

# Minutes for Promontory Elementary School PAC

**Location:** Promontory Elementary School Meeting Room

**Date:** November 25, 2025

**Time:** 19:00 hrs

**Attendance:** Lindsay Nelson (Chair), Halyna Burkin (Vice Chair), Helen Plummer (Interim Principal), Lisa Brine (Treasurer), Amy Bogard (Secretary), Bronwyn Wilson (Fundraising), Kristina Bedie (Fundraising), Karmen Sawracki (Hot Lunch), Vantina Luie (DPAC Rep), Lyndsay Penney, Esther Maloney, Shalynn Smith, Danielle Dina

- Meeting called to order at 19:00 by Lindsay.
- Lindsay motions to adopt the minutes from October meeting as presented. Karmen seconds the motion. All are in favour – motion carries.

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## **Principal/Vice Principal's Report: Helen Plummer (19:02)**

- Remembrance Day
  - o Assembly a bit long, but students did well
  - o Wreath refresh happening. Adrian and Kyle have volunteered to make wooden wreaths with maple leaf bases. Students will attach their artwork to these reusable wreaths
- Lock Down preparedness
  - o All rooms have inside windows that makes it tricky to be in the classroom unseen if a lock down was to occur
  - o Drill on December 3 after recess (around 11). Notice will be sent to parents, so they are aware and don't come to pick up child during drill.
  - o Shower curtains were purchased and distributed to all classes. Also purchased magnets (for metal frames) and command strips (for wooden frames in new wing) to attach shower curtains.
  - o Budget drop hasn't happened, should happen by next meeting, can PAC cover the cost of these supplies
  - o Motion by Lisa to use \$700 out of Cash to Spend to cover the cost of Lock Down supplies. Second by Bronwyn. All in favour. Motion passed
  - o Emergency Bin was checked and it was noted that it hasn't been updated in a while. Esther confirmed it was updated by admin and a few PAC volunteers in 2021. Previously this has not been a PAC job due to liability. Admin will follow up in the new year and create a committee with a PAC rep (Lyndsay Penney volunteers) to update the Emergency supplies
- Dave Manuel was at school Nov 24<sup>th</sup>. Talked to staff, PAC and community about qualities the school needs in the next administration team.
  - o Interviews for admin are happening this week
  - o Should know successful candidate week of December 9
- Parking Lot!!
  - o Admin is doing their best job to move people through the thru lane to keep traffic moving. Raini makes this a lot more challenging
  - o Suggestions made
    - Share a map of neighbourhood with walkway paths marked. May help alleviate some congestion in the parking lot
    - Encourage a walking group (like the bike bus idea seen on social media)
  - o A wagon was purchased to move cones. Also purchased some "green child" signs to help drivers see the crosswalk and keep students and volunteers safe
- Report Cards go home last week before the Winter Break. Target date is Dec 17
- December is almost here! The month will fly, lots of things planned
  - o Deck your doors
  - o Spirit Fridays
    - 5<sup>th</sup> – holiday hat or hair
    - 12<sup>th</sup> – Festive sweaters

- 19<sup>th</sup> – winter jammies
- Winter concerts
  - intermediates Dec 10<sup>th</sup> and 11<sup>th</sup>
  - kindergartens Dec 16
- Pancake breakfast Dec 17<sup>th</sup>

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#### **Treasurer's Report: Lisa Brine (19:21)**

- Withdrawals
  - Field trip transportation cheque
  - iPad purchase
  - Egg hatching
  - Freezie Friday costs
- Deposits
  - PAC grand \$175
  - Hot lunch
  - Fundraising

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#### **Fundraising Report: Bronwyn Wilson (19:22)**

- Fall photos
  - 1 no show (no refunds)
  - 1 double booking
  - All photos booked up quickly (through Munch-a-Lunch)
  - Profit - \$578.10
- Art cards
  - Picking up products Nov 26
  - Profit – approximately \$1500
- Purdy's
  - Currently running, ends on Friday Nov 28
  - Current profit - \$1000
- Mitchel's Soup set to run in February
- Bake Sale
  - Dec 10 – Grade 5 parents will run as a grade 5 fundraiser (same day as Stitos Band Concert, this has happened in the past. Maybe something to consider in the future as we feed into Stitos)
  - Dec 11 – PAC parents will run as a fundraiser for more iPads
  - Need baking (flyer will be shared out next week)
- Request put in to Trans Mountain for \$5000 for addition iPads haven't heard if we received it yet. If not will apply again in the new year

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#### **DPAC Report Vantina Luie (19:28)**

- No report

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#### **Hot Lunch Report: Karmen Sawracki (19:28)**

- Booster Juice \$373.49
- Taco del Mar \$255.26
- SinAmen Bun Co \$359.12
- Upcoming – Shandhar Hut (Dec 5) Jim's Pizza (Dec 19)

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#### **PHECSA Report:**

- No report

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#### **Teacher Requests:**

- None

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#### **New Business:**

- Pancake Breakfast – Esther Maloney (19:29)
  - Date – Dec 17<sup>th</sup>
  - Promontory Community Church Volunteers will come at 7:30 (9 in total, all have criminal record checks completed)

- Pancakes are pre-cooked, just need to warm up (will connect with families with allergies to share the ingredient list)
- Each child will receive 2 pancakes and sliced apples
- Donations from the community – Save On Foods donated whipping cream and syrup. Hofstede's donated apples.
- 3 warming stations in the different kitchens
  - Popcorn kitchen
  - PHECSA kitchen
  - Upstairs Kitchen
- PAC volunteers arrive at 8
  - Plates, forks, napkins, syrup, whipping cream, and fruit will be delivered to classes before the pancakes
  - Will portion out pancakes for classes (class lists needed)
- PAC will be responsible for students with dietary restrictions
- Goal to have clean up done before recess
- Request to use the upstairs freezer to store pancakes if needed (delivered on Thursday). Esther will connect with Megan Stoker, shouldn't be an issue
- Santa visit Lindsay Nelson (19:36)
  - Helen has a contact for Santa
  - Have a budget line already for mini candy cane purchases. Bronwyn will purchase
  - Date and time to be determined (last week of school)
  - Admin will connect with teachers to help streamline this (avoid music/gym/library times)
- Food Drive will start next week. (19:40)
  - Use the Train with boxes of food to display in entrance
  - Don't need the sleigh in the bin. Suggestion made to put it on marketplace.

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**Next meeting will be – January 20<sup>th</sup> at 7pm.**

**Meeting adjourned at (19:41)**