



# PARENT ADVISORY COUNCIL

## HAMILTON ELEMENTARY SCHOOL

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f Hamilton Elementary PAC (Parent Advisory Council)

### PAC Meeting Minutes for Jan 31, 2024 – (in person)

**In attendance:** Mark McCallum (Principal), Lorita Tang-Withers (PAC Chair), Melissa Fong (Vice-Chair), Lara Truong (Secretary), Juliana Yim (Treasurer), Jessica Hubele (RPDA Representative), Yumi Yamada

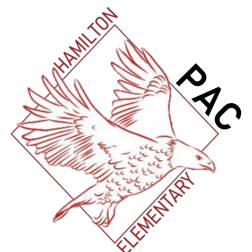
*We would like to acknowledge and thank the First People of the (Hun-ki-meen-um) language group on whose traditional and unceded territories where we live and meet tonight.*

#### CALL TO ORDER:

- Motion to approve previous meeting minutes from Nov 29, 2023 – Jessica and Melissa

#### SCHOOL REPORT: [Mark McCallum]

- Update on School Activities & Happenings
  - Mr. Self (Div 16) returning to work Feb 1. We thank Ms. Shao and welcome Mr. Self back!
  - Basketball up and running - boys and girls
  - “Report cards” now called “Learning Updates” Came out before spring break. They want to make first and second terms more balanced. First learning update available online on Apr 26.
  - Feeding Futures Program update – we have brand new fridge with glass door in foyer; still wiring down.
    - Fruits and different snacks available. We want kids who really need it to have access to it, but we don’t want it to be abused. It will be an interesting transition.
  - Health & Safety –
    - Strep is on the rise in the province. Encouraging lots of hand washing and not sharing food
    - Smith and Gilley – concerns with students and parents crossing on the angle! The city has really dropped the ball on this community – they haven’t put in infrastructure to allow for people to walk safely through the neighborhood during all the construction.
      - Reminder to parents – it’s tempting to walk diagonally but it’s dangerous and people have almost been hit recently. It’s a reality and CAN happen, esp. now with construction
      - To take this to the HCA meeting
  - “Ban cell phone usage in schools” recently in the media – for high schools mainly but we still have to enforce it.
    - Parents can relay messages to their children at the school by calling the school office
  - **Questions –**
    - **Are there plans to reach out to parents again re: Feeding Futures?** Yes. We want to make sure we are getting to kids who really need it, when they need it. Something will go out by Mark again
    - **Will there be a spring concert or band concert this year?** Very keen on it; Karen, Mark, Ms. Malayeri would like to run talent show before spring break – hybrid of performing and pre-recording.
    - Winter concert was great! Mark received the best feedback from parents at the night performance.



- **Dance Instruction** - Mark to receive proposal on cost. 2-week program in April – 2 different types of dances, 2 performances – 1 at the end of each week (possibly). Live performance recorded. PAC will contribute funds - has budgeted \$4800
- **Book Fair this year coinciding with parent teacher conference?** Mark to check with Ms. Malin.
- **Confirm dismissal time for parent-teacher conference?** 11:50am
- **Plans for another pop-up Hawks wear sale?** No plans for now. Mark would like feedback:
  - Pop up store like last time – a timeframe and we choose what we want to sell (not open to ALL products), put it out there, delivered to school and prices are more reasonable.
  - Do it as a fundraiser
  - Simply open it up so parents can purchase anything they want and have the Hawks logo on it, delivered to their home but with a delivery cost.
- **Pink t-shirts?** Mark to contact them tomorrow. Or we can do another spring Hawkswear sale.
- **Any teacher's retiring?** Not that he knows at this time.
- **Is there a plan to fix grassy area outside Ms. Yuen's class?** Mark has asked many times, but the response has been dismissive. Mark will try again.
- **Update on grad? A committee?** Plans begin in the spring. We may need to get the students more involved this year – i.e. with decorations. Parents still in charge of food, etc. This is how it is done at other schools. PAC has \$800 to put towards grad funds. HCA contributing \$500 to grad this year. In lieu of legacy gift, maybe put funds towards grade 7s (not camp) activity. Will take it to grad committee
- **Update on gr. 7 camp?** Have been going to Jubilee for many years. Tried somewhere different last year – Camp Kawkawa. Very expensive. We are going to look at some different options for camp. Do we go every year with only gr 7s in the fall (Sept)? Or take only gr 6's in the spring (Apr/May) every year. Or every 2 years with gr 6 & 7? If we can take 2 grades together, then usually there are not other schools at the camp at the same time. Mark to contact some feeder schools if we can align with them – Jubilee or Sasamat – the kids get to know each other before they go to high school.
- **Bathroom available in foyer?** No; sometimes opened for special events; washroom being modified for change table and for special needs students.

**TREASURER'S REPORT:** [Juliana Yim]

- Update on Gaming and Operating Accounts

**Gaming:**

- \$250 donation for DARE program
- \$165.38 spent on school spirit activity in Dec – chocolates, stickers, candy canes
- \$67.13 spent on earthquake kit replenishment – granola bars
- Still budgeted: \$4800- dance program, \$2000- transportation, \$800- gr 7 Grad, \$300- sports day ribbons

**Operating:**

- Net profit \$4281.05 (28.9% margin) for hot lunch program in Term 1
  - Term 2 hot lunch is almost done – expenses still to come out
- \$1603.45 raised from Neufeld
- \$377.50 raised from Krispy Kreme
- \$176 raised from Return-It
- \$268 raised from Flip Give (previous account)



- Balance in bank now: \$36,005.79
- Juice boxes from fun lunch retrieved and returned to recycle depot to get some cash back!

**FUNDRAISING ACTIVITIES:** [Jessica Hubele, Lorita Tang, Melissa Fong, Lara Truong]

• **Fun Lunch Fridays Update**

- Fun lunch Fridays – made \$4200 in first term. So far up to \$7200 and we will pass our target of 10K!
- Bala foods – overall well received. 148 lunches. Will be back for term 3. Feedback from kids: good!
- Trialing Boston Pizza for pizza on Feb 14. 220 orders for pizza so far! Feb 7 deadline for term 2 bundle
- To begin working on Term 3 (to repeat vendors, no new vendors). We have good dependable vendors!
- Parents to contact us (not the school) if your child will be absent (options: 12-3pm pick up food in office; send food home with sibling; or donate food to volunteer. We don't offer individual credits!)
  - Coordinators pull lunches for those who are away that day, so they are set aside or go to right people
  - Some teachers are taking lunches from trays (from the students who are away); kids, too, taking chips from students who are away; students can be marked away but show up later, or siblings/parents come to school to pick it up, etc. Mark – not okay. That will end
- Term 2 volunteers – slow so far! Possibly in term 3 to get students to volunteer? Mark – yes, to get some kids involved. Mark, Jessica, and Lorita to organize – good life skills for the students!

- **Krispy Kreme Fundraiser** – ordered 25 dozen (300 individual). Always difficult to gauge how many will sell. Depends on weather! Sold out; issue at the end: OSC students came too late and there weren't enough; some parents contacted PAC. We will work with out of school care about how to accommodate these students

• **Future Fundraiser –**

- Kernels and Ring pop – beginning of March
- Freezie sale and another donut sale after spring break or sports day.
- Jessica contacted Landmark about movie tickets – to review information.

- 2 big fundraisers coming up – Walk-A-Thon in May, Sports Day on June 7.

○ **Walk-a-thon - WAT – May 16 tentative date**

- Walking on school grounds, not on street!
- Suggestions on when to have prize draws - **May 31<sup>st</sup>**.
- Boston Pizza (BP) – to sponsor 85 cookies, PAC to purchase more so that everyone gets a cookie after event. We also get cash back from BP (intended for school) from Fun Lunch. This money does not belong to PAC, Approval from Mark for cash back to use as prizing. Our thought is to exchange for 10x\$25 gift cards as prizes and we can do additional 10 prizes (20 prizes altogether) for prizing.
- Sports Day – Draw prizes and 50/50 draw - we must get a license – haven't yet decided
- PAC will begin soliciting other vendors in community for donations now that generic donation letter has been approved; a spreadsheet has been created to keep track of donation requests and to log actual donations/where donations go

**COMMUNICATIONS :** [Jessica Hubele, Melissa Fong]

- Snow day text messages (sent on behalf of SD38) worked well! No sifting through websites for info! 85% opt in rate – really high!
- Social Media
  - Guidelines still in progress
  - Facebook membership clean up – postponed until guidelines ready
- Newsletter launch update



- Currently on hold until com coordinator role filled
- Communications Coordinator Role
  - To oversee marketing materials – hoping to find a creative design professional to promote events, post on Facebook, etc.

**RDPA Report:** [Jessica Hubele]

- PAC 101 – Feb 6 – virtual
- Jan RDPA meeting cancelled; Still no acknowledgement of our new PAC constitution & bylaws (have attempted follow up since June 2023). We will attempt one more time; then consider our due-diligence in this matter completed as of June 2024.

**PAC FUNDED PURCHASES:** [Lorita Tang]

- Any requests? Teachers appreciate dance program. Field Trips!! More and more teachers are planning field trips so funds towards those activities would be appreciated! Julianna will ask if it comes from gaming or operating.
- Gym screen update – screen wouldn't come down. Two lifts came in - screen has been unjammed and it can go up and down now; it works but it's not fixed – if we go too far up, we could jam it again. Only Mark and Karen can handle the screen. Will be fixed in summer.

**NEW BUSINESS:** [Jessica Hubele, Lorita Tang]

- Esso Gas Station update – 19+ only
  - Caused a lot of anger from community; spoke about at HCA meeting. Senior bylaw staff – a lot of discrepancies uncovered. All signage promoting vape products have been removed (cannot have signs where minors are present). Product visibility in store also an issue.
  - Communications Director Clay Adams – concerns to be summarized and liaise directly with him in the interim
  - To remind parents that children under 19 yrs are no longer able to go inside
- Dog poop on school grounds – City Councillor Michael Wolfe to discuss with School Board and The City this week to possibly send people out early in the morning to review grounds.

**NEXT PAC MEETING:** Wed, Mar 6, 2024 (virtual)

- Guest speaker: FamilySmart - group that offers free support for parents and students with mental health and substance abuse challenges

