



# PARENT ADVISORY COUNCIL

## HAMILTON ELEMENTARY SCHOOL

 <https://hamilton.sd38.bc.ca/parents/pac> |  [hamiltonSD38PAC@gmail.com](mailto:hamiltonSD38PAC@gmail.com)  
 Hamilton Elementary PAC (Parent Advisory Council)

### PAC Meeting Minutes for Feb 5, 2025 – (virtual)

**In attendance:** Mark McCallum (Principal), Karen Burroughs-Chan (Vice-Principal), Lorita Tang-Withers (PAC Chair), Lara Truong (Secretary), Juliana Yim (Treasurer), Yumi Yamada (Fun Lunch Coordinator), Lydia Liew (Fun Lunch Coordinator), Kristina Uyeda (Social Media), Ada Lui (Co-Treasurer), Simona Zoccolan, Joanne Phung, Diana Dinh, Belle Goyengko, Madhura Pande

*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 Dec 4, 2024 – made by Lorita Tang-Withers

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

Update on School Activities & Happenings-

- Lots of classes going on field trips - skating and Science World
- Basketball up and running for boys and girls – at Thomas Kidd Elem today for boys. Nice tone to the games, good sportsmanship. Really proud of how the boys conducted themselves!
- Thurs, Feb 6: Info Night at McNair for grade 7 parents and families
- Fri, Feb 7: shared/community building assembly to share what's happening in the classrooms
- Thurs, Feb 13: Mark, Karen, and Grade 7 teachers will meet with McNair staff to discuss transition of grade 7s. Later in the spring, the grade 7s will go to McNair. McNair does a great job in the transitioning process.
- Week of Feb 24-28: Book Fair, Pink Shirt Day on Feb 26, which is also early dismissal. At 10:30am, will have an assembly all together, with songs, photos. Dismissal at lunch for conferences
- Fri, Feb 28: Professor Wow is coming to perform some science experiments and magic tricks
- March 3-7: Illuma Dance- Musical Theatre. PAC funded. Performance on Fri Mar 7 at 1pm. Parents welcome
- March 10 & 11: Basketball tournament for grade 6/7 boys at McNair
- Talent Show will take place week of March 10, with a mix of live and recorded performances.

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

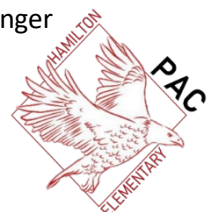
Update on Gaming and Operating Accounts-

##### Gaming:

- 50/50 Ticket sales amounted to \$3200; After expenses paid, we made \$1148.60
- Outstanding cheque for \$383 for license & service fee to vendor who hosted the raffle

##### Operating:

- \$4736 net profit for Term 1 fun lunch program! 2<sup>nd</sup> term not yet done
- Flu clinic - \$520 in donation, \$200 donation for Holiday mini photo session
- \$52,033 total, in Operating account, \$14,200 in term deposit.
- Thoughts about running a Red Cross Stay Safe course for the grade 5s
  - It offers First Aid certificate, teaches kids how to be safe at home and outside, stranger danger
  - Some school PACs offer to grade 5 students and PAC supplements costs for it
  - The Hamilton Community Centre offers it on Pro-D days.



- Will we only offer to those who want to take it? Or offer to all gr 5-7? Would have to take a day out of instruction to teach it (requires input from staff).
- Lorita to investigate pricing. To revisit at future meeting.

#### **FUNDRAISING ACTIVITIES:** [Lorita Tang-Withers]

##### **Fun Lunch Fridays Update-**

- Online ordering for Term 2 opened on December 2<sup>nd</sup>
- Deadline to order from Bundle 1 was on Jan 10<sup>th</sup>
- 185 Subway sandwiches for Jan 17, 157 orders of Chinese food for Jan 24, 167 pasta orders for Jan 31, 221 orders for sushi on Friday
- Deadline to order from Bundle 2 is on February 14<sup>th</sup>
- Will finish Term 2 with pizza lunch before the spring break
- Volunteers- still going strong with our core group of parents led by Lydia & Yumi
  - We are very excited to announce that Joanne Phung has accepted nomination to be a Lunch Coordinator
  - Make a motion to vote Joanne in as Fun Lunch Coordinator ...motion approved
  - Jessica and Lorita will start to pull away from running The Fun Lunch so Coordinators can take over and be totally ready for September when both retire from the PAC

**Holiday Mini photo session-** Kuna Photography donated \$200 to the PAC. Thank you, Lu family!

##### **First Hamilton Elementary Online 50/50-**

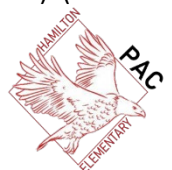
- Winner was Melany Vidal Galiz (\$1600)
- Jessica has some recommendations for the next 50/50 draw:
  - Split administrative cost with winner; Add a \$20 ticket pack (instead of \$30.)
  - Sales deadline was too early. We should have cut it off AFTER the afternoon concert, not the night before. Missed promotion opportunity to those that attended the earlier performance
  - In lieu of sending flyers home, consider distributing a smaller flyer or having PAC members circulate with the QR code at the band concert AND at the earlier performance time
  - We started advertising this too early. 1 week in advance, max
  - Doing the draw live ended up taking too long. Consider doing this prior to the concert start, and just announcing the winner's name (can still take a video, but no need to do this live.)

##### **Upcoming Fundraisers**

- **Online Silent Auction** – letter went out asking for donations. Have received mostly toys so far! Juliana will put on site and get it up and running soon
- **Neufeld Farms** - Usually raise about \$2000. Will run again in April or May
- **Spring Fair** [Kristina Uyeda]
  - Potential dates: Sunday, June 1 or Saturday, June 7
  - Apply for Richmond Community Celebration Grant (about \$2000) to have games and activities. Some stipulations – must happen between June and December and must be free to attend
  - Invite whole community, run a cake walk (obtain cakes by donation or inquire with Take the Cake – Belle to inquire), craft fair where we could make money through sale of tickets or a raffle or charge a small amount per table (there are a lot of great bakers and artists in the community!)
  - Offer prizes, run a concession stand. Parent participation is a MUST
  - Will need a non-Richmond employee to apply for grant – Juliana agreed
  - Prizes for games? Parents could donate stuffies. Dollarama can donate? Cannot have dunk tanks.
  - Parent volunteers needed; to put in newsletter

##### **RDPA Report:** [Lara Truong for Jessica Hubele]

- Jan 13 meeting was used by the City Managers, Planning to present the LRFP (Long Range Facility Plan.) (Same presentation was made at Richmond Open House on Jan 14.)
- Presentation can be viewed: [sd38.bc.ca/lrfrp](http://sd38.bc.ca/lrfrp) and feedback can be sent to: [planning@sd38.bc.ca](mailto:planning@sd38.bc.ca)



- Feb 4 meeting had Superintendent Christopher Usih reviewing the 2025-2030 Strategic Plan, and urged PACs to remind parents to complete the survey by February 23 (was emailed to parents on Feb 3, and is available on the SD38 website, along with an info video.) Will post link on PAC FB page. Survey takes 5-7 minutes to complete
- There will be 4x in-person open houses and 1x virtual open house to collect feedback from parents in April
- Strategic Plan presented to Board in Fall '25, final approval by Dec '25 (viewable then by the public)
- Reminder: Community Grant Application due on February 9 (@Kristina Uyeda will be applying on behalf of PAC)
- Traffic Safety Committee urges all PACs to increase traffic safety reminders at their schools
- RDPA has budgeted to pay for 1 person/school to complete the Level 1 Food Safety Course
- RDPA will follow up with more information, however, have indicated that audits will resume to check that 1 PAC member/hot lunch coordinator "on file" has this certificate

**OSC Report:** [Lorita Tang-Withers for Jessica Hubele] - No report

**HCA Report:** [Lara Truong for Jessica Hubele]

- Construction will begin on an upgrade to the McLean Park PLAYGROUND in Fall 2025. Project is limited to the existing footprint, with a budget of \$280,000.
- A public engagement survey (via Let's Talk Richmond) will be put out in Mar/April for input. Concept designs will be released in Spring 2025.
- HCA has asked for PAC and the school to assist in getting the word out about the survey once it goes live.
- Note: HCA asked PAC for feedback last month about a "wish list" for McLean Park. Suggestions/requests heard from parents and school admin that we put forward:
  - Water Fill Station(s) are absolute need for this park. (Note: not part of plan due to costs involved)
  - Washroom upgrades.
  - Addition of a gridded bike rack (where kids can lock up their bikes while they play.)
  - More picnic tables/picnic table upgrades.
  - Extending the walkway loop widthwise.
  - Evening-out field. Many places have holes/collect water, which turn into large mud pits most of the year.
  - We also heard some feedback from parents that they often opt to take their kids to Ryall Park (in Queensborough) over McLean, as (in addition to the above) they have: a splash pad/splash park, more shaded areas, more climbing structures, monkey Bars/A Zip Line

**NEW BUSINESS:** [Lorita Tang-Withers]:

Preplanning for next year's PAC Executive Committee-

- Jessica and Lorita will be leaving their positions at the end of this school year as PAC chair & RDPAC rep
  - We NEED someone to take over as PAC chair or PAC will be dissolved and all fundraised money lost
  - There will be no money for classroom teachers, resource and EAs, no pumpkin patch, no subsidies for grade 7 camp, no dance program AND no more hot lunch
- AGM will be held in May (not June) so the new PAC chair can have a month before stepping up in September
- Lorita will also be recommending that changes be made to our by-laws regarding some PAC roles:
  - Such as removing DPAC rep from the Exec PAC and consolidating it with either chair or secretary (will be difficult to fill role and is not required to run an Exec PAC – only chairperson, secretary and treasurer)
    - Will be circulating a document to the PAC Execs in Feb/Mar for feedback
    - Then will present it at the PAC meeting in April
    - A motion will be made then to amend the bylaws with the list of proposed changes
    - Notice will then be given to parents, then vote to approve updated Bylaws at AGM in May
- Krispy Kreme fundraiser for gr 7 grad – Friday, March 7<sup>th</sup>
- Grad Candy Fundraiser went well. Looking at \$670 in profit.

**NEXT PAC MEETING:** Wed, March 5th – in person

