



Parent Advisory Council (PAC) Meeting Minutes

Mountain Elementary School

Date: September 29, 2026

Time: 6:39pm

Location: Learning Commons (Rm. 163)

1. Attendance

- President: Danielle Main
 - Vice-President: Felicia Fournier
 - Treasurer: Camila Burchmore
 - Secretary: Marissa Tibbets
 - Hot Lunch Coordinators: Kristie Smith (Sends Regrets); Ashley Lucas
 - Fundraiser Coordinator: Madisen Person (Sends Regrets)
 - Principal: Mrs. Anita Heitz (Sends Regrets)
 - School Staff: N/A
 - PAC Members: Kristy Mills, Sharon Tainsh, Hoonjeong Park, Seongho Park, Stephanie Wong
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Land Acknowledgement – presented by Marissa

2. Approval of Previous Minutes

- Motion to approve minutes from May PAC meeting.
 - Moved by: Felicia Fournier
 - Seconded by: Ashley Lucas
 - Approved: Yes / No
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3. Treasurer's Report

- Opening Balance: \$8032.57

- Income: Money is coming in this month already from the Coupon Book Sales and Vendor Fees for the Holiday/ Christmas Market in November.
- Upcoming Income/ Expenses:
 - Income: Gaming Grant – used for school-wide events and accessible to all students. \$20 from each registered student comes to the PAC. Allocated \$4660.00
 - Movie License expense to come out (Chq. #83 - \$660) – voted upon in May 2026.
 - Motion to allocate \$200/ classroom
 Moved by: Danielle Main
 Seconded by: Felicia Fournier
 Carried: **Yes** / No Approval Unanimous Vote
 Request: Picture or write up from the teachers to build awareness of the where the funds go for parents.
 - Tabled for October Meeting:
 - Purchase of outdoor sport equipment for student use during lunch
 - Purchase of sensory friendly items for a sensory cart
 - Projected Budget:
 Based on spending in previous years, PAC can reasonably expect to cover the following expenses this year: Classroom Funds twice per year (\$4400), ATF Movie License (\$660), Munchalunch Fee (\$369.60), Market Custodial Fee (\$250), Kindergarten and Grade 5 Grad ceremonies (\$1000), Chicks/ladybugs etc (\$500). For a total of approximately \$7180 not including any funding requests we receive throughout the year.
 If PAC continues running small fundraisers throughout the year, we should be able to cover these annual expenses, as well as vote on funding requests as they come in.

4. New Business

a) PAC Communication:

- Email list google form is available on our PAC linktree – Currently only 17 emails have been entered.
- QR code stickers to PAC link tree placed into student planners

b) Hot Lunch and Snack Days

- Munchalunch is open for ordering.
- Schedule is on the school website
- 1 st lunch is Dominoes October 16th , order deadline October 8 th .
- 1 st snack day is Oct 27 th , popcorn.
- Suggestion to task the Grade 5 classroom monitors with handing out PAC concession items in lieu of printing multiple stickers per lunch and using paper bags. This needs to be brought up with the Grade 5 teachers.
- We have not booked a Cotton Candy day this year, as it is a very labor intensive snack day to run.
- We would like to find a place in the school to store the machine and supplies until their next use, which may be the Christmas Market.

c) Sensory Carts

- OT compiled list of sensory items to create classroom sensory carts (list print out available)
- Motion to Approve a start up Budget for this project
 - Tabled until October PAC Meeting
- Will need a dedicated team to work on this project – Marissa and Felicia to work on this

d) Photo Day

- Parents were unhappy in the past with the photo company. This year we will monitor the feedback from parents and make a decision at the October PAC meeting whether we want to look into alternate options or not. This needs to be done well ahead of time.
- Photo Day is on October 7th, retakes are October 16th
- **Feedback needed before December**

c) Events and Fundraisers:

School staff has the following events planned this year:

1. High-Touch High Tech Science Day – PAC has previously paid for this event in the past.
 - This is already booked but to take advantage of the hefty discount that is offered.
 - Motion to pay for this event out of our Gaming Account
 - Moved by: Danielle Main

- Seconded by: Camilla Burchmore
 - Carried: **Yes** / No Approval Unanimous Vote
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5. Events and Fundraisers

a) Upcoming events:

1. Coupon books – books are sold for \$15; \$7.50 comes back to the PAC.
Deadline to purchase is October 16. Low sales this year.
 - Promotion will be done on Facebook and Instagram.
2. Costume Swap – Collecting costumes until October 1 (morning). Costumes are \$5 and all the money goes to the PAC (there is no cost to run this). Bring your kids!
 - Costumes on sale October 1 (5-8pm), October 2 (3-4:30pm).
 - Smaller amount of costumes donated this year. Final costume call!
3. Book Fair – Funds go back to the teachers and the classrooms!
 - PAC Executive elected to move the Book Fair to February as the beginning of the year is already busy with several PAC events and fundraisers.
4. Holiday/ Christmas Market – November 14 (10-4pm)
 - Young Entrepreneur and Vendor Applications are open – have about 30 vendors; will be figuring out how many spots left after a floorplan of the gym. Est. 10 spots still available.
 - We are being careful to max out vendors of similar talent so we have variety at the market.
 - Need to plan concession and any other additional activities, etc.
 - Will be going to Starbucks to ask for donations.
 - Any other ideas for the Holiday Market to bring in more money? ie. Santa/ Mrs. Claus; face-painting?
 - If you would like to be a part of the planning committee, please connect with us through the PAC Facebook page or email mountainpac@gmail.com
5. Movie Night – November 6; 5:30-8:30pm

- Movie Selection – Last year we had kids voting on a movie selection ahead of time which garnered interest and excitement with the students.
- Concession/Food – Option for pre ordering pizza, or to ask Alohaaa Hot Dogs to return.
 - It was agreed that pizzas would be easiest/ cheaper for families.

b) Potential Fundraisers:

1. Abbotsford Canucks Fundraiser

- Marissa is working on finalizing the game details for a Family Day event – It was agreed that Family Day game is the best game for our school at this time.
- Last year's sale generated over \$500 for the school
- Tickets to be made available before Christmas in order to sell as gifts
- We agreed the cheaper tickets are affordable (Family Zone - \$31/ ticket)
- Will ask if we can do a collaboration with the Abbotsford Canucks (Art work to be shown at the game?)

2. Castle Fun Park Play Card Sale

- Set up to sell in the lead up to Christmas – Month of November?
- \$50 play cards will sell for \$35 with \$10 from each purchase going back to the PAC
- We've been told that this will not be a community based sale/ Groupon anymore!

3. Westcoast Seeds

4. Mom's Pantry

5. Clearview Garden Centre/ Burnaby Lake Greenhouse

6. Event/ Experience Coupons

6. Miscellaneous:

a) Funding Requests

i) Staff have requested 2 sets of Keva Planks for the STEM Room

Motion to allocate \$200 to purchase Keva Planks

Moved by: Danielle Main

Seconded by: Felicia Fournier

Carried: Yes / No Approval Unanimous Vote

Note: PAC will look for Keva Planks on marketplace or within the school community.

- i) Staff possibly planning a school wide art project, where every student does the same project and they are all displayed around the school. Would PAC consider buying the canvases for this project?

Motion to allocate a budget to purchase canvases

Moved by: Danielle Main

Seconded by: Felicia Fournier

Carried: Yes / **No** Unanimous Vote

Note: It was suggested that we revisit this further into the year or ask parents to purchase the canvas through School Cash Online. Not currently in the budget this school year.

- ii) School Logo for school merch to be brought up in October 2026 with Mrs. Heitz.
- iii) We earned 10% of sales from Kona Ice – bringing us \$41.

7. Adjournment

- Meeting adjourned at: 8:16pm
- Next meeting scheduled for: October 22 at 6:30pm in the Learning Commons (Room 163).

Link Tree

