



PARENT ADVISORY COUNCIL

HAMILTON ELEMENTARY SCHOOL

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 [Hamilton Elementary PAC \(Parent Advisory Council\)](#)

PAC Meeting Minutes for November 29, 2023 – online via Zoom

In attendance: Mark McCallum (Principal), Lorita Tang-Withers (PAC Chair), Melissa Fong (Vice-Chair), Lara Truong (Secretary), Juliana Yim (Treasurer), Jessica Hubele (RPDA Representative), Joyce Lim, Johnny, Ada Leung, Evan, Amy

We would like to acknowledge and thank the First People of the (Hun-ki-meen-um) language group on whose traditional and unceded territories where we live and meet tonight.

CALL TO ORDER:

- Motion to approve previous meeting minutes from October 25, 2023 – Jessica and Melissa

SCHOOL REPORT: [Mark McCallum]

- Update on School Activities & Happenings
 - Staffing has been challenging. Some staff members still on leave; still short an EA. Mr. Self still on leave.
 - District allocated another full-time position - “resource helping teacher”. No fully trained resource teachers available, so 3 current teachers (Ms. Malin, Ms. Johnson and Ms. Herold) make up the full-time position.
 - Report card season coming up, teachers are busy. Reports published online on Thurs Dec 21.
 - Winter concert this year on Dec 20! Small committee – Mark, Karen, and Ms. Malayeri are leading classes. Dress rehearsal on Friday Dec 15. Wed, Dec 20 – afternoon and evening performances for families to attend.
 - Notices about costumes/dress will be simple, no purchases required. Mark will communicate in advance.
 - **Question** – limit of 5 family members in each performance or altogether? Come to one performance and limit to 5 family members. Limited space in gym.
 - **Question** – will students stay at school? Students will go home at regular time and come back around 6/615pm, in classrooms with teachers. They will be brought down to gym to perform.
 - **Question** – are all grades included? Yes, K to Gr 7.
 - **Question** – how long is the concert? About 1 hour.
 - **Question** – any details about Mr. Self’s return? Remaining optimistic that he will be back in January but Mark has no further details now.
 - Help from PAC needed? Nothing at this time.
 - Email to come re: Food Drive starting next week. Students bring canned or dry goods. Families will be encouraged to bring something to concert to donate.
 - **Question** - Feeding futures program: did any families reach out? A few but not many. Help provided to these families in various ways. Mark will reach out again in the new year.
 - **Question** - Update on grad? –Usually don’t start discussion until the spring. Lorita to reach out to gr 7 parents to see if help needed at this time.
 - **Hawkswear** – order in. To arrive on Dec 21st before break. This was a trial run so selection limited this time, allowed price to stay reasonable. They were able to tweak logo (refresh). If all goes well, we can do another pop-up store, add more items, longer purchasing time. Can do a more targeted pop-up shop, for pink shirt day, for example; fundraiser events through this company. Or, can simply open up to families (but cost will be more)
 - **Spirit week** – will there be one before the break? On last day, Dec 22, will have a family teams activity where kids will come to gym, informal sing along, carols, pajama and stuffy day. Better to offer a spirit week in the spring instead.

TREASURER'S REPORT: [Juliana Yim]

- Update on Gaming and Operating Accounts
 - Operating account
 - hot lunch profit \$6793.18 but still a few lunches to reflect
 - Neufeld – collected \$3929 but no expenses listed yet
 - Flipgive – \$268.43 profit
 - Balance of operating account: \$41,468.02
 - Gaming account
 - Received \$7640 gaming grant
 - Only spent \$875 on pumpkins thus far

FUNDRAISING ACTIVITIES:

- MunchaLunch Update
 - We have made over \$4200 just with term 1 fun lunch bundle – hooray!
 - Term 2 Lunch flyer will go home with students on Fri Dec 8
 - On target for \$10,000 profit for the year! **Thank you** to parents for supporting the program!
- New bundles for Term 2
 - Instead of 3 lunch bundles, it is broken into 2 lunch bundles which will help reduce fees: Jan 12 to Feb 2 (Jan 5 deadline); Feb 9 to March 8 (Feb 5 deadline)
 - New vendors – Bala Foods (Chinese food), New pizza vendor (TBD)
 - 1 specialty lunch date – Tues Feb 14 Valentines Day– Subway
 - Discussed McD's and Hi-Five chicken – will table until term 3, not many lunch days to trial in Term 2
 - Working with Paulo's, BP, and Queensboro Pizza for quotes, etc. – issue with pizza is the price
 - Most pizza vendors offer personal size pizzas to us at \$6 plus tax. Add fees, plus \$1 for profit, it becomes costly, approx. \$7.50 per pizza. We will do a FB poll.
 - Paulo's – does have the man power and can cater to us. Lorita went to chat with them. Pizza to come in round tinfoil 5" container - \$6 for personal + GST. Add stripe/transaction fee, plus profit =\$7.50. Will not deliver. Also asked for volunteers to pack up the pizza. So, doesn't seem like they have the manpower to cater to us. To discuss further.
 - BP is offering 6" options for \$4.99 and 8" option. Will find out more at the end of the week.
 - Pizza is the most popular lunch! But most stressful
 - Many vendors want to give us whole pizzas to hand out slices. Cannot do this! Logistics, plus food safe
 - New vendors – Bala Foods.
 - Two sizes: Large – 300g for \$7; Small – 200g for \$5
 - Offered 6 menu options:
 - Deep fried pork chop w/ egg fried rice
 - Stir fried Taiwanese egg noodles w/ diced chicken
 - Salty peppery fried chicken w/ marinated pork on rice
 - BBQ pork w/ soya sauce on rice
 - These 4 options come with 2 pcs of broccoli
 - For the vegetarians: Vegetable fried rice and Soya Sauce chow mein
 - Plain rice with a container of soya sauce on the side
 - They don't provide utensils. It's okay since we're trying to eliminate plastic usage in the school
 - Booked for Jan 26 and Mar 1 fun lunch!
 - THANKS to Ada Leung for contacting Bala Foods and starting the communication
 - **Question** – can parents order an extra for child to bring home? Yes! With any fun lunch.

A Big SHOUT out to all the volunteers who help with fun lunch!! Thank you!

•Fun Facts for Fun Lunch

- Most profitable items were chips and juice boxes
 - Juice - \$ 674.43; Chips - \$671.08; They combined for over \$1300 profit
- Most popular & profitable food items:

- Burrito Lunch – Beef & Cheese only burrito - \$91.50; Beef Burrito - \$85.50
- Subway Lunch – Ham on White - \$186.00; Turkey on White – \$118.80
- Sushi Lunch – California rolls - \$477.00; Cucumber rolls - \$203.00; Chicken Don preferred over Beef Don
- Pasta Lunch – Mac n cheese - \$271.61; Bugs n cheese - \$190.30; Spaghetti Bolognaise - \$159.16
- Most profitable divisions – Div 1 at \$492.27; Div 3 was second with a profit of \$365.30
- Thank you everyone for your support!

Current & upcoming fundraisers

- Neufeld Foods – raised \$1152. 34 orders. 11 paid by credit card. 24 by E transfer. 54% used social media link on Facebook. Thank you Charmaine Schmaltz for running. Pick up Mon, Dec 4, 6pm, Hamilton Community Centre
- **Krispy Kreme** – fundraiser in December? Yes, to pick a day
- **FlipGive** - you can purchase gift cards or groceries, etc., and PAC will receive a percentage back from your purchases. To post to Facebook.
- **Cineplex** – a ton of fees involved – shipping, taxes, etc. Incremental purchase minimum of 25 which does not work unless orders align. To table and revisit in spring. Maybe look at Landmark again in the spring. Do Facebook poll to gauge interest.

COMMUNICATIONS: [Jessica Hubele]

● Translation services (Lara) – full translation isn't necessary and popular apps like google translate can provide the gist of what a document is talking about; suggestion to include a "please translate" and/or "thank you" message in all languages to help with inclusivity and welcoming

● Facebook Guidelines

- We are working on drafting social media guidelines, which we will present at an upcoming PAC meeting in the New Year. We have recently been questioned about what the role of our FB page is, and as our page grows, we are beginning to receive requests from parents and the community to make posts (small business, special interest, extracurricular programs, etc.)
- Our PAC FB Page:
 - is not intended to be an open-forum for discussion.
 - is a space for general school, not specific class, information.
 - Is not a space for posting general community or business information (unless it pertains directly to our school or PAC programming.)
 - is meant to keep parents informed (and help with reminders) about what is happening at the school, and what is happening with PAC programs (fundraisers, fun lunch, meetings, etc.)
 - is not a place to openly discuss or solicit opinions about school policy or protocols.
 - PAC's role can be as a liaison between parents and the school when necessary, however specific concerns and inquiries of this nature should go direct from parent to teacher or parent to school administration. (Note: We do have an email address that parents can reach us at privately, if they would like help advocating for something or obtaining information should they not feel comfortable contacting school admin themselves.)
 - (Mark) - Should not be used for advertising or people complaining about things. Parents are encouraged to come to school and speak to admin to ask any questions
- Facebook Membership Clean-Up
 - We will be undergoing a Facebook clean-up prior to the Christmas break, where any members that have not answered our security questions will be removed.
 - We will post notice of this, and let everyone know that if they no longer have access to our page, they are welcome to re-request to join with completion of our questions.
 - We recognize that we may lose membership numbers this way, however it's important that we do our due-diligence in ensuring that we are not disclosing any information about the school to anyone not associated with our school.

● Newsletter launch update

- PAC has agreed to run a PAC newsletter. Postpone to January; start with monthly to build content. Stay tuned for more in term 2.

- Voting for Communications Coordinator
 - To head the newsletter, to be part of executive group
 - Motion by Lorita to create a Communications Coordinator. Motion passed.
 - Naz Khan has expressed interest in the position. Naz is nominated. Open call for parents. To vote in Jan.
- Parents whose children have graduated/alumni and/or extended family members of existing students (grandparents, aunts/uncles, etc.)
 - Are they allowed to be in the school to volunteer (book fair, hot lunch, etc.?) – yes, if vouched by PAC members; otherwise, must go through volunteer process as per Mark

RDPA report

- November 2023 RDPA meeting was cancelled (December meeting TBD)
- PAC 101 was cancelled at the last minute
- RDPA has still not provided acknowledgement or confirmation (from June to present) that they have received or forwarded our new PAC Constitution & Bylaws. We will continue to attempt
- RDPA indicated that they are “trying to get someone trained” to update their website/page. All of their updates and document posts currently occur on FB/Twitter (if any parents are looking for information.)

PAC FUNDED PURCHASES:

- Any Request from Admin or Teachers? Volleyball net recently patched up/cord replaced (question about new net). Community centre shares it; should contribute to costs
- Nothing else at this time!

NEW BUSINESS:

- Community centre board meetings - they have approached us
- to attend the monthly board meetings to provide school updates (school rep). PAC exec group to rotate attendance. We are not sure what kind of information to provide. Jessica to go to January meeting.

NEXT PAC MEETING: Wed, Jan 31, 2024 (in person; childcare provided when meeting is at the school library)

- No December meeting