



## CHARTWELL ELEMENTARY PAC

Funded by Parents | Powered by CPAC

### Monthly General Meeting Minutes

**Date:** June 12, 2019

**Time:** 7:00-8:15pm

#### **Attendees:**

Tamzyn Jones (Chair)  
Chantal Trudeau (Principal)  
Alysha Karsan (Vice Principal)  
Lisa Harris (Secretary)  
Nessa van Bergen (Treasurer)  
Laurel Klotz  
Rola Priatel  
Erica Long  
Brenda Weeks  
Yaser Abdolazimi  
Brad Sutton  
Nicolle Cornute-Sutton  
Annie Westcott  
Elliott Harris  
Wendy Wong

#### **Regrets:**

Natalia Rosales (Member At Large)  
Caroline Wang (Member At Large)  
Vikki Williams (DPAC Rep)

#### **1. Chair's Welcome**

- a) Meeting Call to Order: 7:07pm
- b) Approval of last meeting's minutes
  - i.) Approved by: Brenda Weeks
  - i) Seconded by: Erica Long
- c) Approval of agenda for meeting

Amendment: There is no DPAC report, Increasing Grade 7 farewell to 10 min, Casino funds

- i) Approved by: Rola Priatel
- ii) Seconded by: Laurel Klotz

#### **2. Questions and Business arising from last meetings minutes**

There were none.

#### **3. Special Guests**

- Laura Magrath, new Principal of Chartwell Elementary School  
She was at teacher and Vice Principal at Bowen Island Schools. She has worked in both public and private schools. She has experience working at Outdoor schools, including Sea

to Sky outdoor school. She has experience running a business and has been very active in environmental sustainability projects.

- Mike Finch, Principal of Sentinel Secondary School  
Mr. Finch really appreciates the connection Sentinel has with Chartwell and wants the transition of 7<sup>th</sup> graders to Sentinel to be seamless and make sure they feel very welcome. There are tons of opportunities with the teachers connecting with the grade 6&7 capstone projects. This Fosters a very positive relationship between the students and teachers. Next year is the largest Grade 8 class ever at Sentinel, approximately 200 students. Forty to Fifty of the new grade 8 students are from outside of the catchment. Sentinel has great mentors to support the new kids.

Sentinel is introducing a Flexible Instructional Time (FIT). This is a 32-minute period after 1<sup>st</sup> period where kids empowered to select their own area of interest that they want to pursue in terms of study. It is very important that this is rolled out correctly to the grade 8, because they will be the first graduating class to see this through to graduation. During this time there will be structural support from teachers about specific topics to support the students. Sentinel is behind the curve in implementing something like this. Lots of other schools in the province already have successful programs like this up and running. To learn more about FIT click [Here](#).

Spartans camp was cancelled this year. We didn't have enough kids sign up. Will try to re-introduce next year.

What do you see the role of the PAC at Sentinel? It has always been a positive role in the school. It definitely has a role as far as community outreach and fundraising.

- PAC financial support
- Empowering student leadership to tell PAC what they want and need. Then empowering them with the resources to make it happen.

Basketball Academy

Does Sentinel have a basketball team? Yes, and always looking for coaches for the sports team.

Can call for volunteers come out before school starts? Yes, there will be communication regarding this before each season starts.

#### **4. Officer's Reports**

##### **Chair's Report**

**Tamzyn Jones**

##### **Multi-Cultural Night**

Another very successful evening with delicious food and great conversation. We made \$3697 on the night, some of this revenue was expensed for kitchen supplies for the event.

It was brought to our attention that a business was being advertised at the event - there was a sign for a restaurant and flyers with a promotional discount were being handed out by some parents.

According to the school district's strict rules, no business can advertise or offer promotions on school property without express consent of the district office or Superintendent. This has been followed up with the parties involved and assurances made that it will not happen again.

If anyone has any recommendations on how we can improve or update the format of the event going forward, please e-mail me and we will consider for next year. We have made huge

improvements in being more environmentally friendly by encouraging families to bring their own plates and cutlery as well as supporting easy waste disposal and recycling and we would like to see this continue year on year.

#### **Scholastic Book Fair -**

Was a huge success- we sold \$5000 of product and we were able to keep \$2500 for future Scholastic product purchases.

The parents were truly amazing, and it is a tough job. Special thanks to Farzaneh who did a fantastic job in supporting the entire event once again.

#### **Appreciation luncheon -**

Wednesday June 19th from 12noon

Invite will be sent out to all parent volunteers (including class parents). Please rsvp so we can arrange catering accordingly. We will need to start as soon as lunch recess begins as time is limited, gratitude and gift presentations will be followed by a catered lunch.

#### **Retirement party -**

Thursday June 20th from 3.30-5.30pm. We are celebrating Madame Trudeau. Rose Johnston and Sue McCartney.

An invite has been sent to the district and to all parents. Please bring something to share at the afternoon themed potluck if you are able to attend.

We will be presenting gifts from the PAC - if you would like to contribute please drop off cash only to the office.

#### **September -**

We have many executive positions already filled. *Since our AGM meeting the Halloween committee chairs have been filled by Abir and Erica Long.* There are positions still open - Vice Chair, Korean Liaison, Volunteer coordinator and MCN coordinator. Please let me know if interested and this can be voted on at our first meeting in the new school year.

We also want to fill the class parent spots as soon as we can once back in the Fall to establish communication between the PAC and the parents so please also bear this in mind.

The PAC will be hosting our annual welcome tea on the first day back to school, Tuesday 3rd September, details will follow towards the end of the Summer Break.

#### **Closing -**

I would like to thank everyone for their support and their enthusiasm this year. It has been my pleasure to get to know more people at the school and work together to achieve our fundraising goals, enhance student learning & experiences at Chartwell and to have so much fun at all of the events and celebrations.

#### **Other Business**

Buses for primary picnic - there is only one bus available for that day hiring from West Van Secondary) so it will have to be a shuttle system

Vote on Abir & Erica for Halloween Dance Committee

#### **Principal's Report**

**Chantal Trudeau**

- Successful Track and Field season for our intermediate students
- Basketball Clinic ongoing for gr.5
- Coding Arcade: our Chartwell team represented us well at the Memorial Library on May 30th!
- Sports Day was fantastic in the sunshine!

- Year End activities are keeping everyone busy.
- Badminton Week next week!
- Looking forward to our Mutual Appreciation Luncheon next Wednesday June 19th
- Framework for Enhancing Student Learning: at the end of Year 1 of our goal on Writing, we have acquired many new resources and implemented strategies across classes and grades. School Wide Write data has been collected and assessed to set future goals for year 2.
- Staffing changes for 2019-20: Goodbye to Ms. McCartney, Ms. Johnston, and Mme Trudeau (retirement) and Mr. Samson (moving to ELL assignment). Staffing process is ongoing in June/summer, so new teachers are going to be confirmed at the beginning of the year.
- We are preparing final report cards and reminding everyone to view the reports online at their Freshgrade accounts. ELL, IEPs, band reports will be sent home on June 27th.
- Grade 7 farewell ceremony is on Wednesday June 26th at the Sentinel Theatre at 10:30.
- Budget proposal: thank you to our CPAC for such amazing support of our programs and school!

**Treasurer Report**

See Summary at end of the minutes

**Nessa van Bergen**

**DPAC Report**

See DPAC meeting minutes [here](#)

**Vikki Williams**

**5. Committee Reports**

**Hot Lunch Report**

**Brenda Weeks**

Next year we will be going back to having hot lunch 3 days per week. There are not enough parent volunteers, and the responsibility is falling on the same parents every week.

Hot Lunch profits 2018-19 school year: \$25,900

ALL of these funds used to enhance our children's education at Chartwell. The support of the entire school body is greatly appreciated!!

Reminder: CPAC does not provide single use cutlery or chopsticks. Please send your child to school with the appropriate utensils on Hot Lunch days.

**Grade 7 Farewell**

**Rola Priatel**

Rola updated on behalf of the committee that things are going well, they have exceeded their budget because they have added a few extra days and freezies than they originally thought they could!

They have had to ask on a few occasions for volunteers, which resulted in about 30 parent volunteers to run the three hot dog events and the weekly freezies/popcorn and pub night.

The graduation convocation will be held at the Sentinel theatre on Wednesday, June 26 at 10 AM, which will be followed by a banquet buffet luncheon at the school where teachers are invited. Ticket sales have gone to grade 7 parents, but we are still waiting for the majority of people to purchase three tickets (One child and two parents) and a yearbook!

The price is subsidized because of the extensive fundraising, however since we are catering a full event with Baci restaurant, photographer, band, florist and rental of tables and supplies, the price is still \$73 for the three tickets. We still have 17 parents who have not volunteered nor donated their portion. They will be followed up with and a reminder will be sent out through grade 7 teachers to ask the kids to remind parents to purchase tickets. Also, an email reminder will go out to the grade 7 class.

Rola also asked for extra time to explain how this process works for future years:

- If we choose to fundraise then the event must be held at the school due to liability issues with the school district.
- It is not necessary to do a full catered event as we have done for the last few years, it is up to the grad committee should they just wish to have a simple event with cake and lemonade as many schools do and save time especially if there are not enough people on the committee to volunteer their time and resources.
- Having the event at the school will ensure that the kids will also participate in the fundraising, which is the best part of this, bringing kids and parents together, but it is human resource intensive and unless there are enough people helping and at least two people coordinating it could get very onerous!
- Some schools, as we used to do here at Chartwell, choose to go out to a restaurant and just ask parents to pay the full price. This usually is prohibitive as price could get costly and it would not include children in the process so it is just a party which would not include the teachers attending. However, some schools choose to take this route in lieu of spending 6 months of fundraising.

Main Point: the grad committee can decide whatever they would like to do when they meet with the grade 7 students and parents at the beginning of the year and stick to the plan! Keep it as easy as possible so that parents are not overwhelmed as it could get overwhelming as we have seen year after year.

## 6. Special Order of Business

- **CPAC Constitution & Bylaws Ratification Vote** **Nessa Van Bergen**
  - The ratification of the constitution and bylaws was approved by the majority.

**Meeting Adjournment: 8:51pm**

**Next CPAC General Body Meeting:**

Date: Wednesday June 12, 2019 Time: 7:00 – 8:15pm Venue: Learning Commons

## Chartwell PAC Treasurer's Report: June 12, 2019

### Summary:

**\*The balance of the CPAC accounts as at June 11, 2019 are:**

RBC General Account: **\$27,329.98**  
RBC Investment account: **\$40,333.92**  
RBC Casino Account: **\$19,942.56**  
Paypal Account: **\$465.99**

**\*Deposits/Credits since May 8, 2019 in General Account:**

Badminton: **\$200.00**  
Grade 7 Farewell:  
    Donations: **\$360.00**  
    Freezies: **\$623.40**  
    Hot Dogs: **\$990.90**  
    Pub Night: **\$50.00**  
    Ticket Sales: **\$487.00**  
Hot Lunch: **\$830.60**  
Multicultural Night: **\$3070.00**  
CPAC Activity & Refreshments (coffee in Parent Café): **\$22.00**

**\*Payments since May 8, 2019 in General Account:**

Badminton insurance: **\$225.00**  
Freezie expenses: **\$57.70**  
Baci Ristorante (Grade 7 Farewell Luncheon) deposit: **\$1,180.00**  
Hot Dog Day expenses: **\$175.15**  
Sentinel Scholarship Fund Contribution: **\$200.00**  
Squarespace fees: **\$14.61**  
SD45 – Hot Lunch PC: **\$9,948.94**  
Foodie Kids: **\$1,392.11**  
Hollyburn Country Club (MCN & Kitchen Supplies): **\$626.06**  
Persian – New Year Funds: **\$319.36**  
Lunar New Year Funds: **\$370.33**  
Reimbursements – Squarespace website: **\$290.08**  
Reimbursements – Domain People: **\$21.06**  
Reimbursements – SignUp.com: **\$96.97**  
Reimbursements – SOM Thank you gifts: **\$106.53**  
Banking & Transaction Fees: **\$17.16**

All Electronic records are updated and reconciled.

Thank you,

Nessa van Bergen  
Chartwell PAC Treasurer

**CPAC Balance Sheet - As of 2019-06-11**  
(in Canadian Dollars) (Cash Basis)

2019-06-12

Page 1

Account	2019-06-11 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
CPAC Casino Account	19,942.56
CPAC General Account	27,329.98
Funds Held in Trust - Donations	0.00
Paypal Account	465.99
RBC GIC - 00940177229 001	40,333.92
School Board Trust Fund # 85480	0.00
Float for Fundraising Events	250.00
<b>TOTAL Cash and Bank Accounts</b>	<b>88,322.45</b>
<b>Other Assets</b>	
Cash Box for Gr.7 Float	46.71
Prepaid exp (Insurance for next year)	0.00
School Board Trust Fund - Donations	0.00
Spirit Wear Inventory	468.16
<b>TOTAL Other Assets</b>	<b>514.87</b>
<b>TOTAL ASSETS</b>	<b>88,837.32</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
<b>Other Liabilities</b>	
Earmarked funds	0.00
Lunar - New Year	1,752.87
Persian - New Year	781.89
Prepurchases (Badminton, etc)	0.00
<b>TOTAL Other Liabilities</b>	<b>2,534.76</b>
<b>TOTAL LIABILITIES</b>	<b>2,534.76</b>
<b>EQUITY</b>	<b>86,302.56</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>88,837.32</b>

**CPAC - Current Budget VS Actual - 2018/2019 - June 11, 2019 (in CAD)**

Category	2018-2019 Budget	2018-2019 Actual	Difference
<b>REVENUE</b>			
Fund Raising	\$41,600.00	\$43,789.59	\$2,189.59
Athletic Programming (Badminton)	350.00	375.00	25.00
Gr. 7 Grad:			0.00
Donations		570.00	570.00
Popcorn		823.47	823.47
Hot Dog Days		2,817.93	2,817.93
Hoodies		293.58	293.58
Freezies		1,295.85	1,295.85
Other (Cutlery Sets, Pub Night)		1,367.50	1,367.50
Farewell Expenses		-1,180.00	-1,180.00
Sentinel Scholarship Fund		-200.00	-200.00
Ticket Sales		467.74	467.74
Halloween Dance	1,200.00	2,069.22	869.22
Hot Lunch	35,000.00	33,699.13	-1,300.87
Multicultural Night	3,500.00	3,697.02	197.02
Spirit Wear	450.00	297.70	-152.30
Parent/Family Education Events	500.00	603.00	103.00
School Board Contribution	160.00	159.99	-0.01
Interest earned from investment	440.00	334.07	-105.93
Library Commons	-8,500.00 *17/18	-3,701.61	4,798.39
			\$6,256.07
<b>EXPENSES</b>			
	<b>46,050.00</b>	<b>\$27,138.18</b>	<b>\$18,911.82</b>
Office	200.00	9.00	191.00
Petty cash (Babysitting)	400.00	200.00	200.00
Bad Debt			0.00
Bank Services Fee	100.00	249.17	-149.17
CPAC Activity Refreshments and Food	200.00	3.83	196.17
Kitchen Supplies	1,400.00	1,230.71	169.29
Teacher Year End Gift	900.00		900.00
Welcome Tea	100.00	53.54	46.46
Mutual Appreciation Lunch	500.00		500.00
Administration / General expenses	1,300.00	2,361.56	-1,061.56
World Teachers Day	250.00	330.37	-80.37
<b>Playground (To move the primary equipment)</b>	<b>15,000.00</b>		
<b>School Garden Project</b>	<b>3,000.00</b>		
Art Starts Cultural Performances	700.00	700.00	0.00
Classroom Funds	4,800.00	4,800.00	0.00
Collaboration Funds	2,500.00	2,500.00	0.00
Physical Literacy In House Expert (ShuttleSport: Badminton)	1,500.00	1,500.00	0.00
Dance in Schools (Bob Shop Dance)	1,600.00	1,600.00	0.00
Principal Funds	3,000.00	3,000.00	0.00
Sexual Health Ed (Students & Parent sessions)	1,500.00	1,500.00	0.00
Social Media Education/Digital Safety	600.00	600.00	0.00
21st Century Learning Initiative	3,000.00	3,000.00	0.00
Digital Literacy Education Fund	3,000.00	3,000.00	0.00
Site Enhancement Fund			0.00
First Nations Education & Enhancement	500.00	500.00	0.00
<b>Revenue - Expenses</b>	<b>-4,450.00</b>	<b>\$16,651.41</b>	<b>\$21,101.41</b>



**DRAFT**  
**CPAC - Budget 2019/2020**

Category	as of June 11			Difference
	2019-2020 Budget	2018-2019 Budget	2018-2019 Actual	
<b>REVENUE</b>				
<b>Fundraising</b>	<b>\$29,610.00</b>	<b>\$41,600.00</b>	<b>\$37,533.52</b>	<b>-\$4,066.48</b>
Athletic Club (Badminton)	350.00	350.00	375.00	25.00
Gr. 7 Farewell:	0.00			0.00
Halloween Dance	2,000.00	1,200.00	2,069.22	869.22
Hot Lunch	22,200.00	35,000.00	33,699.13	-1,300.87
Multicultural Night	3,500.00	3,500.00	3,697.02	197.02
Spirit Wear	450.00	450.00	297.70	-152.30
Parent/Family Education Events	600.00	500.00	603.00	103.00
School Board Contribution	160.00	160.00	159.99	-0.01
Interest earned from investment	350.00	440.00	334.07	-105.93
Library Commons		-8,500.00	-3,701.61	4,798.39
<b>EXPENSES</b>	<b>29,500.00</b>	<b>46,050.00</b>	<b>\$27,138.18</b>	<b>\$18,911.82</b>
Office	200.00	200.00	9.00	191.00
Petty cash (Babysitting)	300.00	400.00	200.00	200.00
Bad Debt	0.00			0.00
Bank & Services Fee	300.00	100.00	249.17	-149.17
CPAC Activity Refreshments and Food	200.00	200.00	3.83	196.17
Kitchen Supplies	650.00	1,400.00	1,230.71	169.29
Year End Appreciation Gifts	1,200.00	900.00		900.00
Welcome Tea	100.00	100.00	53.54	46.46
Mutual Appreciation Lunch	500.00	500.00		500.00
Administration & General Expenses	800.00	1,300.00	2,361.56	-1,061.56
World Teachers Day	250.00	250.00	330.37	-80.37
Playground (To move the primary equipment)	0.00	15,000.00		15,000.00
School Garden Project	3,000.00	3,000.00		3,000.00
Principal Funds	0.00	3,000.00	3,000.00	0.00
Classroom Funds	4,800.00	4,800.00	4,800.00	0.00
Collaboration Funds	3,000.00	2,500.00	2,500.00	0.00
Physical Literacy In House Expert (Badminton and Karate)	2,400.00	1,500.00	1,500.00	0.00
Sexual Health Ed (Student & Parent sessions)	1,500.00	1,500.00	1,500.00	0.00
Social Media Education/Digital Safety	1,100.00	600.00	600.00	0.00
Dance in School program	2,500.00	1,600.00	1,600.00	0.00
Art Starts Cultural Performances	700.00	700.00	700.00	0.00
Digital Literacy Education Fund	1,500.00	3,000.00	3,000.00	0.00
21st Century Learning Initiative	2,000.00	3,000.00	3,000.00	0.00
Site Enhancement Fund	0.00	0.00	0.00	0.00
First Nations Education & Enhancement	2,500.00	500.00	500.00	0.00
<b>Revenue - Expenses</b>	<b>\$110.00</b>	<b>-\$4,450.00</b>	<b>\$10,395.34</b>	<b>\$14,845.34</b>

## Explanations

### Revenue

<b>Athletic Club</b>	<b>\$375.00</b>	This year's actual earnings
<b>Grade 7 Farewell</b>	<b>\$0.00</b>	Should net to zero dollars each school year
<b>Halloween Dance</b>	<b>\$2,000.00</b>	This year's net was \$2069
<b>Hot Lunch</b>	<b>\$22,200.00</b>	3 days/wk:\$22,200 2 days/wk: \$14,800
<b>Multicultural Night</b>	<b>\$3,500.00</b>	This year's net was \$3697
<b>Spirit Wear</b>	<b>\$450.00</b>	This year's net was \$297.70
<b>Parent/Family Education Events</b>	<b>\$600.00</b>	This year's net was \$603 with one event
<b>School Board Contribution</b>	<b>\$160.00</b>	
<b>Interest earned from investment</b>	<b>\$350.00</b>	\$334.07 YTD

### Expenses

<b>Office</b>	<b>\$153.00</b>	
		\$18.00 postage
		\$40.00 deposit stamp
		\$95.00 photocopying charges
<b>Petty Cash</b>	<b>\$300.00</b>	\$200 YTD
<b>Bad Debt</b>		always zero
<b>Bank &amp; Services Fees</b>	<b>\$295.00</b>	
		\$150.00 3% website commerce fees
		\$145.00 bank account fees
<b>CPAC Activity Refreshments and Food</b>	<b>\$200.00</b>	Class Parent events, Coffee Club events, etc.
<b>Kitchen Supplies</b>	<b>\$646.04</b>	does not include cost of aprons from this year
<b>Year End Appreciation Gifts</b>	<b>\$1,200.00</b>	\$900 Chartwell Staff, \$300 Volunteers
<b>Welcome Tea</b>	<b>\$100.00</b>	maintain budget
<b>Mutual Appreciation Lunch</b>	<b>\$500.00</b>	maintain budget
<b>Administration &amp; General Expenses</b>	<b>\$721.25</b>	
		\$311.14 annual website renewal, domain name
		\$96.97 SignUp annual fee
		\$313.14 Misc thank you gifts, flowers
<b>World Teachers Day</b>	<b>\$250.00</b>	maintain budget



# CHARTWELL ELEMENTARY PAC

Funded by **Parents** | Powered by **CPAC**

## **CHARTWELL PARENT ADVISORY COUNCIL**

**~ CONSTITUTION AND BYLAWS ~**

**as of June 2019**

## **TABLE OF CONTENTS**

<b>Section I</b>	<b>Name</b>
<b>Section II</b>	<b>Purposes</b>
<b>Section III</b>	<b>Dissolution</b>
<b>Section IV</b>	<b>Membership</b>
<b>Section V</b>	<b>Meetings</b>
<b>Section VI</b>	<b>Voting</b>
<b>Section VII</b>	<b>Election of Executive Officers</b>
<b>Section VIII</b>	<b>Term of Office</b>
<b>Section IX</b>	<b><i>Removed June 2019</i></b>
<b>Section X</b>	<b>Executive Officers</b>
<b>Section XI</b>	<b>Duties of the Officers</b>
<b>Section XII</b>	<b>Committees</b>
<b>Section XIII</b>	<b>Finances</b>
<b>Section XIV</b>	<b>Constitution and Bylaw Amendments</b>
<b>Section XV</b>	<b>Code of Conduct</b>
<b>Section XVI</b>	<b>Removal of an Executive Member</b>

# CONSTITUTION

## **Section I: Name**

The name of the Association shall be the **Chartwell Parents Advisory Council (CPAC)** (School District 45).

The Council will operate as a non-profit organization with no personal financial benefit.

The business of the Council shall be unbiased towards race, religion, gender, politics or any identifiable group.

## **Section II: Purposes**

1. To advise the School Principal and Staff on parental views about School programs, policies and activities.
2. To communicate with parents and to promote cooperation between the home and the School in providing for the education of children.
3. To organize CPAC activities and events.
4. To contribute to the effectiveness of the School by promoting the involvement of parents and other community Members.

## **Section III: Dissolution**

Upon winding up or dissolution of the Council, the assets which remain after payment of all costs, changes and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations in British Columbia having a similar charitable purpose. This provision shall be unalterable.

## **Section IV: Membership**

1. All parents and guardians of students currently registered at Chartwell School may be voting Members of the group. Membership is free. Each Member is entitled to, and the PAC shall provide without charge, a copy of the Constitution and Bylaws of the PAC upon request.

2. Non-voting Membership: The School principal, vice-principal and staff are non-voting Members. They are entitled to speak and to be heard at General Meetings.
3. Every member shall uphold the Constitution and comply with these Bylaws.
4. Every member is encouraged to attend as many PAC meetings as possible and to become knowledgeable about educational programs and resources of the school. Members are also encouraged to support and promote positive attitudes about the School and its educational programs and services.

## **Section V: Meetings**

1. There shall be no fewer than six General Meetings a year, including the Annual General Meeting, open to all members.
  - a. A schedule of a year's General Meeting dates is to be posted on the school website by the end of September.
  - b. Meeting dates may be changed at the discretion of Chair, Vice Chair, or a quorum of Executives when they no longer serve the majority of the parents or if the majority of the Executives can no longer make those dates.
2. There shall be an Annual General Meeting for the purpose of election of officers held in May of each year.
3. The Executive meetings and additional General Meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty percent plus 1 (50% plus 1) of the voting members.

## **Section VI: Voting**

1. The voting Members present at any duly called General Meeting shall constitute a quorum of 3 members of the Executive.
2. Unless otherwise provided, motions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the motion will be lost. The motion may however be brought again at a future meeting.
4. Voting of Members on all matters must be given personally; voting by proxy shall not be permitted.

5. Voting shall be done by the show of hands with the exception of the election of officers, which shall be done by secret ballot, except in the instance of acclamations.

## **Section VII: Election of Executive Officers**

1. The Executive Officers shall be elected from the voting Members at the Annual General Meeting, except that no employee/elected official of the School District or Ministry of Education shall hold an Executive position.
2. Call for nominations shall be made at the meeting in March, for election in May. In the case where there is no meeting in March, a Call For Nominations shall be made via email to the general parent body of the school, no later than 45 days in advance of the May meeting date.
3. Executive positions can be shared if both persons are announced on the ballot. In the event an Executive position is shared, the position only carries one vote and that Executive must be present at the meeting.
4. Should an officer resign, cease to be a member, or cease to hold office for any reason, the Executive may immediately appoint an Acting Member to fill the role until an election for the position is held at the Annual General Meeting.
5. The Nominating Committee Chairperson shall conduct elections.
6. Scrutineers shall be appointed if necessary as required by the Nominations Committee Chairperson at the time of the elections.
7. A vote shall be taken to destroy the ballots.

## **Section VIII: Term of Office**

1. The term of office shall commence in July of each year and shall be for one year. Financial officers shall hold office for two years, when possible.
2. Any elected Member of the CPAC Executive may serve on the Executive for as many years as he/she is elected to a position.

## **Section IX: *Removed June 2019***

## **Section X: Executive Officers**

1. A Board of elected officers and the immediate Past Chair shall manage the affairs of the Executive.
2. The Executive Officers will be as follows:
  - i. Chair
  - ii. Past Chair
  - iii. Vice-Chair
  - iv. Treasurer
  - v. Secretary
  - vi. Fundraising Chair(s)
  - vii. District Parent Advisory Council Representative (DPAC)
  - viii. Hot Lunch Coordinator(s)
  - ix. Volunteer Coordinator(s)
  - x. Multicultural Coordinator(s)
  - xi. 3 Members At Large (e.g. Playground Coordinator, Newsletter Editor)
3. All Executive Officers are required to assist with the handover of their respective roles to incoming replacements to facilitate a smooth transition.

## **Section XI: Duties of the Officers**

### **1. Chair/Co-Chair(s) - The senior officer(s) of the PAC executive committee**

#### **Duties:**

- Plan and run the monthly Executive PAC Meeting, General PAC Meeting, and Special Meetings as they arise, using the Roberts Rules of Order
- Work with Secretary to ensure that an agenda is prepared and presented
- One of the signing officers for the PAC
- Know the constitution, bylaws, and meeting rules
- Represent the parent body to: school administration, school board (SD45), and DPAC (District Parent Advisory Council)
- Meet and coordinate with the principal on a monthly basis
- Help plan events and committees with the PAC Executive
- Delegate events to event coordinators and provide them with support
- Help plan the budget and fund-raising activities.
- Attend various events: Welcome-to-Kindergarten, Multi-Cultural Night, Curriculum Night and 'Meet the Staff Evening', Parent/Staff Appreciation Luncheon, etc.
- Communicate with the parents at regular intervals via email and the website
- Official spokesperson for the organization



## **2. Vice Chair - Provides support to the senior officer**

### **Duties:**

- Assume the responsibility of the Chair in the Chair's absence or upon request
- Assist the Chair in the performance of their duties
- Class Parent Coordinator: organizes class parents and ensures that every division has at least one representative. Help recruit class parents and contacts teachers via administration to remind teachers to select parents by end of September so that the communication process is started.
- Accept extra duties as required
- One of the signing officers for the PAC
- Responsible for general communication of PAC information to parents and the school administration
- Attend monthly Executive PAC Meeting and General PAC Meetings

## **3. Past Chair -**

### **Duties:**

- Help smooth the transition between Chairs
- Assist, advise, and support the PAC
- Provide information about resources, contacts, and other essential information to the PAC
- Attend monthly Executive PAC Meeting

## **4. Secretary – Responsible for recording and keeping the minutes**

### **Duties:**

- Responsible for recording and keeping the minutes of all PAC Executive and General meetings and forwarding them to the executive and the principal for approval before posting to the website
- Ensure Executive members are notified of meetings
- Arrange babysitters for general PAC meetings
- May be an additional signing officer
- Keep an accurate and up-to-date copy of the Constitution and Bylaws and provide copies to members upon request
- Attend monthly Executive PAC Meeting and General PAC Meetings

## **5. Treasurer - Manages the finances for the PAC**

### **Duties:**

- Responsible for receiving all funds for the PAC and making bank deposits at a recognized financial institution approved by the PAC, in a timely manner
- Responsible for the safekeeping of all the PAC financial assets

- Distribute funds as authorized by the Executive and/or the PAC
- Maintain an accurate record of all expenditures to the appropriate GL
- Provide an accurate accounting and financial outcomes for all PAC events and initiatives
- Prepare the financial report to be reviewed at the monthly Executive PAC Meeting
- Attend and present the financial report at the monthly general PAC Meeting
- Prepare the budget with assistance and input from the Chair(s), Executive, and Principal and present it at the PAC Annual General Meeting in June
- Present an annual financial statement at the PAC Annual General Meeting in June
- Make financial documents available for viewing by members upon request
- Complete annual filing for provincial Gaming Grant
- Be fluent in Quicken accounting software
- Signing officer for the PAC (dual signatures required)

#### **6. DPAC Representative - (District Parent Advisory Council)**

**Duties:**

- Attend DPAC meetings (1<sup>st</sup> Wednesday morning of every month) and represent, speak, and vote on behalf of the PAC. Responsible to find another PAC Executive to attend in their absence so that Chartwell is represented.
- Report to PAC on matters relating to the DPAC
- Renew Chartwell PAC membership to the BCCPAC (if applicable)
- Attend monthly Executive PAC Meeting and General PAC Meetings

#### **7. Member-At-Large (x3) – Represent the PAC in the community**

**Duties:**

- Help with duties as they arise or as requested by the Chair or are of interest to them throughout the year
- Assist in disseminating information to all school families by being aware of current affairs at school and be open to receiving feedback or questions from parents, which would be brought forth at the Executive meeting.
- Attend monthly Executive PAC Meeting and General PAC Meetings

#### **8. Community Liaisons: Chinese, Persian, Korean – Represent the PAC in their cultural community**

**Duties:**

- Translate PAC documents periodically into native language for distribution in community

- Assist in disseminating information to all school families by being aware of current affairs at school and be open to receiving feedback or questions from parents, which would be brought forth at the Executive meeting.
- Help with duties as they arise and are of interest to them throughout the year
- Attend monthly General PAC Meetings
- Attend monthly Exec PAC Meetings at their discretion

## **9. Hot Lunch Chair** – Overall administration and supervision of the Hot Lunch program

### **Duties:**

- Select vendors and menu items which meet the Guidelines for Food and Beverage Sales in BC Schools
- Set up the MunchaLunch website for orders for each term, including all item costs so that session reports are accurate.
- Answer all parent inquiries regarding Hot Lunch via email or telephone.
- Collect payments and ensure all parent accounts are paid in full within 4 weeks of each term starting.
- Generate reports and labels and email them to vendors within the required timeline.
- Print out reports for the volunteers and ensure the reports are in the Hot Lunch binder prior to the actual Hot Lunch day.
- Reconcile vendor invoices with work orders and ensure accounts are paid and in good standing.
- Liaise with the office on communication of the Hot Lunch program, payments, and the arrival of new families.
- Attend monthly General PAC Meetings
- Attend monthly Exec PAC Meetings at their discretion

## **10. Volunteer Coordinator** – To increase awareness and recruitment of volunteers

### **Duties:**

- Update our online Volunteer Sign Up list of opportunities for the beginning of the school year
- Monitor the Volunteer Sign Up site and forward appropriate Volunteer information to Committee Chairs
- Communicate in a timely and professional manner with any inquiries that come through the Volunteer Sign Up online system
- Attend monthly General PAC Meetings
- Attend monthly Exec PAC Meetings at their discretion

## **Section XII: Committees**

1. Standing and Ad-Hoc Committees shall be formed when necessary. The Executive may delegate any, but not all, of its powers to Committees consisting of Executive Members and/or Members of the PAC to undertake specific responsibilities and projects.
2. Committee Chairs shall be elected annually, at the Annual General Meeting, for 1-year term. They shall report to the Executive on a regular basis during each school year.
3. Committees are responsible to the CPAC Executive and Members
4. All committees shall submit reports to CPAC Chair for addition to agenda when Committee requires either financial, man-power or Executive decision making support
5. All committees shall submit an annual report in May.
6. Committees may be, but are not limited to, the following:
  - a. Hot Lunch Volunteer Coordinator(s)
  - b. BC Fruit & Vegetable Program
  - c. Spirit Wear
  - d. Halloween Dance
  - e. Multicultural Night Coordinator(s)
  - f. Grade 7 Farewell Coordinator(s)
  - g. Emergency Preparedness
  - h. Scholastic Book Fair
  - i. Coffee Club
  - j. Badminton Club

## **Section XIII: Finances**

1. A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at the June meeting each year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
3. The Executive shall name at least three (3) signing officers, one of whom will be the Treasurer, for banking and legal documents. Two (2) signatures will be required for these documents.

4. The Chair, Vice Chair and Treasurer (Officers) shall have the authority to cover expenses for previously authorized School activities without further consent of the General Membership.
5. The Officers shall have the authority to spend up to \$75.00 for non-operating expenses without the consent of the Membership.
6. The Officers shall have the authority to spend up to \$300.00 for non-operating expenses with the consent of the Executive.
7. Expenditures in excess of \$300.00, and those not included in the above categories, must be approved by a simple majority vote at a CPAC General Meeting.
8. A Treasurer's report to all Members should be presented at each monthly CPAC meeting and made available to all parents.
9. An Annual Treasurer's Report shall be prepared and presented to Members at the Annual General Meeting.
10. A need for audits will be agreed upon by the Members at any General Meeting, where upon an independent auditor will be appointed as needed.

## **Section XIV: Constitution and Bylaw Amendments**

Amendments to the Constitution and Bylaws of the Chartwell Parent Advisory Council may be made at any General Meeting, at which business is conducted, providing:

1. Written notice of the meeting has been given to all Members (14 days minimum).
2. The notice of the meeting included notice of the specific amendments proposed.
3. A two-thirds (2/3) majority vote of those voting Members present at the meeting will be required to amend the CPAC Constitution and Bylaws.

## **Section XV: Code of Conduct**

1. The Chartwell Parent Advisory Council (CPAC) is not a forum for the discussion of individual School personnel, students, parents or any other individual Members of the School community.

2. An Executive Member who is approached by a parent with a concern is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a CPAC Executive Member:
  - a. Upholds the Constitution and Bylaws, Policies and Procedures of the CPAC.
  - b. Performs her/his duties with honesty and integrity.
  - c. Works to ensure that the well-being of all students is the primary focus of all decisions.
  - d. Respects the rights of all individuals.
  - e. Takes direction from the Members, ensuring that representation processes are in place.
  - f. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking concerns forward.
  - g. Works to ensure that issues are resolved through due process.
  - h. Strives to be informed and only passes on information that is reliable and correct.
  - i. Respects all confidential information
  - j. Supports public education

## **Section XVI: Removal of an Executive Member**

- a. The members may, by a majority of not less than 75% of the votes cast, remove an Executive Member before the expiration of his or her term of office, and may elect a successor to complete the term.
- b. Written notice specifying the intention to make a motion to remove the Executive Member shall be given to the members not less than 14 days before the meeting.

Adopted by Chartwell PAC at West Vancouver, British Columbia - 2005

Bibi Hussain - Chair

Monica Virani - Secretary

**Amendments ratified by the Chartwell PAC at West Vancouver, B.C., on June 12<sup>th</sup>, 2019**

**Tamzyn Jones - Chair**

**Lisa DeSalvo Harris – Secretary**

**Nessa van Bergen - Treasurer**