



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, November 18th, 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 & Marie Chiew
DPAC Representative – Madiha Kaleem
Recycling Program Coordinator – Shinichi Hosomi
Social Media Coordinator – Arfinda Setiyoutami

PAC members at large:

Kelly Shum
Tally Melion
Lisa Sathongnhot

Regrets:

Hot Lunch Coordinator – Dilara Litonjua & Lydia Ko
Member at Large -Tatiana Fischer

Mountain View families:

Anna Kushnarenko
Coco Liu

Mountain View school representative(s):

N/A

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 Chelsea and seconded by Radu approve the agenda as presented.

CARRIED

3. APPROVAL OF MINUTES FROM OCTOBER 2025 MEETING

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

CARRIED

4. PRINCIPAL'S REPORT – PAC President on behalf of School's Principal: Lisa Salloum

School-Based Pro-D Friday, November 28th - students do not attend

Winter Concert Week:

Dec 10th - Dress Rehearsal, students in the gym, watch each other perform

Dec 11th - Afternoon and Evening concerts for family members.

Dec 12th - PJ Day / PAC Hot Lunch

Last Week before break:

Dec 16th - PAC sponsored Christmas Craft

Dec 17th - Term One Reports Published

Dec 18th - PAC Pancake Breakfast for Students

Winter Break:

Monday, Dec. 22 - Friday January 2nd

School Resumes - Monday, January 5th, 2026

2026:

Hip Hop Lessons - First week of February

Student - Led Conferences Feb 11th / Early Dismissal 1:48pm

5. TREASURER REPORT (OCTOBER 2025) – PAC Treasurer: Marie Chiew

PAC Treasurer's Report

Mountain View Elementary Parent Advisory Committee (PAC)

MONTH: OCTOBER 2025

Account - GENERAL	
OPENING CASH BALANCE	5,547.96
REVENUE	1,143.48
Hot Lunch Fundraiser	1,068.48
Pedelheads Fundraiser	75.00
EXPENSES	773.95
Hot Lunch Fundraiser	773.95
ENDING CASH BALANCE	5,917.49

Account - GAMING	
OPENING CASH BALANCE	7,637.08
REVENUE	3,540.00
Gaming Grant	3,540.00
EXPENSES	-
ENDING CASH BALANCE	11,177.08

BANK ACCOUNT SUMMARY	
General Account	5,917.49
Gaming Account	11,177.08
Savings Account	1,198.91
Total Funds Available	18,293.48

FUNDRAISING SUMMARY

Fundraising Event	Revenue	Expenses	Net Income
Hot Lunch Fundraiser	1,068.48	773.95	294.53
Pedelheads Fundraiser	75.00		75.00
Grand Total	1,143.48	773.95	369.53

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

- **Completed Allocation of “Teaching & Classroom Assistance Funds”**
Provided cheque and distribution of \$2,000 equally among the 7 divisions and music room (\$250.00 each) for the school year 2025/26. Shirley has communicated this with the school and this additional fund will go towards additional needs within each classroom and/or towards special projects.
- **Playground Project Update – Nov 21 Meeting with District Rep**
Principal has helped PAC arrange for a meeting with the District's Facilities Rep (John) to discuss next steps scheduled on Friday, November 21. This is once again to address the following:
 - Any existing structures that require fixes and associated costs (covered by District, School and/or PAC?)
 - What is required for PAC to contribute to a new structure (swing set) beside existing swing set and/or benches? Associated costs, timeline, etc.

Refer to Appendix A – Playground Project Guiding Documents from District for Reference

- **Emergency Preparedness Initiative**
It is important that each school is prepared for any emergencies and this has traditionally been a joint effort between the school and PAC. This year, Ms. Nancy Garcia is our school's contact and huge thank you to Kelly S. and John P. for stepping in to assist as PAC representatives. Stay tuned for updates!

7. DISCUSSION: ONGOING FUNDRAISER OPPORTUNITIES

We're fortunate to have lots of eager parents wanting to help fundraise for PAC and our school. Aside from our ongoing fundraisers listed on our [Linktree \(PAC Hub\)](#) such as Return-It Depot, COBS Bread (Lougheed Mall), Tru Earth, and Oliver's Label, Shirley opened the floor to collect new ideas and discuss new fundraising opportunities.

Discussion:

- Shirley has created donation request letters for a few companies that Lisa S. had suggested and have helped dropped off. From these letters, \$100 donation of items TBD has been secured from Princess Auto.
- Radu suggested **Hemlock and Oak planners**. We will get 10 percent off via affiliate link and they will send us 10 percent to the PAC quarterly. No objections and PAC will proceed by adding this to our ongoing fundraiser list.
<https://www.hemlockandoak.com/>
- Madiha suggested Excel Martial Arts and for students to bring in spare change as a class challenge to win a prize. She will look into these options further as further details are required prior to proceeding.

8. 2025/26 PAC EVENT PLANS & UPCOMING OPPORTUNITIES:

Shirley did a quick recap of events in October and things to note for next year:

- **Pumpkin Hunt (Tues, Oct 28)**
 - Request for pumpkin donations early – latest by end of August.
 - Decide type of event to help determine size of pumpkin required. Then work with school to see if the gym can be used to avoid rain, if needed.
 - If Save on Foods (Austin) can donate again, be sure to have the school create a community Thank You card.
- **Halloween Community Event – “No Trick All Treats” (Fri, Oct 31)**
 - School is willing to let us use the covered courtyard area next year
 - Plan ahead in August / September to request for this as administration paper work is required and it's busy for them in September.
 - Need to still limit use and entering of school during event hours (ie. no access to washroom, etc.)

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.

- **Holiday Family Photos Fundraiser (TBD – Nov) – Event Lead: John P.**

Date: Monday, Nov 24 and Tuesday, Nov 25 afterschool to evening time

Location: School multipurpose room (access through the doors near the staff parking lot)

Cost: \$40 per 15 minute session

What is included: For each 15 minute session, we will have time to take family photos with 2 different backdrops. Digital copy of the photos will be provided. We may provide printed copies at additional cost - more details to follow for this option.

How to book your time: Click the link to reserve your time:

<https://calendar.app.google/KEuBMdPe5FkGbWuc6>. For now, please only reserve 1 time slot. If there are time slots available after everyone has had a chance to book, you are welcome to book a second time slot if you want to have more photos with different backdrops. We will let you know later when you can book a second time slot.

Due date: Please confirm your booking by 9pm Thursday, Nov 20.

- **Purdy's Chocolate Fundraiser (Deadline: Nov 26) – Event Leads: Madiha, Lisa & Miriam**

Current profits are at \$721! Deliveries are scheduled for December 10. Lisa will confirm whether the large chocolate order will fit in her car. Madiha and Lisa will also confirm with Purdys how the chocolates are packaged. Madiha suggested recognizing the individual who placed the \$1,000 order for their outstanding support and contribution to the fundraising campaign.

- **Xmas Concert Concession (Thurs, Dec 11)**

Confirmed the same format as last year, where the concession will be out of the library and only opened prior to concert (5:30pm – 6pm) and again after the concert for 30 mins. This would include pick up of Purdy's Orders.

Discussion: Cotton candy, charcuterie cups, and mini donuts with chocolate dip from

Sweet Talk Donuts will be on the menu as preorders via Munchalunch. Volunteers are needed for setup and for sales during the event. Stay tuned!

- **Holiday In-Classroom Craft Activity (Tues, Dec 16) – Event Lead: Shirley L.**
Teachers have submitted ideas – refer to Appendix A for details. Shirley casted an informal vote to decide on what parents would prefer with budget of \$200:

Option 1: Clay Ornament

Option 2: Snow Owl Figurine

Option 3: Felted Ornament Sewing Project

RESULT of 2 votes for Option 1, 3 votes for Option 2, 4 votes for Option 3

Shirley will work with the teacher that submitted the idea to source materials and plan for the Holiday Craft Day accordingly.

Refer to Appendix B for details on each option.

- **Pancake Breakfast (Thurs, Dec 18 – 9:15am – 10:15am)**
Planning committee has decided to proceed with placing pancake orders from McDonalds (Clarke Road). Aiming for 2-3 pancakes per student plus pancakes for the teachers and parent volunteers to enjoy during the event, along with coffee and juice. School has generously provided \$100 to PAC to purchase any additional items required for the event.

The Grinch will make an appearance and has been confirmed by Chelsea.

Important to know for future events that PAC had suggested playing Holiday Film during the event and it was rejected due to its misalignment with healthy eating habits and instead to have students focus on social behaviours. This year, all students will be eating at the same time in the gym. Also, if we ever consider to change this to a community event where parents are all invited to join, approval of logistics need to be brought to the school early in the year.

Please look out for a volunteer call out soon as we will need help to set up the gym the day before (Dec 17 afterschool) and day of for handing out of pancakes and clean up.

- **Spring 2026:**
 - Community Event – Shirley aims to apply for another Community Grant via United Way in hopes to create another event for the community.
 - Easter Hunt – planning has commenced and will take place before the long weekend.
 - MV Swag Fundraiser – potentially delay to later in the year.

9. QUESTIONS.

None.

10. ADJOURNMENT

The meeting was adjourned at **9:07PM**.

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

CARRIED

Thank you to everyone for their participation.

APPENDIX A: Playground Project Guiding Documents

Playground and Outdoor Classroom Checklist (May 2025)

Start the Conversation

1. Connect with Assistant and Principal of Facilities Initiatives

- Discuss playground needs, goals, history, concerns, and questions.
- Plan for funding (School, PAC, SD43, PEP, Grants, Other).
 - Note: SD43 funds are typically unavailable unless arranged with the zone assistant superintendent, joint grant, or other partnership.
- Overview of general process for administrators.
- Review APs:
 - [AP 565](#): General process, cost responsibilities, site preparation overview, approval requirements of any equipment, use of grant money (Procedure 9), step-by-step process.
 - [AP 514](#): Playgrounds are considered "Construction" and follow table #2 within the procurement process.

Reach Out to Maintenance via SRO Estimate Request

2. Submit SRO Estimate Request

- Go to Asset Planner.
- Select Playground.
- Priority: Low.
- School Funded: No (at this time).
- Request a playground meeting to discuss location, layout, and recommended suppliers. Also request an estimate for site preparation.
- Note: You will receive an [AP 565-1](#) Playground Installation Request Form in your SRO request. If you do not hear from Grounds regarding a meeting, email the Grounds Supervisor directly (Jeb Perry).

Consult with School Stakeholders (PAC, Staff, Students) if Applicable

3. Vision of the Playground Space

- Visit current SD43 and community playgrounds for ideas.

- Consult SD43 Playground Inspector and Principal of Facilities Initiatives.
- Contacting recommended suppliers for advice and/or renderings (no commitment without procurement process) is ok. Please note that no contracts or commitments can be made with the supplier by the PAC or School.

4. Vision of a Funding Plan

- Review [AP 514](#).
- Educate PAC regarding district procedures.
- Review [AP 565](#): Ordering of playground equipment must go through the SD43 procurement process.

When Funding Has Been Secured

4. Add onto the existing SRO.

- Write a brief/specific description of what is desired.
- Include (upload) the [AP 565-1](#) Playground Installation Request Form that was filled out during your site visit by grounds.
- Attach (upload) a site sketch or rendering provided by a vendor during consultations (remember, there is a procurement process for final selection).
- Wait for final approval. Once approved, you will receive the [AP 565-2](#) Technical Approval of Playground Installation Form from the Assistant Director of Maintenance Operations. This will appear in your SRO as an attachment.

Once Approved, communicate with the Purchasing Department to Start the Procurement Process

5. Start the Procurement Process

- Include the signed [AP 565-2](#) Technical Approval of Playground Installation Review Form.
- Purchasing will guide you through the process based on the overall cost.
 - Note: This is for equipment and installation. Site preparation costs will be separate (reconciled from school by Maintenance).
- Procurement Process for Playgrounds:

- [AP 514](#): Playgrounds are considered "Construction" and follow table #2 within the procurement process.
- Contact accounting to arrange funds transfer from the school/PAC to the district. Accounting will provide a GL number for the school/purchasing to use during the procurement process. This also allows for capitalization (asset documentation) of the equipment).

Once the Procurement Process is Complete

6. Coordinate Installation

- Maintenance (Grounds), Principal, Principal of Facilities Initiatives, and the Supplier/Contractor will coordinate regarding installation.
- Inspection by SD43 after installation is mandatory prior to use.
- SD43 Maintenance will perform four inspections a year and maintain/repair playgrounds as needed.
- Note: Repairs beyond the cost threshold will be the responsibility of the school.

Reference

- [SD43 Administrators Handbook: Section 9, page 74.](#)
- [AP 565](#)
- [AP Form 565-1](#)
- [AP Form 565-2](#)
- [AP 514](#)

Funding Support for Playgrounds

Funding support for playgrounds can come from several sources:

1. **Provincial Support through the Playground Equipment Program (PGP)**
 - School districts can submit up to three schools per year.
 - Awarded schools may receive up to \$165K (as of May 2025).
 - Selection is based on factors such as the age of the playground, the number of playgrounds, and the latest inspection information.
2. **Municipality Grants**
 - These grants can be helpful but come with certain stipulations around eligibility.
 - Example: The Coquitlam Spirit Grant.
 - Schools are eligible to apply only if they were put forward for the Provincial PEP grant but did not receive it.
3. **Local Grants and Vendor Resources**
 - Local grants are available, and vendors (e.g., Habitat) provide exemplars on their websites.
 - These resources can be useful for Parent Advisory Councils (PACs) and schools to explore.

Recommendations

- Consult accounting and purchasing departments during this process, as some grants may require procedures that are new or conflict with district processes.
- Share with the Elementary/Middle group any grants received and processes involved.

Procurement Process

Table 1 - Goods, Services and Equipment Procurement Process					
Amount per item or aggregate, full contract term	# of Quotes	Method of quote	Method of purchase	Procurement process conducted by	Authorization level required for Purchase Order, Contract or Service Agreement
< \$3,000	1	email, telephone, supplier website, or in store purchase	P-Card or supplier invoice	Budget Expenditure Authority or P-Cardholder	As delegated per AP 515 (Expenditure Authorization Signatory) or must be within P-Card transaction limit and follow rules and restrictions per AP529 (Purchasing Card)
< \$15,000 Facilities and Information Services Departments only					
P-Card purchases between \$3,000 to \$10,000	2	email, and/or supplier website	P-Card		
\$3,000 to \$50,000	2	email, and/or supplier website	purchase order, and/or service agreement with terms and conditions	Budget Expenditure Authority with assistance from Purchasing Services Department	Manager of Purchasing Services or Assistant Director of Procurement or Authorized member of DLT

PURCHASE AND INSTALLATION OF ADVENTURE PLAYGROUNDS AND OUTDOOR CLASSROOMS

Background

Adventure playgrounds and outdoor classrooms enhance the learning and recreation experience for students and staff. The cost of site preparation, installation, and equipment for these areas is typically borne by the school. The Maintenance Department will complete site preparation on a cost recovery basis.

Site preparation normally consists of stripping the turf, excavating and levelling the site, providing drainage, installing retaining curbs and filling with wood fiber fall protection or other safety surfacing. Depending on the setting and the intent of the installation, other influences may also need to be considered such as, but not limited to, arboricultural assessment for tree hazard mitigation, tree and stump removal, access for construction and ongoing maintenance, security, etc.

The approval of the Facilities Department is required prior to installation of any equipment on school sites regardless of the funding source. This will ensure that the equipment meets District safety requirements, is properly installed, is added to the preventive maintenance schedules, does not conflict with underground utilities and is recorded on site record drawings. Once the site preparation and installation is complete, the school will be invoiced.

There may be potential for schools to apply for grants through outside sources. Municipalities may have grants to assist the school with site preparation, installation and/or purchase costs. Application for the grant should be submitted to the applicable department of the municipality, with a copy to the School District Facilities Department. If the school receives a grant from the municipality, a copy of approved grant letter should be forwarded to the Facilities Department. There may also be a provincial grant the district can apply for when adventure playgrounds need replacement.

Procedures

1. Schools should contact the Maintenance Department to discuss location, layout and recommended suppliers prior to submitting a Service Request.
2. Principals are to submit requests for playground installations using the Playground Installation Request Form. The link to this form can be found within the Facilities section of the Admin Handbook. This form can also be used for requesting an outdoor classroom.
3. The Request Form and a site sketch of the proposed layout should be attached to a new Service Request in Asset Planner. See Instructions for School-Funded Projects in the Admin Handbook – Facilities Section. Information required to purchase the equipment, once approved by Maintenance Operations should be forwarded to the

Purchasing Department by the Principal or designate. Information regarding natural play elements, irrespective of source, must be shared with Maintenance and Facilities Departments for approval in advance of ordering or acquisition.

4. Facilities and Maintenance will assess the proposal and if there are any concerns with respect to the proposed siting, safety, materials, equipment, or ongoing maintenance, they will consult with the Principal.
5. If approved, the Maintenance Department will coordinate site preparation with the Principal and if applicable, the Parent Advisory Council.
6. Installation of equipment or materials may only be done by either the preapproved equipment supply company or the Maintenance Department. Prior approval through the District Contracting Out Committee is required for all contracted work. If this is an install by the Maintenance Department, this should be indicated on the request on the understanding that the cost of installation of equipment will be invoiced to the school for payment from school funds.
7. Playgrounds and outdoor classrooms must be fully inspected and approved by Maintenance staff prior to the playground or outdoor classroom being opened to students.
8. Schools wishing to investigate or provide natural elements play spaces must contact the Assistant Director, Maintenance Operations or designate before proceeding with any related activity. The Assistant Director, Maintenance Operations or designate will discuss / review your proposal and provide guidelines for consideration.
9. Donated or grant money amounts used towards the cost of the outdoor play space equipment needs to be provided to the Finance Department as this expense will be captured and capitalized on the School District financial records.

Reference: Section 65, 85, School Act
Form 565-1 Approval Request – Adventure Playground
Form 565-2 Technical Approval of Proposed Adventure Playground Equipment Installation
Revised May 2021

APPENDIX B: Teacher Submissions for Holiday Craft (Tues, Dec 16)

OPTION 1: White Clay Ornament

Individually wrapped white clay from Crayola that dries within 24 hours. This would give teachers more flexibility to complete the project, especially if they choose to have students paint the ornaments after shaping them.

Crayola also offers white air-dry clay in packs of 75 individual portions on Amazon, which could make distribution much easier. I included the link in case you wanted to take a look.

Source - Amazon: [Link](#)

Approx Cost: Clay @75 x 3 = ~\$150; Beads / String = ~\$50



Crayola Model Magic White, Modeling Clay Alternative, Bulk School Supplies Classpack, 75 Single Packs, 1 oz

[Visit the Crayola Store](#)

4.8 ★★★★★ (1,951) | [Search or ask](#)

Amazon's Choice

100+ bought in past month

Early Black Friday Deal

-30% \$47⁴⁹

List Price: \$68.33

✓prime Tomorrow

Get \$15 off your order instantly: Pay \$32.49 \$47.49 if approved for the Amazon.ca Rewards Mastercard. No annual fee. Conditions apply.

Colour Name: **White.**

\$47⁴⁹

45% claimed

✓prime Tomorrow

FREE delivery Tomorrow, November 18. Order within 11 hrs 50 mins

📍 Deliver to Jerry - Coquitlam V3J OK

In Stock

Quantity: 1 ▼

Add to Cart

Buy Now

Shipper / Seller Amazon.ca

Returns Returnable until 31 Jan 2026

OPTION 2: Snow Owl Figurine

Requires felt, pipe cleaners, cotton balls, etc to assemble this pinecone ornament / figurine. The materials quoted are from Temu and depending on the quality of materials received, we may need to source from Amazon instead, which is more expensive.

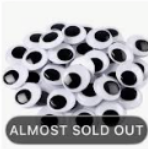
<https://littlebinsforlittlehands.com/pinecone-owl-ornaments/>

Approx Cost: \$50 (need to verify with teacher to ensure the materials listed in the screenshot below is sufficient for 160 students), but will requiring additional sorting of materials per class

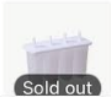
8:35 TEMU

< All Cart (7) ☰

✓ Free shipping special for you Exclusive offer

- ✓  200/100/50pcs High quality 100% pure bal... 200pcs ✓
ALMOST SOLD OUT CA\$3.82 ~~8.00~~ (-57%) 1 ▾
- ✓  **BLACK FRIDAY** [Soft Touch Felt Roll] 17.9 x 19.8... Orange/(45.5X50)cm/ (17.9 X 19.8)inch ✓
ALMOST SOLD OUT **Big sale** CA\$4.81 ~~6.06~~ (-20%) 1 ▾
- ✓  **BLACK FRIDAY** 100 Pcs Pipe Cleaners Craft Set... 100 brown twist sticks ✓
Big sale — Last 2 days CA\$2.96 ~~3.75~~ (-20%) 2 ▾
- ✓  **BLACK FRIDAY** 200pcs Wiggle Eyes, Googly Ey... 200pcs 15mm / 0.6inch ✓
ALMOST SOLD OUT **Big sale** CA\$4.27 ~~26.80~~ (-84%) 1 ▾
- ✓  **BLACK FRIDAY** 30/60/90pcs Artificial Brown Pi... Mini pine cones/90pcs ✓
ALMOST SOLD OUT **Big sale** CA\$9.80 ~~14.40~~ (-31%) 2 ▾

Unavailable items (14) See all >

 Sold out  Discontinued +13

78.09
CA\$38.42 ^

4 almost sold out

Checkout (7)
Pay CA\$9.60 today with Afterpay & Klarna



OPTION 3: Felt Sewing Project

This craft would involve parent volunteers in the classroom as it will require cutting of felt shapes and using needle/thread to complete. K/1 students may choose to use hot glue instead and/or dull needles.

Teacher suggests the house option but is opened to any others. This would provide students a new skill set – sewing!

Materials required to purchase – felt (in multiple colours depending on idea), stuffing, needles, and string

<https://pin.it/2b5XpmkU9>

