



CHARTWELL • PARENT • ADVISORY • COUNCIL

Every Parent and Caregiver at Chartwell!

General Meeting Budget Minutes – ONLINE MEETING

Date: Wednesday June 10, 2020

Time: 7.00 – 8.15pm

1. Chair's Welcome

- Territory Acknowledgement - We would like to recognize that we are gathered together on the traditional lands of the Squamish Nation and want to thank our friends and colleagues in the Nation who are working with us to guide our understanding of the history of this land and its people. We respect and honor the Elders past, present and future as we bring this knowledge to the students of our community.
- **Meeting Called to order – 7:03PM**
- **Approval of last meetings minutes – Laurel , seconded by Abir**
- **Approval of agenda for current meeting – Priya, seconded by Laurel**
 - Amendment to the agenda: Brenda is not able to make the meeting so there will not be a Hot Lunch report or Grade 7 farewell report. Mrs. Magrath will add grade 7 report into her report.

2. Questions and business arising from last meetings minutes – There are none

3. Officer's Reports

- **Chair's Annual Report – Tamzyn Jones**
 - Executive Positions: There are still vacant positions that need to be filled. Secretary, Hot Lunch Chair, Hot Lunch Coordinator, Chinese Liaison, Korean Liaison are still available. We will also want to fill the class parent spots as soon as we are back in school to ensure communication between parents and the CPAC.
 - Welcome Tea: We do not know what back to school in September will look like, but we are hoping to be able to have some version of the annual Welcome Tea.
 - Thank you: Huge Thank you to Laurel Klotz and Lisa Harris for spear heading the end of the school year teacher gift.
 - Asked Nessa if she knows who received the Patty Williams scholarship this year.
 - Closing: Would like to thank everyone for their support and enthusiasm this year. It was very successful fundraising year and was lots fun.
- **Principal's Report - Laura Magrath and Alysha Karsan**

Welcome back!

 - Fantastic return to school
 - Thank you to all the families for their help with preparing students, flexibility with drop-off locations and adhering to schedules.
 - Schedule for last week of June
 - Monday: Remote
 - Tuesday: Group A
 - Wednesday: Remote
 - Thursday: Group B
 - Grade 6/7: scheduled all 4 days, remote in the afternoon
 - 300 books still in circulation please return with finished. There will be a follow up in the Fall; and some student supplies still to be picked up

- CSL published to Freshgrade on June 25th

Grade 7 Farewell:

- Thank you to the Grade 7 Farewell Committee and CPAC for their fundraising efforts.
 - \$2600 raised towards at 60+ page yearbook; glossy pages; soft cover
 - Certificates and special awards in leadership, athletics, and service given to students virtually in a powerpoint/video celebration
 - Remaining funds: still looking into a buddy bench or legacy gift

Thank You for a Fantastic School Year

- CPAC Executive members
 - Committees: Halloween Dance (great fundraiser), Traffic and Safety (new signage, walking route map, good progress in June with new drop off locations), Lantern Festival and Nowruz (preparations and organization), playground committee (planning and organizing)
 - Class Parents (communication), Hot Lunch Volunteers (essential fundraiser), Parent body at large for your support this year, and especially during remote learning.

MOE Playground Enhancement Program

- Chartwell was the successful recipient this year. \$125k must be used to improve accessibility
- Playground committee has met to narrow down some choices based on the following:
 - Accessibility: physical and emotional
 - Physical literacy skills: climbing, jumping, sliding, balance, agility
 - Risky Play: variety, heights, movement opportunities, creativity
- There was an online poll and the students got to vote on the color and type of structures. Pictures and voting results in video recording of meeting.
- Approximate total: \$194, 815.55
- Playground Budget:
 - MOE Grant: \$125,000
 - Principal's Trust Fund: \$10,000
 - CPAC: Request \$60k - \$65K
 - Site Enhancement Fund: \$5,000 in reserve if needed

Thank you for your support!!!

- **DPAC Report – Laurel Klotz - [DPAC MINUTES](#)**

- Passing Budget was postponed
- 60k kids back to school a few weeks ago. Hoping for phase 2 in September. The District is looking to Denmark and New Zealand and what they are doing.
- Group Learning Vs. non-group learning
- Hot Lunch – Do not plan on it for September, possible October if we are in Phase 2. There will be very different protocols going forward.
- Academy programs: These be very different. Everything outside rain or shine. Lots of cleaning protocols in place regarding equipment.

- **Treasurer Report – Nessa Van Bergen**

- Current Financial status
- Proposed budget for 2020/2021

*** see end of minutes for current and proposed budget**

4. Playground Enhancement

Questions: Date of removal and installation? Facilities are aware of the project. Getting back to us about drainage and if we will save money if Facilities does the drainage work. The order could happen by the end of June which will put us on track for Summer installation.

Nessa: Checks will need to be issued before June so that co-signers are available to sign checks. Sooner rather than later would be better. Other GIC matures in July and if we could wait to cash it out to avoid penalties, that would be great.

Laura: If the vote gets approved tonight, everything should proceed quickly

Nessa: Requested a trust in case any parents want to donate to the playground fund. Maybe call that out in the next email about the playground to pay for phase 2 of future playground enhancements.

Question: Orientation of the structure to possibly face the view? Laura will talk to Adam.

5. Special Orders of Business

• Voting on expenditure of playground

- If \$65,000 approved for the playground enhancement project, it would bring our gaming account down to \$62.14 which would essentially be just to keep it open. Total, we would be in the red about \$42.17.
 - Questions: If we go with Curva-spinner, marble board, and connect 4, how much will we need to request from the CPAC? Answer: We do not have a final number. If there a PST rebate, will it go to the school or to the school district. When we did the Learning Commons we got a \$12k PST rebate.
 - Should we vote to spend \$62,500 so we aren't showing a negative balance? If we vote to give \$60,000 the expense of the playground will be covered.
 - There is also some site enhancement funds that we can allocate as a contingency.
 - Question: We do have a lean year ahead of us do to Covid-19. Is it possible to use some of these funds for the playground in other places, conserving some money used for other things that might be needed by the school? Do we need a bigger buffer for next year?
 - Answer: if we went for \$60,000 in trust for this project, and the project comes under budget, the difference would stay in the trust account for the CPAC. We can ask for the District to cut us a check or we can leave it in the trust to pay for other things pertaining to the school. We vote on the expenditure, and if for some reason more money is needed, we won't be able to have a vote over the summer to complete the project. Gaming funds do not help with cash flow because there are very specific parameters that we can use Casino Funds for. Possible to use it for Spirit Wear inventory before receiving payment.
- Change the expenditure vote to \$60,000, and any overage will come from the Site Enhancement Fund?
 - Laura: Yes, that money is for the betterment of the school and the children and is money that was received from the CPAC in the past.
- Motion to spend \$60,000 of our PAC savings as portion of the partnership to renew the playground
 - Passed by the majority, motion is approved

Final Questions and Comments:

- Can Chartwell This Week be sent out to kids in grade 5/6/7?
 - Answer: Yes, absolutely. Also moving away from Mailchimp for privacy issues.
- Laura will propose to change CTW to a different day and different platform.
- Can we have secondary contact info updated more quickly?
 - Answer: Yes, waiting on parents to turn in forms
- Vision for school since we are no longer Rights Respecting School?
 - Answer: There will be more conversations to come that will involve voices from the community, alumni, parents, indigenous members.
- Year End Gifts coming under budget of \$1200, at around \$550 -\$600 before the gift cards for custodians. Giving custodians a little bit bigger gift because they have had a lot of extra cleaning duties due to Covid. Giving all of the staff the same gift not differentiating between part time and full-time staff.

6. Meeting Adjourned at 8:38pm

CPAC Balance Sheet - As of 2020-06-10

(in Canadian Dollars) (Cash Basis)

2020-06-10

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Account	2020-06-10 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	21,062.14
CPAC General Account	34,986.69
Funds Held in Trust - Donations	0.00
Paypal Account	0.00
RBC GIC - 00940177229 001	25,000.00
RBC GIC - 00940177229 003	0.00
School Board Trust Fund # 85480	0.00
Float for Fundraising Events	0.00
TOTAL Cash and Bank Accounts	81,048.83
Other Assets	
Cash Box for Gr.7 Float	0.00
Prepaid exp (Insurance for next year)	0.00
School Board Trust Fund - Donations	0.00
Spirit Wear Inventory	1,011.92
TOTAL Other Assets	1,011.92
TOTAL ASSETS	82,060.75
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Earmarked funds	0.00
Hot Lunch Credits	14,168.16
Lunar - New Year	1,752.87
Persian - New Year	781.89
Prepurchases (Badminton, etc)	0.00
Rose Johnston Scholarship	400.00
TOTAL Other Liabilities	17,102.92
TOTAL LIABILITIES	17,102.92
EQUITY	64,957.83
TOTAL LIABILITIES & EQUITY	82,060.75

CPAC - Current Budget VS Actual - 2019/2020 - June 10, 2020 (in CAD)

Category	2019-2020 Budget	2019-2020 Actual	Difference	
REVENUE				
Fundraising	\$29,610.00	\$16,966.12	-\$12,643.88	
Athletic Club (Badminton)	350.00	610.00	260.00	
Gr. 7 Farewell:		-2,458.44	-2,458.44	\$380.41
Hot Dog Days		1,257.35	1,257.35	
Valentines Grams		463.60	463.60	
Patti Williams Scholarship		-200.00	-200.00	
Purdys Chocolates		1,317.90	1,317.90	
Halloween Dance	2,000.00	2,648.69	648.69	
Hot Lunch	22,200.00	11,548.10	-10,651.90	
Interest earned from investment	350.00	262.14	-87.86	
Multicultural Night	3,500.00	-	-3,500.00	
Parent/Family Education Events	600.00	486.00	-114.00	
School Board Contribution	160.00	158.97	-1.03	
Spirit Wear	450.00	871.81	421.81	
EXPENSES				
	29,500.00	\$15,107.61	\$14,392.39	
Office	200.00	310.93	-110.93	
Petty cash (Babysitting)	300.00	105.00	195.00	
Bad Debt	0.00	-	0.00	
Bank & Services Fee	300.00	553.59	-253.59	
CPAC Activity Refreshments and Food	200.00	13.99	186.01	
Kitchen Supplies	650.00	246.58	403.42	
Year End Appreciation Gifts	1,200.00	-	1,200.00	
Welcome Tea	100.00	137.49	-37.49	
Mutual Appreciation Lunch	500.00	-	500.00	
Administration & General Expenses	800.00	374.62	425.38	
World Teachers Day	250.00	241.88	8.12	
School Garden Project	3,000.00	-	3,000.00	
Principal Funds	0.00	900.00	-900.00	
Classroom Funds	4,800.00	6,473.53	-1,673.53	
Collaboration Funds	3,000.00	2,100.00	900.00	
Physical Literacy In House Expert (Badminton and Karate)	2,400.00	350.00	2,050.00	
Sexual Health Ed (Student & Parent sessions)	1,500.00	1,500.00	0.00	
Social Media Education/Digital Safety	1,100.00	1,100.00	0.00	
Dance in School program	2,500.00	-	2,500.00	
Art Starts Cultural Performances	700.00	700.00	0.00	
Digital Literacy Education Fund	1,500.00	-	1,500.00	
21st Century Learning Initiative	2,000.00	-	2,000.00	
Site Enhancement Fund	0.00	-	0.00	
First Nations Education & Enhancement	2,500.00	-	2,500.00	
Revenue - Expenses (Net)	\$110.00	\$1,858.51	\$1,748.51	
		-\$380.41	Grade 7 \$\$	
		(Net) \$1,478.10		

Chartwell PAC Treasurer's Report: June 10th, 2020

Summary:

***The online balance of the CPAC accounts as at June 10th, 2020 are:**

RBC General Account: **\$45,487.40** (outstanding cheques: **\$10,417.20**)
RBC GIC 001: **\$25,000.00**
RBC GIC 003: **\$0**
RBC Casino Account: **\$21,062.14**
Paypal Account: **\$0.00**
Stripe Account: **\$0.00**

***Deposits/Credits since May 25th, 2020 in General Account:**

Spirit Wear: **\$8.00**
Petty Cash: **\$95.04**
GIC Interest: **\$215.75**
GIC Maturity: **\$25,000.00**

***Payments since May 25th, 2020 in General Account:**

Grade 7 Farewell - Yearbooks: **\$2,458.44**
Hot Lunch - MunchaLunch: **\$336.00**
Bank & Services Fees: **\$29.25**
Kitchen Supplies: **\$20.04**
Office – Cash Box write off: **\$46.71**
Office – Photocopy fees: **\$127.80**

***Transactions since May 25th, 2020 in Casino Account:**

\$349.60 expires June 30th, 2020
\$4760.00 expires Sept. 30th, 2020
\$6264.00 expires Sept. 30th, 2021
\$5360.00 expires Sept. 30th, 2022
\$4328.44 that doesn't expire – combination of interest and reimbursements to the account in the past 10 years.

***Asset & Liability entries since May 25th, 2020:**

Cash Box write-off: **(\$46.71)**

All Electronic records are updated and reconciled.

Thank you,
Nessa van Bergen
Chartwell PAC Treasurer

\$65,000 to Playground Renewal Project

CPAC Balance Sheet - As of 2020-06-09

(in Canadian Dollars) (Cash Basis)

2020-06-09

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Account	2020-06-09 Balance	
ASSETS		
Cash and Bank Accounts		
CPAC Casino Account	62.14	
CPAC General Account	18,445.13	(less \$900 for anticipated year end expenditures)
Funds Held in Trust - Donations	0.00	
Paypal Account	0.00	
RBC GIC - 00940177229 001	0.00	
RBC GIC - 00940177229 003	0.00	
School Board Trust Fund # 85480	0.00	
Float for Fundraising Events	0.00	
TOTAL Cash and Bank Accounts	18,507.27	
Other Assets		
Cash Box for Gr.7 Float	0.00	
Prepaid exp (Insurance for next year)	0.00	
School Board Trust Fund - Donations	0.00	
Spirit Wear Inventory	1,011.92	
TOTAL Other Assets	1,011.92	
TOTAL ASSETS	19,519.19	
LIABILITIES & EQUITY		
LIABILITIES		
Other Liabilities		
Earmarked funds	0.00	
Hot Lunch Credits	14,168.16	
Lunar - New Year	1,752.87	
Persian - New Year	781.89	
Prepurchases (Badminton, etc)	0.00	
Rose Johnston Scholarship	400.00	
TOTAL Other Liabilities	17,102.92	
TOTAL LIABILITIES	17,102.92	
EQUITY	2,416.27	*Less assets and outstanding expenses, NET Equity will be \$504.35
TOTAL LIABILITIES & EQUITY	19,519.19	