



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, **Vice Principal:** Ms. 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 Meeting Minutes for October 25, 2023 Meeting

In Attendance: Lorita Tang-Withers, Melissa Fong, Lara Truong, Jessica Hubele, Juliana Yim, Janel Anglim, Naz Khan, Ashley Nicola, Karen Burroughs-Chan, Mark McCallum

1. Previous meeting minutes approval

- Motion to approve Sept 20, 2023 minutes made by Juliana Yim and seconded by Jessica Hubele. Motion carried.

2. School Report: Mark McCallum

Update on school activities & happenings

- EA on leave, Mr. Self (K) on leave. Grace Miao is the 5th resource teacher to be welcomed this week
- Friday Oct 27 – annual pumpkin patch, funded by the PAC; grades 6 & 7s help put pumpkins on field, 1pm assembly then students go out with buddy classes

Hawkswear

- Admin found UR store (urstore.ca), a Canadian (Vancouver) owned and operated company that sells lots of different clothing items and offers various order and shipping options at no start-up cost
- We will try this company out (then later run fundraising), start with 24 items to choose from (i.e. hoodies, t-shirts, toques), facilitate a group order where parents will be given a couple weeks to place their order online, items delivered to school and disbursed from there (in time for holidays!)
- We can also use this for specialty things like pink shirt day

Feeding Futures Program

- How to support families who can't afford fun lunches, etc.
- The government has provided school with funds broken down into categories meant to support payment of school fees, going on field trips, etc.
- Mark will reach out to parents through an upcoming newsletter - there are options for families who are struggling. Families to contact Mark to have a confidential conversation; student to be placed on confidential list where school can use funds provided to pay for hot lunches for students in need.
- Will this work for PAC and what are the logistics? Yes; Admin will place orders, orders will be listed by student on class lists per usual ordering procedure; all details confidential

Parent Questions

1. *Will there be a food drive at Christmas / Holiday time?* Admin would love to have one. Will be put on the agenda for the Monday staff meeting

2. *Is Mr. Self, K teacher, coming back?* Admin are waiting to hear details from HR dept. Families will be informed as soon as Mark knows

Traffic Safety Report

- Drop off zone has shown a big improvement
- Construction Coordinator has been very good about trying not to have trucks come at peak hours, has provided contact information to Mark to facilitate open line of communication
- Admin meeting with city staff about safety during construction felt very “after the fact”
- There is a Traffic Safety Committee with the Richmond District Parents Association (RDPA) where comments and inquiries can be directed
- If families have received the City survey regarding traffic calming in Hamilton (reducing posted speed limit of 50km/hr), please complete it! Deadline is Oct 29th.

3. Treasurer’s Report: Juliana Yim

Update on Gaming and Operating Accounts

- Gaming
 - \$7640 grant received
 - \$900 contributed by PAC for pumpkins. \$875 cost, \$110 delivery; school to cover remainder
- Operating
 - Hot lunch term 1 – \$3000 profit so far
 - PAC contributions to Classroom Fund (teachers can purchase items for their classroom): PAC contributed \$300 for each classroom teacher + music (\$300 x 17 classrooms + \$300 for music = \$5400 for this school year). A large portion of the PAC fundraising money goes towards the Classroom Fund; admin report that teachers very much appreciate this!

4. Fundraising Activities

Fun Lunch/MAL update

- MAL - \$1700 profit for Oct bundle; \$3000+ profit for Term 1 so far!
- November bundle deadline – Fri Oct 27. No exceptions!
- November – Taco Luis is back, as well as Boston Pizza (which has committed to improve timing and coordination of delivery). Not committed for Term 2
- Dominoes Pizza (Oct 31) is a first-time vendor – 11:30am delivery. Students will play then eat. No changes to lunch time schedule.
- Students not bringing their own utensils for hot lunch remains an issue! We will continue to promote efforts towards sustainability and reducing waste, continue to ask that students come prepared with their own utensils from home; will continue to monitor
- Volunteer sign up working great! Thank you, parents, for volunteering!
- Paper flyer to go home in December with the term 2 lunch options and ordering procedures
- Wed Feb 14 Valentine’s Day – a specialty lunch option will be available! Stay tuned
- Admin to assist with printing class lists for weekly fun lunch

Future Fundraisers

- Krispy Kreme at the end of November / beginning of December
- Ring Pops and Popcorn will return in the new year!
- Cineplex – no reply as of yet so will not be in time for winter holidays but will continue to try

- Reflectors for Hawkswear – decided not to pursue

5. Richmond District Parents Association (RDPA) Report

Update from Oct 10th RDPA meeting – see attached meeting minutes

- Feeding Futures Program discussed – PAC to work with admin to assist (by way of Fun Lunch)
- BCTF encourages parents to do their research on what the Foundation Skills Assessments for gr 4-7 are used for
- Traffic Safety Committee set up within the District; PAC encouraged to send concerns to RDPA
 - Hamilton Elem not mentioned as being “top of the list” for traffic safety issues
- Outstanding questions include: RDPA website update schedule, where can we find RDPA minutes/documents, status update on Richmond News PAC stories, and access to translation services for our program materials

6. New Business

Independent PAC newsletter/email

- The PAC did start the year with the colorful PAC Welcome flyer, had a table at Hamilton Night Out (HNO), created own logo, have encouraged the use of Facebook, provided reminders in school newsletter, etc... can we bring this information together all in one place for easy access to ordering links and information? What about a digital PAC Newsletter!
- In PDF format to start, to attach to school newsletter
- Content provided to parent, Naz, who has graciously volunteered her time and talent to create (biweekly) PAC newsletters; thank you, Naz!

7. Social Media:

PAC poll on preferred meeting platform

- Results: 55% of parents want PAC meetings online, 25% want in-person meetings, 15% want to alternate between online and in-person meetings, and 5% prefer to just view the minutes
- Social media presence is good; PAC will be drafting social media guidelines

8. PAC Funded Purchases

- Are new sports equipment trolleys still being considered? Admin is thinking about this; current sports equipment trolleys have been working

Parent Questions

- *Ex-parents or parents bringing another relative (aunt, sister, grandma) to volunteer at Hamilton, is this ok?* Mark will look into; all Volunteers must sign in at office
- *Are there volunteer opportunities for Gr 11/12 McNair students (former Hamilton students) available through PAC or other school activities?* No; volunteer hours are done during school hours and the high school students should be attending their *own* schools then; Hamilton Elem is too far away from all the high schools.

Next PAC Meeting: Wed, November 29 at 6:30pm, online via ZOOM

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

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

Attached – RDPA Oct 10 meeting minutes

RDPA Meeting Notes

Tuesday October 10, 2023

Meeting start: 7:00pm; Meeting adjourned: 8:05pm; (Attended via Zoom)

Special Guest – Jane MacMillan (Asst Superintendent)

Topic: Feeding Futures (Food program that replaces food affordability fund)

- Richmond has received \$2.7Mil in support from the government. Funding is stable for 3 years.
- All schools have received their allocations to help with their existing programs.
 - There is a desire to grow the program, however there is also a need to be mindful of resources (they have hired a manager out of this budget to assist with this.) Goals of the new program include:
Food security across our district, Enhanced opportunities for access, Focus on nutrition
- If PACs have any feedback about the identification/application process, food access, or food offerings/nutrition contents, the district is gathering this info at this time. (Forward feedback to the RDPA.)
- PACs should discuss this program with their school admin to see where/if they can help support.
- This fund CAN be used towards appliance upgrades/purchases. Some schools are considering items such as glass door fridges for students to be better able to help themselves.
- To be confirmed (Jane will follow up with RDPA): Whether or not this fund can be used towards hot lunch, if there are families that cannot afford hot lunch.

Special Guest – Liz Baverstock (President, BC Teachers Federation)

Topic: Foundation Skills Assessment (FSA)

- In previous years, the BCTF campaign has pushed for student withdrawal from this testing.
- This year, the campaign is about data protection. The goal is to ensure this testing is not used to rank schools and/or communities, and try to garner a better understanding of what the testing is used for.
- BCTF encourages parents to do research, be aware of what the FSA's are/used for, prior to opting in.
- BCTF requesting PAC support (by way of writing letters to MLAs) to ensure data is protected, used appropriately.
- BCTF will forward materials to RDPA (who will forward to PAC reps) that include additional information, as well as a QR code that can be posted in newsletters, etc. (QR code goes straight to an online withdrawal form.)
- Note: Paper withdrawal forms will not be sent home to parents this year.

Special Guest: Brooke Douglas (District Admin), Shaheen Musani (Teacher Consultant), Shannon Daly (Teacher Consultant)

Topic: Ministry of Education changes to the reporting system.

- Last minute schedule change. This topic will be presented at a future meeting, TBD.

What's Happening in the District?

- No updates at this time.

Committee Updates

- Only the Traffic Safety Committee has been formed for this year, at this time.
 - There are currently issues at every single school.
 - RCMP has launched a distracted driving campaign around elementary schools for this Fall.
 - In addition to any work that school admin is doing, traffic safety concerns or grievances can be sent by PACs to the RDPA for forwarding and review by the Traffic Safety Committee.

RDPA Business

- RDPA will not be offering movie licenses for fundraisers this year, or for the foreseeable future. PACs are to obtain these themselves moving forward.
- RDPA will be offering the zoom licenses once again, for PACs wanting to offer an online meeting platform. PACs can email RDPA for credentials and associated info.
- PAC 101 will be offered on November 7, 2023 at MacNeill Secondary. A pizza dinner will be offered 30 mins prior to session start. PACs will be emailed with further details.
- Other workshops that will be offered this year, but are currently TBD:
 - PAC Treasury; PAC Chairperson; PAC Fundraising; Dry Grad Committee/Event