



# 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 Nov 18, 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, Donabelle Goyengko, Caroline Verdi, Yumi Yamada, Vee Hui, Anna Andrianos, George Andrianos, Jessie Sahota-Sandhar, Raveena Sahota, Diana Dinh

*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 from Sept 24, 2025 – Joanne and Ada
- A big thank you to all the volunteers and vendors
- RDPA (Richmond District Parents Association) and HCA (Hamilton Community Association) had meetings last month; PAC unable to attend; inquiries made to obtain meeting minutes

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

##### Update on School Activities –

- **Pumpkin patch** - well received! Grade 6 & 7s put pumpkins on field, students had a great time. Will do again next year.
  - o Had 100 extra pumpkins leftover!
- **MyEducation Parent portal** – parents need to ensure they can log on. Parents can reach out to office staff to get help to reset passwords, if needed. Learning updates will be posted December 19<sup>th</sup> and will only be accessible for one month in MyEducation. Parents must download and save it. Admin will put reminder in WAAG – Week at a Glance.
  - o If there are new students to the school, they are still being inputted into MyEd; check with office for help
- **Event Dates**
  - o Wed, Nov 19 – Grade 7s are going to volleyball tournament. Co-ed, 45 students, always a great turnout.
  - o Fri, Nov 28 – first Fine Arts performance: Metaphor – interactive Hip Hop dance.
  - o Fri, Dec 12 – band concert at 1pm, families invited
  - o Wed, Dec 17 - Winter Concert – 1pm for rest of school; 6pm for families (4 people per family)
  - o Jan 19-23– Luma Dance, a performance in gym in afternoon (no families), but videotaped and sent to parents
  - o Fri, Mar 13 – Talent Show in afternoon
  - o Fri, April 10 – next Fine Arts performance – Lumi Dance – glow in dark performance
  - o Saleema Noon – Mon, May 4 parent zoom meeting in evening; May 6 & 7 – scheduled for classes
- Parent suggestion – Ringette BC – free gym ringette session is available to BC schools; can be booked

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

##### Update on Gaming and Operating Accounts

- **Gaming:** Gaming grant of \$7,800 was received in Oct; balance of \$7,592.52 carried over from last academic year
- We start with \$15,392.52 for 2025/2026; approved spending budget for 2025/26 is \$12,250 from last meeting
- Pumpkin Patch cost \$946.27, balance of gaming account is \$14,446.25 as of today
- **Operating:** Balance of \$43,714.39 carried over from last year; Interest received in Sept for GICs was \$489.42
- We start with \$44,203.81 for 2025/2026;
- New spending of \$300 on teacher appreciation added; New spending of \$2,500 on new iPads/Laptops added
- New budget of spending for 2025/26 comes to \$13,970.00

- Report of fundraising income:
- Fun Lunch – received \$17,701.63 from Munchalunch for the full first term, payment so far for vendors and chips/juice is \$7,786.63, remaining expense about \$5,500 for remaining fun lunch. Approx \$4,400 in revenue for first term
- Jollibee (Sep 26, 2025) – raised \$327.35, Krispy Kreme (Oct 17, 2025) – raised \$492.73, FlipGive (last year) - \$227.22
- Total net deposits of about \$11,000

Expenditures:

- Munchalunch processing fee - \$369.60, Welcome coffee – \$95.80, McNair Scholarship - \$500 from 2024/2025
- Bank fee (e-transfers & new cheques) - \$208.73; Total expenditure ~ \$1,200; Operating account balance is \$54,023.23
- Library Renovation cost of \$10,000 – original arrangement was to take from operating account then move funds from gaming account over once all spending in that account has settled. Looking at our anticipated spending budget of \$12,250 this year, suggestion is to leave the \$10K reno cost to be paid out by the operating account, as it has a healthier income stream. All in favor – agreed.
- **Question:** What is the process of reimbursement of classroom funds? We give to school up front, all reimbursements go through office (Tonia)
- **Question:** What is the update on the laptops? Our order for 19 laptops is in; it will be on a least agreement from the district. Admin will update when exact amount is known but estimates \$2,500 to \$3,000 per year

#### **4. FUNDRAISING ACTIVITIES:** [Joanne Phung and Yumi Yamada]

##### **Fun Lunch Fridays Update:**

- Fun Lunch is going well, strong involvement of parent volunteers – thank you, volunteers!
- Still working with teachers to understand which classes need extra support handing out lunches (parent volunteers for K to Gr 2 – they stay in class and hand it out until the lunch monitor arrives)
- Fall lunch bundle closed Nov 8 (until end of Dec) - \$4,400 profit
- We will release winter 2026 bundle during first week of Dec so parents will receive more ordering time
- In 2026 – Thursday before the Pro-D will have lunch – McDonalds!
- Feel free to suggest places for fun lunch! With the addition of Costco, we can add other items besides chips and juice
- Suggestions are encouraged! Email [hamiltonsd38pac@gmail.com](mailto:hamiltonsd38pac@gmail.com) ; Discussion:
  - o Boston Pizza – instances of food being burnt! Reminder to parents to encourage child to tell teacher/come to foyer to express any concerns re: lunch order.
  - o Old Spaghetti Factory New West is willing to deliver – to inquire
  - o We did try Fresh Slice in the past but inconsistencies with slice sizes; perhaps we can look into again
  - o Paulo's said they're ready and could be ready on day of; they don't have enough staff and need help with packaging so we can't coordinate it, parents don't have Food Safe to facilitate this
  - o Suggestions made to look into Rozzini's, Opa, Cobs

##### **Other Fundraisers:** [Belle Goyengko]

- YGK 'Your Green Kitchen' – local company – tea towels, tote bags, etc. Open now until Dec 1
  - o Will ship all sales to school and Belle will sort and distribute (1 week after sale closes)
- Neufeld Farms – open now until Dec 1; pick up Dec 9 at 4pm in front of Community Centre; Belle will be there
- Tru Earth Laundry Detergent – is open and ready to go but will hold off from advertising for now (too many fundraisers)
- Kuna Photography – Christmas photos - \$50 per session (\$5 per booking to PAC) – more information to come
  - o Sat Dec 6; 1:30 to 7pm; Hawks Nest available from 12pm - 7:30pm, first booking at 1:30pm
- Too many fundraisers? May lose some people
- Suggestion made to make one Facebook post with all the fundraiser links for easy access
- 50/50 draw for Dec 17 winter concert – license needed (Juliana); – open Dec 1 to 16; third party vendor used
- Canucks hockey tickets for Mar 4 game have been donated. Discussion on how to use them. Decision made to set the 50/50 to a set amount then include the Canucks tickets to encourage sales
- Chipotle will give 25% return (Jollibee gave 20%) – plan to offer in Feb
- Poco Sweets for Valentine's Day – 50% return! Last year gr 7s made over \$700 profit. Make it a school fundraiser, put it on munchalunch, or sell after school – discuss at next PAC meeting
- Spring Fair – to recruit a subcommittee of volunteers for this. Will post on Facebook; Diana and Raveena volunteered
  - o Will run the Spring Fair with or without the grant money – if we do it without the grant, it will be on a smaller scale and in the gym, include the silent auction; if grant obtained, will make it bigger (leave silent auction for

another date)

- Jessie to ask Grade 7 parents for their ideas re: grad
- Suggestion – movie night in gym, include pizza and drink with admission ticket, run a concession; reminder that Community Centre now includes a fee for booking; many fundraisers on the go – to table for now
- Suggestion to add in newsletter more info about where fundraised money goes so parents are aware
- **Question:** Can PAC use the rock wall as a bulletin board for parents? Used as another way to communicate PAC info. Yes! Admin will have to check with custodial staff about plexiglass

#### **5. SOCIAL MEDIA:** [Caroline Verdi]

- Facebook Challenge – 30 new parents joined! A few short of the 250 intended target. Please invite parents!
- PAC will continue to send separate emails to admin for PAC related information/fundraisers
- Suggestion by parent for admin to include overview of week / increased personalization of school newsletters

**NEXT PAC MEETING:** Tues Jan 13, 2026 – in person, 6pm, school library.

