

## LITTLE MOUNTAIN ELEMENTARY PAC MEETING

November 24, 2025

In Attendance: Terry, Jamie, Jasmine, Nina, Sherylynn, Amanda, Kayla, Tyrra, Sara, Lindsay, Abigail, Sandra, Samantha, Sidrah

Via: In Person, in the Library at LME and Online via Microsoft Teams

Online Option was ended at 6:00pm, as no one joined.

### **WELCOME**

Greetings and Land Acknowledgement

Gather Names and Email Addresses

Hand out Agenda and Previous Minutes from October 20 2025 Meeting

### **CALL TO ORDER**

A: Guidelines, Introductions

B: Declare a Quorum **5:40pm 1<sup>st</sup> Jasmine 2<sup>nd</sup> Kayla**

C: Approve Meeting Agenda **1<sup>st</sup> Amanda 2<sup>nd</sup> Kayla**

D: Approval of October 2025 Minutes **1<sup>st</sup> Jasmine 2<sup>nd</sup> Nina**

### **REPORTS:**

A: Mr Bateman

Staffing 2025-26 – There are no new updates.

Halloween Parade and Remembrance Day Assembly both went extremely well. Kids really enjoyed the costume parade, as well as participating in the Remembrance Day Assembly. Was a great turn out from parents at the assembly.

December – December 5<sup>th</sup> is Deck the Halls Day, where students will decorate their classroom doors for Christmas. Our LME Food Drive will be beginning on December 8<sup>th</sup> and running until December 18<sup>th</sup> – Donations will go to the Salvation Army. December 10<sup>th</sup> is Wear your Christmas Sweater/Shirt as well as the Pancake Breakfast. Christmas Concerts will be preformed on December 16<sup>th</sup> and 17<sup>th</sup> at 1:00pm, with a Dress Rehearsal on December 16<sup>th</sup> at 9:00am – The gym will be closed from December 15<sup>th</sup>-18<sup>th</sup> for the Christmas Concerts. Report Cards will be sent home on December 18<sup>th</sup>. The final Spirit Day of 2025 will be Pajama Day on December 19<sup>th</sup> which is the last day of school, and the school will reopen on January 5<sup>th</sup>.

Lost and Found – The Lost and Founds are both growing, and parents should be coming in and taking a look if they notice that children are missing items. Uncollected items are donated at the end of each term.

B: PAC Chair – Jasmine

Coupon Book Sales, we made \$650 in profit. There are 2 coupon books left in the PAC Office if anyone is interested. Neufields Sales, we made \$811 in profit. Purdy's ends on November 30<sup>th</sup>, so far sales are looking good. We are also still looking for Volunteers to help sort orders when they arrive between December 8<sup>th</sup> and 10<sup>th</sup>.

C: PAC Treasurer – Sherrylynn

Money coming in over the last month with, Coupon Books and Neufields. Had an issue with Sin A Men Bun Co. not depositing their cheque. Main Chequing Account is currently siting at \$18,387 and Gaming Account is currently siting at \$10,497.

D: Hot Lunch – Sara

Things are going well. We're currently doing 1 Hot Lunch Day a month. Sara is always looking for Volunteers to come help out with sorting and delivering. Approximately 150 Kids order Hot Lunch each time, and there are approximately 400 Students in LME.

E: Popcorn

Popcorn is going good. Kids are enjoying it. There will only be 1 Popcorn Day in December, due to other activities happening throughout the month. And will resume on January 7<sup>th</sup> when we come back from the break. Tyrra has put the receipt for supplies in the Office. Our cost is currently around 0.15/Bag, which gives us a 0.85/Bag profit on Popcorn Sales. Golden Egg Days are the last Wednesday of each month, with one prize going to 1 Primary Student and one prize going to 1 Intermediate Student.

F: Playground Sub Committee – Nina

Nina has received some price points and some layouts for possible playground equipment. Haven't received exact measurements of the playground, which is necessary to apply for some of the grants that are coming up in January, such as resurfacing the playground. ~~Meeting on November 27<sup>th</sup> to get more details.~~ Meeting with Habitat on November 27<sup>th</sup>, was canceled. What do we feel is the most important equipment to help make our playground more accessible?

G: PAC DPAC – Kayla

Discussion of different ways to advertise things going on in our school such as Fundraisers or needing Parent Volunteers such as a Whiteboard on Wheels or Sandwich Board. Sending out PAC specific Emails to parents if they would like to receive them. Some new ideas for Hot Lunch Days done in school, such as Walking Tacos, which has a higher profit margin, sold at \$4.50/Bag. Food Safe Certification for PAC Members something to look into. Kayla also looked into how our Breakfast Program is going in LME. Program was waiting for new refrigeration to arrive.

## **OUTSTANDING BUSINESS**

A: Receipts for Pizza

Receipts for Pizza given to Sherylynn.

B: Filling DPAC Rep Position

Kayla would like to fill the DPAC Rep Position – **Approved by all in attendance.**

C: Fundraisers

1: Coupon Books

Coupon Book Sales went well. We had \$650 in profit. There are 2 Books left in the PAC Office if anyone is interested.

2: Neufelds

Went well. \$811 Profit, and order pick up went smoothly. Interest in doing a Spring Fundraiser as well, with the profit going to the Grade 5 grad.

3: Purdys

Still running until November 30<sup>th</sup>. Sales are doing well, and we need Volunteers to help sort orders when they arrive between December 8<sup>th</sup> and 10<sup>th</sup>.

D: Costco Card for Hot Lunch Days – Sara

Not Purchased Yet.

E: Pancake Breakfast

1: Time Line

Would be beneficial to be able to do some prep and set up tables and chairs the night before the Pancake Breakfast. Asked Terry if it would be okay for us to get access to the school the night before. Terry said he will look into it and see if it would be an issue.

2: Food Safe Volunteers

Still looking for more volunteers, Jasmine has set up a chart for Time Slots and Stations.

3: Menu

Pancakes, Sausage Links, and Fruit. Juice Boxes and Milk.

Looking into Local Produce Stores to source our fruit for the breakfast, Lindsay will be making phone calls around to find out costs for enough to feed 450-500 servings.

Samantha will be figuring out if we can purchase and the cost for Milk, from Saputo.

**4: Grocery Purchasing**

Amanda and Kayla will be doing a Costco Trip. Jasmine has already made an order for Sausage Links.

**5: Items Required – E1: Grills, Serving Dishes, Etc.**

Sara will be looking into checking all the equipment we have available to see if everything is in working order. Can always use more griddles.

**F: Costume Closet**

Looking into a Hanging Rack to store costumes easier for next year.

**G: New Year Events**

**H: Stay Safe**

**I: Grade 5 Grad**

Spring Neufeld's Fundraiser will go towards the Grade 5 Graduation Activities.

**J: LME Gear**

Just finished up the Grade 5 Ordering, the LME Gear should be available in the new year.

**NEW BUSINESS**

**A: PAC Sending Emails**

**1: Can we send our own?**

If parents sign up to receive Pac Emails we can, we can not get the emails from Admin.

**2: How do we get Parent Emails?**

Sending a link to the parents asking them if they would like to subscribe to PAC specific emails.

**B: Staff Appreciation Gifts for Christmas**

Looking into possibly ordering Purdy's for Staff.

**C: Purchasing Food Safe Certification for PAC Members**

Looking into options for Food Safe Certification.

**D: Open Floor for New Business**

**NEXT PAC MEETING: Monday, January 12th 2026**

**MEETING ADJOURNED: 7:20pm**