

PARENT ADVISORY COUNCIL

HAMILTON ELEMENTARY SCHOOL

 <https://hamilton.sd38.bc.ca/parents/pac> |  hamiltonSD38PAC@gmail.com

 Hamilton Elementary PAC (Parent Advisory Council)

PAC Meeting Minutes for May 15, 2024 (virtual)

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

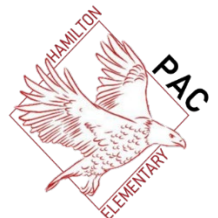
We would like to acknowledge and thank the First People of the (Hun-ki-meen-um) language group on whose traditional and unceded territories where we live and meet tonight.

CALL TO ORDER:

- Motion to approve previous meeting minutes from April 17, 2024 – Juliana, Melissa, Jessica

SCHOOL REPORT: [Mark McCallum and Karen Burroughs-Chan]

- Update on School Activities & Happenings
 - **Hawkswear:** orders will arrive next week. Not a big order; additional items had to be purchased to meet minimum spend threshold. White water bottles on backorder, expected in a couple of weeks. Will run the pop-up periodically or open it up as an “open” store so people can visit/order anytime (items shipped to home) but this is more expensive.
 - **Posting update:** first round of postings for next year went out Monday. Have put forth postings for a K/1 teacher and a full-time resource position (Stephanie Lin has accepted position in Coquitlam to be closer to home); postings close Friday. Postings went out in 1st round when only continuing teachers can apply for them, which is great. In 2nd round, another 0.7654 relief position will be posted as Ms. Malayeri is going on maternity leave.
 - **Track update:** all set. No cancellations due to weather this time! Students are doing relay practices with their actual team. Mr. Janz working on high jump with grades 6/7s and 4/5s.
 - **Sports day:** Staff has started planning; aware that some parents are interested in volunteering (filling water, etc.) and may have a few stations where parental help may be needed. Will ask for gr 6/7 leaders to run some stations also. Will have a freezie station so every student will receive a freezie. PAC will have a concession stand for parents. Last year, students were provided with a fruit for snack. Is that happening again? See Sports Day update, below.
 - **Gr 7 grad update:** good meeting/good turnout a couple of weeks ago. Sam Le Riche sent out agenda for next meeting. Shape of the day: Will have a 10:30am ceremony in gym with students and gr 7 parents, then 30 minutes for picture taking and mingling. Then lunch put on by parent committee. Kids voted: 18 for Japanese food and 14 for Italian food. Parents now working that out and approaching restaurants. After lunch, everyone will change out of their grad wear and take a bus to spend the afternoon at Centennial Beach. Tables with a cover has been rented, will take a BBQ, have hot dogs, chips, drinks. Parents welcome to join and bring siblings, spend time at the beach. Hoping for good weather. Plan B – set up a dance party in the gym like past years. Going away from dog tags used in the past for memorabilia. Will have medallions with new Hawks emblem and student’s name engraved on the back
 - **Band concert:** Tuesday, June 11th at 1:30pm in school gym; families are invited



- **Gr 7s only to Camp Sasamat Outdoor Centre** for two nights in the fall (Oct 15-17th). If camp is well reviewed, will go on a 2-year cycle. The following year, grades 6 & 7s will go, wait two years and take gr 6&7's again. Parent meeting set up for May 30. Hoping to collect some funds before summer and the rest when school starts.
- **June 3-9 – Bike to School.** Hoping for good weather. Will send notice to parents about students wearing helmets.

TREASURER'S REPORT: [Juliana Yim]

• Update on Gaming and Operating Accounts

Operating:

- Profits - Hot lunch: Term 2: \$3,228.97; movie tickets: \$129.54; popcorn/ring pop: \$459.29; Neufeld: \$828
- \$14398 overall net profit; Balance carried forward total in bank \$50,747.66

Gaming:

- Walkathon required gaming licence to distribute gifts via ticket raffle; profit transferred to gaming account
- paid for K-Pop dance; \$5,847 remaining balance
- Is there any gaming money we need to spend by the end of this year? No.
- \$500 PAC scholarship? PAC will continue tradition and take \$500 out of operating fund for graduating McNair students who used to go to Hamilton
- Any money in operating we could use for AGM? Yes, as incentive prize and welcome back/office supply budget was not used (\$187 in total); Pizza can be budgeted for AGM
- Do we need to vote about continuing with MAL / Hot lunch? Yes, to do it at the AGM
- Thanks to Admin for the support offered! Great work PAC!

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

• **Fun Lunch Fridays update** [Lorita Tang-Withers]

- Final order deadline: May 17; Next big lunch is pizza – 229 pizzas ordered
- Over 200 subway sandwiches ordered for Sports Day
- Plug to our lunch coordinators who are doing a fantastic job; shout out to student volunteers! Students have enjoyed it. Hope is that lunch coordinators take it on as Lorita will be leaving next year. And hoping to recruit another parent at least. Feedback is that no parents want to see Fun Lunch go away!

• **Update on popcorn & ring pops sale** - made over \$400. More to sell on sports day (leftovers)

- Bethany BASC – took orders and arranged funds ahead of time, attended VIP lineup to trade bagged money for pre-bagged items; worked well and went fast (kids returned to Bethany on time).
- OSC – permitted children to participate as long as VIP line up was set up. Worked well.
- Everyone was happy as all were allowed to participate; hope to continue this way

• **Neufeld** - Total sales \$4266, profit: \$828! Straightforward fundraiser! Easy ordering and pickup. Will prepare for the next one around Christmas time.

• **Future Fundraisers** [Lorita Tang-Wither, Melissa Fong, Jessica Hubele, Lara Truong]

- Walkathon on May 16th, 48 students have pledges. 14% of the school submitted. Approx \$3959! Some online pledges to be tallied still. PAC to cover staff cookies. WAT is tomorrow – tropical theme
 - o Draws: could be done at end of band concert date! June 11th at 1:30pm start
 - o Students who pledged will be entered into one or two draws for prizes
- Sports Day- June 7th
 - o Staff Committee: Karen plus about 15 teachers
 - o Every year PAC organizes snacks. Save-On Foods Market Crossing offered a gift card last year (\$50 was not enough to cover granola bars/package snacks). Hoping for more this year. Last year, Save-On High Gate donated bananas and oranges, waiting for a follow up response for this year to do the same.
 - o 10:30am first refreshment break; Lunch scheduled for 12pm to 12:30pm (Subway Fun Lunch)
 - o PAC will offer coffee, donuts and other treats – Starbucks coffee will be complimentary to parents but donuts must be purchased. Last year parents bought donuts for their kids which wasn't fair for others who didn't have parents to purchase for them. Will not sell donuts to anyone during recess this year.



- Will sell donuts AFTER Subway lunch and continue to sell any leftovers (plus remaining popcorn and ring pops) after school.
- Prizes for draw: \$30 Adidas lunch bags, Soccer Town donated soccer balls, \$25 gift voucher and maybe various clothing items. Everyone's name will be entered. Prize draw to take place before Tug-o-war.
- Early dismissal: 1:30pm.

COMMUNICATIONS: [Jessica Hubele]

- Facebook update
 - Part 2 of Social Media (SM) Guidelines passed in April.
 - Beginning May 27/28 until June 30, notable changes will be made to:
 - Group Rules to align with new SM Guidelines, "About" Statement, Membership Questions
 - Some Setting Changes (turn "Anonymous Posting" ability off, and only allow group administrators to post content)
 - Clean-Up Parameters (only delete people who are no longer at our school, Members to take time to review but won't delete people who haven't reviewed, Will ask parents to remove themselves if they no longer attend the school)
 - We encourage parents to please read the guidelines!

RDPA (Richmond District Parents Association): [Jessica Hubele]

- RDPA PAC Appreciation Event will take place June 4 at McNair. Jessica & Lara will attend. A great opportunity to participate in discussions/network with other PAC Exec, school trustees, board members, and superintendent.
- RDPA AGM occurred on May 7. A brand new RDPA team will start the school year off in October. It includes:
 - Chair – Connie Huang (current Chair at Burnett and Blair PACs)
 - Vice Chair – Andrea Gong (previous member at large for the RDPA)
 - Co-Secretary's – Henry Cheung (Board member for City Centre, Vice Chair at Spu'u'kwuks) and Susan Deng (co-chair with Connie at Blair, also a preschool parent.)
 - Treasurer – Samantha Cheung (returning)
 - Members at Large – (5/6) – Jody Natsuhara, Nicole Zhou, Lingly Wilson, Zoe Lai, Kevin Ching
- Some of their priorities are to improve timeliness and process of communication, create better online resources (website or portal!), have better organization of RDPA resources available to PACs (templates, zoom licenses)

HCA (Hamilton Community Association): [Jessica Hubele]

- Hamilton Night Out will occur on September 6
- PAC will decline participation as not the right event for us; prefer to budget and plan for a school event where funds and effort go back to students directly, rather than a community-wide event.

OSC (Out of School Care): [Jessica Hubele]

- Meetings/emails between PAC and OSC/HCC in order to address timeliness of communication and processes on inclusion of OSC kids in after-school PAC events. We have experienced frustration in our attempts to collaborate with them, however will continue to advocate for our Hamilton kids and families in this regard.
- We have requested OSC to have some internal discussions about how to proceed as it pertains to our activities next school year, and to reach back out to us with their thoughts.
- Requested to be part of policy discussions re: updates to the OSC Family Handbook, which have been denied.

NEXT PAC MEETING: AGM: Wed June 12th @ 6:30pm in person; volunteer appreciation event! Will offer prize draws this year at the AGM! We have about \$400 in prizes! Will send invitation to all people who have volunteered with us.

