



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 14, 2025 – in person

In attendance: Mark McCallum (Principal), Karen Burroughs-Chan (VP), Lorita Tang-Withers (PAC Chair), Simona Zoccolan (Co-chair), Lara Truong (Secretary), Juliana Yim (Treasurer), Ada Leung (Co-Treasurer), Jessica Hubele (RDPA Rep), Lydia Liew, Joanne Phung, Cassi Renwick, Belle Goyengko, Ciara Harris

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 for April 16, 2025 – Simona and Jessica

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

Update on School Activities & Happenings –

- Thank you to PAC for generous donation towards the library renovation.
- Staffing update:
 - New Principal, Trevor Shuto, will start in early July. He couldn't attend tonight's meeting.
 - Two postings in first round; open only to continuing teachers who already have contracts. Early primary and resource positions.
- Finished up Track Attack practices, which went very well. Ready for the upcoming Track Meet on May 26th.
- Div 8 and 9 participated in the Heritage fair at Minoru on May 9.
- Had a performer come in from "Hula Hoop Circus"; helping students build self-esteem; becoming hula hoop artists.
- Karen did a great job with the 15 kids who performed at "Music in our Schools" at The Gateway Theatre.
- The first camp meeting will be next week. Gr 7's leave for camp on Sept 8 (until 10th) which is early but a great opportunity for connection.
- Welcome to Kindergarten on May 22 – 44 Kindergarten students coming in so far.
- Track meet – Monday, May 26th. Will have teams set by tomorrow; details will go out to parents by Tuesday.
- Library upgrade project happening sooner – Temporary shelving has been brought in and will need to pack up everything and close the library by the end of May. Project will take place in June!
- Gr 7 parents' group – popcorn & freezie sale on May 30th after school to raise money for grad event.
- After hiatus, the Hamilton Family Pancake Breakfast will return on Wed June 4th from 7:30-8:45am. Come in and have pancakes and fruit! A big thanks to Ms. McKittrick for organizing.
- Band concert on June 10. Looking at the possibility of playing outside; setting up at the basketball court.
- Sports Day planning has started. Same rotations, bike parades and cheers ahead of time. The bike parade will have an entrance and an exit. Ms. Malin offered to do decoration of bike/scooter wheels. Will have a tent on the tennis court.
- Year-end assembly on June 25. Slide show on June 26. Final learning summaries published on June 26.
- **Questions:**
 - Can the kids that attend morning care at the community centre join the pancake breakfast? Yes. Can pick up and bring back or be there with leaders (parents preferred).
 - Is there a limit on the number of pancakes? Yes.
 - Hamilton Community Association asks if the school will be keeping the legacy plaque on door of library? Yes. Only shelving is being done. The door will stay.
 - Will PAC support camp again this year? Admin wants bulk of payment paid for by parents by September; are

considering fundraisers to assist since payment is required quickly. PAC has budgeted \$40 per student. Will confirm contribution when the budget comes in.

TREASURER'S REPORT: [Ada Lui & Juliana Yim]

Update on Gaming and Operating Accounts -

- **Gaming:** We had two payments: \$5,000 (dance) and \$997 (Dr. Wow). We have a balance of \$10,155. We will need a receipt from contractor for the library renovation, then can confirm contributions to gr 7 camp fees.
- **Operating:** Neufeld deposit- \$675; silent auction raised \$290; Actual Fun Lunch profit to be determined at end of T3 after calculating chips and juice expense.
- As of today, balance of \$48,000 in operating.
- \$247 from return it depot to be added in.
- Have we heard from McNair about PAC scholarship? No one has heard. No one has contacted Lorita.
- **Questions:**
 - Have we received funds from Mabel's Labels? Will need to look. \$23 from last year. We need more promotion.
 - Flip Give: \$211.63 to cash in the form of cheque.
 - Hopefully Caroline will start promoting in September; we have 3 ongoing passive fundraisers: Return-it Depot, Mabel's Labels (20% of sale goes to PAC), Flip Give (% to PAC varies depending on what you buy).

FUNDRAISING ACTIVITIES:

- **Fun Lunch Fridays Update:** [Lorita Tang-Withers & Jessica Hubele]
 - The deadline to order bundle 2 is this Friday, May 16. Sushi, pasta, Chinese food, Subway on Sports day and Pizza are the last five lunches!
 - We currently have 270 orders vs. 285 in Term 2 but we are making more profit since parents are ordering ahead and placing multiple orders in one transaction (which saves on fees).
 - Jessica and Lorita met with Fun Lunch Coordinators, Lydia, Yumi and Joanne, to pass on the wealth of knowledge so they all set to go next year. A Fun Lunch 101 document was created by Lorita and Jessica to pass on!
 - Admin fee for using MunchaLunch:
 - MunchaLunch is the online ordering program that we use to deal with credit cards and the platform we use to place orders. We had some parents contacting MunchaLunch - please do NOT contact them. Contact us. MunchaLunch deals with the credit card processing.
 - Every year we pay the admin fee to use MunchaLunch. It has gone up to \$330 + tax. We can usually make it back with 1 sushi lunch. The best parts of using MunchaLunch: no paper order forms, no handling/counting money, can have more frequent lunches offered.
 - Jessica makes a motion to pay admin fee now, so the team is ready to go in Sept. All in favor, none opposed. Motion passed.
 - It takes a village to run this program! Lorita thanks coordinators for stepping up, Ada, all the parents and caregivers who volunteer and help distribute the lunches, Mark and Karen for their support of the fundraiser (the school paid for the very first admin fee!), Juliana for setting up the payment system, and to Jessica (and Lorita) for starting the program and negotiating with vendors!
- **Question:**
 - If a parent wants to help volunteer for this, are the details about when to meet and for how long communicated somewhere? It is listed on the volunteer sign-up sheet but going forward we will include it on the Fun Lunch information flyers as well.
- **Neufeld Farms:** [Lorita Tang-Withers]
 - \$675 in sales; order pick up is on May 22 at 5:30pm outside the Hamilton Community Centre.
- **Sports Day:** [Lorita Tang-Withers]
 - Sports day concession stand is the last fundraiser. Lorita has reached out to Starbucks for coffee donation. We no longer have Save-on-Foods contact person we used in the past to obtain donations of fruit for students, but Lorita's husband, Chris, is working on it.
 - At the last PAC meeting, we discussed how to use the prizes that Jessica was able to obtain for the Spring Fair. Since we are not doing the Fair anymore, we need to get rid of the skate and swim passes that have upcoming expiry dates. Is drawing names at Sports Day a possibility? Or, after the band concert on June 10? After band

concert is best as all the kids will be in the gym.

- Christina confirmed we did not get the \$2,000 grant that she applied for to assist with costs for the Spring Fair because they deemed it to be too much like a fundraiser instead of a community event. To try again next year.
- There will be a Popcorn & Freezie sale on Fri May 30 run by gr 7 parents with proceeds going to gr 7 grad.

RDPA REPORT: [Jessica Hubele]

AGM Update

- AGM occurred on May 6. All the same officers were re-elected. Connie Huang continues as President. Some disappointment expressed in the community about that group of officers not being the most inclusive bunch and difficult to work with. All ran unopposed so any upset individuals should step up.
- As Jessica is stepping down as RDPA rep, Simona and Lara will watch inbox for updates and announcements. Everything is published on the district website so can always find important information.
- RDPA Appreciation Dinner is scheduled for Tues June 3, 2025. No one from Hamilton PAC can attend.

NEW BUSINESS: [Lorita Tang-Withers]

- A special thank you to babysitters Nate and Jake who have volunteered their time so parents could attend meetings. Thank you for your kindness, leadership and being good big brothers to students at Hamilton!
- **Nominations & voting for September's PAC Executive Team and Sub Committees:** [Jessica Hubele]
 - The affairs of PAC must be led by Executive Officers. All positions are open for nominations and voting at every AGM. In order to form a PAC, three positions are required: chair, treasurer and secretary.
 - We have committees where we will also have nominations and require voting on. These committee member positions are not required to form PAC but have important functions; they must report to executive officers and provide updates in meetings throughout the year: Fundraising coordinator, Hot lunch coordinator, Social media coordinator, Graphic designer
 - The term of office will start immediately after today and will run until next AGM in 2026. Those appointed must sign a statement (valid for length of term) that they will abide by the constitution and bylaws. No one can vote more than once. Everyone here can vote except for the admin (Mark and Karen). Cannot vote by proxy.
- **Nominations & voting for PAC Executive Team:** [Jessica Hubele]
 - **Chairperson:** Simona Zoccolan nominated. No other nominations. All voted in favor, none were against.
 - **Secretary:** Lara Truong nominated. No other nominations. All voted in favor, none were against.
 - **Co-treasurers:** Juliana Yim, Ada Leung nominated. No other nominations. All voted in favor, none were against.
 - We have a PAC!
 - Nominations for co-chairperson? None
 - Nominations for vice-chairperson? None
- **Nominations & voting for Sub Committees:** [Jessica Hubele]
 - **Hot lunch coordinators:** Joanne Phung, Lydia Liew, and Yumi Yamada (expression of interest received) were nominated. No other nominations. All voted in favor, none were against.
 - **Fundraising coordinators:** Kristina Uyeda (expression of interest received) and Belle Goyengko were nominated. No other nominations. All voted in favor, none were against.
 - **Social media coordinator:** Caroline Verdi (expression received from) nominated. No other nominations. All voted in favor, none were against.
 - **Communications & Graphic Design coordinator:** responsible for creating flyers. No nominations. We can vote for someone in September.
- Vote concluded. Thank you, team, for supporting Hamilton!
- Well wishes to Lorita [Jessica Hubele] – a special thank you to Lorita Tang-Withers for her extraordinary work and service to the school, community, parents and students of Hamilton!

NEXT PAC MEETING:

- Wednesday, June 11th at 6pm, in person, school library.

