

# **Malaspina PAC Meeting Minutes**

October 13, 2020

**Zoom Meeting called to order by Elisha Munro at 7:37pm**

**Meeting Attendees:** Val Munk, Elisha Munro, Deanna Selver, Deanna Hood (Principal), Jodie Hobbs, Trista Spencer, Natasha Ning, Alex Mytting, Jessica

## **Adoption of Agenda**

Deanna motion, Val second.

## **Approval of September minutes**

Val motion, Deanna second.

**Principal's Report** – see attached

Highlights:

1. Individual photos scheduled for Oct 22
2. Early dismissal 1:02 and 1:12 on Oct 20/21
3. NIDs Oct 23 and Nov 20
4. Thanks to PAC for juice for Terry Fox run
5. Emergency procedures – evacuation protocol. Polaris is our evacuation site. Classes will be practicing the walking route.

## **Treasurer's Report – Val**

Discussion of proposed budget, various upcoming expenses, teacher requests, and unknown revenues due to changes in fundraising this year because of covid-19.

Trista motioned for approval of changes to expenditures from Gaming Account, Deanna S second.

Jodie motioned for approval of changes to General Account, Trista second.

Final budget approved attached.

## **PAC Initiatives – Executive**

1. Fundraising:
  - Dieleman catalogues have been distributed; orders are due November 2.
  - Family driven Bottle Drive – information will be distributed next week.

- Fundschrift gift cards fundraiser will run again before Christmas and again towards the end of the year. We will aim to start promoting this mid-November.
  - Spirit Wear: we would like to offer spirit wear again; no sizes will be offered for trying on this year.
2. Hot lunches: First Hot lunch is scheduled for Oct 22.
  3. Fruit & Vegetable Program: second round of pears and milk went well. Oct 27 will be the next one.
  4. Tru Earth laundry soap fundraiser – to schedule near Earth Day in April.
  5. Boston Pizza – still accepting stamped receipts for fundraiser, Val will post on Facebook page.

Meeting adjourned 8:38pm

Next Meeting November 17, 2020 7pm (Tentative)

Attachment 1: Principal's Report

Attachment 2: Approved 2020/21 Budget

## Principal's Report - Malaspina Elementary PAC

October 13, 2020

### Upcoming Events:

Oct 20 Early Dismissal at 1:02/1:12pm  
Oct 21 Early Dismissal at 1:02/1:12pm  
Oct 22 PAC Hot lunch  
Oct 22 Photo Day  
Oct 23 NID - students do not attend  
Oct 26 Planner fees due (Gr 1-7)  
Oct 30 Halloween  
Nov 11 Remembrance Day  
Nov 20 NID - students do not attend

### School Organization

- 11 divisions; 263 students

Reminder – dress for the weather

### Emergency Procedures – fall and spring

- 3 fire drills
- 1 lockdown practice
- Evacuation protocol practice

### Thank you for your generosity

- Juice boxes
- Water

**GAMING ACCOUNT BUDGET 2020/21**

Gaming Account Balance at August 31, 2020		\$5,450.20
	money returned from last yr	\$1,711.22
Gaming Grant		\$5,600.00
	<b>MONEY AVAILABLE FOR YEAR</b>	<b>\$12,761.42</b>

**Expenses for the School Year:**

Grade 7 Hoodies	Ongoing Approval	\$1,400.00
2 buses for Grade 7 group	prev ongoing approv-DISC LATER	\$400.00
CHSS Bursary	Ongoing Approval	\$300.00
Kindergarten T-shirts	Ongoing Approval	\$400.00
ck131	Emily Motley CHSS bursary 2020	\$300.00
1 bus per class	WILL DISCUSS LATER	
Juice boxes for the year	APPROVED	\$225.00
Treats, fun items for kids	APPROVED	\$500.00
Sports Day	WILL DISCUSS LATER	
School Dance	WILL DISCUSS LATER	
Lego Night	WILL DISCUSS LATER	
Relay bussing	WILL DISCUSS LATER	
Playground Equipment	Previously earmarked	\$1,000.00
		<b>\$4,525.00</b>

**END OF YEAR BALANCE** **\$8,236.42**

**GENERAL ACCOUNT BUDGET 2020/21**

Bank Balance at August 31, 2020 \$6,652.29

**FUNDRAISERS:**

Hot Lunch	\$800.00
Fundscrip	\$500.00
Bottle Depot	\$250.00
Flowers	\$350.00
DFS	\$800.00
Potential Fundraising Profits	\$2,700.00
<b>MONEY AVAILABLE FOR YEAR</b>	<b>\$9,352.29</b>

**Expenses for School Year:**

Hardship Fund	Ongoing Approval	\$200.00
credit on account	munchalunch purchased	\$572.00
ck324	DPAC - DPAC cafe	\$5.00
ck345	Val M - munchalunch refund	\$15.00
ck346	Trista S - Zoom invoice	\$72.40
ck347	Deanna S - Munchalunch inv	\$386.00
Classrom Money	APPROVED	\$1,100.00
Fireworks Donation		
Fundraising and Promotional Prizes	APPROVED	\$250.00
Sundry account for Admin	APPROVED	\$400.00
Staff Appreciation	APPROVED	\$150.00
Course & Conference Fees	WILL DISCUSS LATER	
Munch a Lunch program	APPROVED	\$0.00
Retirement/Going Away Gifts	APPROVED	\$350.00
Welcome to Kindergarten	APPROVED	\$50.00
Year end awards	APPROVED	\$500.00
AR Prizes	APPROVED	\$500.00
Staff requests	To be voted on	
Playground Equipment	Previously earmarked	\$2,500.00
		<b>\$6,950.40</b>

Total Estimated Expenses: \$6,950.40

**END OF YEAR BALANCE** **\$2,401.89**