

November 2024 BHE PAC Meeting Minutes

November 20 2024

1. Meeting called to order at 6:05pm. In attendance: Kristy Finlayson, Anita Kohut, Jodie Smith, Stephanie French (Vice Principal), Mikaela Dunn, Rose Keeler, Monica Farrar-Germaine
2. Principal's Report
 - a. Lots of clubs and activities happening.
 - i. Volleyball ended with students vs staff game
 - ii. Art club, Comic club,
 - iii. Taylor Swift & Braille club (Braille club for grade 4) starting up
 - iv. New club schedule board at the office
 - b. Practice underway for primary Christmas Concert
 - c. Winter Learning Updates going out December 6
3. Treasurer's Report
 - a. General Account : \$34,517.57
 - b. Gaming Account: \$7,509.23
 - c. Statements available for viewing & upon request
 - d. Kristy broke down expenses and profits on new tracking software - see attachment #1 below
4. Hot Lunch Report
 - a. New winter menu available soon - sent to admin for approval
 - b. Vendors with profit over \$200 to be included again on new menu
 - c. Parent feedback on vendors/menus welcome
5. COPAC Report
 - a. COPAC Meeting Minutes - see separate attachment in PAC mins
 - b. [PIE \(Partners for Inclusive Education\)](#)
6. Current Business
 - a. Hoodies came in, grade 6 kids love them
 - i. Cost was \$2,810.88
 - ii. Cost is rising, next year possibility to ask for parental contribution
 - b. Zip-Up hoodies for Bankhead School Clothing ordered for \$1,574.80, will sell at \$40 each
7. Halloween Dance Review
 - a. Dance went well, calm atmosphere
 - b. Lots of Knox student volunteers
 - c. Profit: \$1,057.97
8. Fundraising
 - a. Art should arrive this week, profit approximately \$1000
 - i. Samples to be looked into for next year (perhaps done differently)
 - b. Chip sales continue, \$40-\$80 every Friday
 - c. Winter Plants order went well, 100 units sold
 - i. Profit \$644.04
 - ii. Arrive on Nov 28

- iii. Pick up from Nov 29
 - d. Purdy's Fundraiser underway
 - i. Orders arrive at school Dec 10-12
 - ii. Orders available for pickup from Dec 17
- 9. New Business
 - a. Pancake breakfast and PJ Day - Dec 19
 - i. Sign up sheet went out in PAC newsletter
 - ii. RCMP and Firefighters to come serve pancakes
 - b. Christmas Gifts for teachers
 - i. To include all teachers and prep teachers
 - ii. 18 classes + approx 6 prep teachers
 - iii. \$50/each
 - iv. Approved by vote
- 10. PAC Purchases
 - a. Sport factor equipment at \$1,569.12 - approved by vote
 - b. Buddy Bench Sign at \$300-\$350 - approved by vote
 - c. Swimming lesson field trip for grade 3, \$488.01 bussing cost - approved by vote
 - d. COBBS award for former bankhead student, \$750 - approved by vote
- 11. Fundraising Goals
 - a. Projector under review w/work order submitted. Waiting on timeline
 - i. Funds for projector to be put aside pending timeline
 - b. Playground equipment request list is long
 - i. Bankhead PAC to submit official proposal highlighting accessibility and outdoor learning space as priorities
- 12. Open Discussion
 - a. Basketball hoops - discuss at next meeting
 - b. Christmas Hampers, waiting on more information for how PAC can contribute
 - c. Possibility for February anti-bullying talk from Pacific Top Team
 - i. Details to be send to Principal and Vice-Principal for approval
 - d. Staff lunch - discuss at future meeting
- 13. Next meeting December 18

Minutes by: Monica Farrar-Germaine
Approved by: Mikaela Dunn

Profit and Loss

Bankhead Elementary

Date Range: Jul 01, 2024 to Nov 20, 2024

Report Type: Cash Basis (Paid)

Jul 01, 2024
to Nov 20, 2024

ACCOUNTS

Income

Clothing Sales	\$735.00
Fun Fridays	\$157.00
Gaming Grant	\$7,880.00
Halloween Dance Income	\$1,996.20
Hot Lunch Income	\$13,622.31
Misc Event Income	\$334.00
Miscellaneous Revenue	\$2,000.00
Winter Plants Income	\$507.00
Total Income	\$27,231.51

Cost of Goods Sold

Clothing Expenses	\$1,574.80
Gaming Grant Expenses - Gr.6 Hoodies	\$2,810.88
Gaming Grant Expenses - Kindy Tshirts	\$363.56
Halloween Dance Expenses	\$972.93
Hot Lunch Expenses	\$5,606.92
Misc. Events Expenses	\$139.08
Total Cost of Goods Sold	\$11,468.17

Gross Profit

As a percentage of Total Income

\$15,763.34

57.89%

Operating Expenses

Bank Fees

\$7.80

Donations

\$333.00

Student Events (Staff Requests)

\$708.75

Total Operating Expenses**\$1,049.55****Net Profit**

As a percentage of Total Income

\$14,713.79

54.03%