



# PARENT ADVISORY COUNCIL

## HAMILTON ELEMENTARY SCHOOL

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 Hamilton Elementary PAC (Parent Advisory Council)

### PAC Meeting Minutes for March 5, 2025 – in person

**In attendance:** Mark McCallum (Principal), Karen Burroughs-Chan (Vice-Principal), Lorita Tang-Withers (PAC Chair), Lara Truong (Secretary), Kristina Uyeda (Social Media), Ada Lui (Co-Treasurer), Jessica Hubele (RDPA Rep), Simona Zoccolan, Anna Andrianos, Cassi Renwick, Belle Goyengko

*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 Feb 5, 2025 – Kristina and Ada

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

Update on School Activities & Happenings -

- Basketball – good season for both girls and boys; undefeated! Boys finished off season yesterday with a good game; entering 2 tournaments this year – McNair and Cambie invited us. Girls and boys will go Mon and Tues to McNair; and Wed after school to Cambie.
- Illuma Dance musical theatre this week; can't invite parents to the show (not enough space). Will be video-taped and sent out to parents.
- Talent show auditions this week! Big variety and some students showed up in costumes.
- Learning reports go out in April.
- Tone in school has been great – lots of energy and enthusiasm.
- After spring break, grades 4-7 track meet in May; date will be announced.
- Thursday, Apr 10 musical theatre performance by grades 6/7 (Dorothy in Wonderland) – 1 performance in afternoon and 1 in evening. Families are welcome.
- Mark is retiring in June after 32 years in the district! New Principal announced in May/beginning of June.
- Saleema Noon (Body Science) – will likely do next year, in fall.
- Have booked 2<sup>nd</sup> week of Sept to take grade 7s to Camp Sasamat, which is a great way to get group together for community building, etc. Just grade 7s will be going. There will be a special activity for grade 6/7 at the end of the year.

#### TREASURER'S REPORT: [Ada Lui]

Update on Gaming and Operating Accounts-

##### Gaming:

- Balance \$16,152.95, same balance as of last month

##### Operating:

- Mostly vendor costs (expenses) – balance \$49,803.56
- For Term 2 Fun Lunch \$5,700 net revenue but still have 2 more lunches until end of this term. Will have more accurate reading at next PAC meeting
- Two invoices that require payment: Illumna Dance going on this week, fine arts performance (Professor Wow)
- Stay Safe course – CPR cert offered with it; a lot of PACs pay for grade 5s to take it. Will we offer to gr 5s? Lorita asked Hamilton Community Centre – it's \$70 per student (\$60 if more than 50 kids) – we could take out of



gaming since it's not part of the curriculum

- Talked about offering to grade 6, 7s as well, but cost would be \$9,000-10,000! We should only offer to gr 5s as many grade 6 & 7s have already done it. Too late for this year but we could talk about doing it for next school year. Will have to talk to classroom teachers – easier at beginning of year. Will take about 4 hours

#### **FUNDRAISING ACTIVITIES:** [Jessica Hubele]

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

- Online ordering for Term 3 opened on Monday, Mar 3. We will be sending flyer home on Friday, Mar 7.
- 177 burritos for this Friday!
- Pizza (over 200) on Mar 14!
- First lunch of T3 will be pasta on Apr 4, after spring break. First deadline is Mar 28 for bundle 1
- Last lunch of T3 will be pizza on June 20. Lots of reminders for gr 7s not to order since lunch is provided for them as part of their graduation festivities
- Reminder to families if financial support is needed, reach out to Ms. Burroughs-Chan; kept confidential
- Feedback from parents that the volunteer slots fill up too quickly! Lunch team will add more spots
- Lorita and Jessica stepping away from Fun Lunch, transitioning things to new Fun Lunch coordinators, Lydia, Yumi and Joanne.
- Thank you, Lydia and Yumi for taking over volunteer site and taken on managing Fun Lunch Gmail account
- Thank you, Joanne, who took on back end of setting up Munchalunch, entering all the lunches/menu
- FoodSafe Certification for volunteers – Hot Lunch Requirements. Jessica has reached out to FoodSafe BC Office re: FoodSafe Level 1 requirements, who indicated that VCH are the authorities on this, and that if audits occur, they are done by Environmental Health Officers that oversee various regions. More to come

##### **Other Fundraisers** [Lorita Tang-Withers]

- **Online Silent Auction** – bidding opened Feb 28 and will close on Mar 14. Winners will be notified on spring break and pick up arranged for after spring break
- **Spring Fair** [Kristina Uyeda] –
  - Grant application to receive \$2000 is in! Asked Hamilton Community Centre (who does Hamilton Night Out) for insight into the planning process for such an event. Completed a detailed budget indicating approximate cost for the fair would be \$4000. If grant is received, remaining \$2000 costs could be covered by PAC with money raised during the fair to offset costs
  - Many volunteers have offered to assist with the fair, but more are needed to make games, booths, etc
  - Date: Afternoon of Sat June 7<sup>th</sup>, to take place in the field behind school.
  - Lots of prizing received (from Lunch Vendors and others). Donations can be made into gift baskets which can be raffled during the fair – potential to raise a lot of money from these (we made \$3000-\$4000 from Christmas gift basket raffle in previous year)

##### **RDPA Report:** [Jessica Hubele] –

- 2025-2030 Strategic Plan Open Houses will be taking place through April and will have multiple in-person and online sessions. Dates/Times/Locations are posted on the SD38 website (link on the homepage.) We will post this information on the PAC FB page as well.
- If you cannot attend a meeting, you can also submit feedback or questions to: [educationoffice@sd38.bc.ca](mailto:educationoffice@sd38.bc.ca).
- Reminder: parents should review the Earthquake policy email that was sent from SD38 on February 25.
- There will be a DARE program update at the April RDPA meeting.

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

- Lorita is leaving at end of June. We have been looking for a replacement for PAC chair. Simona Zoccolan voted in as Co-Chair! Welcome Simona!

**NEXT PAC MEETING:** Wed Apr 16, 2025, at 6pm. In person.

