



CHARTWELL • PARENT • ADVISORY • COUNCIL
Every Parent and Caregiver at Chartwell!
General Meeting Minutes – VIRTUAL MEETING

Date: TUESDAY May 11th 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:** 7:02 PM
- **Approval of last meetings minutes** –Proposed by Laurel Klotz , seconded by Erica Long
- **Approval of agenda for current meeting** –Proposed by Irene Wang, seconded by Abir Cosyn
- **Questions and business arising from last meetings minutes –none**

2. Special Guest Speakers:

Chris Kennedy-14 years in this district, 10.5 as superintendent- Works with the West Vancouver School Board and principals therein

- Covid:
 - Vaccinations- all staff was given 1st dose 2 weeks ago
 - Youth vaccines? Pfizer is approved aged 12 and up- no plans to give in the schools; use Provincial registration system Timing? 1st dose before end of June-will announce soon
 - VCH-decline in exposure notices....5-6/ day right after spring break...now 1-2 week, mostly Secondary...real decline in exposures...Exposure notices come very quickly
 - VCH put reg vaccine programs on hold, catch up plan after Covid vaccine
 - Rapid test kits will be placed in all schools...if child gets sick, parents will be offered kit to drop off at life labs
 - Fall elementary schools: opinion: Will see probably relaxing of cohorts in the fall and sports activities
 - To stay- masks and hand washing, distancing when possible, limiting of gatherings; staggering will continue to some degree; 2 staggered entries
 - Secondary in fall: Special program for Grade 8 because transition in the spring hasn't happened; semester system; will be building more flexible time; Planning for full sports schedule and Kay Meek assemblies
- Outdoor learning very much a focus(garden boxes); have learned new ways of teaching and kids' engagement- the playground looks great! Physical literacy is a push-life skills about being active engaged in risky play; Important to start early for a life of activity

Carolyn Broady- Board of Education Chair

- Sets strategic direction of schools and in charge of budget
- Elected to support and improve student achievement: setting courses, calendars, while Superintendent runs day to day operations- “Chris comes with his “audacious “goals and the board supports the efforts
- Strategic Plan- Goal for educational excellence in academic achievement allowing kids to follow their passions and be successful as they can be;
- Work very hard with student transitions and assuring welcoming schools to make these transitions easier
- Visionary leadership-working with our partners-creating community connections
- Frustrating as a board that the entire focus has been on Covid; Goal in September is to move things forward with mental health support for families and students and staff; supporting the most vulnerable students; and refocus on learning transformation and best practices
- Looking into innovative education ideas to move forward
- QUESTION: As an important extension of the antiracism program, is there a plan to increase positive images in schools? Answer: Recruitment of staff to closer reflect the community, Harry Jerome Oval and the telling of his story; varied textbook inclusion and work with librarians to bring in more inclusive resources; need conversation around authenticity as we are emerging and this is not a quick journey- this is not a short term commitment, this will work within a number of years...

3. Officer’s Report- Lisa DeSalvo

- Thank you!!! Tamzyn and I would like to give a huge thank you to all of the parents and staff at Chartwell that have contributed to making this a successful year considering the challenges due to Covid-19 restrictions. We would like to highlight the things we have been able to accomplish despite this year looking very different.
- **Class Parents** – Class parents were set up at the start of the year as a liaison between parents and the CPAC. We would like to extend a huge THANK YOU for stepping up into this role.
- **Hot Lunch** – We were able to re-start the hot lunch program in December, 2 days a week. We then extended it to 3 days per week, adding a pizza day, which the kids LOVE. Although, it looked very different and no parents were allowed into the school to physically deliver lunches to each class. Mrs. Magrath and the faculty stepped up to make this possible without parent volunteers. Thank you to Mrs. Magrath and all of the faculty that supported this effort. A huge thank you to Katya Sutherland, our Hot Lunch Chair for taking on the hot lunch program this year. It was a steep learning curve and we really appreciate all of the time you committed to this. We were able to facilitate monthly ordering which is a lot of work for the hot lunch chair.
 - This allowed for more flexibility in the case that we would have to go back to remote learning. Thankfully, we have not.
- **Halloween** - We want to give a huge thank you to Abir and Erica who helped organize the Halloween Art Walk. We were unable to have our annual Halloween Dance due to Covid-19 so this was a great alternative. We would also like to thank Mrs. Magrath and the faculty that helped facilitate the art projects in a safe environment for the students.
- **World Teacher Day** – Although we were unable to do a luncheon for world teacher as we usually do. We were able to give all of the teachers a beautiful succulent plant to thank them for everything they do for our kids. Thank you to Erica Long and Laurel Klotz for donating their time and amazing skills to help us put this together for our teachers.
- **Holiday Fundraisers** – We had a successful holiday fundraising season despite Covid-19 restrictions. Between Purdy’s chocolates and the Growing Smiles we raised about \$1200 which goes right back into enriching our Children’s education at Chartwell. Thank you to Mrs. Magrath for taking time out of her

busy schedule to help us sort the deliveries. Thank you Nessa for facilitating the online ordering process, and last but not least thank you to Tamzyn, Brenda and Laurel for helping us distribute the orders.

- **Combined Teacher Gifts** – Thank you to the class parents that put in the effort to collect for a combined Christmas gift from the entire class.
- **Chinese New Year Celebration** – Thank to the Chinese community liaisons for beautifully decorating the school and providing a Covid-19 safe craft for the students to do in honor of celebrating the year of the Ox.
- **Nowruz Celebration** – Thank you to the Persian community liaisons for the gorgeous decorations in the school.
- **Grade 7 Farewell Committee** – Thank you to the Grade 7 farewell committee for all of your efforts in fundraising. We know that trying to navigate this has not been easy.
- **Upcoming:**
 - **May Multi-Cultural Month** – Since we cannot host our amazing multi-cultural night in the gymnasium, we have decided to connect the Chartwell Community with a digital cookbook. Every week is a theme to show how many different way similar ingredients are cooked throughout different cultures. We are asking for submissions throughout the month of May. Then we will compile a digital cookbook to share with all of the Chartwell families. Recipes do not have to be on theme. Please feel free to send your favorite recipe no matter what the ingredients. A big shout out to Carrie for spear heading this!!!
 - **Stay Safe at Home** – Helps our students be safe at home and in the community. \$65 per student, May 21st 10-3 via zoom. A Zoom link will be sent to the email address that is provided when registering. The student will receive a Workbook and a mini first aid kit that will be sent home from school. We only have 4 spots left, and the last day to sign up is Friday, May 14th.

4. Principal's Report – Laura Magrath and Alysha Phillips

- School-wide Updates:
 - Mayor's Clean Up Challenge/Earth Week
 - Garden Boxes
 - Artstarts Firefly Storytelling Project
 - District Wide Track and Field(May 31-June4) and Harry Jerome Poster Contest (Deadline: May20)
 - May 21 Pro D Day
 - Student Led Conferences: May26th
 - Welcome to Kindergarten: June 2(virtual drive through)
 - Framework for Enhancing Student Learning Presentation: June 3, 2-3pm
 - Sports Day: June 4th early Dismissal at 1:58
 - Grade 7 Capstone Presentations: June14-18(sharing virtually)
 - Play-based learning in Kindergarten through community study
 - Registration for 6/7 band is taking place now
- Chartwell Calendar 2021-22:
 - Staggered starts
 - Opening Day Sept 7; 8:45-10:15
 - Open House: TBD Sept 15 at 5PM
 - Early Dismissals: Looking for feedback as to dismissal time
 - Parent Teacher Conferences-October 12 and 13-lunch or 1:58
 - December 17: lunch or 1:58
 - Sports Day: Early Dismissal?
 - June 29th: Last Day of School

- Multicultural Night, Halloween Dance, TBD
- PAC Support this year: THANK YOU!
 - New playground
 - Teacher classroom funds
 - hot lunch support
 - Saleema Noon Virtual Workshops
 - Principal Discretionary Funds:
 - If available, request the \$2000 that was approved last spring to purchase outdoor equipment (spike ball, badminton nets, 4 square balls, discs, etc. (Treasurer indicated that the Gaming Fund can possibly be used for some of those things))

5. DPAC Report - Laurel Klotz

- Click the link for [DPAC Minutes](#)
 - Nominations for DPAC Executive are Open! The election will take place on June 2nd. Tanya Mah has volunteered to be our elections officer this year. Anyone interested in learning more about what DPAC does or feel that you might be interested in joining the team, please email Tanya (jefftanya@shaw.ca).
 - DPAC is seeking donations for the Harry Jerome Oval: See website for donations: [West Vancouver Place For Sport](#)
 - West Vancouver Library link to inclusion materials: [West Vancouver DPAC Inclusion Resources](#)
 - West Vancouver Library link for kids' programs: [Supporting West Vancouver Students and Educators](#)
 - DPAC elections on June 7
 - May 31 - June 2 Bike Week

6. Treasurer Report – Nessa van Bergen

See attached reports.

Summary:

***The balance of the CPAC accounts as at May 11th, 2021 are:**

RBC General Account: **\$27,144.99** RBC GIC 001: **\$0**

RBC GIC 003: **\$0**

RBC Casino Account: **\$5,382.17** Stripe Account: **\$426.33**

***Deposits/Credits since Apr. 12th, 2021 in General Account:**

Grade 7 - Parent Donation: **\$1,401.64**

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

Hot Lunch: **\$87.72 + \$5,514.02 + \$2,595.47 + \$804.99 (from Liabilities for lunch orders)**

Hot Lunch: **\$2,301.79 (from Liabilities for write offs of accounts not signed in from last year)**

***Payments since Apr. 12th, 2021 in General Account:**

Grade 7 – Patti Williams Scholarship: **\$200.00**

Hot Lunch: **\$5,116.32**

General Expense: **\$100.00**

Bank & Services Fees – Transaction Fees: **\$33.12** Bank & Services Fees: **\$14.85**

***Transactions since May 11th, 2021 in Casino Account:**

None

Estimate for the remainder of year:

- - Hot Lunch budget was not going to be achieved because of the loss of drink sales this year that were factored into the budget. We should make the budget now because of \$2301.79 in credits that were written off for accounts that have not been logged into or used this year.
- - No revenue from Multicultural Night event
- - Overall Fundraising goal will be short \$2,000 but expenses will be under budget more than this, leaving us with a surplus.

All Electronic records are updated and reconciled.

7. Committee Reports

• Hot Lunch- Katya Sutherland

- Thank you to Brenda Weeks and chairs for help with the transition into the hot lunch program
- rev went up 30%
- Issues with damaged packaging but were resolved quickly
- More orders lately, but incongruent orders across divisions(especially Kindergarten)- important to look at when budgeting for next year also important to look into communication streams

• Grade 7 Farewell Report- Erica Long

- indigo \$350 raised
- Purdy's \$343
- Donation drive among grade 7 -raised just over \$1500
- Still have 16 families to donate- hope to pay for drive through ceremony, balloons, and commemorative gift for graduates
- Working on 7th grade yearbook- hope to place the order and get them in 1-2 weeks before end of school
- Email went out today asking for donations and placing order for yearbook

8. Special Orders of Business-Erica Long

- Voting to elect executive positions and committees
- See attachment below

9. Final Questions and Comments:

- Parking concerns around school making for many dangerous scenarios Answer: Reach out to Police and Sentinel to send remind car pool rules and observe the patterns

10. Meeting Adjourned at 8:46 PM.

Next CPAC General Meeting(Budget)

Date: Tuesday June 8th 2021 **Time:** 7.00 – 8.15pm **Venue:** Virtual (*link to be sent*)