



PARENT ADVISORY COUNCIL

HAMILTON ELEMENTARY SCHOOL

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

June 12th, 2024

Dear Hamilton Parents & Guardians,

After the departure (and graduation) of many dedicated long time PAC volunteers, most of whom had executive & committee roles, I was a bit unsure about how 2023-2024 will turn out. The relatively new Executive PAC Team (only me & Juliana as returnees) started out by meeting immediately after the school year ended to form a bond, and to discuss what our plans and roles were for the upcoming school year in September. Communication and organization were the focus of the meeting, not to mention taste testing the different pastas and sauces for our BP pasta fun lunch. After 3 years as vice chair and now, officially PAC chair, I was confident that our new team would lead us to have a great year!

Main objectives for 2023-2024:

1. PAC compliancy after the adoption of the updated PAC Policy and the PAC Constitution and By-laws
2. Increase awareness about what The PAC stands for and why we need to have a PAC
 - Create a new Welcome to The PAC informational flyer
 - Update our PAC page on the school's website
 - Create our own PAC newsletter
 - Create a monthly PAC events calendar
3. Encourage parents to join our PAC Facebook page for reminders and updates about PAC and school events
 - Develop a social media Policy & guidelines for our PAC Facebook page
 - Outline and define what is the main purpose of our PAC FB page
 - PAC Facebook cleanup- remove parents & guardians who do not have children currently attending Hamilton
4. Create a PAC logo with the intention of having our own identity and separate from the school
 - Put our new PAC logo on every document and correspondence going forward
5. Increase our fundraising efforts after a few years of Covid restrictions & protocols
 - Have 2 big fundraiser and some smaller ones
6. Bring a weekly hot lunch program back to Hamilton Elementary
 - Utilize MunchaLunch to its full potential by decreasing our transaction fees
 - Target of a 15% profit margin
 - Incorporate student volunteers to help distribute hot lunch
7. Implement a new volunteer sign up program that is easier to use
8. Have an elected RDPA rep who can be a true representative and voice for our school
9. Increase & recruit more parent volunteers into executive or committee roles
 - Need a co-treasurer to take pressure off Juliana
 - Need more help for Social Media and Communications roles
 - Train and prepare someone to take over as PAC chair
10. Create more Hamilton Hawks spirit for the students and the school

As we near the end of the 2023-2024 school year, I am very happy to report that our PAC Executive Team has accomplished most of what we had set out to achieve last July.

The only things on our list that we still continue to pursue:

- Find a future PAC chair and a co-treasurer
- Recruit for Social Media and Communications coordinators
- Create our own PAC newsletter

Fundraising: We raised **approximately \$23,000** this year

- **Treat sales – raised over \$2000**
 - Krispy Kreme donuts, popcorn & ring pops were very popular
- **Neufeld – raised almost \$2000**
 - Continue to run twice a year (pre-Xmas for holiday season and late spring for BBQ season)
- **Landmark movie tickets – raised \$130**
 - Recommend: try again closer to Holiday break; or try Cineplex
- **Fun Lunch Fridays – raised approximately \$11,000**
 - Continue to offer lunches in bundles to cut down on transaction fees, and encourage to order ahead
 - Recommend: train co-ordinators to take over running fun lunch next year
- **Walkathon – raised over \$7000**
 - Recommend: start earlier to solicit for bigger prizes; raise awareness among the students & parents
- **Silent auction – raised \$445**
 - Recommend: start earlier to solicit for bigger prizes; ask families for donations of unused/unopened items

PAC Funded:

- Classroom fund for Teachers, EAs, Resource & Admin staff
- Welcome Back to School coffee & treats
- Earthquake supplies – granola bars for emergency bags
- Pumpkin patch
- Holiday treat bags for students
- Drug Abuse Resistance Education (DARE) program contribution
- Illuma Dance lessons – 2 weeks of K-Pop and musical theatre
- BP cookies for Walkathon
- PAC scholarship for former Hamilton student graduating from McNair
- Bus transportation to Track Meet
- AGM/Volunteer Appreciation event
- Contribution to Grade 7 Farewell event
- Staff Appreciation/Retirement
- Outdoor Education subsidy (for Oct camp)
- MunchaLunch online ordering program

Recommendations for 2024-2025:

- Continue to promote what the PAC stands for and why do we need a PAC
- Continue to encourage parent participation and interest in their own children's education by
 - attending a PAC meeting
 - joining the PAC FB page – [Hamilton Elementary PAC \(Parent Advisory Council\)](#)
 - volunteering for an event
 - organizing a fundraiser
 - take on an executive or coordinator role
- Recruit a fundraising coordinator
- Revisit idea of parent reps in each division to bring forth any issues from the classroom to the meetings

I would like to extend a **HUGE THANK YOU** to:

- All the parents who volunteered at our various fundraising events. We can not do it without you!!!
- All the parents who supported our fundraisers especially Fun Lunch Fridays and the Walkathon
- Hamilton School staff and admin for all their support
- The Executive PAC Team (Melissa, Lara, Juliana and Jessica)

Finally, I want to remind everyone that all parents and guardians of students at Hamilton Elementary are automatically members of THE PAC. I encourage everyone to read the weekly school newsletters, and to join our PAC Facebook page to keep up to date with what is happening at our school. We don't want our children to miss out on anything! **WE ARE THE PAC** and our main goal is to ensure our children will have the best possible educational experience at Hamilton Elementary.

Sincerely,

Lorita Tang-Withers

(Hamilton Elementary PAC chair)