



## CHARTWELL • PARENT • ADVISORY • COUNCIL

Every Parent and Caregiver at Chartwell!

### General Meeting Minutes – VIRTUAL MEETING

Date: TUESDAY April 13th 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:** 7:03 PM
- **Approval of last meetings minutes** –Proposed by Laurel Klotz , seconded by Abir
- **Approval of agenda for current meeting** –Proposed by Heidi , seconded by Irene wang
  - \* Ammendment: Lisa will do Chair Report
- **Questions and business arising from last meetings minutes –none**

#### 2. Officer's Report- Lisa DeSalvo

- I would like to start by thanking Ms. Aspden for all of the support she has given myself and the CPAC over the past 2 and a bit years. She has been a constant source of positivity, kindness and help and will be missed. On behalf of the CPAC, we have arranged a gift that can be used for her love of books to show our appreciation. We wish her all the best for her next chapter on Vancouver Island!
- The official call for nominations was sent out via e-mail just after Spring Break. As we start to look forward to the next school year, I want to talk about executive and committee positions for 2021/2. The purpose of the PAC is to bring parents and staff together to accomplish goals that will enhance our school and that support the education and healthy development of our children. We want to benefit the interests and needs of our kids during their time here at Chartwell. As a PAC we are responsible for many programs and wonderful community celebrations. The time will come when these are back on our agenda and we cannot achieve them without dedicated parents who come together to plan, organize and execute the fundraising activities and fun events that make Chartwell not only a great school but also a place with true community spirit. I would ask that you think about which roles you might be interested in and to reach out to myself and Lisa or anyone on the current executive with questions if you are not sure what is involved and the time commitment etc. It really is very rewarding to be involved with what is going on at the school and to feel part of this amazing community. Some of my closest friends have been made this way during our time at Chartwell. A full outline of positions and duties with the expectations and time commitments can be found on the school website under the parent tab and we have also been including in CTW for the past few weeks. Nominations are accepted for all Executive Positions and Committee Chairs. Please e-mail myself and Lisa at [chpac@wvschools.ca](mailto:chpac@wvschools.ca) to voice interest. Monday, May 10th is the deadline for nominations.
- Thank you so much to everyone who currently holds an executive or committee chair position for all of your support this year - it has been quite different for the past 12 months but we couldn't have done it without you!
- Hot Lunch Credits: This is a final reminder to check your Munchalunch account to see if you have any remining credits to spend before the end of the school year. Any credits can be used against orders

placed in May and June.

- Upcoming Events;
  - May is Multicultural Month - As we are not able to host our annual Multicultural Night again this year, we are trying to come up with ways in which to celebrate our amazing multicultural community in a different way. The month of May will bring the opportunity to try many different cuisines at home - we will be looking for families to share cultural and traditional recipes with a fun twist on the key ingredients. More info to come!
  - Stay Safe at Home Course (flyer) -We are bringing this program to you on the May Pro-D day - May 21st. For ages 9 – 13, it helps prepare students to be on their own at home or in the community. Each Student receives a Stay Safe! workbook and a mini first aid kit. Course is completed online via zoom. It is a 4 hour online (Zoom) course with a lunch break. The students will either receive all of the course content needed by mail or it will be sent home with them from school. The cost is \$65 per student and after completion they will receive a certificate in the mail. A link for registration will be sent out next week (via the PAC website) along with the flye

### 3. Principal's Report – Laura Magrath and Alysha Phillips

- Sad to see Kara Aspen go, but happy for her new chapter. Still have access to her email, so send messages there and can forward to her. April 26 new admin, Ms. Krieger filling in
- Purdy's fundraiser was successful
- Body Science went well on Zoom, parents information can be viewed for the next week or 2- check it out
- Firefly Storytelling(Drama and Art) has been successful
- Grade 4 and 7 Learning Survey for students, parents, and staff( april 30 deadline)

*The survey covers a range of topics, providing a comprehensive picture of the educational experience in B.C. public schools. Questions were developed with input from partner groups, teachers and experts in educational measurement and special education.*

*Schools, districts, government ministries and other external organizations such as the Representative for Children and Youth use the survey data for planning, research and advocacy work for youth. Feedback from participants provides valuable insight for addressing current needs and trends.*

- Activity Calendar- Ms. Kreiger has updated with physical literacy challenge which is shared over announcements, reinforcing skills and getting kids active
- Do 1 Give Bingo challenge- put together through police department; promote giving back; bingo sheet on Chartwell this Week ; April 21 is the deadline; can send in to email address provided
- North Shore Family Services Covid care kits: looking to try to raise donations; Information in Chartwell this Week
- Health and Safety:
  - All Students(Grades4-7) are required to wear masks(including PE)
  - All adults in school setting must wear masks at all times
  - K-3 students are encouraged to wear masks
  - Reminder that parents are prohibited from entering the building(please inform office prior to picking up child early-wait in roundabout; if taking child early, keep them out the rest of the day-try to make appointments after school
  - Handwashing/sanitizing throughout the day
  - Students remain in cohorts
  - Staggered entrances and exits times

- Staggered recess and lunch times for primary and intermediate students
- Adults MUST maintain physical distance from one another at all times
- Summer learning registration opens April 15; Information is in Chartwell this Week
- Top Drawer Day Care has asked parent community what the needs are for before and after school care. Let school know what your needs are
- Coming Events
  - Physical Literacy Challenge in April
  - Do 1 Give Bongo Challenge
  - Covid Care Kit Donations
  - Earth Week April 19-23
  - Planter Boxes
- Questions?
  - Information for Saleema Noon? Answer: email Aysha if you hadn't signed up; had until April 5, so move on quickly...Check junk mail if haven't received link..5 days waiting period
  - Can resend learning survey? Answer: On Chartwell this Week and can access link through newsletter
  - With increase number of Covid exposures, has VCH been in contact with someone deemed close contact? Wondered if public health is able to keep up given the high rate of exposure. Answer: Information is not given to school, VCH will reach out directly to those in close contact and teacher will provide additional support....tend to adhere to a fairly quick turnaround (12-24 hours)
  - Is Google Classroom an option if there is anxiety at home? Answer: yes, students can use Google Classroom as it is already set up for us in each classroom; schools are generally safe spaces, but if need to take a few days, Google Classroom is available; there won't be Google Meets, can use already established google classrooms...If VCH mandates, then we are then mandated to provide education
  - Grade 7 Graduation update? is there any plan for a graduation? Answer: district perspective is there needs the same thing among the schools... depends on the health orders... meeting last week and district has committee working on it and will have then a clear vision of what it will be within a week or 2
  - Fundraising for 7th grade graduation? is it possible to directly donate not just Indigo gift card Answer: Yes definitely, more information to come...can email Treasurer to etransfer( if you need to send check can send with her child- just clearly mark with name and division)

#### 4. DPAC Report - Laurel Klotz

- Click the link for [DPAC Minutes](#)
- The March 30, presentation on Inclusion, Anti-Racism and Diversity went well. There were 90-100 attendees and the DPAC made a \$989 profit.
- On April 27, 7:00-8:30, Stewart Gonzalez, Sempulyan (is a member of the Squamish Nation and an Indigenous Cultural worker), will share his experiences as a residential school survivor and his journey of healing in order to help us understand reconciliation and our sheared journey. Tickets are available through the DPAC website for a donation of \$1-\$10. [Sempulyan's Residential School Story & Healing Journey Tickets, Tue, 27 Apr 2021 at 7:00 PM | Eventbrite](#)
- The DPAC Annual General Meeting is May 5. Nominations are open for all positions. Please contact Tanya Ma or Kelly Richter for more information.
- Finance and Facilities: The district is still seeking donations/funds for the new Harry Jerome sports field. They are hoping for a large donor or federal grant. They are about 1.4 million away from beginning the project.
- Board of Education
  - Masks: All students in grades 4-12 are required to wear a mask or face shield... indoors in schools... Students in grades K-3 are encouraged to wear masks but are not required to do so. See [Provincial COVID-19 Health Safety Guidelines for K-12 Settings \(gov.bc.ca\)](#) for more information.
  - Superintendent Chris Kennedy

- Enrollment for school year 2021-2022 is under way. They are not getting the bounceback from the international students they had hoped for.
- There are still about 200 children in the TTP program.
- Any end of the year celebrations, such as grade 7 or grade 12 graduations need to be VIRTUAL. This is based on the provincial gathering guidelines.  
\*Please do not plan unsanctioned events. Any event must be approved by Mrs. Magrath. Because of the cohorts, there can be events within the cohorts with children and staff, but no parents.
- Presentation – Education in the Age of Misinformation – Sean Nosek, Associate Superintendent, WVSD
  - Covering some of the challenges and opportunities we face with technology and school
  - Tools used to help students assess and validate information online
  - Why digital literacy and digital citizenship is so vital

## 5. Treasurer Report – Nessa van Bergen

### Summary:

**\*The balance of the CPAC accounts as at Apr. 12th, 2021 are:**

RBC General Account: **\$22,490.43**

RBC GIC 001: **\$0**

RBC GIC 003: **\$0**

RBC Casino Account: **\$5,382.17**

Stripe Account: **\$0**

**\*Deposits/Credits since Mar. 8th, 2021 in General Account:**

Grade 7 - Parent Donation: **\$100.00**

Grade 7 - Purdys: **\$95.65**

Hot Lunch: **\$5,010.17 + \$3,828.71 + \$230.48 + \$1,775.25 (from Liabilities)**

Plant Sale: **\$52.00**

**\*Payments since Mar. 8th, 2021 in General Account:**

Grade 7 - Purdys: **\$64.15**

Hot Lunch: **\$5,802.78 + \$97.95**

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

Chartwell – Sexual Health Education: **\$1,155.00**

**\*Transactions since Mar. 8th, 2021 in Casino Account:**

None

All Electronic records are updated and reconciled.

## 6. Committee Reports

- **Hot Lunch- Katya Sutherland**
  - Presto Tuesday and Thursday and Fresh Slice Wednesday...lately no negative feedback, assume lunches going well.
  - 2 parents want refund- what is policy? Answer: No refunds as it is a fundraiser, can get food later...have been more exceptions because of Covid related quarantine; can't just change your mind...Will work with extenuating circumstances; Forward to chair and treasurer to review...
- **Grade 7 Farewell Report- Erica Long**
  - Able to raise \$750 through Indigo and Purdy and with one donation
  - Donation Drive is the way to go forward-
  - Emails will come the next few weeks calling for donations

- etransfer to treasurer
- Goal to raise \$2500 more to cover hoodies and cohort celebrations
- Question: Through whom will emails come? Answer: Logistics are still being determined

**5. Final Questions and Comments: none**

**6. Meeting Adjourned at 8:02 PM.**

***Next CPAC General Meeting***

***Date:*** Tuesday May 11th 2021 ***Time:*** 7.00 – 8.15pm ***Venue:*** Virtual (*link to be sent*)

# CPAC Balance Sheet - As of 2021-04-12

(in Canadian Dollars) (Cash Basis)

2021-04-12

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Account	2021-04-12 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
CPAC Casino Account	5,382.17
CPAC General Account	22,490.43
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>27,872.60</b>
<b>Other Assets</b>	
Prepaid exp (Insurance for next year)	0.00
School Board Trust Fund - Donations	0.00
Spirit Wear Inventory	871.35
<b>TOTAL Other Assets</b>	<b>871.35</b>
<b>TOTAL ASSETS</b>	<b>28,743.95</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
<b>Other Liabilities</b>	
Earmarked funds	0.00
Hot Lunch Credits	6,793.52
Lunar - New Year	1,752.87
Persian - New Year	781.89
Rose Johnston Scholarship	400.00
<b>TOTAL Other Liabilities</b>	<b>9,728.28</b>
<b>TOTAL LIABILITIES</b>	<b>9,728.28</b>
<b>EQUITY</b>	<b>19,015.67</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>28,743.95</b>

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

<b>Category</b>	<b>2020-2021 Budget</b>	<b>2020-2021 Actual</b>	<b>Difference</b>
<b>REVENUE</b>			
<b>Fundraising</b>	<b>\$16,600.00</b>	<b>16,296.60</b>	<b>-\$303.40</b>
Athletic Club (Badminton)	375.00	-	-375.00
Gr. 7 Farewell:		(1,538.00)	-1,538.00
Donations	0.00	100.00	100.00
Purdy's Chocolates	0.00	31.50	31.50
Indigo	0.00	-	0.00
Miscellaneous Fundraisers	0.00	(1,669.50)	-1,669.50
Halloween Dance	0.00	-	0.00
Hot Lunch	11,165.00	15,222.31	4,057.31
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	1,234.09	734.09
Miscellaneous Fundraisers (Plant Sale)	0.00	303.82	303.82
			<b>-\$1,538.00</b>
<b>EXPENSES</b>			
	<b>\$15,275.00</b>	<b>\$6,969.65</b>	<b>\$8,305.35</b>
Administration & General Expenses	650.00	468.77	181.23
Bad Debt	0.00	-	0.00
Bank & Services Fee	550.00	91.00	459.00
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	1,155.00	45.00
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>\$9,326.95</b>	<b>\$8,001.95</b>