



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, February 10th, 2025, 6:30pm

Location: Virtual via Zoom

IN ATTENDANCE:

Executive members:

PAC President - Shirley Low

PAC Vice President - Tracey Carolan

PAC Secretary - Chelsea Dente

PAC Treasurer - Radu Pop

DPAC Representative - Kelly Shum

Regrets:

PAC members at large - Chris Nebre

PAC members at large - Coco Liu

PAC members at large - Jennifer Dao

PAC members at large - Yan Ting Chiang

PAC members at large - Keith Cassidy

PAC Treasurer - Carlos Davalos

PAC Secretary - Miriam Galván Blanco

Mountain View families:

Madiha Kaleem

Shinichi Hosomi

Jessica

Mountain View school representative(s):

Principal – Lisa Salloum

1. WELCOME / CALL TO ORDER

The meeting was called to order at **6:32 PM**, and quorum was confirmed.

2. APPROVAL OF TODAY'S AGENDA

MOTION made by Chelsea and seconded by Madiha to approve agenda as presented.

CARRIED

3. APPROVAL OF MINUTES FROM NOVEMBER MEETING

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

CARRIED

4. TREASURER REPORT (Jan) – PAC Treasurer: Radu Pop

- Made some money this month.
- Also applying for gaming grant.

Treasurer's Report for January 2025

General Expenses & Event Summary

[ESR/Code] Description	Account	Income	Expense	Profit/Loss
[GEN] PAC Operations *1	General	\$ 0.10	\$ -	\$ 0.10
[Ongoing] Purdy's fundraiser	General	\$ 369.86		\$ 369.86
[Hot lunch 5] Fuel Catering	General	\$1,069.75	\$ 825.11	\$ 244.64
Totals		\$ 1,439.71	\$ 825.11	\$ 614.60

Current Balance Sheet

Mountain View PAC 2024/25 Balance Sheet (as of Jan 31)	
Assets	
General Account	\$4,976.66
Gaming Account	\$12,368.43
Savings Account (01/31/2025 - Interest Amount Deposit \$0.10)	\$1,198.02
Undeposited Fund	
Cash Float	\$15.00
Total Assets	\$18,543.11
Liabilities	
Accounts Payable	
Total Liabilities	\$0.00
Equity	
Current Retained Earnings (Unrestricted)	6,174.68
Extracurricular Enhancement Fund (Restricted) - Gaming Account	12,368.43
Total Equity	18,543.11
Total Liabilities & Total Equity	\$18,543.11

Notes To Event Summary and Balance Sheet:

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

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

a) Update on Field Trip plans and budget allocation

It is recommended to reach out to your child(ren)'s classroom teacher to inquire about field trip plans for the year. The school has urged teachers to submit proposals to the Principal for approval since September. However, not a lot of plans have been submitted, and some require revisions due to various reasons (eg. safety, logistics, etc.).

Shirley has had multiple conversations with the Principal and confirmed that the school has sufficient budget for field trips for the entire school, including school busses. PAC had a budget line allocation of \$3,500 for field trips this year. However, it is difficult to spend the funds fairly among all students if not all classes go on field trips. Moving forward, it is recommended to revisit if these funds are required and instead to be better spent towards school wide programming (eg. bringing in speakers, workshops, etc.).

- If the \$3500 does not get used, we can vote on where to use the remaining funds.
- In 2025/2026, we can revisit the field trip fund to decide how to better allocate the funds next year, as some classes do not go on field trips and we want to use this money in a way that benefits the whole school.

b) Update on Community Event (funded by United Way)

Still haven't been able to locate a venue as booking the school's gym on any given weekend can cost \$180 - \$360 for custodian fees and must register an account with SD43 which requires having a permit on hand, which PAC does not have. Currently, seeking other options, such as inquiring for Friday afterschool in school's courtyard or temporary Cameron Community Centre activity rooms (approx. \$22.50 per hour + insurance costs).

- This will give parents a space to get to know each other, mingle, and build a sense of community.
- \$1000 provided by United Way and any additional costs would come from the gaming grant.
- Madiha and Shin would like to support this event.

c) Kindergarten Meet & Greet (Friday, May 9)

Date has been set for Friday, May 9. This event is for all new incoming Kindergarten parents to attend to meet the teachers with teacher-led activities. PAC has been invited and has agreed to attend. As discussed in January's meeting, PAC will deliver a welcome speech, per usual, and new this year, we will host a table with a draw to engage with families and to encourage them to sign up to our mailing list.

- Lisa has approved this idea.
- Encourage lots of conversations about PAC.
- Looking for some draw items, if there is anyone who can help support this.
- Ideas: Coffee thermoses, water bottles, Pick up a McDonald's coffee for the parents attending.
- **ACTION ITEM:** Shirley to check with Lisa if we can serve food/drinks

d) Upcoming Fundraisers – Emergency Safety Kits (Feb 6 – 24)

This fundraiser is now live, and products are ordered from Canadian Safety Supplies (<https://canadiansafetysupplies.com/>) with a 40% kickback for PAC. To order yours, visit Munch a Lunch (<https://munchalunch.com/schools/mountainviewcoq/>) and click on “Emergency Kit Fundraiser” link at the top menu.

Thank you, Tracey and Radu, for helping put this fundraiser together!

e) Upcoming Fundraisers – Created by Kids Art Fundraiser (Mar/Apr)

Pending interest and commitment from all the teachers, but if approved, we will incorporate an art fundraiser as a classroom activity. This artwork will be sent back home during Spring Break and orders will begin early April. Products are to arrive prior to Mother’s Day.

Parents would be able to place orders with their child’s artwork on regular day items such as mugs, greeting cards, etc. – view products here:

<https://www.createdbykids.ca/products.html>.

6. PRINCIPAL’S REPORT – Mountain View Principal: Lisa Salloum

- **Litter Pick-Up Program**- classes taking turns for their shift, to keep the playground tidy.
- **Maker Space Tool** now available in the library- Allows classes to do laser cutting on wood or paper; organized by Mr. Henderson & Ms. Abel
- **Friendship Assembly**- Feb 26th @ 11:00am and family are welcomed to attend organized by Ms. Abel and Mr. Arthur
- **Kids Art Work Fundraiser**- Art work sent home March 12- Teachers will collect and give them back to PAC
- **Activity Day / Sports Day**- June 20th- 4-5 teachers are going to serve on a planning committee. PAC members join the committee to plan together. Staff were excited about the idea for PAC to have a tent up, with YMCA to join.
- **Fine Arts**- Booked for next year with a theatre company and for the remainder of this year, school is still looking at different presentations and types of dancing (TBD).
- **Welcome to Kindergarten**- May 9th
- **Class Photos**- May 2nd
- **Banting- Grade 5 Articulation**- Dates set for Banting students to come to the school to answer grade 5 questions.

7. VOTE TO PROCEED WITH INSTALLATIONS OF NEW SWING SET

Refer to attachment for playground project quote details of approx. \$25,000.

Original idea to install an additional and/or replace existing swing set with 2 bays. The original structure beside the swing was torn down a few years ago and it was time to fill in that space. However, there are talks of spending money to add benches in the playground area as several logs were removed from the playground recently. This vote was to confirm if we wanted to proceed with swing sets or explore a new idea.

RESULT of 5 votes in favour and 1 opposed.

Since in favour, another vote was taken to decide if we should proceed with:

Option A) To remove existing swing set and replace with 2 new bays (quote of \$25,000)

Option B) To keep existing swing set and to add 1 new bay (\$25,000 – (\$3350+ \$1881+\$706+GST) = approx. \$18,750

RESULT:

Option A: 0

Option B: 7

8. VOTE FOR PROCEEDS OF POPCORN & FREEZIE SALES FOR GR.5 GRAD EXPENSES

RESULT of 6 votes in favour and 0 opposed.

9. DISCUSS DETAILS & PLANNING FOR:

a) Popcorn & Freezie Sales

Tracey (VP) would like to bring back popcorn and freezie sales afterschool.

Planning to host sales for every other week by starting with popcorn first near the end of Feb / early March. Freezie sales to start after May long weekend.

Next Steps:

- As Lisa when we can use the school kitchen.
- Round up volunteers, ask for grade 5 participation. Popcorn shifts are 1pm-2:45pm, finished by 3:15 pm.

b) Sports Day (June 20)

Shirley received approval from the school to add a new station during the Sports Day Activity circuit for PAC. PAC will put up our tent and aim to set up a water station and a healthy refreshment. We're currently in discussions with the school about having YMCA present with us at our station to run an activity alongside PAC.

In addition, PAC will offer a free hot dog and treat to each student. Per usual, parents must place 'free' order via Munch a Lunch for their child(ren).

YMCA may support and help run an activity, then we can offer a healthy snack.

c) Teacher Appreciation (May/June)

\$600 budget is allotted for teacher allocation this year. Shirley has discussed options of hosting a spread (food / charcuterie, etc.) for staff during lunch or Pro-D day. However, due to critters on school grounds and not all staff being there on one given day, that is not recommended.

Last year, PAC purchased \$25 gift card from Donut Love and they provided a free donut per gift card. This year, Shirley received a quote from a local baker, Butter Me Up, for \$24 per curated box of 18 cookies (3-4 flavours per box). This would come with a ribbon and custom tag with the teacher's name – see image below:



Discussion and Further Ideas:

- Concern if teachers are not there, will the cookies go stale.
- Is there a gluten free option?
- Other Ideas: A potted plant? Succulent? Gift card to IKEA?
- Decision needs to be confirmed by April.

10. INITIAL DISCUSSION: BUDGET PLANNING FOR 2025/26

PAC President and Treasurer will need to start planning the budget for 2025/26 and will present this to the community at the AGM (May) meeting. Depending on the progress of the playground project, the 2025/26 might look different than previous years with a focus on the playground.

In addition, PAC would like to work more closely with the school in March/April to better understand any budget shortfalls and/or goals that PAC can help to achieve to benefit the children at this school and vice versa. For example, as mentioned earlier, where we may reallocate the original field trip funds to student programming instead.

11. RECRUITING FOR PAC EXECUTIVES FOR 2025/2026

Learn more about our PAC, along with roles and responsibilities in our [Constitution and Bylaws](#).

We are currently seeking to fill the following roles, but not limited to:

- Vice President
- Hot Lunch Coordinator x 2
- District PAC Representative

With several executives leaving next year due to their children graduating, it is essential for us to fill these exciting roles, and your participation will help us ensure a smooth transition and continued success for our community.

****Without the Vice President or DPAC role, PAC could dissolve.** If required, another vote can be held by September to include any new parents to the school.

12. ADJOURNMENT

The meeting was adjourned at **8:04 pm**.

Motion was made by Radu, seconded by Madiha to end the adjourn the meeting.

CARRIED

Thank you to everyone for their participation.