



# PARENT ADVISORY COUNCIL

## HAMILTON ELEMENTARY SCHOOL

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 Hamilton Elementary PAC (Parent Advisory Council)

### PAC Meeting Minutes for June 2, 2026 – in person

**In attendance:** Trevor Shuto (Principal), Karen Burroughs-Chan (Vice-Principal), Simona Zoccolan (Chair), Lara Truong (Secretary), Ada Leung (Co-Treasurer), Juliana Yim (Co-Treasurer), Belle Goyengko, Joanne Phung, Lydia Liew, Caroline Verdi, Yumi Yamada, Jessica Hubele, Kal Dhinjal.

*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 April 21, 2026 – Joanne & Juliana

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

##### Update on School Activities –

- Registration numbers and notice of return to school dictate class organization and staffing for next year
- Student enrolment is down; budget cuts and reduced enrolment affect staffing
- 385 students now; currently 374 for next year. Since the numbers are similar, able to keep staff in place
- The number of staff members that were surplus in elementary exceeded the number of positions that were available for them. People are laid off to create spaces for those who are owed jobs (union piece). Ms. Bleeker, who has been at Hamilton for 2 years, was affected by layoffs. In the public system, we don't give layoffs very often, but it was received with understanding.
- Staff, Students and parents are asked to complete the track survey that went out. This year was done as a trial to increase student participation. Feedback is needed to see how it could be improved. Admin will be meeting with all students to hear from them
  - o There was feedback from students in competitive section that it wasn't the best way to honor the competition, but the recreation kids loved it. Results to the will be board meeting on the 17<sup>th</sup>.
  - o What's the difference between elementary and secondary? In elementary school, every kid goes. In secondary, you try out and there are cuts.
  - o One of the options was elementary school track being extracurricular (out of school hours). But, are tracks available, do they have staff? A lot of layers for consideration
- Grade 7's go to McNair on Thursday – reminder to parents to get students there and buses bring them back
- Sports day – all planning underway. Check in about fruit – Save on Foods has donated apples and bananas, and two parents will pick up. Starbucks Coffee also secured. Snack time is around recess (10:15am/10:30am) depending on how long bike takes
  - o At lunch, students can come in to get shade and eat (fun lunch lunches delivered to classroom as usual). The soccer game will be televised in the gym, and students are welcome there but can also be in their classrooms. Will not have a freezie station because it was difficult to move from station so it will be cut and given in gym and classroom. After lunch, all will go outside for the tug-a-war.
    - Donut sale after school
    - Question about snacks: do you need parents to help distribute snacks? Yes!
- Email from McNair about the scholarship – already replied “yes”. Still \$500. If PAC could write a cheque to McNair with note re: scholarship, then admin will send it through the interoffice mail. Is there anyone from Hamilton to present, admin said ‘no’ and McNair could nominate someone.

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

#### **Update on Gaming and Operating Accounts**

##### **Gaming Account**

- 50/50 Winter Concert – Net \$780.52; March Canucks Ticket Raffle Net \$723.34
- This year gr 7 outdoor ed. \$40 per child was never received. Office will confirm.
- Transportation for track meet - \$2500 budgeted.
- Transportation for primary field trip – no. Something to consider next year.
- This year, grade 7, \$800 grad lunch – we need receipt support
- DARE program – budgeted \$250
- Remaining – sport day ribbon. No, not needed. Not ordered this year. Consider not budgeting for this in the future and put it to something else. We can put this budget to transportation. Balance: \$3,400 for buses so we can put it towards transportation. Motion to move \$300 from sports day ribbon to transportation – motion passed.

##### **Operating Account**

- Fun lunch – term 1 and 2 done. Term 3 – 3 expenses yet listed. Estimating \$4,000 net.
- Total in operating account minus expenses = \$57, 661
- Question – MAC book lease. Still waiting for final receipt. \$2500 – invoice needed for PAC to issue cheque.

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

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

- We close out term 3 with 298 orders which is on par with the first two terms.
- 3 lunches to go until the end of school year! Chinese Food (173 orders) this Friday Jun 5, Subway (191 orders) next Friday for Sports Day on Jun 12, and Pizza (216 orders) as our final Fun Lunch of the year on Jun 19.
- The team will continue to reach out to new vendors for new options. Parent suggestions are welcome!
- Thank you to all volunteers for their time and thank you to all parents who supported the Fun Lunch fundraiser!
- Thank you to our very supportive and understanding Hamilton staff.
- Thank you to our PAC for supporting fun lunch through creation of flyers, PAC / Facebook reminder emails
- It has been a pleasure to serve as your Fun Lunch Coordinators this school year. We had a lot of fun and we hope everyone else who was involved in any and all capacities had fun as well.

#### **Other Fundraisers:** [Belle Goyengko & Kristina Uyeda]

- Spring fair – book gym this week – April 30, Friday. If we do it on Friday, don't have to pay for clean-up (on weekend, yes). No cancellation fee if it gets cancelled. In the gym. To book.
- Movie night in the gym for November – after Remembrance Day.
- Neufeld farms fundraiser happened in Nov and April. Nov was more successful. Will look into for next year not to do any pick-ups on Saturday
- 50/50 & Jollibee (received 20% of sales) were profitable and we will look at doing it again for September
- Poco Sweet Shop Fundraiser - Feb 40% of sales. It was successful; option for grade 7s next year if they would like
- Krispy Kreme happened in October and again in June. It has been successful and will do it again.
- Chipotle has 4-hour window so PAC won't go ahead with that
- Kuna Photograph was successful, profiting approx \$700. Will run in November, book in September.
- Your Green Kitchen (YGK) wasn't as successful as we hoped for. Probably won't do it again.

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

- Results of survey? Everyone was getting PAC info from school email or Facebook page. No one seemed interested in another method to get information (i.e. Instagram). To keep as is.

### **6. NEW BUSINESS:** [Simona Zoccolan]

- Teacher appreciation again this year – not on a Friday in case there are leftovers. Budget for this? \$100
- Chair Annual report to come

#### **Nominations & voting for PAC Executive Team:**

- 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
- 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.

**Nominations & voting for Sub Committees:**

- Hot lunch coordinators: Joanne Phung, Lydia Liew, and Yumi Yamada were nominated. No other nominations. All voted in favor, none were against.
- Fundraising Coordinator: Belle Goyengko & Kristina Uyeda nominated. No other nominations. All voted in favor, none were against.
- Social media Coordinator: Caroline Verdi nominated. No other nominations. All voted in favor, none were against.
- Communications Coordinator: Vee Hui (expression received from) nominated. No other nominations. All voted in favor, none were against.
- Vote concluded.
- Thank you to all staff, admin, PAC members!

