



## CHARTWELL • PARENT • ADVISORY • COUNCIL

Every Parent and Caregiver at Chartwell!

### General Meeting Minutes – VIRTUAL MEETING

Date: **TUESDAY** January 12th 2021

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:** 7:04 PM
- **Approval of last meetings minutes** –Irene Wang, seconded by Diane Shoar
- **Approval of agenda for current meeting** – Erica Long, seconded by Diane Shoar
  - **Agenda Amended:** Nessa not in attendance for Treasurer's Report, but Tamzyn will update. Laurel not in attendance for DPAC, but Lisa will update
- **Questions and business arising from last meetings minutes –none**

#### 2. Officer's Report-

- Chair's Report – Lisa DeSalvo Harris
  - Hot lunch going well, adding PIZZA day during one of the 3days. Next hot lunch rotation ordering Jan17-22 open for February
  - Fundraising ideas for Spring(-still in need of funds for enrichment programs and equipment. School Cookbook-families share recipes this effort to link or in lieu of Multicultural Night-will be sending updates soon
  - Kerry Keyhani has volunteered for DIV 2 class parent
- Principal's Report – Laura Magrath and Alysha Phillips
  - See attached Slide Deck
  - 3 Areas of focus during DPAC/Trustee Liaison Meeting this month(Indigenous Education, SOGI, and Antiracism Education
  - Indigenous Plan at Chartwell:creating "ways of being "document using Squamish language to explore more about the history of this land and incorporating indigenous language . Incorporating outdoor education with an indigenous garden. Hope to launch next year. Possible co-creation of an Indigenous mural near new playground Create a student reflection document that incorporates local Indigenous words and animals.
  - Framework for Enhancing Student Learning- in Year 3 of framework that focuses on writing(personal narrative).
    - Provide sufficient teaching time, mentor texts, and practice
    - Drop everything and write time, This or That writing, Buddy writing
    - In term 3, incorporating the witness blanket with writing and indigenous education through a school-wide writing project. Students will bring in a personal artifact and share with the class. Photos of the artifacts and personal narratives will be shared around the school
- Upcoming:
  - Indigenous education Professional Development (Jan29)

- Lunar New Year
- Future Cities
- Foundational Skills Assessment (Grades 4,7) postponed to Feb 15-Mar 12
- Black History Month (Feb)
- Pink Shirt Day
- DPAC Report (Lisa) - *link for minutes*
  - Click the link for [DPAC Minutes](#)

[Indigenous Education Westcot](#)

[Indigenous Education WVSS](#)

[SOGI West Bay](#)

[SOGI Sentinel Secondary](#)

[Anti Racism Education Hollyburn](#)

[Anti Racism Rockridge Secondary](#)

DPAC Liaison Meeting January 6, 2021

This was not a typical meeting. This meeting brought together district staff, principals and parents. And was meant to bring schools together to discuss the following three topics:

#### Indigenous Education

The presentation for this will be available on the DPAC website.

#### Breakout Session

- It is important to integrate Indigenous education into the overall curriculum and not have it be an afterthought. It should be layered into the lesson/units.
- Each school is doing something different. I.e. Indigenous garden space, outdoor learning space.
- Chartwell has a 'Ways of Being' document. (Mrs. Magrath can elaborate on this.)
- Chartwell and Sentinel would like to work together to create a garden space between the two schools.

#### Sexual Orientation & Gender Identity (SOGI)

Kim Grimwood, Principal of West Bay Elementary, gave a presentation and provided an example of a grade 7 boy who came out to his friends as gay. He lost friends, and received death threats. In 2017, West Vancouver Schools participated in their first Pride parade in Vancouver. The response from the community was overwhelming. One onlooker commented that it would have been so helpful if, when he was in school, he had had the support of his school when he went through.

#### Breakout Session:

- It is imperative that students feel safe in their school.
- Chartwell, specifically, has a Humans Being club. This club was created and named by a group of students. Unfortunately, due to COVID-19, students have not been able to meet this year. (Mrs. Magrath can elaborate on this.)

- Chartwell is also considering having a rainbow crosswalk.

#### Anti-Racism

Nathan Blackburn, principal of Hollyburn Elementary gave a presentation. This will be available on the DPAC website.

Breakout Session:

- **Treasurer Report – Nessa Van Bergen /Tamzyn to cover**

- Feeling impact of diminished Hot Lunch
- Spiritwear to be delivered tomorrow for last 15 orders

- **Summary:**

**Summary:**

**\*The online balance of the CPAC accounts as at Jan. 12<sup>th</sup> 2021 are:**

RBC General Account: **\$19,549.11**

RBC GIC 001: **\$0**

RBC GIC 003: **\$0**

RBC Casino Account: **\$62.17**

Stripe Account: **\$0**

**\*Deposits/Credits since Dec. 10<sup>th</sup>, 2020 in General Account:**

Hot Lunch: **\$2,384.40 + \$1,775.68 from Hot Lunch Credits Liabilities**

Purdys Chocolates: **\$915.07**

**\*Payments since Dec. 10<sup>th</sup>, 2020 in General Account:**

Bank & Services Fees: **\$8.25**

Spirit Wear: **\$485.45**

Year End Gifts: **\$200.00**

**\*Transactions since Dec. 10<sup>th</sup>, 2020 in Casino Account:**

NONE

All Electronic records are updated and reconciled.

- **Please see end of report for detailed financial documents**

#### **4. Committee Reports**

- **Hot Lunch- Katya Sutherland**

- Going well, but a lot of parents still missing deadline. Email isn't enough, parents still reaching out after deadline. Tamzyn reiterates that we are sending 2 emails out, not sure what else more to do without physically being in school.
- Two parents have emailed that lunch was not delivered, but email came too late to do anything about it. How to handle this situation?
  - Brenda indicated that vendors used to send extra lunches for just this. Ask Monica to send 5 extra, but child needs to tell teacher immediately so that front office can deliver the missing lunch.
  - Lisa details that instructions to parents should indicate that the child should know if they are to receive hot lunch. Can only fix this problem in the moment. Will include this in email for parents to understand.

- Laura says that this did happen once and the problem was that Presto never sends extra sushi, but the child ordered Sushi, and only received what was available as extra.
  - Email from parent that child will not be in school on day that they ordered hot lunch. How to handle? Typically refunds are not offered. have to handle on case by case. Brenda instructs that we can send home. The teacher can send to office to store in fridge and parent can pick up.
  - Katya reiterates the need to communicate deadline for parents
- **Grade 7 Farewell Report- Erica Long**
  - Only 1 fundraiser thus far-Indigo
  - Rasied \$213 and will keep going (%15 back to Chartwell for each gift card purchased)
  - Tamzyn, Erica, Jo,and Lisa to meet on Thursday to further discuss fundraisers- looking at succulents for Mother's Day, Purdy for Easter, Art Auction, and Valentine Grams
- Lunar New Year Liasison (Jenny T)
  - Feb 11/ 12
  - Decorate windows with volunteers-when and how can we come?
    - Email Laura to set up time
  - Set up activities for children by division
    - Laura details limitations due to COVID: Can not do activities with parent volunteers, but can send in video instructions for teachers to utilize. Teachers in deadlines and details in advance for planning purposes. Can NOT share food, but can prep the red bags with fortune words.
  - Difficult to carry out with the Covid restrictions
- 5. **Final Questions and Comments:**
  - Laurel ask if children know of Valentine perimeters/ restrictions(no food)?
  - Laura instructs that children can share valentines, just no food.

6. **Meeting Adjourned at 8:01 PM.**

***Next CPAC General Meeting***

***Date:*** Tuesday February 9th 2021 ***Time:*** 7.00 – 8.15pm ***Venue:*** Virtual (*link to be sent*)

# CPAC Balance Sheet - As of 2020-12-08

(in Canadian Dollars) (Cash Basis)

2021-01-12

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Account	2020-12-08 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
CPAC Casino Account	62.17
CPAC General Account	19,549.11
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>19,611.28</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	902.75
<b>TOTAL Other Assets</b>	<b>902.75</b>
<b>TOTAL ASSETS</b>	<b>20,514.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
<b>Other Liabilities</b>	
Earmarked funds	0.00
Hot Lunch Credits	10,755.46
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>13,690.22</b>
<b>TOTAL LIABILITIES</b>	<b>13,690.22</b>
<b>EQUITY</b>	<b>6,823.81</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>20,514.03</b>

**CPAC - Current Budget VS Actual - 2020/2021 - JAN 12, 2021 (in CAD)**

Category	2020-2021 Budget	2020-2021 Actual	Difference	
<b>REVENUE</b>				
<b>Fundraising</b>	<b>\$16,600.00</b>	<b>\$9,292.93</b>	<b>-\$7,307.07</b>	
Athletic Club (Badminton)	375.00	-	-375.00	
Gr. 7 Farewell:			0.00	\$0.00
Halloween Dance	0.00	-	0.00	
Hot Lunch	11,165.00	7,017.46	-4,147.54	
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	915.07	-584.93	
School Board Contribution	160.00	159.31	-0.69	
Spirit Wear	500.00	1,201.09	701.09	
Miscellaneous Fundraisers	0.00	-	0.00	
<hr/>				
Category	Budget	Actual	Difference	
<b>EXPENSES</b>				
Administration & General Expenses	650.00	468.77	181.23	
Bad Debt	0.00	-	0.00	
Bank & Services Fee	550.00	41.25	508.75	
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	15.44	384.56	
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	200.00	1,000.00	
<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>\$3,528.03</b>	<b>\$2,203.03</b>	

## **Chartwell PAC Treasurer's Report: Jan. 12<sup>th</sup>, 2021**

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Thank you,  
Nessa van Bergen  
Chartwell PAC Treasurer

# CPAC General Meeting January 12, 2021

Admin update



# Updates:

## DPAC/Trustee Liaison Meeting

- Indigenous Education
- SOGI
- Anti-racist education

## Indigenous Education Plan

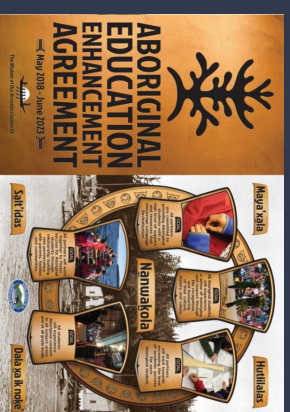
- Ways of Being
- Self-reflection
- Outdoor Ed and Indigenous Garden

## FESL

- Personal Narratives
  - Meaning and Form (adding detail, improving structure)
  - Strategic lessons for each grade
  - Third term “educating with the witness blanket” school writing project

# Indigenous Education Plan

- Explore and create a “ways of being” document for our community using Squamish language
  - Explore the history of this land.
  - Use local Indigenous words or sayings to represent and embody our shared commitment to the land and each other. Create a holistic visual.



- Create a student reflection document that incorporates local Indigenous words and animals.
- Possible co-creation of an Indigenous mural near new playground
- Whole school story-telling activity based on the Witness Blanket
- Embrace more experiential and holistic learning opportunities (Outdoor Learning and Indigenous Garden)

# Framework for Enhancing Student Learning

*At Chartwell our school goal is for students to be able to communicate their ideas more effectively through personal writing focusing on meaning and form.*

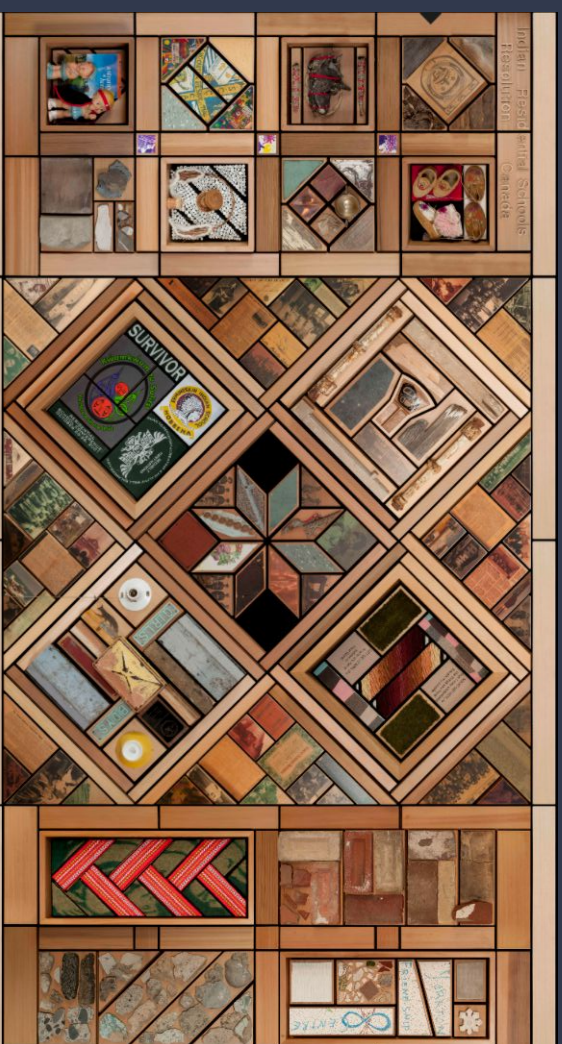
- School wide writes focussed on personal narrative
  - Focus on providing sufficient teaching time, mentor texts, and practice for students prior to engaging in written tasks
- Drop everything and write time; This or That writing; Buddy writing
- Whole school story-telling activity based on the Witness Blanket
  - Every student will bring in an artifact that is significant to them and share their story with the class
  - Photos of artifacts and personal narratives shared around the school

# Educating with the Witness Blanket

*The blanket is a universal symbol of protection.*

*For many of us, it identifies who we are and where we're from – we wear them in ceremony and give them as gifts.*

*Blankets protect our young and comfort our elders.*



# Upcoming:

- Indigenous Education Professional Development Day
- Lunar New Year
- Future Cities
- Foundational Skills Assessment (Grades 4, 7)  
postponed to February 15 - March 12
- Black History Month
- Pink Shirt Day