



## CHARTWELL • PARENT • ADVISORY • COUNCIL

Every Parent and Caregiver at Chartwell!

### General Meeting Minutes – VIRTUAL MEETING

Date: TUESDAY October 13th 2020

Time: 7:00-8:15

#### 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:** 7:03 PM
- **Approval of last meetings minutes** – Abir Saadi Cosyn, seconded by Negin Khalatbari
- **Approval of agenda for current meeting** – Priya Bharath, seconded by Diane Shoar
- **Questions and business arising from last meetings minutes** – Nessa Van Bergen asked for final total for playground: Principal recall to be \$196,100 update to add that actual was \$193,139.56

#### 2. Officer's Reports

- **Chair's Report – Tamzyn Jones/Lisa Harris**

*The start to Fall has been busy but quite unlike an we have experienced before. On behalf of the Chartwell PAC, I would like to say a huge thankyou to Laura and her team for their determination and sheer hard work to welcome all students back in September. I think it is safe to say that we are all very thankful for their careful consideration in keeping our kids safe in the most testing of situations. The CPAC may not have been able to host our annual welcome tea but there has been lots of communication in various forms with new and returning volunteers, our principal, with our executive group and at the first DPAC meeting last week and Lisa & I do feel that there is lots of positive energy and potential for the year ahead.*

*Welcome to those who have put forward a formal interest in being nominated to executive and committee chair positions - the official voting will take place at the end of the meeting but I'd like to introduce Katya, Diane and Ann who have not held positions before. Also thank you to Carrie for stepping forward to be secretary and Erica & Jo for being our Grade 7 Farewell committee chairs this year. If you have hear at the meeting please give us a wave.*

*We have also now got a class parent for every division - thank you so much to everyone who has volunteered their time to take on this role. You will be a really valuable liaison between the parents in the classroom, the teacher, as well as between the CPAC and parents. Thanks to Carrie, Priya, Erica, Maria, Heidi, Maryam, Neelke, Grace, Natalia, Olivia, Cherian, Navneet, Ann and Jacqueline.*

*October is typically a busy month for the CPAC as we plan and execute our annual Halloween Dance and whilst this celebration is not possible this year we do have some fun ideas on how to celebrate in the school - Abir from the committee will share more details later on in the meeting.*

*Last Monday October 5th was World Teachers Day. Two of our amazing parents Erica and Laurel created a beautiful gift for each member of staff in recognition of the support, inspiration and empowerment that they give to the students at Chartwell. Thank you to everyone involved in these celebrations from the creative alternative to our normal luncheon as required by Covid restrictions to the delivery bright & early on Monday morning for a lovely surprise to start the week.*

*Information will follow about our hot lunch program in the DPAC report, the success of our Spirit Wear sales in the past few weeks and whilst there is no update on the BC Fruits & Veggies program as yet, we are hopeful that this will also be up and running before too long.*

*This program is offered to schools by the BC Provincial Government. Schools are provided a single portion of fruit or vegetables for each student 10 times throughout the school year. The fruit or vegetable snack is distributed to the classrooms by the parent coordinator every 3 weeks. Upcoming Events; DPAC Online Parent Education Event - Wednesday October 21, 7:00pm. The DPAC is pleased to present Dr. Shimi Kang, M.D. at a free online parent education event: Tech, COVID & Kids: Reset Your Home for Healthy Habits. You do need to register and the link can be found in the flyer which was included in Chartwell This Week.*

*A welcome letter from the CPAC will be circulated later this week to provide new and returning families with helpful information and insights about Chartwell Parent Advisory Committee (CPAC) and how we hope to encourage parent involvement in the school during this year which will look very different to any prior. We will ask to have it translated by our fantastic community liaisons. At the DPAC meeting last week many great and encouraging ideas were shared on how to communicate effectively in these challenging times with a focus on the spirit of goodwill and understanding that we are all navigating through this somewhat blindly. We will do our utmost to come up with new ideas for fundraising and events to continue to foster the Chartwell Community Spirit as a priority and as we always have done as it is so valued throughout the school.*

- **Principal's Report – Laura Magrath**

- Welcome of Kindergarten students with Terry Fox Run in gym video and a glimpse into the school
- Professional Development: **Balance and Inclusion**: balanced literacy with inclusive strategies to reach all learners; inclusive language and policies such as SOGI and Indigenous Education
- Orange Shirt Day and assembly
- What's happening in October:
  - World Teachers' Day (Thank you for the CPAC succulent gifts)
  - Terry Fox School Run and Assembly-Fundraising Challenge: Every \$40 = an extra minute of recess: raised over \$1200 (still collecting donations and hope to send check next week)
  - Parent-Teacher Conferences- if need more time with teacher, schedule an additional conference at a later date
  - Virtual Food Bank Drive-Chartwell newsletter has link
  - Great BC Shakeout "Shake Out. Don't Freak Out" **October 15** Are you prepared?
  - Individual Photo Day **October 20**
  - Provincial Wide Pro-D Day - **Oct. 23rd**
  - Halloween: Spooky art and hallway walk?
- Student Leadership Continues-shared videos of students leading students
- PAC Budget
  - Classroom funds for teachers and specialists used for outdoor education equipment
  - Spirit Wear- students are excited about new items
  - World Teachers' Day-Thank you for the succulents and note!
  - Mask Lanyards thank you to the Chinese Community!
  - Hot Lunch-stay tuned for more information after pilot program in other schools
  - Budget Considerations:**emergency bags-replacing granola bars and fruit leather**
- Framework for Enhancing Student Learning: Year 3
  - Balanced literacy program
  - Targeted writing strategies to improve meaning and form
    - Meaning-comes from thoughts, feelings, opinions, memories, and reflections
    - Style- is generally reflective, demonstrates clarity and some variety in language, but has not been revised or edited
    - Form- begins with a clear introduction and follows a logical sequence; ideas are connected, although writing reflects a s"tream of consciousness"
    - Conventions- follows standard conventions for basic spelling, punctuation, and sentence structure
  - Indigenous Education Plan
    - Learn about the history of the land Chartwell; students have the fortune of playing and learning on Indigenous garden, Incorporating Indigenous ways of knowing and

being into a Chartwell motto, Possible artwork at corner of Playground (longhouse and beach; mountains and cougar

- **DPAC Report – Laurel Klotz**

- Email Kelly Richter if interested in traffic/safety DPAC position @ [dpac@wvschools.ca](mailto:dpac@wvschools.ca) see DPAC minutes below for further details as to position requirements
- Parent Event 10/21 **WVDPAC Webinar: Tech, COVID & Kids: Reset Your Home for Healthy Habits: Register here:** <https://www.eventbrite.ca/e/wvdpac-webinar-tech-covid-kids-reset-your-home-for-healthy-habits-tickets-121632390755>
- Click the link for [DPAC Oct7 Minutes](#)

- **Treasurer Report – Nessa Van Bergen**

- Gaming Funds-based on Oct.1 enrollment, per person amount, usually hits around \$22/student(must be kept in separate account and have limited scope as to what it can be spent on)
- Covid related as to why low amounts in budget
- Summary:

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

RBC General Account: **\$16,290.94 (outstanding cheques: \$481.31)**

RBC GIC 001: **\$0**

RBC GIC 003: **\$0**

RBC Casino Account: **\$62.17**

Stripe Account: **\$2,168.73**

**\*Deposits/Credits since Sept. 1st, 2020 in General Account:**

Spirit Wear: **\$1093.42**

**\*Payments since Sept. 1st, 2020 in General Account:**

Admin & General: **\$155.88**

Bank & Services Fees: **\$29.25**

World Teachers Day: **\$20.04**

Classroom Finds: **\$4,800.00**

**\*Transactions since Sept. 1st, 2020 in Casino Account:**

NONE

**COMMENT ON CASH FLOW:**

**After insuring we can cover outstanding cheques and the Hot Lunch credit, our available cash for expenditures is \$548.05.**

All Electronic records are updated and reconciled.

- Please see end of report for detailed financial documents

### 3. **Committee Reports**

- **Halloween Report- Abir Saadi Cosyn**

- Due to COVID, focus on fun activity that adheres to health and safety standards rather than fundraising as was done in the past.
- **Spooky Art Walk**-cohorts will collaborate to create and decorate hallways based on themes such as Day of the Dead, ghosts, pumpkins, candy, zombies, mummies, Nightmare Before Christmas, Transylvania, Adams Family, Charlie Brown, etc. Cohorts will then walk through to experience the Spooky Art Walk.

- Treasurer clarified that there is no money in budget to support any fundraising income from the Halloween Dance as it wasn't likely to happen due to COVID protocols . Mrs. Magrath suggested that parent volunteers can help out after school with special permission
- **Grade 7 Farewell Report- Erica Long**
  - Present each graduate with yearbook and hoodie from Dog's Ear
  - Should be able to place orders in the next few weeks.
  - Have ordered in advance so that students can enjoy because of the uncertainty of the future year, but will fundraise to reimburse budget
  - Treasurer asked if they were to be paid for up front by parents? No, pay up front and then fundraise back and follow up with Treasurer later
  - Treasurer clarified that expenditures over \$300 have to be voted on
  - Chair indicated that Principal will be able to support up front and determined that there is much to discuss further about this, but wanted to place order so that they can be enjoyed earlier.
  - Treasurer indicated that there isn't the cash flow to support and Erica indicated that they will figure it out and report back to Treasurer.
  - As far as celebrations, we will see how the year progresses with COVID and determine what we can do later in the year
  - Treasurer clarified that they will have to bill CPAC after the fundraising has been determined.
  - Tamzyn indicated this is the rough plan and will follow up with committee members to finalize
  - Treasurer clarified that we can not spend more than 300 on anything without it be voted in the general meeting
- **Spiritwear-Nessa Van Bergen**
  - extending date from 10/12 to 10/15
  - up 31% from last year thus should be able to hit budget # for profit
  - submit order Friday 10/23 and order should be here in about 3 weeks
  - did not offer outdoor coats as no feedback was provided

#### 4. Special Order of Business

- Voting to elect Executive positions: term started July 2020 and to last one year.
  - Secretary- Carrie Haver has been nominated and elected by acclamation.
  - Hot Lunch Chair- Katya Sutherland has been nominated and elected by acclamation.
  - Chinese Liaison Group- Jenny Yu, Grace Huang, Ruby Hu, Ann Read has been nominated and elected by acclamation.
  - Korean Liaison- Diane Shoar has been nominated and elected by acclamation.
  - Grade 7 Farewell Committee Chairs- Erica Long, Joanne Warburton has been nominated and elected by acclamation.
- **Final Questions and Comments:** Treasurer extended welcome to everyone and Chair indicated that there are still vacant Member at Large and Hot Lunch Coordinator positions

**5. Meeting Adjourned at 8:10 PM.**

***Next CPAC General Meeting***

***Date: Tuesday November 10th 2020 Time: 7:00-8:15PM Venue: Online (link to be sent)***

**CPAC Balance Sheet - As of 2020-10-10**  
(in Canadian Dollars) (Cash Basis)

| Account                               | 2020-10-10<br>Balance |
|---------------------------------------|-----------------------|
| <b>ASSETS</b>                         |                       |
| <b>Cash and Bank Accounts</b>         |                       |
| CPAC Casino Account                   | 62.17                 |
| CPAC General Account                  | 16,290.94             |
| 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                  |
| <b>TOTAL Cash and Bank Accounts</b>   | <b>16,353.11</b>      |
| <b>Other Assets</b>                   |                       |
| 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                 | 1,000.13              |
| <b>TOTAL Other Assets</b>             | <b>1,000.13</b>       |
| <b>TOTAL ASSETS</b>                   | <b>17,353.24</b>      |
| <b>LIABILITIES &amp; EQUITY</b>       |                       |
| <b>LIABILITIES</b>                    |                       |
| <b>Other Liabilities</b>              |                       |
| 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                |
| <b>TOTAL Other Liabilities</b>        | <b>17,102.92</b>      |
| <b>TOTAL LIABILITIES</b>              | <b>17,102.92</b>      |
| <b>EQUITY</b>                         | <b>250.32</b>         |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>17,353.24</b>      |

**CPAC - Current Budget VS Actual - 2020/2021 - OCT 10, 2020 (in CAD)**

| Category   | 2020-2021<br>Budget | 2020-2021<br>Actual | Difference          |
|--|---------------------|---------------------|---------------------|
| <b>REVENUE</b>   |                     |                     |                     |
| <b>Fundraising</b>                                       | <b>\$16,600.00</b>  | <b>\$1,093.42</b>   | <b>-\$15,506.58</b> |
| Athletic Club (Badminton)                                | 375.00              | -                   | -375.00             |
| Gr. 7 Farewell:  |                     |                     | 0.00                |
| Halloween Dance  | 0.00                | -                   | 0.00                |
| Hot Lunch  | 11,165.00           | -                   | -11,165.00          |
| Interest earned from investment                          | 0.00                | -                   | 0.00                |
| Multicultural Night                                      | 2,500.00            | -                   | -2,500.00           |
| Parent/Family Education Events                           | 400.00              | -                   | -400.00             |
| Purdy's Chocolates                                       | 1,500.00            | -                   | -1,500.00           |
| School Board Contribution                                | 160.00              | -                   | -160.00             |
| Spirit Wear  | 500.00              | 1,093.42            | 593.42              |
|  | 0.00                | -                   | 0.00                |
| <b>EXPENSES</b>  | <b>\$15,275.00</b>  | <b>\$5,211.82</b>   | <b>\$10,063.18</b>  |
| Administration & General Expenses                        | 650.00              | 155.88              | 494.12              |
| Bad Debt   | 0.00                | -                   | 0.00                |
| Bank & Services Fee                                      | 550.00              | 16.50               | 533.50              |
| CPAC Activity Refreshments and Food                      | 200.00              | -                   | 200.00              |
| Kitchen Supplies   | 225.00              | -                   | 225.00              |
| Mutual Appreciation Lunch                                | 0.00                | -                   | 0.00                |
| Office   | 400.00              | -                   | 400.00              |
| Petty cash (Babysitting)                                 | 200.00              | -                   | 200.00              |
| School Garden Project                                    | 0.00                | -                   | 0.00                |
| Welcome Tea  | 100.00              | -                   | 100.00              |
| World Teachers Day                                       | 250.00              | 239.44              | 10.56               |
| Year End Appreciation Gifts                              | 1,200.00            | -                   | 1,200.00            |
| <b>Principal's Budget</b>                                |                     |                     |                     |
| 21st Century Learning Initiative                         | 0.00                | -                   | 0.00                |
| Art Starts Cultural Performances                         | 0.00                | -                   | 0.00                |
| Classroom Funds  | 4,800.00            | 4,800.00            | 0.00                |
| Collaboration Funds                                      | 0.00                | -                   | 0.00                |
| Dance in School program                                  | 0.00                | -                   | 0.00                |
| Digital Literacy Education Fund                          | 0.00                | -                   | 0.00                |
| First Nations Education & Enhancement                    | 0.00                | -                   | 0.00                |
| Physical Literacy In House Expert (Badminton and Karate) | 2,400.00            | -                   | 2,400.00            |
| Principal Funds  | 2,000.00            | -                   | 2,000.00            |
| Sexual Health Ed (Student & Parent sessions)             | 1,200.00            | -                   | 1,200.00            |
| Site Enhancement Fund                                    | 0.00                | -                   | 0.00                |
| Social Media Education/Digital Safety                    | 1,100.00            | -                   | 1,100.00            |
| <b>Revenue - Expenses</b>                                | <b>\$1,325.00</b>   | <b>-\$4,118.40</b>  | <b>-\$5,443.40</b>  |

\$0.00