

PARENT ADVISORY COUNCIL

HAMILTON ELEMENTARY SCHOOL

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

 Hamilton Elementary PAC (Parent Advisory Council)

PAC Annual General Meeting Minutes for June 12, 2024

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), Lydia Liew, Catherine Crowe, John Aranda, Lynn Lu, Kuna Lu, Siu Gut

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 May 15, 2024 – Juliana and Melissa

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

- Update on School Activities & Happenings
 - A big thank you to PAC!
 - Retirement function tomorrow night for Mr. Pauer & Ms. Baatz (Staff only)
 - Year end field trips to Centennial Beach or Watermania, Grade 6/7's Bike & Hike around Queensborough
 - June 21st: Gr 7 farewell with assembly in morning, luncheon and then year end celebration at Centennial beach
 - Received Track ribbons- will see which day we will hand out ribbons (at Farewell Assembly on 26th or at Slide show on 27th)
 - Learning updates come out last day of school online; staff are busy with final assessment
 - Hired 2 teachers – Miran Lo (experienced resource teacher) and Abigail Aguilar (from Diefenbaker) as possible K/1 teacher in Ms. Baatz room
 - Two postings still in process for 75% relief teacher (Ms. Malayeri will be off on maternity for 1.5 years); she currently takes the classes for teachers when they are having their prep periods; close to hiring someone
 - EA posting out now; close to hiring; will know by next week; currently have 13 EAs; will have 14 for next year
 - Only 40 Ks coming in September
 - anticipate will go back to 17 divisions for Sept

TREASURER'S REPORT: [Juliana Yim]

- Update on Gaming and Operating Accounts
 - Fun lunch; \$11,000; gaming grant: \$7640, Walkathon: \$7056, Neufeld: \$1980, Afterschool snacks (ring pop, popcorn, donuts): \$1483, Sports Day concession: \$572, Silent Auction: \$445, Passive: \$727, total raised: **\$30,904**
 - **Expenses** – classroom resources: \$5831, K-Pop dance program: \$4800, transportation Track & Field: \$2000, School Spirit (pumpkin patch, WAT cookies): \$1239, McNair Scholarship: \$500, MunchaLunch Processing Fee: \$336, Dare Program: \$250, Earthquake Supplies: \$67, Welcome Back (Coffee/Snacks): \$63, Staff Appreciation: \$42; Total expenses: **\$15,128**; \$15,000 going to next year for future use
- Operating:** we have \$35,727 balance in bank
 - Budget for retirement teachers: Motion to increase our budget for retirement teachers from \$200 to \$300 because we have TWO teachers retiring this year. Motion approved.
- Gaming: restricted account;** we need a full PAC Exec team to get the Gaming Grant (\$20 per student)
 - \$14,721 total revenue minus expenses = \$12,704 still in bank for next year to use



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

• **Fun Lunch Fridays update**

- Pizza lunch (last) – 2nd time using Boston Pizza; 4 parent volunteers delivered 248 pizzas to all classes in less than 30 mins with no student support! Will continue using BP for pizzas in future
- Subway lunch on sports day – highest order: 217 subs
- 2 more lunches to go this month – Chinese and then pasta
- Gr 5 students expressing interest in volunteering!
- Fun lunch Friday has made \$11,000 – 30% profit margin
- MunchaLunch (MAL) Admin fee must be paid by July 31 - \$300+\$36 GST/PST. MAL is not a food vendor; It's the software program used for online billing; motion to continue using MunchaLunch. Motion approved.
- Any suggestions on new vendors, please bring forward; BALA Foods was suggested by a parent!
- When we switched to bundle ordering, it helped to reduce reminders and transaction fees
- Thank you for making Fun Lunch weekly!

• **Update: Walkathon, Sports Day, Silent Auction**

- WAT – raised \$7,056!
- Sports Day – Save on Foods and Starbucks came through with recess snacks and coffee; made almost \$1000 from subway lunch and concession sales; all popcorn/ring pops were sold; all Fresh Slice cups given away; lots of parent volunteers – Thank you, volunteers!
- Silent Auction – a creative opportunity to develop; thanks to generosity of community partners to donate; next year we will set earlier deadline and can ask for gift donations from parents/families

COMMUNICATIONS: [Jessica Hubele]

• **Facebook Cleanup**

- PAC has done a lot of work with the administrative sides of things like the guidelines and policy
- May 28 – 241 members, informed about clean-up, now down to 170 members; down 30%. We've added 8 new members; Thanks to Ms. Hinz and Lorita for assistance; completely in accordance with our guidelines; we did a FB cleanup as we only wanted appropriate people to be notified of school business; had to set boundaries about the purpose of the PAC page; it took some work to put together; we needed to confirm the right people are in the group and digital safety is a concern

NEW BUSINESS: [Lorita Tang-Withers]

• **Voting for September PAC Executive Team for next school year**

- Why? Voting to fill executive and coordinator positions in PAC; if we don't have a Chair, Secretary and Treasurer at minimum then we do not receive the government funding (\$7000) and will lose all that we have in the bank
- This coming school year will be Lorita's last year; she can help new person transition into her Chair position
- Juliana has only 3 years left and overlap is needed!
- We also have Sept to vote in; please think about yourself or others who may be interested in these positions!
- Some have expressed interest in some positions that are not here tonight.
- Positions voted in for 2024-25: Chair – Lorita Tang-Withers; Secretary – Lara Truong; Treasurer – Juliana Yim; RDPA Rep – Jessica Hubele; Lunch Coordinators – Lydia Liew and Yumi Yamada (not in attendance but confirmed); Communications coordinator – Melissa Fong (stepping down as Vice Chair); Social Media Coordinator – Kristina Uyeda (not in attendance but confirmed); Fundraising Coordinator still needed

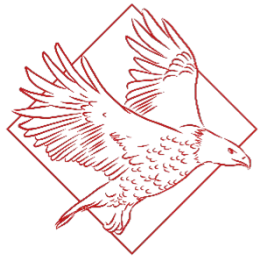
CLOSING COMMENTS:

- Thank you to everyone for coming; all parents and guardians of students at Hamilton are part of the PAC! Join FB
- Thank you to all our parents / caregivers who volunteered! Thanks to Lydia and Yumi who stepped up
- Thank you to school staff and admin staff; Thank you to the PAC exec!

• **Prize draw**

NEXT PAC MEETING: late Sept / early Oct; Welcome back to school table in September – yes!





As of June 11, 2024

2023-2024	Funds Raised
Fun Lunch Program	11,000
Gaming Grant	\$ 7,640
Walkathon	7,056
Neufled	1,980
Afterschool Snacks Sales	1,483
Sports Day (concession only)	572
Silent Auction	445
Others (Landmarks, Return-It, FlipGive, Mable's labels, etc.)	727
Total Fund Raised (net profit)	\$ 30,904

Gaming Fund

Operating Fund

(Without full PAC executive members, we will not be able to apply for this grant)

2023-2024	Funds Spent
Classroom Resources	\$ 5,831
K-Pop Dance Program	4,800
Transportation (Track and Field)	2,000
School Spirit Activities (Pumpkins, Christmas Treats Bags, Cookies for WAT)	1,239
McNair Scholarship (former Hamilton Student)	500
Munch a Lunch Processing Fee	336
DARE Program Contribution	250
Earthquake Supplies	67
Welcome Back (Coffee and Snacks)	63
Hamilton Staff Appreciation	42
Total Fund Spend	15,128



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