

PARENT ADVISORY COUNCIL

MOUNTAIN VIEW ELEMENTARY SCHOOL

PAC HUB  <https://linktr.ee/mountainviewpac> |  <https://www.sd43.bc.ca/school/mountainview/Parents/PAC>
 mountainviewpac740@gmail.com |  <https://www.facebook.com/MountainViewElementarySchoolPAC>

Mountain View Elementary PAC Annual General Meeting Minutes

Date & Time: Tuesday, January 13th, 2025, 8:00pm

Location: Virtual via Zoom

IN ATTENDANCE:

Executive members:

PAC President - Shirley Low
PAC Vice President – John Park
PAC Secretary - Chelsea Dente & Miriam Galván Blanco
PAC Treasurers- Radu Pop
DPAC Representative – Madiha Kaleem
Hot Lunch Coordinator- Dilara Litonjua
Recycling Program Coordinator – Shinichi Hosomi
Social Media Coordinator – Arfinda Setiyoutami

PAC members at large:

Kelly Shum

Regrets:

PAC Treasurers - Marie Chiew
Hot Lunch Coordinator - Lydia Ko
Members At Large – Tally Melion, Tatiana Fischer, Lisa Sathonghot

Mountain View families:

Coco Liu
Jimmy H.
Rangaraj S.
Elena Del Muro

Mountain View school representative(s):

School's Principal – Lisa Salloum

1. WELCOME / CALL TO ORDER

The meeting was called to order at **8:02 PM**, and quorum was confirmed.

2. APPROVAL OF TODAY'S AGENDA

MOTION made by Dilara and seconded by Miriam approve the agenda as presented.

CARRIED

3. APPROVAL OF MINUTES FROM NOVEMBER 2025 MEETING

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

4. PRINCIPAL'S REPORT – School's Principal: Lisa Salloum

- Big thank you to everyone who helped run the pancake breakfast. The way the room was decorated, the lay out, the extras that made it very special. Everything was amazing.
- **Enrollment:** Classes are now full from new registrations over January
- **26/27- Programs of Choice-** started registration for Mandarin programs, French immersion, Montessori programs.
- **Feb 2-** Kindergarten registration begins.
- **Hip Hop lessons** for all classes during the first week of February. With a week ending performance on Friday, Feb 6th afternoon.
- **Valentine's Day-** classes will plan their own activities. We ask families wanting to partake in class Valentine cards or treats to please communicate with their teachers.
- **Feb 11-** Student-led conferences – teachers will create schedules for children in their class with early dismissal at 1:45pm.
- **Pink Shirt Day** - Planning a more interactive Kindness Assembly. Details to come.
- **Spring Craft** - Feb 6 deadline for teachers to email PAC with ideas; cost per unit same as x-mas craft.
- **Grade 4s MDI** (Middle years development index) - District has partnered with researchers at UBC to obtain data on how grade 4's and 7's are thriving. They will provide a report on how students are doing in different areas like nutrition, sleep, after school activities (it is voluntary).
- **Jan 22** - Dental Screening for Kindergarten students.
- **April** - Como Lake relays for grade 4's & 5's. Training begins after Spring Break and will borrow the PAC tent as a meeting point for families and runners.
- **Emergency Preparedness-** Did an inventory of current stock and placed orders for any expired items. We would appreciate some volunteers to distribute in different parts of the school.
- **Grade 6 transition** planning has begun- children get to have practice to be more comfortable with the transition into middle school. There will also be a parent's night so that parents can see the school and hear about middle school life. Also Grade 6 day where grade 5's get to go into grade 6 for half the day.
- **Ongoing Concerns w/ Traffic-** spoke with liaison with the city and have reached out to RCMP to be more present during drop off/pick-up. Also inquired about placing a light at the crosswalk, to further protect pedestrians.
- **Inclement weather conditions-** please stay informed and dress accordingly.

5. TREASURER REPORT (NOV & DEC 2025) – PAC Treasurer: Radu Pop

PAC Treasurer's Report

Mountain View Elementary Parent Advisory Committee (PAC)

MONTH: NOVEMBER 2025

Account - GENERAL

OPENING CASH BALANCE	5,917.49
REVENUE	1,817.95
Hot Lunch Fundraiser	1,817.95
EXPENSES	1,067.07
Hot Lunch Fundraiser	808.06
Halloween Community Event	259.01
ENDING CASH BALANCE	6,668.37

*1

Account - GAMING

OPENING CASH BALANCE	11,177.08
REVENUE	-
EXPENSES	-
ENDING CASH BALANCE	11,177.08

BANK ACCOUNT SUMMARY

General Account	6,668.37
Gaming Account	11,177.08
Savings Account	1,199.01
Total Funds Available	19,044.46

FUNDRAISING SUMMARY

Fundraising Event	Revenue	Expenses	Net Income
Hot Lunch Fundraiser	1,817.95	808.06	1,009.89
Halloween Community Event	-	259.01	(259.01)
Grand Total	1,817.95	1,067.07	750.88

*1 - \$100 donated by Jerry L. Actual cost of Halloween Community event would of been over \$300.

PAC Treasurer's Report

Mountain View Elementary Parent Advisory Committee (PAC)
MONTH: DECEMBER 2025

Account - GENERAL

OPENING CASH BALANCE	6,668.37
REVENUE	1,794.51
Hot Lunch Fundraiser	170.96
Family Photoshoot Fundraiser	560.00
Christmas Concert Fundraiser	1,063.55
EXPENSES	1,320.73
Hot Lunch Fundraiser	706.00
Christmas Concert Fundraiser	460.83
Holiday Craft	151.90
Bank Fee	2.00
ENDING CASH BALANCE	7,142.15

Account - GAMING

OPENING CASH BALANCE	11,177.08
REVENUE	-
EXPENSES	-
ENDING CASH BALANCE	11,177.08

BANK ACCOUNT SUMMARY

General Account	7,142.15
Gaming Account	11,177.08
Savings Account	1,199.11
Total Funds Available	19,518.34

FUNDRAISING SUMMARY

Fundraising Event	Revenue	Expenses	Net Income
Hot Lunch Fundraiser	170.96	706.00	(535.04)
Family Photoshoot Fundraiser	560.00	0	560.00
Christmas Concert Fundraiser	1,063.55	460.83	602.72
Grand Total	1,794.51	1,166.83	627.68

*NOTES: 1. Hot Lunch Fundraiser is reported on cash basis and does not report based on each Hot Lunch. Therefore, Hot Lunch line is in the negative due to Nov/Dec hot lunches being ordered/paid during November.
2. Still awaiting Purdy's cheque

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

- **Playground Project Update**

Habitat Systems (vendor) completed their on-site assessment in December. They will be providing PAC an updated quote by end of January 2026. However, we have not received any further updates from the District Facilities regarding tax receipts and how to handle donations from the community.

Recently, PAC received a donation of \$5,000 towards this project from the Royal Canadian Legion (United Blvd). A donation request was made back in November and we're completely thrilled and thankful for their generosity. The cheque has not been cashed yet, as Shirley must confirm if we meet all the requirements ie. If they require a tax receipt.

- **Emergency Preparedness Initiative**

Ms. Nancy Garcia is our school's contact and she submitted the list of items that were expired, but did not confirm whether the funding was approved. She said she will let our PAC reps (Kelly S. and John P.) know once she hears back.

- **2026/27 PAC Executives Election in May – Upcoming Opportunities**

As recommended in our bylaws, Shirley is planning to step down from the President role after two full years of service and continuing with PAC in a different capacity. This means, we are currently searching for a new PAC President starting July 2026. She has prepped and organized everything for someone to easily step into the role and take over where she left off.

Elections for PAC Executive roles will take place at our Annual General Meeting scheduled on Tuesday, May 16th at 8pm at the school's library (in-person). If you are unable to attend and interested in applying for an Exec role, please send an email. If you're interested in any Exec Roles, please email us at mountainviewpac740@gmail.com. The more the merrier, if we can have multiple people in roles to assist in sharing the role, it helps when someone is unavailable.

Below is a quick summary of our current PAC Executives Roles:

PAC EXEC ROLES

 Interested? Have questions? mountainviewpac740@gmail.com

* Required Roles for PAC to Exist

PRESIDENT *

- Liaise with Principal regularly
- Organize / Hosts PAC meetings
- Updates PAC community regularly
- Leads and supports PAC executives
- Oversees PAC initiatives & budget
- Signing authority on PAC accounts

COMMITMENT: 6-8 hrs per month

VICE PRESIDENT

- Supports President as required
- Acts on behalf of President, if req'd
- Helps leads and supports PAC execs
- Signing authority on PAC accounts

COMMITMENT: 2-4 hrs per month

MEMBERS AT LARGE

- Assists Executives with initiatives
- Roles may include, not limited to:
 - Event Coordinator
 - Communications Coordinator
 - Fundraising Coordinator

TREASURER *

- Responsible for PAC bank accounts
- Produce monthly reports
- Signing authority on PAC accounts
- Develops annual budget report
- Reconciles transactions and reimburse individuals, as required
- Applies for annual Gaming Grants
- Finalizes summary reports for events

COMMITMENT: 4-6 hrs per month

DISTRICT PAC REP *

- Attends District PAC meetings
- Brings questions and info to and from our PAC to District PAC, as required

COMMITMENT: 3 hrs per month

RECYCLING COORDINATOR

- Coordinates bi-weekly recycling sessions
- Liaise with Gr 5 teachers to recruit student volunteers
- Drops off recyclables to Recycling Depot

COMMITMENT: 2 hrs per month

SECRETARY *

- Notetaker at all PAC & Exec meetings
- Helps with admin duties
- Tracks supplies / stock

COMMITMENT: 2 hrs per month

HOT LUNCH COORDINATORS

- Sets hot lunch dates for the year
- Administers "Munch a Lunch" platform (sets menu & prices, manages & submit orders to restaurant vendors)
- Creates promo materials
- Source and coordinate with vendors
- Organizes hot lunch distribution and coordinates with volunteers

COMMITMENT: 4 hrs per month

SOCIAL MEDIA COORDINATOR

- Manages & creates content for online platforms (Facebook, Linktree, etc.)
- Liaise with other Execs for content

COMMITMENT: 4-5 hrs per month

7. VOTE ON APPROVAL & BUDGET ALLOTMENT FOR SPRING / EASTER HUNT EVENT

Refer to Appendix A for proposal submitted by Shirley and Dilara requesting to allot \$300 of Gaming Funds towards this Spring PAC funded activity.

The school admin prefers a Spring Craft Project over an Easter Egg Hunt.

A motion made by Shirley to cast a vote to approve \$300 budget allotment for a Spring Activity.

RESULT of 10 votes in favour, 0 opposed, and 3 abstained.

Shirley will collect submission ideas from the teachers and will bring them forward for a vote at our February PAC meeting.

8. VOTE ON AMOUNT TO CONTRIBUTE TO SCHOOL PROGRAMS (Budget of \$1,000)

Currently, the school has scheduled for the following two school-wide extracurricular programs:

- ~\$800 for Green Thumb Theatre (Musical theatre 1st week of March with school-wide performance)
- ~\$1,500 for Hip Hop Classes (1st week of February 2026 with end of week performance)

PAC annual budget has a line item under Gaming Funds, labelled as "Schoolwide Programming (Active/Educational)" with allotment of \$1,000.

As discussed in previous meetings, the school currently doesn't require these funds from PAC to ensure these programming take place. However, this provides PAC a wonderful opportunity to contribute financially to something that will benefit the entire student body.

A motion made by Shirley to cast votes for the following options:

OPTION A: Contribute \$800 only and cover the entirety of Green Thumb Theatre. Remaining funds can go towards playground project and/or other community events for the remainder of the year.

OR

OPTION B: Contribute the full \$1,000 as budget was allotted to assist the school.

RESULT of 6 votes for OPTION A and 4 votes for OPTION B.

Shirley will inform the school and obtain the invoice from Green Thumb Theatre for reimbursement.

9. VOTE ON CONTRIBUTION FOR 2026/27 PLANNERS (Approx. \$900)

According to Shirley's knowledge, PAC had been contributing financially each year to pay for school planners for the entire student body for at least the last 6 years. Last year during a PAC meeting, some parents mentioned that planners were not well utilized. Shirley had brought up this concern to the Principal and this was discussed at their recent staff meeting and a vote was conducted. Majority of current teachers heavily rely on planners for communications with families and would like to continue having planners for next academic year.

With that said, the planner vendor has reached out to the school informing of additional cost savings if an order is placed in advance. The Principal currently does not have an exact quote on hand yet, but provided PAC an opportunity to financially contribute to an item that benefits all students. Plus, in the past, it has allowed us to add flyers / promo items to re-introduce PAC to families at the beginning of each year.

Discussions / Questions asked:

- If the order has not been put through this year, can we customize a few pages dedicated to PAC?
- If we do not pay for the planners this year, will the school pay or will parents be charged?
- If we do not fund, can we have an alternative option that the funds will go to?

A motion made by Shirley to postpone the vote until next meeting in February for us to obtain answer to the above questions in order to make an informed decision regarding whether or not we should approve \$900 budget allotment under General Account to purchase student planners for 2026/27 academic year.

10. 2025/26 PAC EVENT PLANS & UPDATES:

Shirley did a quick recap of events from December and January:

- **Recap of Fundraisers (Purdy's and Holiday Family Photos)**
Purdy's – Raised \$1,102.11
Family Holiday Photoshoot – Raised \$560
Thank you to the fundraising committees for making both possible and to the families that participated. Funds will be put towards our Spring events and Playground Project.
- **Recap of Christmas Concert Concession (Dec 11) – Event Lead: Radu P.**
Thanks to the planning committee as well as Ms. Abel for the Hair Fundraiser idea, we

raised a total of \$602.72. This year we introduced a new vendor, Sweet Talk, for mini donuts, as well as a local artisan, Tavia Sweet Creations, for cotton candy. Other than that, we repeated what we did the year previously and had continued success!

- **Recap of Holiday Craft Activity (Dec 16) – Event Lead: Shirley L.**

This event was co-led by Ms. Reynolds as she suggested the felted ornament idea, where then Shirley had to source all required materials within budget. In the end, this activity costed less than the allotted \$200 budget, but most likely due to the Black Friday deals.



Highly recommend start planning and sourcing materials at least one month prior to the scheduled date if we are to repeat a similar activity next year. Please note that all leftover materials, including needles that can be reused, are now stored in the school's craft room.

- **Recap of Pancake Breakfast (Jan 12) – Event Lead: Shirley L.**

Event costed \$536.22 (over original budget of \$500). For next year, it is recommended to increase this budget to allow for us to purchase pancakes again along with whipped cream and sprinkles, as the latter part was donated by a parent this year. Also, if juice is required again to confirm if the school can contribute to this (approx. \$100).

The planning committee would like to thank the parent volunteers once again for their help with set up and day of event. It was wonderful and well received by the staff and students.

Discussions / Suggestions

- It is also recommended to plan for an option for children with allergies.
- McDonalds was a great vendor to work with.
- Question was asked: Is it possible for pancake breakfast to be put through Munchalunch at an affordable cost to allow funds to go to additional activities and extras for the day of? If this was an option, would the school be able to assist in costs?



Topics to Discuss in the future: Should we continue with Grinch theme next year? How does everyone feel about McDonalds pancakes – any objections?

Shirley reviewed the existing 2025/26 PAC event plans. If there are any parents that would like to partake in any of the event planning committees, please email mountainviewpac740@gmail.com and/or look for emails when volunteers and assistance is required.

- **Easter / Spring Activity (March/April) – Event Leads: Shirley L. / Dilara L.**
Shirley is in initial talks with the Principal about this and there is interest from teachers. However, timing wise, it is recommended to aim for after Easter holiday. Shirley had asked for teachers to submit ideas to PAC for review and vote at our February PAC meeting. Stay tuned as it will depend on approval from the school, ideas submitted by teachers, and budget allotment.
- **MV Swag Fundraiser (April/May) – Event Leads: Shirley L. / John P.**
We have reached out to two local vendors to inquire on process and details prior to determining on how to proceed. This would be a good trial opportunity as well prior to Mountain View's 100th year celebration in 2027!
- **[NEW] White Caps Fundraiser (April 11) for 4:30 pm Game. – Radu P.**
- **Track & Field (May) – Event Lead: Kelly S.**
- **Sports Day (June) – Will Need Event Lead**
- **Community Picnic – Lead: Dilara L.**
- **Grade 5 Leaving Ceremony & Graduation (June) – Lead: Radu**
 - Will need to begin conversations with Grade 5 teachers.
 - Last year, pizza lunch was provided, gift cards to each student.
 - Reach out to PAC community of Grade 5 parents for volunteers.

11. QUESTIONS.

None.

12. ADJOURNMENT

The meeting was adjourned at **9:33PM**.

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

CARRIED

Thank you to everyone for their participation.

APPENDIX A: Spring / Easter Hunt Event Proposal

SPRING / EASTER HUNT EVENT BUDGET REQUEST

Requested by: Shirley L. & Dilara L.

When is the event scheduled for?

Week of Good Friday or week after.

What is this event about or for?

Hosting a Spring craft activity.

Who will benefit from this?

All student as this will be a school-wide activity.

BUDGET REQUESTED: \$300

** From Gaming Account, replacing Holiday Crafts (\$200) as this was charged against General Account accidentally*

**** Removed idea for Easter Egg Hunt as the school prefers Spring Craft Activity instead due to lack of time between returning from Spring Break and Easter Holiday to properly arrange for an Easter Egg Hunt.**

Spring Craft Activity

Based on Holiday Craft Activity, we were able to purchase all supplies within \$200 budget allotment. However, items were bought during Black Friday/Cyber Monday when deals were available.

RESULT of 10 votes in favour, 0 opposed, and 3 abstained.