Mountain Elementary School

Parent Advisory Council (PAC) Meeting Minutes

Mountain Elementary School
Date: October 22, 2026
Time: 6:45pm
Location: Learning Commons (Rm. 163)

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1. Attendance

- President: Danielle Main
- Vice-President: Felicia Fournier
- Treasurer: Camila Burchmore
- Secretary: Marissa Tibbets
- Hot Lunch Coordinators: Kristie Smith (Sends Regrets); Ashley Lucas (Sends Regrets)
- Principal: Mrs. Anita Heitz (Sends Regrets)
- School Staff: N/A
- PAC Members: Sharon Tainsh

Land Acknowledgement – presented by Marissa

2. Approval of Previous Minutes

- Motion to approve minutes from September PAC meeting.
- Moved by: Felicia Fournier
- Seconded by: Camilla Burchmore
- Approved: Yes / No

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3. Treasurer's Report

- Opening Balance:
  General Account: $9256.63; gain of $1224.06 (since September meeting)
  Gaming Account: $4770.00

- Income: Money is coming in this month already from the Coupon Book Sales and Vendor Fees for the Holiday/ Christmas Market in November.
- Expenses since September: Teachers, Movie License, hot lunch fees, Keva Planks for STEM room
- Upcoming Income/ Expenses:
    - Income:
        - Holiday Market Vendors: Approx: $1115 (so far) – some of this accounted in September minutes
        - Coupon Books: $420 – Sold 56 books; previous years sold earned $150 approx.
            - Will take a year off due to lower sales this year.
        - Hot Lunch: Dominos ($395.87) & added snacks ($182.75) – $578.62 profit

          Feedback: Went smoothly; kids happy with it; good prices; they were easy to work with.
        - Toonie Treat Day: Popcorn (October 27)
        - Costume Sale: $99 – not to be done next year done to limited sales.
            - A parent is asking if we would like to sell them at Ten Broeck Elementary (PAC discussed selling all the leftovers for $2). If this doesn't pan out, we will let our Kindergarten Teachers/ Hand in Hand Preschool go through the costumes.

              Motion to Approve costumes to be sold at Ten Broeck Elementary.
              Moved by: Danielle Main
              Seconded by: Felicia Fournier
              Approved: Yes / No – unanimous

              Motion to approve school-wide events to be spent by the school (High Touch, High Tech, etc.) using the funds in the Gaming Account ($4770.00)
              Moved by: Danielle Main
              Seconded by: Felicia Fournier
              Approved: Yes / No – unanimous

4. New Business

a) Hot Lunch and Snack Days

Red Robin (Hot lunch) – November 13; Deadline November 5

Hot Dog Day (Toonie Tuesday) – November 24; Deadline: November 20

b) Sensory Carts – still need to be priced out

- School 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 November PAC Meeting
- Will need a dedicated team to work on this project – Marissa and Felicia to work on the budget

c) Photo Day

- Feedback needed before December to see how parents were happy with the results.
- Danielle to create a poll for our families to answer.

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5. Events and Fundraisers

Upcoming events:

1. Holiday/ Christmas Market – November 14 (10-3pm) Instagram: @the.mountain.market
    - Mrs. Claus/ Santa to be sorted
    - Food Truck (drinks/ food) to be sourced out and asked if there is a kickback or come up with a vendor fee for them.
    - Music done by a Mountain parent – pull the piano and put in the lobby; 3 sets of music
    - Colouring pages/ letter to Santa.
    - To advertise in multiple area/ in community, on Social Media, in local paper/ event groups

2. 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 – Domino Pizza (Pre Orders deadline due: October 29); needs to be added to Muchalunch. Danielle to email when the fundraiser is open.

3. Abbotsford Canucks Fundraiser – ready to go
    - Will advertise at Holiday Market and then will share in classrooms after Market is done.
    - Confirmed Family Day Game

4. Castle Fun Park Play Card Sale – Sales November 2- November 30
    - Facebook post/ email to come
    - Pay $35 and get $50 to spend at Castle Fun Park
    - Our School gets $10 from each sale
    - Google Form to be created for us to keep track of sales.

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6. Miscellaneous:

- Outdoor Play Carts: Mrs. Heitz would like to stay with the program that they already have (classroom bins). Mrs. Heitz would not like a sports/ ball cart brought out for lunch. This is up to the teacher/ Mrs. Desch if it needs to be refilled.
- Keva Planks bought and delivered to the school (STEM Room)
- School Logo to be brought up at November meeting with Mrs. Heitz.

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7. Adjournment

- Meeting adjourned at: 8:22pm
- Next meeting scheduled for: November 26 at 6:30pm in the Learning Commons (Room 163).

Link Tree