



PARENT ADVISORY COUNCIL

MOUNTAIN VIEW ELEMENTARY SCHOOL



<https://www.sd43.bc.ca/school/mountainview/Parents/PAC> |  mountainviewpac740@gmail.com



<https://www.facebook.com/MountainViewElementarySchoolPAC>

Mountain View Elementary

PAC Meeting Minutes

Date & Time: Monday, April 14, 2025, 6:30pm

Location: Virtual via Zoom

IN ATTENDANCE:

Executive members:

PAC President - Shirley Low

PAC Vice President - Tracey Carolan

PAC Secretary - Chelsea Dente

DPAC Representative - Kelly Shum

PAC members at large:

Yan Ting Chiang

Chris Nebre

Coco Liu

Regrets:

Radu Pop

Carlos Davalos

Miriam Galván Blanco

Mountain View families:

Madiha Kaleem

Jessica Earl

Dilara Litonjua

Suba Chelliah

Katrina Wong

Dennis Ramnarine

Savita Ramkissoon

Mountain View school representative(s):

Principal – Lisa Salloum

1. WELCOME / CALL TO ORDER

The meeting was called to order at **6:31 PM**, and quorum was confirmed.

2. APPROVAL TO CHANGE TODAY'S AGENDA (Principal Report Moved from Item 8 to Item 5)

MOTION made by Tracey and seconded by Madiha to approve agenda change.

3. APPROVAL OF TODAY'S AGENDA

MOTION made by Tracey and seconded by Dilara to approve agenda as presented.

CARRIED

4. APPROVAL OF MINUTES FROM NOVEMBER MEETING

MOTION made by Dilara and seconded by Madiha to approve the minutes as presented.

CARRIED

5. PRINCIPAL'S REPORT – Mountain View Principal: Lisa Salloum

- Many Field Trips occurring this week.
- All divisions will be attending a field trip from now until May. Classes will either go to the Aquarium, Planetarium, or YMCA for swimming.
- Como Lake Relays for Grades 4 & 5; A Canopy with water station will be set up for participants.
- **PRO-D Day- April 25th**
- Class photos and School wide photo- **May 2**
- **Connecting to Kindergarten- May 9 @ 1:15pm- 2:15 pm**; Set up to begin during lunch hour.
- **Activity Day- June 20-** Activity Day Committee will reach out to PAC representatives to discuss event ideas.
- **Gardening Club-** Headed by Ms. Abel & Students from various grades. They will be planting seeds in our courtyard. More plants to arrive next week.
- **Parent Appreciation Tea- June 4** occurring right after morning drop off. All parents welcome to join!
- **United Way Event** at YMCA will also be occurring June 4th, after school.
- **Track & Field** also coming up- teachers will be reaching out for parent volunteers who can help support.

6. TREASURER REPORT (Feb & Mar) – PAC Treasurer: Radu Pop presented by Shirley

- Income amounts under "General Expenses & Event Summary" have been inaccurate, where for Hot Lunches and Fundraisers hosted on Munch a Lunch have not accounted for relevant fees (approx. 4%).
- These will be corrected in a full annual report for the next meeting.

Treasurer's Report for February 2025

General Expenses & Event Summary

[ESR/Code] Description	Account	Income	Expense	Profit/Loss
[GEN] PAC Operations *1	General	\$ 0.09	\$ -	\$ 0.09
[Hot lunch 6] McDonald's	General	\$ 937.75	\$ 645.00	\$ 292.75
Totals		\$ 937.84	\$ 645.00	\$ 292.84

Current Balance Sheet

Mountain View PAC 2024/25 Balance Sheet (as of Feb 28)	
Assets	
General Account	\$4,945.20
Gaming Account	\$12,368.43
Savings Account (02/28/2025 - Interest Amount Depost \$0.09)	\$1,198.11
Undeposited Fund	
Cash Float	\$15.00
Total Assets	\$18,511.74
Liabilities	
Accounts Payable	
Total Liabilities	\$0.00
Equity	
Current Retained Earnings (Unrestricted)	6,143.31
Extracurricular Enhancement Fund (Restricted) - Gaming Account	12,368.43
Total Equity	18,511.74
Total Liabilities & Total Equity	\$18,511.74

Notes To Event Summary and Balance Sheet:

*1 PAC Operations Income consists of \$0.09 interest earned in Savings Account

Treasurer's Report for March 2025

General Expenses & Event Summary

[ESR/Code] Description	Account	Income	Expense	Profit/Loss
[GEN] PAC Operations *1	General	\$ 0.10	\$ -	\$ 0.10
[Hot lunch 7] Taps and Tacos	General	\$ 895.75	\$ 637.00	\$ 258.75
[Ongoing] Emergency Preparedness Kit Fundraiser	General	\$ 1,896.00	\$ 1,131.00	\$ 765.00
Totals		\$ 2,791.85	\$ 1,768.00	\$ 1,023.85

Current Balance Sheet

Mountain View PAC 2024/25 Balance Sheet (as of Mar 31)	
Assets	
General Account	\$5,376.18
Gaming Account	\$12,368.43
Savings Account (03/31/2025 - Interest Amount Depost \$0.10)	\$1,198.21
Undeposited Fund	
Cash Float	\$15.00
Total Assets	\$18,942.82
Liabilities	
Accounts Payable	
Total Liabilities	\$0.00
Equity	
Current Retained Earnings (Unrestricted)	6,574.39
Extracurricular Enhancement Fund (Restricted) - Gaming Account	12,368.43
Total Equity	18,942.82
Total Liabilities & Total Equity	\$18,942.82

Notes To Event Summary and Balance Sheet:

*1 PAC Operations Income consists of \$0.10 interest earned in Savings Account

7. PRESIDENT'S REPORT – PAC President: Shirley Low

a) Fundraisers Update

Thank you all for your continuous support!

Below is a quick update from our recent fundraisers:

- Emergency Safety Kits: Raised total of \$675.73 (after fees)*
- Created by Kids Art: Total of 42 orders, amount raised TBA
- Popcorn Sales (Apr): ~\$40 – more advertising will occur for the next one, so everyone is aware.

* Note: Updates will be made to reports to account for Stripe/Munch fees

b) Kindergarten Meet & Greet (May 9)

Sourced a gift basket for this event's raffle draw from a previous Mountain View parent. Shirley will be present and will need an additional volunteer to help facilitate the raffle draw, if possible. Thank you Dilara for also offering to volunteer that day!

c) Update on United Way funded Community Event at YMCA (Wed, June 4)

Venue has been secured at YMCA Bettie Allard location on Wednesday, June 4 from 2pm to 6pm, where event is aimed for 3pm – 5:30pm. Planning is underway and if you're interested and available to assist with planning or day of event, please email mountainviewpac740@gmail.com.

Event goal is to create opportunities for the parent community to connect with each other and to local services and resources, which the team will work on securing next, while children create their own stuffed animals. This will be a free and registered event, so stay tuned for details. Hope to see everyone there!

d) Playground Project Updates

Habitat Systems (vendor) has not provided with any replies and will continue to follow up as we are now waiting on an official final quote and plan to move this project along. It was previously approved by PAC to retain existing swing set, but to add a new bay for approx. \$18,750. Shirley has also inquired about the cost of adding new benches but have not received any responses. Hopefully, there will be an update on this for next meeting.

e) Tax Receipts for Donations

Will be meeting with SD43 Finance department and the school to understand and discuss options in April/May. Ideally, PAC would like for the school to manage money in a dedicated fundraising account for the playground project and pay all related invoices directly. The donor would write a cheque to the school and request the school to issue tax receipts for donations. Any funds raised beyond the cost of the playground equipment will remain with the school and cannot be transferred back to the PAC. Stay tuned for updates.

8. PAC EXECUTIVES FOR 2025/26

Voting takes place at **in-person Annual General Meeting** on **May 12, 2025 (6:30pm)** at the School Library.

Learn more about roles and responsibilities in our [Constitution and Bylaws](#)

So far, we have the following individuals express interest and confirmed for nominations in May:

- | | |
|-------------------|--------------------------------------|
| • President: | Shirley Low |
| • Vice President: | TBD |
| • Treasurer: | Radu Pop & Carlos Davalos |
| • Secretary: | Chelsea Dente & Miriam Galván Blanco |
| • District PAC: | Madiha Kaleem |

- Hot Lunch Committee: Dilara Litonjua & Jessica Earl
- Recycling Committee: Shinichi Hosomi & Haneul Kim
- Members at Large: Kelly Shum

For anyone interested in taking part in any particular roles, please email mountainviewpac740@gmail.com to confirm before May 12. **You will need to be attending the meeting in person on May 12th, if you are interested in being voted in.**

Children can also come to the meeting and can sit at a designated area within the library, but will need to be respectful of noise levels during the meeting.

9. VOTE FOR TEACHER APPRECIATION IDEAS

Budget has allotted \$600 for teacher appreciation gifts. Confirmed total of 24 staff members, approximating \$25 (tax included) for each member. A vote took place to decide on options presented.

RESULTS

<u>Votes</u>	<u>Options & Details</u>
1	Option 1: Cookies only from 'Butter Me Up'
4	Option 2: Small Pack Cookies from 'Butter Me Up' + Gift Card
0	Option 3: Plant + Gift Card
1	Option 4: Gift Card Only (\$25)

Since Gift Card was selected, a further vote for the following stores to purchase gift cards:

<u>Votes</u>	<u>Options & Details</u>
0	Option A: IKEA
2	Option B: Artisan Gifts & Flowers Shop (Coquitlam)
0	Option C: Unmediocre Store (Port Moody)
4	Option D: Dollarama

After Voting, it was decided that we will provide teachers with a small pack of cookies from 'Butter Me Up' + a gift card to Dollarama.

Gifts will be distributed mid-June.

10. BUDGET REVIEW FOR 2024/25 & PLANNING FOR 2025/26

We're on target for 2024/25 budget where the original allotted budgeted items have been fulfilled or will be, with the following still yet to be spent in the next two months:

From Gaming Account:

- | | | | |
|------|----------------------|--------|--|
| i. | Field Trips: | \$3500 | * Will receive invoices for busses by June |
| ii. | Grade 5 Graduation: | \$800 | * Freezie and Popcorn sales to go towards. |
| iii. | Gym Equipment: | \$400 | * Received invoices for > \$400. |
| iv. | Schoolwide PE Event: | \$800 | * Nothing scheduled yet. |

From General Account:

- | | | | |
|------|-------------------------|-------|------------------------------------|
| i. | Teacher Appreciation: | \$600 | |
| ii. | Administration Expense: | \$400 | * For Munchalunch platform |
| iii. | Sports Day (from MISC): | \$200 | * Used approx. \$150 for last year |

For 2025/26, the annual budget will be presented at our next meeting (Annual General Meeting) on May 12. If there are any particular events that we would like to repeat for next year, we can add this to the budget for next year.

11. DISCUSS DETAILS & PLANNING FOR:

a) Teacher Appreciation (mid-June)

Shirley & Kelly to support this event.

b) Sports Day (Friday, June 20)

Last year, ~ \$150 was used to purchase IKEA hot dogs and popcorn for all the students. This year we have \$200 allotted from 'Miscellaneous' for Sports Day. The school will form a planning committee and have PAC join – details to come.

YMCA was also interested in joining.

Volunteers: Chelsea, Kelly, Dilara

c) United Way funded Community Event at YMCA (Wed, June 4 – afterschool)

Discussions around particular services or programming that you would like to see. The following were suggested:

Summer Camp Ideas i.e. Coding, Pedal Heads, Martial Arts
Kwikwelem 1st Natuions
SUCCESS
Hogan's Alley
Kinsight
Game Ready
Washington Kids

Volunteers are needed to help support this event. Please reach out if you are interested and available to help assist in planning or day of.

d) Whitecaps Fundraiser – Event Date: May 31- 6:30 pm

Radu will be coordinating this fundraiser by selling \$40/ticket and PAC receives ~\$9.50 per ticket (accounts for Munch/Stripe fees). It will be hosted via Munchalunch platform.

When you purchase a ticket, you get 1 draw entry to win free tickets or team merchandise.

Radu to connect with Tracy to ensure our June fundraiser dates don't conflict with one another.

e) Discuss any other events to organize before end of the school year?

- Community gathering afterschool (ie. coffee social) [Coordination – TBD]
- Picnic dinner at the park in June [Coordinated by Dilara]
- Beef Jerky Fundraiser to align with Father's Day [Coordinated by Tracey]
- **Grade 5 Graduation, Ceremony Date & Time TBD** [Coordinated by Tracey & Gr 5 Committee]

Planning Committee: Ordered decoration to decorate the gym for the Grad Ceremony. Provide a pizza lunch and cupcakes from Safeway.

Gift for all graduates- Email was sent out to Grade 5 parents with a vote and so far, most votes are for a movie gift certificate, which includes child ticket entry, popcorn and a drink. School also provides a gift.

12. ADJOURNMENT

The meeting was adjourned at **7:46 PM**.

Motion was made by Tracey seconded by Chris to end the adjourn the meeting.

CARRIED

Thank you to everyone for their participation.