


HAMILTON ELEMENTARY SCHOOL

Parents Advisory Council (PAC)

 School District No.38 (Richmond)
5180 Smith Drive, Richmond, B.C. V6V 2W5
Phone: (604) 668-6514 Fax: (604) 668-6515



Principal: Mr. Mark McCallum, Acting Vice Principal: Mrs. Karen Burroughs-Chan

Parent Advisory Council: Chair: Angie Liu, Vice-Chairs: Lorita Tang-Withers & Mary Ann Balais, Treasurer: Juliana Lim, Secretary: Nicole Voglmaier

PAC Minutes April 19, 2023

In Attendance: Lorita Tang-Withers, Nicole Voglmaier, Jessica Hubele, Caroline Verdi, Jennifer Mak, Lara Truong, Nadia Ahmed, Hesham Ismail, Lovita Tan, Juliana Lim, Angie Liu, Karen Burroughs-Chan, and Mark McCallum

1. Previous meeting minutes approval:

- Motion to approve of the February 9, 2023 minutes was made by Lorita Tang-Withers and seconded by Jessica Hubele.

2. School Report: Mark McCallum

- Friday April 21st, Earth Day assembly.
- Thursday, April 27th, dance performance by Dancers of Damelahamid.
- Camp update: 80 of 90 grade 6 and 7's will be going to camp.
- Track Attack for grades 4-7: Thursday, May 4th. School will cover the cost of the buses. Students will find out the events they will be competing in soon. Parents are welcome to attend, be mindful of parking as they will be enforcing the parking regulations.
- Staff updates:
 - Two of our resource teachers, Ms. Butler and Ms. Wong, will be teaching their own classes next school year. Will be posting for two full time resource teachers. Temporary contract staff, Mr. Lenz, Ms. Song, and Ms. Johnson will be leaving at the end of the school year.
 - Submitted our learning support review, which determines our allotment of EA's. Currently we have 12 EA's.
 - No updates on our vice principal status for next year. Ms. Livingston is still working at the board office.
- Currently our predicted numbers for next year are 385 students in 16 divisions. If see more enrollment in the summer, we may gain an additional division.
- Gym screen is currently not working. Mark has been working to get it repaired which will hopefully happen soon.

3. Treasurers Report: Juliana Lim

- **Operating**
 - Fundraising profits:
 - Got2EatMeals Weekly hot lunch: \$706.00.
 - Specialty Hot Lunch: \$2302 but that is before the processing fee for the credit card.
 - Hawkwear sale: \$189.80
 - Neufeld Farm sale: \$1163.00
 - Movie Tickets: \$462.57
 - Return It: \$145.70
 - Expenses:
 - Classroom funds: \$6600
 - Retirement Gift: \$550
 - Babysitting Fee: \$20
 - Welcome Back breakfast/Office Supplies: \$121.85
 - Account balance: \$30,003.28
- **Gaming**

- Expenses: Dance Program \$5000, Outdoor Ed budgeted at \$3600.
- Remaining funds: \$11,761.50
- Apply for gaming grant earlier this year as it sounds like the deadline has been moved ahead.

4. Munch a Lunch

- The Stripe fee is not a fixed fee but instead based on how much revenue is generated. It works out to 4.5% of all the revenue we generate.
- Still some confusion between the weekly hot lunch and the specialty lunches.
- So far, we have paid \$715.54 in Stripe fees for \$15,986.25 in sales. There is concern about the fees, however it takes a lot of volunteer time to count money and sort orders.
- Investigate other platforms that may have a lower cost.
- Have planned a sushi lunch, subway for sport's day, and burrito lunch.

5. Got2EatMeals

- Going well. Currently the company has been paying the credit card fees and not passing them on to us.
- Need to decide if we will continue with them in June. Someone will need to take the coordinator role if we continue for next year.

6. Fundraisers

- Purdy's Chocolates – Raised \$263.
- Second Neufeld fundraiser – Raised \$780. Not as successful as the first one.
- Popcorn and ring pops sale on May 5th.
- Sports Day on June 9th – concession fundraiser. Coffee, donuts, and freezies at the end of the day.
- Walk-a-thon proposal – Try out for this year to replace our other big fundraisers such as chocolate sales and raffles. Donations can be made online, and a tax receipt is issued. Will need to talk to the staff.

7. Events

- Staff Appreciation Lunch
 - We are running out of time to plan. On June 30th looking to have a staff breakfast. PAC can contribute funds towards if we choose.

8. New Business

- How to recruit new members to the PAC?
 - Need people to fill executive roles and more volunteers so can have things like the hot lunch on Wednesdays, specialty hot lunches and other activities.
 - Should we have a parent volunteer from each class. Could try in September.
 - Welcome event in September?
- PAC Constitution and Bylaw Updating
 - Jessica has been working on it. Still waiting to get some answers from the Richmond District PAC.
 - Jessica will send out the documents for executive and admin feedback.

Next PAC Meeting: Wednesday May 17, 2023 at 6:30 pm in the school library.

SCHOOL HOURS OF INSTRUCTION FOR 2021/2022

School Doors Open @ 8:40 am

School Begins @ 8:45 am

School Dismissal @ 2:45 pm

Recess @ 9:55 am-10:10 am

Lunch- Outdoor play @ 12:00 pm-12:30 pm

Lunch- Indoor eating @ 12:00 - 12:52 pm

Facebook Group: Hamilton Elementary PAC (Parent Advisory Council)

Twitter: Hamilton Hawks (@Hamiltonsd38)

Website: Hamilton.sd38.bc.ca (note for PAC info, click "Parents" / "Parent Advisory Council")