


HAMILTON ELEMENTARY SCHOOL

Parents Advisory Council (PAC)

 School District No.38 (Richmond)
5180 Smith Drive, Richmond, B.C. V6V 2W5
Phone: (604) 668-6514 hamilton@sd38.bc.ca



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

PAC Executive Team: Lorita Tang-Withers (PAC Chair), Melissa Fong (Vice-Chair), Lara Truong (Secretary), Juliana Yim (Treasurer), Jessica Hubele (RPDA Rep)

PAC Minutes for September 20, 2023 Meeting

In Attendance: Lorita Tang-Withers, Melissa Fong, Lara Truong, Jessica Hubele, Juliana Yim, Amy Bai, Abirami Sampath, Rajvinder Urock, Thoa Pattison, Michelle Zhong, Janel Anglim, Sandy Xue, Melany Vidal and Mark McCallum

1. Previous meeting minutes approval:

- Motion to approve June 14, 2023 minutes was made by Lorita Tang-Withers and seconded by Juliana Yim. Motion carried.

2. School Report: Mark McCallum

• Update on school activities & happenings

- School off to a great start! Visit from the new Superintendent who was impressed with the positive energy and atmosphere
- Challenges: some early primary needs / staffing shortages across the lower mainland; 2 staff members on leave – Mr. Self and an EA
- Resource position posted in Spring – not filled; district is changing the parameters of the job, including title to “Learnings Enhancement Teacher”
- Working on expectations for kids; providing reminders, revisiting school rules, etc
- Terry Fox run/assembly this week – 11am assembly followed by run
- Truth & Reconciliation walk next week – parents welcome

• Construction & Traffic concerns & safety

- Frustration re: trucks, but hasn't been that bad. Has spoken to site manager and city who have agreed to limit delivery of materials from before 9am and after 2:30pm, but cannot 100% guarantee (some time-sensitive materials like cement delivery)
- Drop off – needs many reminders! People are not pulling in parallel to curb but instead at an angle which causes back up. New signage ordered; to set up parents who have volunteered to assist

• Hawkswear

- PAC would like to take on as fundraiser using Cash Online – to update and set up
- Mark to contact vendor
- 1 time per year is best; 1 month for orders to be placed

• Parent Questions

1. Lunch time clubs available? Not yet – it is still early in the year but teachers may step up and info will be out early in the newsletter. Knitting and earth club in previous years.
2. On rainy days, can students congregate in school foyer before school starts? No – will continue with lining up at outside doors. Healthier (fewer germs), safer (prevent slips), calmer
3. Hawkswear spirit days? Yes! To meet with grade 7 leadership group. Still early but things will start happening

4. After school sports competing with other schools? Yes, in grade 6 & 7 – basketball (girl and boy groups) and volleyball (mixed)
5. Terry Fox run – parents invited – assembly/student presentation in gym first, then run (Ks around school, all other grades on path through forest), return to class then lunch time play

3. **Treasurers Report:** Juliana Yim

- Cookies / Hamilton night out (see below)
- PAC Budget approval - Motion to approve budget made by Lorita Tang-Withers and seconded by Juliana Yim. Motion carried.
- School also gets a budget (separate from PAC budget)

4. **Fundraising Activities:**

- Hamilton Night Out - \$386.98 profit from freezie sales; PAC will support the Hamilton Community Centre next year also!
- Cookie Sale - \$138.06 profit (Costco does not sell cookie boxes with *just* chocolate chip – ended up purchasing from USA, hence smaller profits; will pre-order from Costco next time)
- Fun lunch / MAL update – sushi lunch Friday Sept 29. Deadline to order: Sept 22. Cost benefit to PAC if parents bundle order as transaction fees are taken with each transaction; order as 1 term (split into 3 terms) with monthly deadlines.
 - a. So far, 167 out of ~400 students have made 127 transactions! \$6400 in lunch orders
 - b. October bundle – Sept 29 deadline
 - c. Trial vendors - NEW! – Boston Pizza (pasta) and Dominoes Pizza (Oct 31)
 - d. Suggested new vendors: McDonald's Burgers, HiFive Chicken (Tenders, fried or roasted). Encouraging healthy eating, litter-less lunch has been successful, but also needs to be fun! To bring up to staff
 - e. Volunteer sign up link – new and returning lunch volunteers, thank you for your help!
 - f. HELP NEEDED! 1 to 2 lunch coordinators for fun lunch program – 1 regular person on Friday to oversee orders, 2nd admin – loading orders
- Future fundraising: Krispy Kreme Donuts, popcorn, candy (ring pops), Neufeld Farms, movie ticket fundraiser through Cineplex this year (order in Nov -> Dec delivery)
- Ongoing Passive fundraising: Return-it depot, Mabel's Labels (20% goes to school, 50% off sale in Feb)
- Fundraising suggestions? We welcome new ideas! Email us at Hamiltonsd38pac@gmail.com

5. **PAC Funded Purchases**

- New sports equipment trolleys suggested in June – Mark to follow up and put a list together for staff

6. **New Business**

- Social Media and Facebook update
 - PAC Exec will use Facebook as primary platform, PAC page on school website as secondary platform (decision made following much discussion over summer which included feedback and input from Rob Laing, Director of Technology, SD38)
 - First year pushing Facebook for notices; 221 members, 190 active, 85% engagement. Good!
 - PAC page up and running; continuing to improve
- PAC logo: Motion to approve: Logo itself – by Melanie, seconded by Juliana; to use new logo – by Melissa, seconded by Lorita. Motion carried.
- Translation services – to discuss at next RPDA meeting (Jessica)

Next PAC Meeting: Wed, October 25 at 6:30pm (Childcare is provided when meeting is at the school)

Facebook Group: [Hamilton Elementary PAC](#) (Parent Advisory Council)

Website: Hamilton.sd38.bc.ca / **Email:** Hamiltonsd38pac@gmail.com