



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 Sept 24, 2025 – in person

In attendance: Trevor Shuto (Principal), Karen Burroughs-Chan (Vice-Principal), Simona Zoccolan (Chair), Lara Truong (Secretary), Juliana Yim (Co-Treasurer), Ada Leung (Co-Treasurer), Lydia Liew, Joanne Phung, Belle Goyengko, Caroline Verdi, Yumi Yamada, Danielle Warwick, Liliana Ayala, Raveena Sahota, Malak Nada, Queren Hapunque, Michael Kuntz, Jessie Sahota-Sandhar

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.

1. CALL TO ORDER [Simona Zoccolan]

- Motion to approve previous meeting minutes June 11, 2025 – Belle, Juliana

2. WELCOME & INTRODUCTIONS [Simona Zoccolan]

- Overview of PAC. Funding received from government of \$20 per student (last year \$7,600). Only parents can decide how money is used. Secretary, treasurer and chair are required to form a PAC. Coordinators for fun lunch, fundraising.
- Last year PAC contributed to the pumpkin patch, \$10,000 contribution to library upgrade, music programs, grade 7 camp, scholarship for grade 7 student (thank you letter received from scholarship winner Kylie Caspick)
- Round table introductions

3. SCHOOL REPORT: [Mr. Shuto & Ms. Burroughs-Chan]

Update on School Activities & Happenings –

- Appreciate everyone's patience with class placements – there are many steps in this process! Now, routines and schedules are in place
- Ms. Burroughs-Chan went to camp with grade 7s at the beginning of September. It was wonderful! Great group of students/staff and weather. This is the first year it was done early in September. Camp builds momentum at the beginning of the year. It naturally gives a platform for students to meet new people and develop friendships right away. Admin are looking at how to organize it for next year, but perhaps not as early.
- Admin is sending out Family WAAG 'Week at a Glance' every Friday. Want it to be clear, concise, in one place. Mainly school info will come out in that form every Friday. Happy to send out PAC info! Parents appreciate colorfulness!
- School Ipads/laptops: School district gets leased Ipads or laptops which are taken away when old. We are now missing 19 laptops because they were at the end of their life and admin are looking to get more. Looking at options to lease instead of buy outright (the push from the District is to lease and know what you're going to pay year after year). PAC has helped with the cost of this in the past. Can discuss further as more details are received. It will be a 4-year lease – they give total cost and you just break it down. PAC would give cheque to school and would send to district to pay.
- Terry Fox run occurred last Friday; it went well
- Monday Sept 29th – Truth & Reconciliation assembly and silent community walk. Encourage staff, students to wear orange and participate. School is in session on Monday, Sept 29th, but not on Tuesday, Sept 30th. School resumes Oct 1st.
- Parking lot – Admin doing their best. Lots of emails from parents in a helpful way highlighting things we know. Will continue to send out reminders, be out there as much as possible, put in work orders to paint and make visible accessible parking spots. Painting already underway.
- **Question** from admin: Will PAC help with Ipad/laptop leases? Discussed in Treasurer's report.
- **Question** from admin: Will the Pumpkin Patch be supported again this year? Yes, PAC has school spirit fund to use

- **Question:** can we get directional arrows painted? Yes, work orders have been put in for signage and painting. *Do not enter* sign is too small. Tree at entrance is blocking (hard to see *enter only* sign). Nothing changes unless admin are out there! It's ongoing. The 4-way has helped.
- **Question:** How long is the D.A.R.E (Drug Abuse Resistance Education) program here for? DARE will be at the school every week for 10 weeks for grades 4/5 and 5/6. Generally, the program is for grade 5s but difficult to implement for one grade.

4. TREASURER'S REPORT: [Juliana Yim & Ada Leung]

- Two accounts: The *Operating* account is less restrictive – spend based on what the parents want for the school; the *Gaming* account is restrictive – can only spend on non-curriculum items such as pumpkin patch (not Ipads). Have to report what we spend and on what to the government. We apply for a gaming grant – the gaming fund received is \$20 per student. We do get audited to make sure the money is spent on appropriate items.

Update on Gaming and Operating Accounts – [Juliana Yim]

- **Gaming:** budgeted to have gaming grant – 384 total students in school x \$20 per student = \$7,800 which we apply for every year; expect to come in beg of October. Two-year limit on gaming account – must use all funds. \$3,000 left
 - o Expenses: paid for library upgrade, Outdoor Ed (grade 7s went to camp, PAC supported \$1,600 for 40 students).
 - o Budgeted \$1000 for science programs for guest speakers
 - o Sport program – Hip Hop dance – we sponsored \$5,000
 - o Track meet for grade 4-7 students – transportation to Minoru - \$2500
 - o \$800 for grade 7 grad – didn't use so remains in account for next year
 - o D.A.R.E program every 2 years - \$250 donations to cover materials
 - o School spirit activity – budgeted \$1,000 for it
 - o Earthquake supply – redid in January. We can replenish when needed - \$100 for that
 - o Total expenses – \$15,250; with grant and money left from last year, we have \$15,392. \$142.52 left
- **Operating:** do a lot of fundraising to raise revenue
 - o Fun lunch – generates \$10,000 a year. Thanks to all the coordinators and volunteers!
 - o Neufeld Farms – brings in \$1,200
 - o Throughout year we do various, plus passive fundraisers – Mabel's Labels (20% goes back to school), Return-it Bottle & drive, Flip Give
 - o Every year we give to each classroom teacher for materials - \$7000
 - o Scholarships (McNair)
 - o Hardship fund for struggling families (go through school to determine; not done by PAC)
 - o Babysitting fee, welcome back coffee.
 - o \$12,000 in account and expecting to spend \$10,000. \$4,300 from last year to carry forward. It is generating additional money in term deposits.
 - o Motion made to approve above budgets – motion carried
- **Question:** could we do teacher appreciation this year? Oct 5th is teacher appreciation day, something at Christmas time, perhaps at the end of school year, like treats in the staff room, etc. Yes, we can discuss and vote for it. A motion made to budget for teacher appreciation – motion carried. Amount to be discussed.
- Motion for PAC to support half of costs of new Ipads/laptops – Admin determine total cost to be approximately \$5,000. (\$2,500 from PAC and \$2,500 from school). Order due in November. Motion carried.
- **Question:** Do we get nurses in to do sex education? PAC budgeted \$1,000 in science program (gaming account) for this. School has been arranging it every 2 years, bringing in Saleema Noon Health Educators in the spring. Classroom teachers have usually done it in off years but we have not had nurses. Can look into options.
- **Question:** Can we get a sensory room set up for special needs students to regulate? Yes, have identified space in Ms. McKittrick's classroom, but are in the very early stages. Admin working directly with Resource and EA team, will inquire about possible equipment and will look to PAC for support. Hawks Nest was not a good option because it's shared with community centre. Admin will provide more details to PAC once they have a better idea of how to set it up and what is needed. PAC prefers admin pays for it first to be eligible for GST rebate.

5. FUNDRAISING ACTIVITIES: [Joanne Phung and Yumi Yamada]

Fun Lunch Fridays Update:

- 149 burritos coming this Friday! Received over 200 orders for fall term (until end of Dec). Order deadline for bundle 2 is

Nov 7 at midnight.

- 12 fun lunches per term; volunteering spots for several lunches full! Seeing some new names and returning parents – thank you!
- Contacted by McDonald's (Annacis Island location) as a possible vendor. Not happy meals. No fries, just the main item and desserts. Offering McVeggie. Will likely be on a Thursday on the weeks that we don't have a fun lunch scheduled. They will deliver but not label for us. Asked admin if we can offer. Yes.
- Costco to open - possible to provide other individually packaged items to fun lunches aside from juice and chips (or offer different chips)

Other Fundraisers: [Belle Goyengko]

- All parents welcome to provide their input and ideas
- Active / Scheduled fundraisers include:
 - o Silent auction: was unsuccessful due to lack of big-ticket items – instead, tie in with spring fair so we can ask for donations from businesses once! (year before we raised \$445, last year we raised \$290 on silent auction)
 - We may move away from online, or, have it both online and visible at the Spring Fair
 - o Spring Fair: It will be the first time doing the Spring Fair – we will apply for a grant for it
 - Hamilton Community Centre running a FIFA event so will have to discuss date – possible to run together?
 - o Neufeld Farms: run twice a year – Nov and early April to coordinate Christmas time and Easter (meats, frozen foods, pies, cookies)
 - o 50/50 draw will do again approaching winter concert
- Grade 7 parents also do a fundraiser for grade 7 grad event
 - o Last year Belle did 3 fundraising events for grade 7 grad: Krispy Kreme Donuts was successful (in Oct) – have grade 7s do it. POCO sweet shop candy fundraiser for Valentine's Day – rate of return 40%, better than Purdy's – got \$700 – just grade 7 kids (not school wide), so that's another possible fundraiser for grade 7s to take on. Ring pop and popcorn after school sale can be for PAC funds or for grade 7 grad funds.
 - o Jollibee: this Saturday Sept 27th! Give code JOLLIGIVE or Hamilton name; remind parents – can Mr. Shuto send out email? Yes.
- Admin suggests that grade 6 parents do a fundraiser for grade 7 camp. There are a number of kids school pays for.
- McNair music program runs their fundraisers so that the profit goes back to the student, not the entire school. Will encourage parents to do more fundraising.
- Sept: Jollibee, Oct: Krispy Kreme, Nov: Neufeld Farms, Dec: 50/50, Jan: after school sale; Feb: POCO Sweets, Mar: Neufeld farms, May: sports day concession, spring fair (concession, face painting, etc. – will apply for Richmond city grant).
- Open to ideas! True Earth – cleaning products or things that people already buy! Chipotle does something similar to Jollibee. Order forms that are filled out (pre-order) as well as after school sales.

6. SOCIAL MEDIA: [Caroline Verdi]

- How does PAC remove parents from the Facebook page who are not at school anymore when we don't have a list. Do we need to be strict about it?
- It's okay to leave them on as there is nothing private and confidential posted. Parents can remove themselves.

NEXT PAC MEETING: Tues Nov 18, 6pm, in person – school library.

