



PARENT ADVISORY COUNCIL

HAMILTON ELEMENTARY SCHOOL

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Hamilton Elementary PAC (Parent Advisory Council)

PAC Meeting Minutes for Mar 3, 2026 – in person

In attendance: Trevor Shuto (Principal), Karen Burroughs-Chan (Vice-Principal), Simona Zoccolan (Chair), Lara Truong (Secretary), Ada Leung (Co-Treasurer), Lydia Liew, Donabelle Goyengko, Caroline Verdi, Yumi Yamada, Saltanat Biissova

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 Jan 13, 2026 – Lydia and Caroline

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

Update on School Activities –

- **Camp dates set** for gr 6s who will be gr 7s in Sept – Sept 14 -16. A message will be sent before spring break to parents
- District wants to share **new strategic plan** – district makes a new plan every 5 years, 4 pillars – (1) Success for All Learners, (2) Diversity, Equity and Inclusion, (3) Organizational Effectiveness, (4) Community and Partnerships; see Richmond school district for more details. The purpose is to let families know those are the pillars used to make decisions at a district level and that filters down to the school level – what’s best for kids, staffing, etc.
- **Emergency preparedness** (district-wide protocols) – a review after tragic events in Tumbler Ridge. Admin looks at all processes and makes sure good systems are in place. Admin did not have to update school processes, but reviewed it with staff (yearly). There’s a “Parent-Guardian Guide to Emergency Preparedness” PDF issued by the district and posted on the school’s website under “News”, which explains all five response actions that may be activated depending on the nature of the situation:
 - o (1) Drop-Cover-Hold On (earthquake drill) - this one was done this week
 - o (2) Evacuation (after earthquake, fire, etc) – leave building, go to field / tennis courts where students are kept until parents arrive. In the container by the field are tents, portable toilets, blankets, food, additional supplies, all student info gets updated and it’s there
 - o (3) Shelter-in-Place – if something outside school is dangerous (like coyote)
 - o (4) Hold and secure – activated by RCMP, blinds go down, students wouldn’t go out until RCMP says it’s safe
 - o (5) Lockdown – danger inside school. Also a drill that is practiced, find a safe space in class to hide, blinds down. RCMP would tell it is safe to come out
- If a class is outside and it would be unsafe for them to re-enter school, Bethany is the offsite secondary location
- School must do 11 drills a year, spread amongst the 5 types of drills
- Emergency procedures links to first responders. There are buttons in the school to lock the school and send signal to RCMP. Reminder to parents there are protocols in place, to ask questions
- **Laptops** have arrived at district! Configured and hope to arrive before spring break. Thank you, PAC!
- Illuma Dance – PAC paid for half, thank you
- Saleema Noon, sexual health expert – coming in April
- Dance: we had “Metaphor” – education through Hip Hop. Illumi Dance is coming in April (glow suits). Used to get funding but that stopped. Does PAC have money budgeted? Admin appreciates whatever PAC can donate
- Karen attended recent Grade 7 farewell meeting; Last year grade 7s received \$750 from community centre, year before was \$500. There was \$800 that the PAC had allotted. Karen shared those numbers with them so they may reach out. A lot of parents will donate money instead of focusing on fundraising

- Talent show coming up before spring break, on Friday. If your child is offering talent, then those parents to come
- Track and field date for grades 4-7 will be in May (will get date later this week). Trying a different format to encourage all students to participate in more activities
- Question – did city provide update re: rock wall order? It was put in and it is still pending
- Universal hot lunch – first lunch next week (212 orders). No parent volunteers needed. Lunches provided by Compass Foods
- Ms. Malin sends a big Thank You to all the parent volunteers who assisted with the Book Fair!

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

Update on Gaming and Operating Accounts

Gaming Account

- Canucks Tickets and Gift Basket Raffle (Feb 2026) received deposit of \$865, minus credit card fee of \$19.62, gaming license fee of \$25, and vendor fee of \$96.89, net profit is \$723.76
- Expensed \$2,579.08 for Illuma Studio – Dance Workshop on Jan 23, 2026
- Expensed \$73.43 for the granola in the Earthquake kit
- Balance of gaming account is \$12,194.64 as of today

Operating Account

Report of fundraising income:

- Fun Lunch Term 2 – total revenue received from Munchalunch is \$13,842.09; estimate vendor, juice and chips cost around \$10,600. Estimate net profit \$3,200
- Tru Earth (on going) – raised \$26.19
- Christmas mini-photo session – raised \$739.07
- Poco Sweet Shop (Feb 2026) – raised \$222.05

Expenditures:

- Classroom fund - \$ 6,079.04
- Staff Appreciate (Dec 19, 2025) – \$150
- Balance of operating account is \$49,146.00 as of today



4. FUNDRAISING ACTIVITIES: [Lydia Liew, Joanne Phung, & Yumi Yamada]

Fun Lunch Fridays Update:

- 13 lunches to go until the end of school year, will finish the current term with Burritos on March 6 (172 burritos), and Pizza on March 13 (233 pizzas!) before Spring Break
- We closed out the Winter term with 299 orders, there were 298 in the Fall term
- Final fun lunch flyer to go out this week with students, online ordering for final two bundles will open this week as well (want to make sure we capture anyone who will be away for Spring Break), deadline for first bundle will be April 4th at midnight, includes lunches up to May 14th
- There are currently parents with credits in MAL; we will email parents beginning of May if there are still credits, to use up credit through ordering food otherwise credits will be considered donation to the PAC
- A reminder to parents to let their children know exactly what has been ordered (food, chips and/or juice) as we do not like seeing disappointed children
- Subway will be our lunch vendor again for Sports Day
- Not sure about the Grade 7 luncheon this year? In the past, we have reminded parents not to order for Grade 7 students on final lunch date as they will have their own lunch, however if parents/students are inclined to order fun lunch anyway, they are welcome to do so
- McDonald's was a BIG HIT with the students and with our parent volunteers! They were very organized and this was massively appreciated by our volunteers, really made our jobs and the decision to book them in again easy, next McDonald's lunch date will be May 14 (another Thursday prior to a Pro-D)
- Net profit for McDonald's was about \$480 which catapulted them into second most profitable for all lunches so far
- We still have a very strong core group of volunteers who have graciously dedicated their lunch hours to helping out - Fun Lunch is not possible without our wonderful volunteers – THANK YOU!! We appreciate you and we hope that our

coordinators have made volunteering fun

- Reminder for parents who want to volunteer but find volunteer spots fill up too quickly: we are more than happy to have more volunteers – please reach out to any of the coordinators if there are dates you want to volunteer but no slots available
- We will be adding chocolate milk (non-refrigerated) to our menu as a trial in time for Spring, big thank you to parents who not only make suggestions but also source items for us!

Other Fundraisers: [Belle Goyengko & Kristina Uyeda]

- Not going to do a Spring Fair because we have to book gym a year in advance
- Krispy Kreme Donuts sale and Neufeld Farms – let's pick dates
 - o Krispy Kreme – April 17 (preorders and \$2 after school); orders close April 11
 - Improve advertisement of sales within school (posters), inform and arrange pre-orders with before/after school programs (Lara to inform Bethany)
 - o Chipotle – May 2 or 3 (1 day, receive 25% of sales);
 - o Neufeld – before May long weekend; help from Charmaine, need dates now since dates are booking up)
 - o Krispy Kreme – June
- Donations from fun lunch vendors? Last year Boston Pizza gave Gift certificates 50 x \$20 so every grade 7 received one in their loot bags. This year we have 40 grade 7s as of now (last year 48).
- Simona to review saved spreadsheet of what we received in previous years / donation letter
- Sports day – will need to solicit donations – fruit, coffee, from Starbucks and Save-on-Foods. What about Costco? Can we ask Starbucks? Members to access donation letter
- We will not hold a Silent Auction this year. It hasn't been successful on its own. To tie it into Spring Fair instead.
- Feedback from parents to highlight exactly what we are fundraising for, if we have something specific, and to provide reminders of what fundraised funds have contributed to (laptops, classroom funds, etc)
- Recycle depot account (express vs bulk). Both methods use school's name and phone number for ease of use.

5. SOCIAL MEDIA: [Caroline Verdi]

- To highlight where fundraised money goes, what we have fundraised for!
- To advertise Tru Earth
- Suggestion from parents to use Instagram as well (many do not use Facebook)

NEXT PAC MEETING: Tues, April 21, 2026 – in person, 6pm, school library.

