



PARENT ADVISORY COUNCIL

HAMILTON ELEMENTARY SCHOOL

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Hamilton Elementary PAC (Parent Advisory Council)

PAC Meeting Minutes for April 21, 2026 – in person

In attendance: Trevor Shuto (Principal), Karen Burroughs-Chan (Vice-Principal), Simona Zoccolan (Chair), Ada Leung (Co-Treasurer), Lydia Liew, Donabelle Goyengko, Caroline Verdi, Vivian Hui, Joanne Phung

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 March 3, 2026 – Lydia, Joanne
- At our upcoming AGM, we'll be nominating and voting for PAC positions. We'd love your involvement – please come to the meeting or reach out if you are interested
- Trevor/Karen: Some parents are asking about Hawks wear. Was wondering if we would be able to put an order for next year. They will reach out to Mark and aim to have it for next school year
- For our last meeting, I was wondering your thoughts of maybe having a pizza night for the kids? As a thank you for all the babysitting? – Only for kids 2 pizza – cheese/pepperoni.
- will reach out to Yumi and talk to her about teacher appreciation for June 17/18

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

Update on School Activities –

- Heritage Fair was held April 15. The kids did a great job and had fun
- Illumi Dance was successful and kids enjoyed it a lot
- Earth day Assembly April 22
- May 26 – track meet at Minoru
- Saleema Noon May 4 – there will be a parent night through Zoom May 4th evening (time TBC)
 - o May 6/7 – will be for the kids
- May 5 – 1st camp parent meeting for the grade 6 going to grade 7 in September
 - o Sept 14-16 - Camp Sasamat
- Laptops have arrived – thank you to the PAC in helping fund this
- Parents will see changes to the field trips. They are now looking at the risk versus education before planning. For example, a high risk and low education activity like swimming will not be approved by the district as a field trip. They are considering new ways/new field trips options.
- June 4 – Grade 7 is visiting McNair
- June 12 – Sports day; Karoline, Belle and Vivian will look into the recess snacks
- June 19 – Grade 7 farewell
- June 25 – last day of school
- Waiting for the dates for band concert
- May 20 – Welcome to K – if the PAC wants to add anything, please send it in
- Class placement consideration form will be sent early May. Don't mention any teacher's name, focus more on the kids
- The kids loved the last donut fundraiser
- Talked about the power outage that happened on April 20th. Asked if the school could contact the non-

emergency line when the power outage occurs during school hours. The main intersection between Gilley and Westminster Highway, not everyone treats it as a 4 way stop. Email trafsig@richmond.ca (City of Richmond) to ask about adding battery operated/solar power to the intersection traffic lights.

- The school will look into adding speed bump along the Smith Drive to slow down the traffic. According to the developer they will be adding speed bumps around the 4 stop intersection.
- Report cards will be online Thursday April 23

3. TREASURER'S REPORT: [Juliana Yim & Ada Leung] **Update on Gaming and Operating Accounts**



Gaming Account

- Gaming Account
- There were three invoices received from school in last PAC meeting, which were:
 - o Saleema Noon Sexual Health for \$1,785
 - o Balance of Illuma Dance Studio for \$2,579.08
 - o KBAM! Rainbow Dance Theatre for \$1,450.00
- The gaming account did not budget enough to cover all the costs. Only \$2,195 is left in the budgeted items of Fine Arts/Science and Sports program, and hence PAC can only cover a portion of those invoices
 - o Cheque of \$1000 – Saleema Noon Sexual Health
 - o Cheque of \$1195 – Balance of Illuma Dance Studio
- Ada inquired about the budgeted funding for Outdoor Education (Grade 6 & 7) of \$1,600 and Karen commented that those are Gr 7 camps, which they might need to use some of those before the year end for deposits to Gr 7's camp next academic year.
- Balance of gaming account as of Apr 21, 2026 is \$12,194.49, but still anticipating a number of big costs such as student transportation for Track & Field in May, Gr 7 Grad ceremony in June, and paying off the above two items, so the balance remaining at year end might be tight. We will consider moving some of the dance programme funds to be budgeted from operating account next year.

Operating Account

- Report of Fun Lunch Term 2 – total revenue from Munchalunch \$13,837.31, vendor cost + juice+ chips \$10,440.59. Net profit \$3396.74
- Krispy Kreme – total sale is \$1365.00 (\$800 Munchalunch + \$565 on date) cost of donuts was \$585, Munchalunch stripe fee \$26.79. Net profit \$753.21
- Balance operating \$61,484.03 – it is high but Term 3 hasn't been paid yet

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

Fun Lunch Fridays Update:

- 9 lunches to go until the end of the school year, ordering for the first bundle closed Easter weekend but officially closed last week as we opened it up again (a number of parents emailed that they missed the deadline).
- Just a reminder again for parents to be aware of deadlines, we do not want kids to miss out!
- The final deadline for lunch orders will be May 16th.
- Currently have 266 orders, less than two previous terms but still have 5 lunches that can be ordered from.
- We have reached out to parents with credits to use up their credits and advised unused credits will be considered a donation to the PAC.
- We are still looking for eager and willing parent to fill out some of our lunch dates
- Chocolate milk seems to be an excellent addition to the menu and popular with kids so will maintain on the menu
- Inquired about lunches with Old Spaghetti Factory (New West) but was told they only do spaghetti (no other pasta option) and offer a variety of sauces, but they do not offer delivery so would not be a viable option for us.
- Fun Lunch is not possible without our wonderful volunteers – THANK YOU!! We appreciate you and your enthusiasm week after week.

- 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.
- Also a reminder that the volunteer sign up list is just that, to volunteer for distribution of the lunches at lunch time, it does not replace actual ordering of lunches.
- Connected with Freshslice on Gilley Rd and they were very eager to build a working relationship with us. They offered us competitive pricing per slice of pizza and said they would happily deliver to us. We will discuss amongst our coordinators but will likely go ahead and book them for a couple of lunches for the next school year on a tryout basis, rotating with BP pizza.
- Will open more volunteer spots for Sport's Day as we get closer to and make final arrangements regarding fruit distribution and PAC concession stand, just as we did last year. These volunteer spots will be separate from lunch distribution but parents are welcome to sign up and volunteer for all.

Other Fundraisers: [Belle Goyengko & Kristina Uyeda]

- Sports Day – Krispy Kreme sale
 - o Starbucks coffee – Belle will look into it
 - o Recess snacks -Belle, Vivian and Karoline will look into it.
- Chipotle Richmond location for May 23 (Saturday)
- Joanne will look into the Munchalunch to add a “Donate” tab or add donate to the end before checkout?
- We will also look into adding an ongoing Donation tab in MunchLunch for parents who prefer that option
- Lydia will reach out to Boston Pizza to see if they will donate GC?

5. SOCIAL MEDIA: [Caroline Verdi]

The survey has been open for a few weeks, and we gathered 30 responses. Summary of answers is below:

Communication Channels

- Parents use multiple platforms: PAC email, PAC Facebook, WAAG
- When asked to choose one, preference centers on:
 - o PAC Facebook Page
 - o PAC email via the school

Preferred Content

- High alignment across parents/guardians on most valuable updates:
 - o Upcoming school events
 - o Volunteer opportunities
 - o Fundraising updates
 - o School announcements
 - o Reminders
- Preference for practical, timely, action-oriented information

Key Feedback Themes

- General satisfaction with current communication
- Strong desire for simplification (fewer platforms)
- Split preferences:
 - o Some prefer email
 - o Others rely on social media

Opportunities for Improvement

- Streamline communication channels
- Increase transparency on fundraising goals and spending
- Offer direct donation options
- Expand fundraising ideas
- Introduce community-building initiatives with inclusive programs

NEXT PAC MEETING: June 2 – in person, 6pm, school library.

