



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, January 13th, 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:

Keith Cassidy

Yan Ting Chiang

Regrets:

PAC Treasurer - Radu Pop & Carlos Davalos

PAC Secretary - Miriam Galván Blanco

Chris Nebre

Coco Liu

Jennifer Dao

Mountain View families:

Dilara Litonjua

Shinichi Hosomi

Savita Ramkissoon

Mountain View school representative(s):

Principal – Lisa Salloum

1. WELCOME / CALL TO ORDER

The meeting was called to order at **6:33 PM**, and quorum was confirmed.

2. APPROVAL OF TODAY'S AGENDA

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

CARRIED

3. APPROVAL OF MINUTES FROM NOVEMBER MEETING

MOTION made by Tracey and seconded by Keith to approve the minutes as presented.

CARRIED

4. TREASURER REPORT (Nov & Dec) – PAC Treasurer: Radu Pop

Treasurer's Report for November 2024

General Expenses & Event Summary

[ESR/Code] Description	Account	Income	Expense	Profit/Loss
[GEN] PAC Operations *1	General	\$ 0.10	\$ -	\$ 0.10
[Ongoing] Teachers and education assist fund	General		\$ 2,350.00	\$ (2,350.00)
[Ongoing] Student planners	General		\$ 999.94	\$ (999.94)
[Ongoing] Marvin's Coffee fundraiser	General	\$ 112.50		\$ 112.50
[Hot lunch 3] Sushi Mori	General	\$ 1,051.75	\$ 815.63	\$ 236.12
[Ongoing] Field trips 2023-2024 *2	Gaming		\$ 1,400.96	\$ (1,400.96)
Totals		\$ 1,164.35	\$ 5,566.53	\$ (4,402.18)

Current Balance Sheet

Mountain View PAC 2024/25 Balance Sheet (as of November 30)	
Assets	
General Account	\$3,033.17
Gaming Account (11/15/2024 - Cheque #11 Field trips expense \$1400.96)	\$13,929.59
Savings Account (11/30/2024 - Interest Amount Depost \$0.10)	\$1,197.82
Undeposited Fund	
Cash Float	\$15.00
Total Assets	\$18,160.58
Liabilities	
Accounts Payable	
Total Liabilities	\$0.00
Equity	
Current Retained Earnings (Unrestricted)	4,230.99
Extracurricular Enhancement Fund (Restricted) - Gaming Account	13,929.59
Total Equity	18,160.58
Total Liabilities & Total Equity	\$18,160.58

Notes To Event Summary and Balance Sheet:

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

*2 Paying back for school bus rentals that was promised from 2023-24 school year but received late invoices

Treasurer's Report for December 2024

General Expenses & Event Summary

[ESR/Code] Description	Account	Income	Expense	Profit/Loss
[GEN] PAC Operations *1	General	\$ 0.10	\$ -	\$ 0.10
[ESR4] Christmas Concert fundraiser	General	\$ 837.02	\$ 309.79	\$ 527.23
[ESR5] Christmas Pancake breakfast	Gaming		\$ 445.58	\$ (445.58)
[ESR6] Cookie decorating holiday activity *2	Gaming		\$ 496.00	\$ (496.00)
[Hot lunch 4] Whitespot	General	\$ 1,126.00	\$ 728.00	\$ 398.00
Totals		\$ 1,963.12	\$ 1,979.37	\$ (16.25)

Current Balance Sheet

Mountain View PAC 2024/25 Balance Sheet (as of Dec 31)	
Assets	
General Account (Xmas concert)	\$3,033.17
Gaming Account (Cookie decorating & Pancake breakfast)	\$12,678.22
Savings Account (12/31/2024 - Interest Amount Depost \$0.10)	\$1,197.92
Undeposited Fund	
Cash Float	\$15.00
Total Assets	\$16,909.31
Liabilities	
Accounts Payable	
Total Liabilities	\$0.00
Equity	
Current Retained Earnings (Unrestricted)	4,231.09
Extracurricular Enhancement Fund (Restricted) - Gaming Account	12,678.22
Total Equity	16,909.31
Total Liabilities & Total Equity	\$16,909.31

Notes To Event Summary and Balance Sheet:

- *1 PAC Operations Income consists of \$0.10 interest earned in Savings Account
- *2 Original budget for event was \$400. School will reimburse us for the difference (\$96) at a later date

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

a) PAC Feedback Survey Results – Nov 2024 (refer to Appendix A)

Thank you to all the parents that submitted a response- 22 responses.

Below is a quick summary:

- Over 90% are satisfied with frequency and content of email communications
- ~75% are satisfied with Munch a Lunch (hot lunch platform)
- Over 50% are aware of our Facebook Page for updates and info
- Lots of fundraising and events ideas were shared and will be reviewed and discussed by executives and eventually, the school. If there are any ideas that the parent community would like to initiate and organize, please reach out to mountainviewpac740@gmail.com.

- For PAC meetings, attendance is still low due to time and meeting dates not being convenient or not having time for parents to attend/commit to. There is a preference for virtual meetings. We will revisit this before the start of next school year as we do want to increase attendance rates to include more parents in discussions.
- Some feedback suggesting parent workshop. PAC will aim to provide more awareness regarding DPAC workshops and school district workshops.

b) Playground project updated quote of \$25K for new 4 seater swing set (refer to Appendix B)

Habitat Systems (vendor) replied back with site prep costs (~\$15K). Hence, with cost of the new swing set and GST, it will be total of ~\$25K.

Options: Look into keeping current swing set and potentially add one new set?

Grants: possible grants for schools and Coquitlam residents

Lisa to talk to school district - TBC

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

Great feedback and appreciation from teachers and the school for all the December events. Teachers inquired if Popcorn days will return, and Tracey confirmed this will commence again. Field trip proposals have been submitted to Lisa for review – in progress.

Upcoming Events:

January 21-22:

Math Workshop K-5 -working with teachers

January 23:

Urban Safari Society: 10-12 animals- rescue animals brought to the school

1 hour sessions, 3 groups, relayed to age-group level

January 28:

African Drumming

February:

Kindergarten registration

Kindergarten Dental screening with parent approval

Student Led Conferences-**February 12th**

Valentine's Day- **February 14th**- Teacher's will reach out regarding classroom activities

Pink Shirt Day- **February 26th**

Mic'd Up- District Public Speaking Program- Mostly Grades 4-5 but will be introduced to younger grades. Introduction to speaking in front of an audience and introduction to different genres of writing.

7. RECAP OF DECEMBER EVENTS

a) Christmas Concert Concession (Thurs, Dec 12) – Radu Pop

Over \$500 was raised. This year we aimed to reduce food wastage and tried with food pre-orders via Munch a Lunch (cotton candy and charcuterie cups). It was overall successful, where everything was sold. We also had McDonalds donate a carafe of coffee and COBS bread via Mr. Chan donated some pastries. These items were by donation and this worked well. Little waste, great success!

Thank you to all the volunteers that were there to help set up the concession stand and

to sell throughout the concert. Gratitude to Radu for all his time and efforts for making this happen!

Opportunities: earlier pro-order next year, to give more opportunities to order for the concert. Idea brought up to raffle off front row seats next year.

b) In Classroom Holiday Activity – Cookie Decorating (Wed, Dec 18) – Keith Cassidy
Original budget allotted \$400 / Final cost \$496, but school will cover for \$96 (icing, etc.)

Cookies were sourced from a local baker and would recommend working with them again next year. This year we split the icing with the help of volunteers (thank you to all of you that helped). For day of event, there was some confusion and concerns regarding the clean-up, parent participation, and peanut allergies. Much thanks to Janice and Keith for taking the lead and organizing this event for us!

Next year, we would recommend addressing those concerns during the planning process and paying the nominal fee to have icing divvied up by the baker instead.

c) Santa's Pancake Breakfast (Thurs, Dec 19) – Tracey Carolan

Great success, went seamless. First year with all grades in the gym at the same time, as more tables were set up this year. Thank you to Tracey for heading this event for the past years she has been here with us at Mountain View. She has prepped this event to streamline it for years to come.

8. DISCUSS / RECRUIT FOR 2025 EVENTS

a) Scheduled monthly hot lunches for Jan through June

Thank you to the current hot lunch committee (Keith & Jen) for coordinating and organizing all these amazing hot lunches for.

If you're interested in being part of the committee next year, please email us at mountainviewpac740@gmail.com. We would love more help to organize more hot lunches for the students next year.

b) April – In discussion with United Way for a community Easter event

Shirley is in discussion and will be applying to the local love fund via United Way for \$1,000. Anyone in our community can apply! More details here: <https://uwbc.ca/local-love-fund-application/>

She has obtained a quote from Par-T Pets and wants to organize a community event held at the school sometime in April. United Way will invite community member and services to attend to expose new parents and immigrants in our community to more resources, while providing a free stuff animal making activity sourced from Par-T Pets for children. Registration will be required and must also be opened to public in our neighbourhood. More details to come.

Support local company, parents can mingle while children make stuffed animals!

c) May – Kindergarten Meet & Greet

New incoming Kindergarten families will attend the meet and greet event. PAC President (Shirley) will be in attendance to welcome these families. All other PAC

executives available is encouraged to attend to spark conversations and welcome them to PAC.

Ideas: Prizes from local companies for giving email addresses to the PAC?

d) May – Grade 5 Graduation Celebrations

Tracey has formed a Grade 5 Graduation Committee to plan for fundraisers and organize events (Wild Play field trip?) for the graduating class (21 students).

Fundraising Ideas: Popcorn & Freezie Days, etc.

e) June – Sports Day

PAC provided hot dogs & popcorn last year, possibly the same idea this year. Sponsor a tent for the kids to circulate to throughout the sports day circuit.

Ideas:

- Offer a cold treat / drink
- Temporary Tattoo
- Face Painting
- Food Truck possibly shaved ice - munchalunch?

f) Unscheduled Events – Cultural Day (led by school), bake sale/fundraisers, etc.

Possible Bake Sale- individually wrapped items, parent who made the baked good must be present and ingredient list must be visible.

9. ADJOURNMENT

The meeting was adjourned at **7:59pm**.

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

CARRIED

Thank you to everyone for their participation.

APPENDIX A – PAC Feedback Survey Results (November 2024)



Mountain View Elementary PAC Feedback Survey (November 2024)

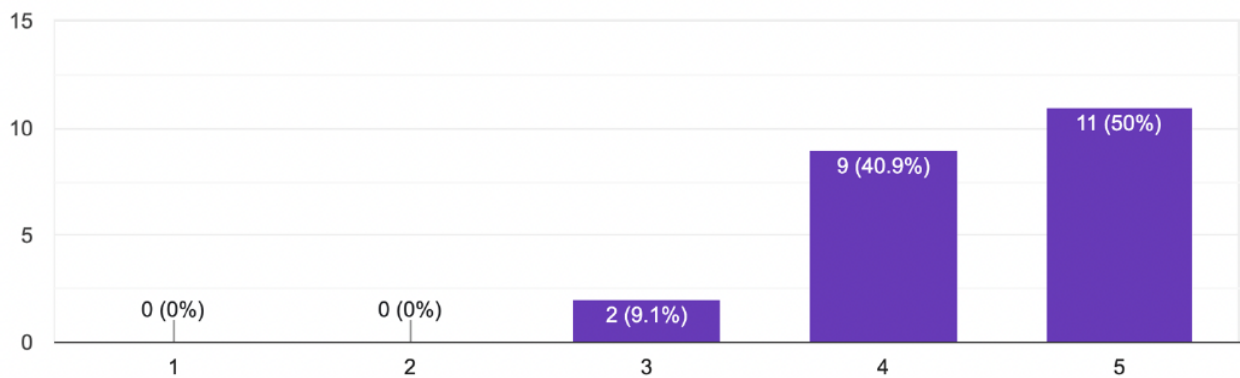
Background: PAC feedback survey was sent out to the community in November 2024 to obtain feedback and suggestions for the remainder of the school year.

Total responses: 22

[SECTION 1]: PAC Communications

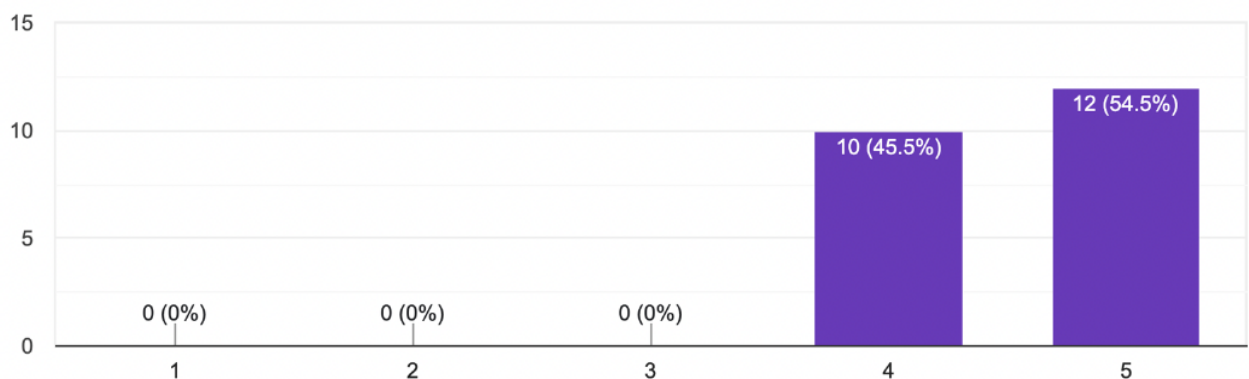
How satisfied are you with the frequency of email communications from the PAC?

(1 = Not Satisfied / 5 = Extremely Satisfied)



How satisfied are you with the content/information provided in the email communications from the PAC?

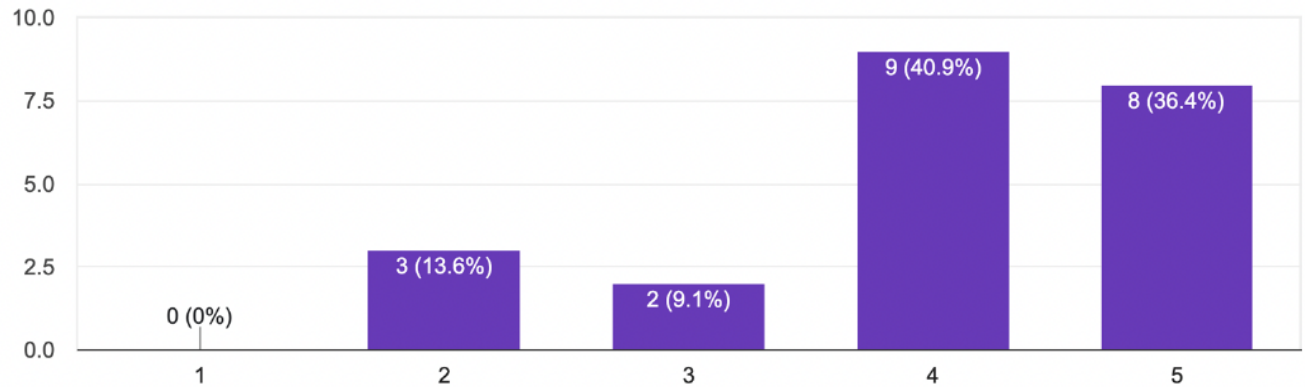
(1 = Not Satisfied / 5 = Extremely Satisfied)



How satisfied are you with our current hot lunch ordering platform - "Munch a Lunch"?

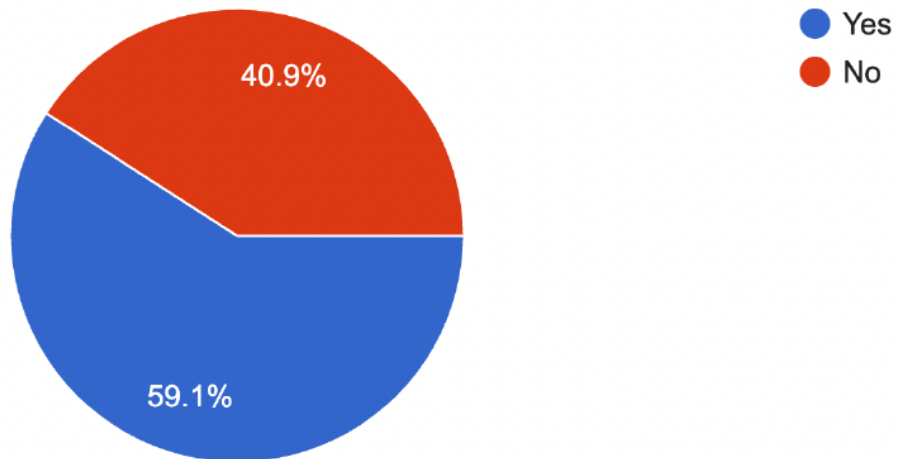
<https://munchalunch.com/schools/mountainviewcoq>

(1 = Not Satisfied / 5 = Extremely Satisfied)



Did you know that the PAC has a Facebook page where we share updates and information?

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



We'd love to hear your thoughts! Please share any feedback or suggestions on how we can improve our communications with our parent community.

- Communication is great
- I believe that the current means of communication are appropriate.
- I am happy with improvements from previous years. More is being done and communication is better
- Grateful for PAC and how it encourages other parents to get involved.
- Thank you for everything each of you do. It's really awesome to know that there are dedicated parents in our school community.
- I think a little extra can be done to welcome new parents to the PAC. Maybe then, there would be more attendees for the PAC meetings.
- Notices sent home with our students in classroom are helpful, as sometimes I personally miss the emails.
- Email and fundraising events
- The communication is doing well through email
- I think communications are great! I would love more hot lunch days.. I'm sure that is hard to organize though!
- I appreciate the PAC's time and dedication to the school's activities.
- I believe the current communication channels are good enough.
- Communications have been good.
- Keep up the great work! Thank you always
- I think is great the way it is right now. Didn't know about the Facebook page, that is really nice
- The paper bulletins brought home from class is helpful

[SECTION 2] Share your opinions and ideas

Do you have any fundraising ideas or suggestions that the PAC should consider?

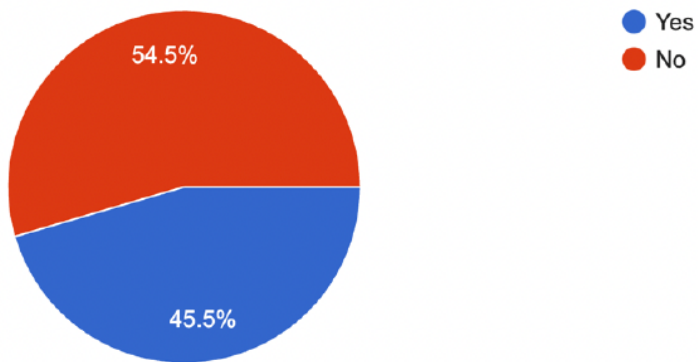
- Suddenly a way to raise funds could be to have some t-shirts made with the logo and name of the school. I think that both parents and children would like to have some clothing that represents the school.
- Coffee ready to drink for parents. Popcorn was fun.
- Purdy's, pie fundraisers were a hit
- Hosting our own sports team tournaments and inviting other school teams or perhaps school dances (e.g. Halloween), family movie nights. It would be a great opportunity to set up a concession stand to fundraise as well as build community.
- A raffle.
- More hot lunches per month, if possible.
- 50/50 tickets for prizes, cookie dough sale, read-a-thon, silent auction (parents donate items that can be auctioned off), school talent show (charge an entry fee), car wash
- Silent Auction Gather donated items from local businesses and parents, then host a silent auction online or during a school event. Proceeds go directly to the PAC. Movie Night Host a family movie night in the gym or multipurpose room. Sell tickets, popcorn, drinks, and snacks for additional fundraising.
- Just more hot lunch days? Maybe a fundraiser for adults like a trivia night? Movie night for families in the gym?
- A fair with games and food for sale, in which each family buys tickets in advance to participate.
- I'd like to see more useful/practical fundraising such as meat orders.
- Tri-cities entertainment books
- How about a mini market? Are kids allowed to set up a mini market in the gym and each class "sells" a product or service? For example: one class sells lemonade, another class sells bookmarks made by students, another class can host games, sell popcorn, or do a garage sale, etc. Kind of like a christmas/night market? Might be fun to involve the students and teaches kids about running a business. Maybe students who can play instruments or dance can do a performance together. This might encourage students who have special skills and talents to showcase their skills and inspire other kids. Parents can support by paying a small admission fee (small fee like \$2 or by donation) and buying the goods/services.
- YMCA membership deals
- Bring the coupon book back! English Bay cookie dough sale/ Another movie night or bowling night/ Parent pub night/ Popcorn and freezie after school

We'd love to hear your ideas! Are there any new events or activities you'd like the PAC to organize for the remainder of the school year?

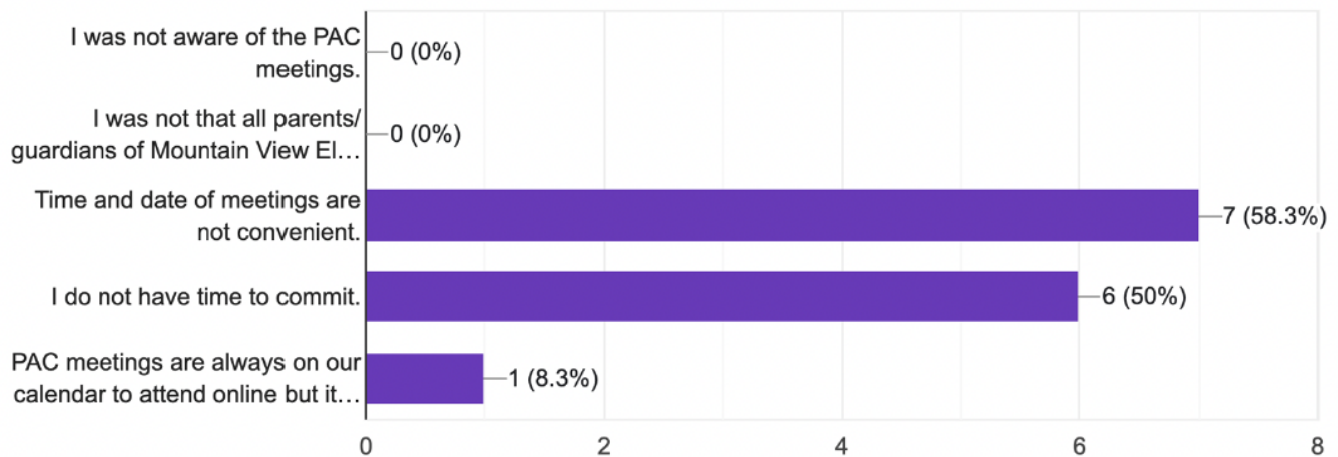
- Yes, I would like us to be able to encourage and support field trips more.
- Spring/summer sports activities or more of popcorn/freezie sales.
- Christmas crafts for the kids.
- Bringing in a Dance or sports instructor.
- Class field trips, movie night, fire station/police station visits, magician shows, dance performance shows, multicultural performances (learn about different cultures)
- Parent Education Nights Host workshops or guest speakers on topics like online safety, bullying prevention, parenting strategies, or mental health awareness. Financial Literacy : many financial institutions provide this service. This is key for children to learn about at an early age. Community Coffee Mornings Offer casual coffee and conversation mornings for parents to connect, share ideas, and build community ties.
- Movie night for families? Valentines family dance?
- It would be interesting if the children could attend or bring a musical concert.
- Craft fair, movie nights
- 1. I'd love for the kids to learn more about giving and helping others. How about writing letters to other children who are in the hospital (like pen pals) or to nursing homes?
2. How about collecting stories written by students and turning it into books? I think we can use printing shops to do this. Students can become authors and if we want, we can even get it published. We can involve the older students to write the stories and these students can perhaps read these stories to the younger students.
3. How about a field trip to the fire department, or having fire fighters visit the school to teach students about fire safety? Or police officers to teach about stranger danger, self defense, etc. First aid, calling 911 etc. I'm sure most students learn about this at home but it would be nice to have experts come to school.
4. It would be great to gather all students, both older and younger, to talk about school bullying. We can maybe look up speakers who can talk about this topic or involve students in role plays. Many students experience bullying throughout their school years and it is a very important topic to discuss. For other ideas, please don't hesitate to contact me.
- Breakfast with Santa, field trips
- Vancouver Giants Game? Ice Skating?

[SECTION 3] PAC General Meetings

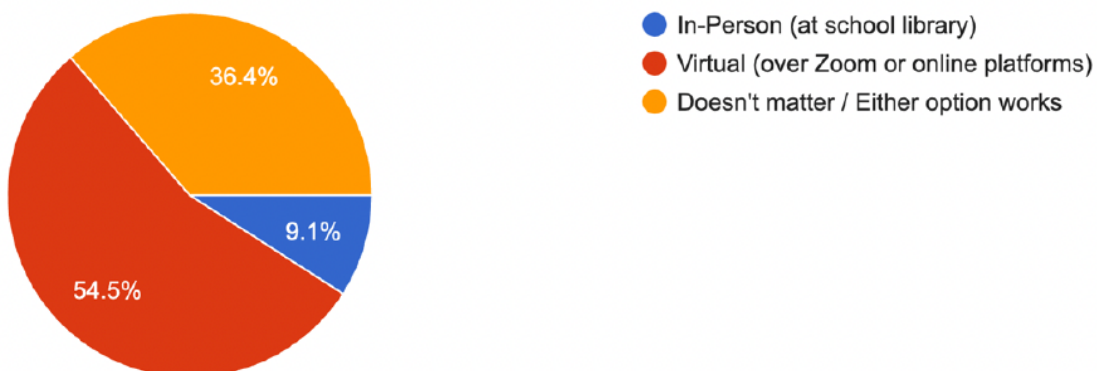
Have you ever attended a PAC meeting this year?



If you have not attended a PAC meeting, please let us know why. (Select all that apply.)



Do you prefer attending monthly PAC meetings in person or virtually?



We'd love to hear from you! Please share any additional feedback or suggestions you have.

- Many thanks to all the PAC leaders who give their time, support and love to make this happen.
- Meetings to be maybe 5.30 instead of 6.30
- Please keep at it, I know the children (and co parents) see and appreciate all the work.
- Thank you for inviting parents to do this survey and being open to feedback!
- The playground really needs some sprucing up. I know the PAC spoke about it in a previous meeting but I am not sure what is the timeline for completion. Also, it would be nice if the kids can stay in school for about 30 minutes after school ends to facilitate parents who are running late.
- It would be helpful if the monthly pac meetings (if they remain virtual) were recorded to allow parents who are unable to attend to listen in after the fact. Not everyone can attend the chosen dates & times, especially when they fall on Mondays. I think a larger platform could be reached if they were recorded.
- Thank you for this group in making a great committee that supports the school and kids
- I believe we need to do more to prepare our children for the real world, focusing on building essential skills like responsibility and financial literacy. Basic cooking classes etc.. Additionally, it would be highly beneficial to introduce sports teams for students in grade 4 and up, such as volleyball, basketball, and soccer, or to organize internal sports camps. Developing strong fundamentals in any sport at an early age is crucial for their growth and success, both on and off the field.
- I would be interested in donating to the PAC if tax receipts could be provided.
- If meetings are held in school, could they be early morning like before drop-off? To help out working parents like me.

APPENDIX B – PLAYGROUND QUOTE FROM HABITAT SYSTEMS

PLAYGROUND QUOTE DETAILS FROM HABITAT SYSTEMS

From: Brad Neufeld <brad@habitat-systems.com>

Date: Mon, Dec 16, 2024 at 6:47 PM

Subject: RE: Inquiry - Budgeting for Playground Addition

To: Shirley Low <low.shirl@gmail.com>

- Remove and dispose existing = \$3350
- New Wood Borders = \$4,700
- New EWF supply and install= \$5,700
- 2 bays = \$2,510 + \$1,881 = \$4,391
- 4 swing seats = \$353 x 4 = \$1,412
- Freight = \$1500
- Install = \$2800

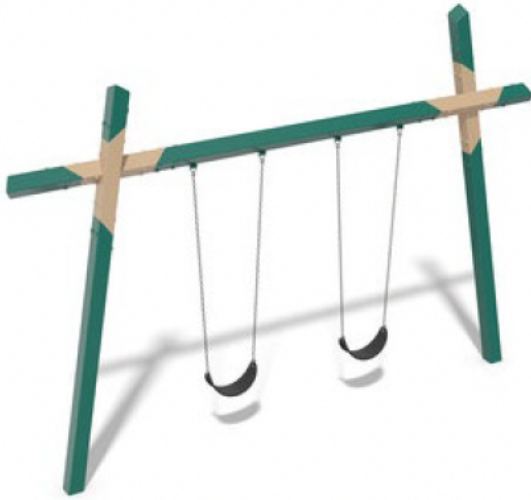
2024 INITIAL QUOTE TOTAL: \$23,853 + GST (5%) = \$25,045.65.

Unfortunately, the site prep cost stays the same regardless of the component. We will see an increase in the new year (2025) so if I account for that the cost is **\$24,285 + GST = \$25,499.25.**

The site prep, remove/dispose and new borders/ EWF are roughly \$13,591 so for \$15,000 unfortunately I do not have anything we can offer. My suggestion would be to have the school lean on the district and see if they will cover some of the site prep costs.

I have seen grants issued from \$2,000 / \$4500 / \$10,000 or even up to \$100,000 so it all depends on the project and the grant that you are applying for.

Swing Frames



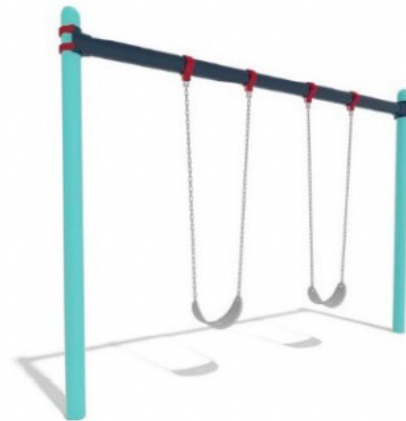
Forma Swing Frame, 8-ft beam height
 Single Bay (Model #307429A) - \$9,341
 Additional Bay (Model #316601A) - \$9,259/ea



Hedra Swing Frame, 8-ft beam height
 Per Bay (Model #278557A) - \$6,135/ea



5000 Series Swing Frame, 8-ft beam height
 Single Bay (Model #174011) - \$2,772
 Additional Bay (Model #177323) - \$1,357/ea
5000 Series Swing Frame, 10-ft beam height
 Single Bay (Model #177324) - \$2,862
 Additional Bay (Model #177325) - \$1,394/ea



Single Post Swing Frame, 8-ft beam height
 Single Bay (Model #177332) - \$2,510
 Additional Bay (Model #177333) - \$1,881/ea

***Above pricing is budgetary only** and does not include swing seats (sold separately), freight/shipping, installation, remote area fees, site requirements or applicable taxes.



Swing Seats

*All seats below come with ProGuard-finished swing chains



Belt Seat

Model #174018

\$308 - \$353/ea



Half Bucket Seat

Model #177349

\$600 - \$668/ea



Full Bucket Infant Seat

Model #177352

\$555/ea



Full Bucket Seat

Model #176038

\$728 - \$780/ea



Molded Bucket Seat (5-12 Yrs)

Model #177350

\$1,222 - \$1,267/ea

Optional Seat Strap

Model #111416

\$147/ea



Molded Bucket Seat w/ Harness (2-5 Yrs)

Model #218671

\$1,686 - \$1,701/ea



(5-12 Yrs)

Model #177351

\$1,686 - \$1,769/ea

***Above pricing is budgetary only and does not include freight/shipping, installation, remote area fees, site requirements or applicable taxes.**