour – motion carries.

Introductions follow.

## **Principal/Vice Principal's Report: Kim Kass & Justin Moore**

- Terry Fox donation total \$1,506.00
- After school soccer and cross country running finished
- 3 student teachers: Mr. MacCarron, Ms. Engels, Mrs. Whitney
- FSA's are under way

### *Enrolment and Staff Update*

- Nearly full. 591 students enrolled
- Staffing:
  - o Grade 5 (Mrs. Van Santen's maternity leave): POSTED 2<sup>nd</sup> round
  - o Resource teacher POSTED
  - o Indigenous EA: Mr. Parks
  - o Grade 1 posting: 2<sup>nd</sup> round
  - o CYCW: Mrs. Steegstra returns Oct 25<sup>th</sup>
- Supervisory Assistance:
  - o 2 permanent positions filled
- Educational Assistants:
  - o 14 Educational Assistants
  - o In process of hiring 3 permanent positions
  - o District EA shuffle Nov 5<sup>th</sup>

### *Parking Lot*

- Reminder info posted to website
- Highlighted in newsletter

### *Christmas / Winter Presentation*

- Grades 1-3 and separate night for Kindergarten classes
- Separate night for Kindergarten classes Dec 17<sup>th</sup>
- Primary Dec 10<sup>th</sup> and 11<sup>th</sup>

### *Fundraising Request Updates*

- Upright flag: Looking into it
- Grade 1 school field trip

### **Treasurer's Report: Lisa Brine**

- Outstanding expenditures out of general account:
  - o Munch a Lunch \$10,297.27 (the amount is the current vender cost for orders received up to Oct 18<sup>th</sup>)
  - o Sensory Room from cash to spend \$2,300.00
  - o Sports Flag from cash to spend \$200.00
- Outstanding expenditures out of Gaming Account:
  - o Sensory Room \$700.00
- Outstanding Cheques:
  - o Coupon books \$1,117.50
  - o Jim's Pizza \$2,194.00

### **Teacher Requests: Ashley Durance/School Admin**

- Grade 1-3 reptile guy 45 min presentations x10 classes. Pay upon presentation \$348.30 from gaming. Esther Maloney motions. Bronwyn Wilson seconds. Motion passed

### **Fundraising Report: Bronwyn Wilson**

- Coupon books earned \$1,117.50
- Maple's Labels earned \$104.70
- Market Tables earned \$1,400.00
- Purdy's Chocolates opened. Closes Nov 24<sup>th</sup>. Delivery Dec 6<sup>th</sup>
- Neufeld's opens Oct 25<sup>th</sup>. Closes Nov 12<sup>th</sup>. Delivery Nov 22<sup>nd</sup> at 16:00 hrs
- Art Cards for Kids dropped off. Order link pending when uploaded
- No family photos with Made the Grade (too busy but may do spring)
- Mitchell's Soup coming (35% return, \$10.99/soup and all online) Jan 20<sup>th</sup> to Feb 17<sup>th</sup>
- Working on Excel Martial Arts classes, then sell cards (\$30.00 each) for 1 month of instruction

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

- Orders now open
- Jim's Pizza: \$207.64
- Booster Juice Oct 24<sup>th</sup>: \$277.74

### **PHECSA Report: Leah Shields**

- No report

### **DPAC Report: Nicole Esau**

- Peg Janice- The Secret Pocket
- Education about policy and procedures
- Nicole Esau voted in favour (no hate in our schools) letter

## **New Business: Ashley Durance**

- Christmas market tables (28) close being filled
- Table for Bear Wear at Christmas Market
- Esther got donations for silent auction
- Email sent to staff and parent for donations to Christmas Market
- Tim Horton's will donate donuts and muffins for Christmas Market
- 2025 school pictures volunteer request
- PAC, Mr. Moore and Mrs. Kass will look into storage bin(s) for PAC
- Kim Kass suggested flip top tables for Maker Space (10-12 tables)
- Kim Kass suggested laptop for PAC
- Ashley motioned to explore move of accounts from Envision to a non-Credit Union option. Second by Esther Maloney. Motion passes

**Next PAC meeting will be held Tuesday, December 3<sup>rd</sup> at 19:00 in the library.  
Meeting adjourned at 20:07 hours**

**DRAFT**