



# PARENT ADVISORY COUNCIL

## MOUNTAIN VIEW ELEMENTARY SCHOOL

 <https://www.sd43.bc.ca/school/mountainview/Parents/PAC> |  [mountainviewpac740@gmail.com](mailto:mountainviewpac740@gmail.com)

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

---

### Mountain View Elementary PAC Meeting Minutes

Date & Time: Monday, September 9<sup>th</sup>, 2024, 6:30pm

Location: Virtual via Zoom

#### IN ATTENDANCE:

##### Executive members:

PAC President - Shirley Low

PAC Vice President - Tracey Carolan

PAC Secretary - Chelsea Dente & Miriam Galvain Blanco

PAC Treasurer - Radu Pop & Carlos Davalos

DPAC Representative - Kelly Shum

##### PAC members at large:

Chris Nebre

Yan Ting Chiang

Keith Cassidy

##### Regrets:

Jennifer Dao

Coco Liu

##### Mountain View families:

Alice Tseng

Savita Ramkissoon

Terence Lai

Ozge Kacmaz

Priyanka Choudhury

Grace Wong

Shinichi Hosomi

Suba Chelliah

So Yau Lee

Karen Chan

Elvin Chang

Dilara L.

Wilson Kwan

##### Mountain View school representative(s):

Lisa Salloum (principal)

## 1. WELCOME / CALL TO ORDER

The meeting was called to order at **6:36 PM**, and quorum was confirmed.

## 2. APPROVAL OF TODAY'S AGENDA

**MOTION** made by Tracey Carolan, seconded by Miriam Galván Blanco to approve agenda as presented.

**CARRIED**

## 3. APPROVAL OF MINUTES FROM JUNE MEETING

**MOTION** made by Tracey Carolan, seconded by Chris Nebre to approve the minutes as presented.

**CARRIED**

## 4. TREASURER REPORT – PAC Treasurer: Radu Pop

Review of June, July, and August 2024 monthly reports

### Treasurer's Report for June 2024

#### Event Summary (June 2024)

[ESR-Code] Event Name	Income	Expense	Profit/Loss
[GEN] PAC Operations *1	\$ 0.10	\$ -	\$ 0.10
ESR-34 Whitespot hot lunch	\$ 946.25	\$ 609.50	\$ 336.75
ESR-33 TCBY	\$ 487.00	\$ 317.00	\$ 170.00
ESR-37 Sports day hot dogs		\$149.10	\$ (149.10)
ESR-35 Doughnutlove teacher appreciation		\$605.23	\$ (605.23)
ESR-36 Grade 5 graduation		\$872.98	\$ (872.98)
ESR-37 Sports day freezies1?	\$ 91.50		
ESR-37 Sports day freezies2?	\$ 81.10		
ESR-40 3 x Whitecaps tickets	\$ 120.00		
<b>Totals</b>	<b>\$ 1,725.95</b>	<b>\$ 2,553.81</b>	<b>\$ (827.86)</b>

#### Current Balance Sheet

Mountain View PAC 2023/24 Balance Sheet (as of June 30)			
<b>Assets</b>			
General Account			5,657.55
Gaming Account			11,590.55
Savings Account			1,197.32
Undeposited Fund			
Cash Float			\$0.00
<b>Total Assets</b>			<b>\$18,445.42</b>
<b>Liabilities</b>			
Accounts Payable *2			434.36
Music instruments - ESR38		167.95	
Music boomwhackers - ESR38		234.10	
Sports day - ESR39		32.31	
<b>Total Liabilities</b>			<b>\$434.36</b>
<b>Equity</b>			
Extracurricular Enhancement Fund (Restricted) - Gaming Account			11,590.55
Current Retained Earnings (Unrestricted)			6,420.51
<b>Total Equity</b>			<b>18,011.06</b>
<b>Total Liabilities &amp; Total Equity</b>			<b>\$18,445.42</b>

#### Notes To Event Summary and Balance Sheet:

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

\*2 Accounts payable consists of outstanding cheques - expense reimbursement

## Treasurer's Report for July 2024

### Event Summary (July 2024)

[ESR-Code] Event Name	Income	Expense	Profit/Loss
[GEN] PAC Operations *1	\$ 0.10	\$ -	\$ 0.10
[Ongoing] Pie Hole Fundraiser	\$ 319.75		\$ 319.75
			\$ -
			\$ -
			\$ -
<b>Totals</b>	\$ 319.85	\$ -	\$ 319.85

### Current Balance Sheet

<b>Mountain View PAC</b> <b>2023/24 Balance Sheet (as of July 31)</b>		
<b>Assets</b>		
General Account		5,542.94
Gaming Account		11,590.55
Savings Account		1,197.52
Undeposited Fund		
Cash Float		\$0.00
<b>Total Assets</b>		<b>\$18,331.01</b>
<b>Liabilities</b>		
Accounts Payable		-
<b>Total Liabilities</b>		<b>\$0.00</b>
<b>Equity</b>		
Extracurricular Enhancement Fund (Restricted) - Gaming Account		11,590.55
Current Retained Earnings (Unrestricted)		6,740.46
<b>Total Equity</b>		<b>18,331.01</b>
<b>Total Liabilities &amp; Total Equity</b>		<b>\$18,331.01</b>

### Notes To Event Summary and Balance Sheet:

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

## Treasurer's Report for August 2024

### Event Summary (August 2024)

[ESR-Code] Event Name	Income	Expense	Profit/Loss
[GEN] PAC Operations *1	\$ 0.10	\$ -	\$ 0.10
[Ongoing] Pie Hole Fundraiser	\$ 319.75		\$ 319.75
			\$ -
			\$ -
			\$ -
<b>Totals</b>	<b>\$ 319.85</b>	<b>\$ -</b>	<b>\$ 319.85</b>

### Current Balance Sheet

		Mountain View PAC 2023/24 Balance Sheet (as of August 31)	
<b>Assets</b>			
	General Account		5,542.94
	Gaming Account		11,590.55
	Savings Account		1,197.52
	Undeposited Fund		
	Cash Float		\$0.00
<b>Total Assets</b>			<b>\$18,331.01</b>
<b>Liabilities</b>			
	Accounts Payable		-
<b>Total Liabilities</b>			<b>\$0.00</b>
<b>Equity</b>			
	Extracurricular Enhancement Fund (Restricted) - Gaming Account		11,590.55
	Current Retained Earnings (Unrestricted)		6,740.46
<b>Total Equity</b>			<b>18,331.01</b>
<b>Total Liabilities &amp; Total Equity</b>			<b>\$18,331.01</b>

### Notes To Event Summary and Balance Sheet:

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

## 5. VOTE ON UPDATED PROPOSED 2024/25 ANNUAL BUDGET

Proposed changes are marked in 'red'. Shirley confirmed that a new category for **Miscellaneous Costs** has been added to the budget. Additionally, she confirmed the re-allocation of of \$2,200 from planned events to be paid out from gaming grant funds.

**RESULT** of 12 votes in favour and 0 opposed.

**MOTION** made by Tracey Carolan, seconded by Miriam Galván to approve updated proposed budget for 2024/25 as presented.

PAC Budget 2024/2025					
<b>** NOTE: Changes noted in red</b>					
TYPE	ITEM		PROPOSED BUDGET 2024/2025 as of Aug 15, 2024	ORIGINAL BUDGET 2024/2025 on April 30, 2024	
INCOME	Balance Forward - Gaming Funds	R	\$ 11,590.55	\$ 11,590.55	
	Community Gaming Grant	R *1	\$ 3,180.00	\$ 3,180.00	
	Balance Forward - Saving (Playground)	R	\$ 1,197.42	\$ 1,197.02	
	<b>Subtotal - Restricted Income</b>		<b>\$ 15,967.97</b>	<b>\$ 15,967.57</b>	
	Balance Forward - General	U	\$ 5,542.94	\$ 5,609.89	
	Fundraising	U *2	\$ 7,000.00	\$ 8,000.00	
	Donations	U *3	\$ -	\$ -	
	Uncategorized	U *4	\$ -	\$ -	
	<b>Subtotal - Unrestricted Income</b>		<b>\$ 12,542.94</b>	<b>\$ 13,609.89</b>	
	<b>Total Income</b>		<b>\$ 28,510.91</b>	<b>\$ 29,577.46</b>	
EXPENSES	Field Trips - from gaming grant	R	\$ 3,500.00	\$ 3,500.00	
	Cultural & Special Events - from gaming grant	R	\$ 1,000.00	\$ 1,000.00	
	Schoolwide P.E. Event (eg: dance/swim/skate)	R	\$ 800.00	\$ 800.00	
	Grade 5 Graduation - from gaming grant	R *5	\$ 800.00	\$ 780.00	
	Equipment - Sports - from gaming grant	R	\$ 400.00	\$ 400.00	
	Open House	R *6	\$ 500.00		
	Holiday Activity	R *7	\$ 400.00		
	Santa Breakfast	R *8	\$ 500.00		
	Playground Project	R *9	TBD		
	<b>Subtotal - Restricted Expenses</b>		<b>\$ 7,900.00</b>	<b>\$ 6,480.00</b>	
	Teachers & Education Assistants Class Fund	U *10	\$ 2,350.00	\$ 2,350.00	
	Teacher Appreciation	U	\$ 600.00	\$ 600.00	
	First Day Assembly	U	\$ 150.00	\$ 150.00	
	Open House	U	(Moved to Restricted)	\$ 300.00	
	Gingerbread Houses	U	(Moved to Restricted)	\$ 150.00	
	Santa Breakfast	U	(Moved to Restricted)	\$ 350.00	
	PAC Operations	U *11	\$ 120.00	\$ 120.00	
	Fundraising Expenses	U *12	\$ 5,000.00	\$ 5,000.00	
	Administration Expenses	U *13	\$ 400.00	\$ 400.00	
	Miscellaneous Expenses	U *14	\$ 1,500.00		
	<b>Subtotal - Unrestricted Expenses</b>		<b>\$ 10,120.00</b>	<b>\$ 9,420.00</b>	
	<b>Total Expenses</b>		<b>\$ 18,020.00</b>	<b>\$ 15,900.00</b>	
Total Restricted Fund			\$ 8,067.97	\$ 9,487.57	
Total Unrestricted Fund			\$ 2,422.94	\$ 4,189.89	
<b>Budgeted Fund Available for 2024/2025</b>			<b>\$ 10,490.91</b>	<b>\$ 13,677.46</b>	

### Notes:

- \*1 Community Gaming Grant is based on an estimated 150 students @ \$20.00 per student. Received each year in the Fall.  
**NOTE: PAC must aim to use approx \$5,200 this year from Gaming Grant Funds due to guidelines to spend within 24 months**
- \*2 Estimate based on possible fundraising events.  
Reduced to \$2,000 (difference between Fundraising & Fundraising Expenses) as for 2023/24 we only fundraised \$2,300
- \*3 Donation will be solicited.
- \*4 Possible income sources include store rebate programs (Return-It Depot, COBS Breads, Oliver's Labels & Tru Earth)
- \*5 Increased budget to match actual expenditures of 2023/24 event
- \*6 Can claim via Gaming Grant Increased budget to account for providing hot dogs, raffles and games.
- \*7 Can claim via Gaming Grant. Increased budget to allow for different ideas this year (i.e. cookie decorating, etc.)
- \*8 Can claim via Gaming Grant. Increased budget to allow for different ideas this year (ie. source pancakes, arts & crafts, etc.)
- \*9 Playground project is still TBD and will use restricted funds (Gaming Grant) if approved
- \*10 Used by teachers to purchase supplies for classes not covered in their budget.
- \*11 Includes bank fees, PAC morning meeting refreshments, and any other operational needs
- \*12 All estimated expenses related to fundraising events such as hot lunch purchases, snacks and drinks.
- \*13 Hot lunch online platform fee (currently using Munchalunch)
- \*14 New line item for any other unplanned purposes or expenditures outside of Gaming Grant (i.e. student planners, etc.)

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

- **Recycling Program:** The Grade 5 teachers are on board to work with Chris Nebre (PAC Member at Large) who will lead the recycling initiative. This will commence on September 27th, 2024, on a bi-weekly schedule. Volunteers are needed for the program, and two students per term will participate in recycling collection.
- **Field Trips:** Lisa discussed that the teachers are planning field trips for the upcoming year and update PAC at October's staff meeting with funding and logistics to be confirmed.
- **School Divisions:** The school currently has 8 divisions with details on staff directory page.
- **Open House (Thurs, Sept 19):** Starts from 5:30pm to 6:30pm with classroom visits and then 6:30pm in the gym for staff introductions.
- **School Calendar Updates:** Refer to school's online calendar for new events. Lisa will add PAC Hot Lunch dates.

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

### a. September Events:

- **Summary of Registration Day (Tues, Sept 3)**
  - **Donations:** McDonalds Clarke Road & COBS Suter Brook
  - **Successes:** 25 mail list sign ups, good turnout & conversations, chalk out was well received by kids
  - **Changes / Notes for next year:** Keep the same location (if weather permits); perhaps reaching back out to COBS and McDonalds again.
- **Upcoming Open House (Thurs, Sept 19) – DPAC Rep: Kelly Shum**  
Details about the upcoming Open House on September 19th were shared, including planned activities such as hot dog sales and raffle draws.

### b. Hot Lunch schedule for 2024/25

HOT LUNCH DATES 2024/25		
Day of the week	Date	Vendor
Friday	September 13	A&W [Delivered]
Friday	October 18	Fuel Catering
Friday	November 15	BBQ Chicken (New)
Friday	December 13	White Spot
Friday	January 24	Fuel Catering
Friday	February 14	TBD *
Friday	March 14	TCBY (frozen treat)
Friday	April 11	A&W [Delivered]
Friday	May 16	Sushi
Friday	June 13	White Spot

**Hot Lunch Volunteers:** Additional volunteers are always needed to help with the hot lunch program throughout the school year. Sign up via Munchalunch. Volunteers are

tasked from 12pm – 1pm to distribute lunches to each classroom. If you have questions on how to volunteer, etc., please contact our Hot Lunch Team at [mvhotlunch@gmail.com](mailto:mvhotlunch@gmail.com)

**c. Playground Project** – Need to form a subcommittee (2-3 parent volunteers)

Shirley announced that we will be working with Habitat Systems along with the school and the district to obtain finalized quotes and necessary approvals. Volunteers will be required to assist, along with fundraisers.

**Terence L.** (Mountain View family) expressed interest and has been added to the playground committee, and further discussions regarding the project will continue.

## **8. NEW BUSINESS**

**a. Recycling Program**

The program will be led by **Chris Nebre** (Member at Large).

A bi-weekly schedule has been established, **starting on Friday, September 27th** from 2:15 PM to 2:45 PM, with adjustments to Thursdays if there is a Pro-D day or statutory holiday. This schedule will continue for the remainder of the school year.

The school will provide a volunteer opportunity for **Grade 5 students** (2 students per term: Sept – Dec; Jan – Mar; Apr – Jun) to assist with collecting recycling for the Return-It depot.

We need 2-3 parent volunteers to help manage the collection dates, return items to the Blue Mountain Return It Depot, and work with Grade 5 students on the recycling process.

**Shinichi H.** (Mountain View family) volunteers to assist with the recycling program. Any additional interest to volunteer can email [mountainviewpac740@gmail.com](mailto:mountainviewpac740@gmail.com)

**b. Discuss and assign Event Leads / obtain volunteers for remaining planned events for 2024/25**

The spreadsheet of planned events for 2024/25 was presented – see below. It was discussed that the current number of events is sufficient to meet the proposed objectives. However, the need to create subcommittees for each event was emphasized to ensure efficient management. A call for volunteers was made, encouraging attendees to take on the role of Event Lead for those events that do not yet have an assigned leader.

Should you be interested in volunteering or taking the event lead on any of the presented items, please email [mountainviewpac740@gmail.com](mailto:mountainviewpac740@gmail.com)

WHEN	WHAT	PURPOSE	BUDGET (if any)	EVENT LEAD	VOLUNTEERS
All Year	Playground Project	Hoping to add / replace current swing set area	Depends on fundraisers and available Gaming Grant	Shirley L.	Terence L.
All Year	Recycling Program	Collecting of recycling items every 2 weeks at the end of each week by parent volunteers. Parents will be working with and educating Grade 5 volunteers.	-	Chris N.	Shinichi H.
Fall Term					
Fall Term	Holiday Fundraiser	Previously Purdy's. Open to options and ideas.	-	Tracey C.	
December (last week)	Holiday Activity in Classrooms	Previously gingerbread houses, but potentially looking into other options with increased budget.	\$400.00		
December 20 (last day)	Santa Pancake Breakfast	Providing pancake breakfast to all students and teachers.	\$500.00	Tracey C.	
Spring Term	Spring Art Fundraiser	Working with Photo Expressions. Art activity within classroom and allowing friends & family to purchase products with artwork (ie. mugs, cards, etc.)	-		
		Requires coordination between PAC, school and Photo Expressions to collect and distribute orders.			
May (TBD)	Kindergarten Meet & Greet	Mingle event in the courtyard for incoming K students and families.	-	Shirley L.	
		Previously PAC reps provide an introduction and handouts about PAC.			
May/June	Teacher Appreciation	Provided gift card from Doughnut love in the past.	\$600.00	Shirley (if no one signs up, happy to take this on)	
		Potentially looking at a food spread in the staff kitchen instead.			
June (TBD)	Grade 5 Graduation	Pizza lunch, decor in the gym for graduation ceremony, and activity/trip	\$800.00	Tracey C.	
		May require additional fundraising			
June (TBD)	Sports Day	Annual school wide sports day where PAC has provided hot dogs and popcorn to students in the past. Great way to further create community (ie. add a station for PAC with face painting or activity and/or additional treats)	\$300.00		

I might not give you much time to review and then

## 9. QUESTIONS

N/A

## 10. CONCLUSION

Shirley called meeting to end. **PAC meeting officially ended at 7:47pm.**