



CHARTWELL • PARENT • ADVISORY • COUNCIL

Every Parent and Caregiver at Chartwell!

General Meeting Minutes – VIRTUAL MEETING

Date: TUESDAY October 12th 2021

Time: 7:00-8:15

Attendees:

Lisa Harris
Diane Shoar
Brenda Weeks
Carrie Haver
Bob Mac
Viktor T
Laurel Klotz
Katya Sutherland
Annie
Nessa van Bergen

Jacqueline Wong
Olivia Milliken
Abir Saadi Cosyn
Tamzyn Jones
Carmen Maestro Soto
Jisan Kim
Nooshin
Laura Magrath

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:** 7:05 PM
- **Approval of last meetings minutes** –Proposed by Diane Shoar , seconded by Abir Saadi Cosyn
- **Approval of agenda for current meeting** –Proposed by Olivia Milliken , seconded by Laurel Klotz
- **Questions and business arising from last meetings minutes** –none

2. Chair Report- Lisa Harris

- Welcome and thank you for joining
- Thank you to Principal Magrath for the support during the bumpy start to the new school year
- Thank you to Katya for setting up hot lunch and getting it going
- Thank you to Nessa for the successful spiritwear start for this year
- Thank you to all execs that helped with decorating the school for the first days of school
- Thank you Laurel for helping with World Teacher Day
- Planning babysitting and stay at home course- Can be operated in person (Nov 12), but now scheduled online. Need at least 12 students to sign up; \$65-more information to come
- We will voting today on funds for musical instruments
- Tamzyn-Badminton Club is ready with new insurance ,rentals are booked, and details will go out this week on how to sign up: Looking at Oct 29 for the first session

3. Principal's Report – Laura Magrath

- Celebrated Every Child Matters with Orange Shirt Day and Truth and Reconciliation day artwork
- Traffic: Thank you for your patience with new supervisors and families
- School Communication: Thank you for your patience with new office staff, Cary Douglas leaves Friday, will have new admin assistant shortly, thus in the meantime, email Laura with any information or questions
- District communication: Thank you for patience with school messenger mishaps
- Google Classroom has started; No Freshgrade this year, but will communicate student learning through the Myed system
- Safety Protocols:
 - Staggered Starts- Please drop off your child ONLY a few minutes prior to their start time
 - Communication: Please remember to call ahead or email if you need to pick up your child or have an appointment to visit a staff member
 - Masks: Please send your child with at least 2 masks. Reusable masks are preferred for the environment
- Looking for parent committee that can join plan school garden, visit some spaces and plan for it
- What does it mean to be a Chartwell community member? Parents needed for joining FESL (Framework for enhancing student learning): we need to create 3 year plan around building a Social Emotional Learning-sense of belonging-District research shows students are just below average in feeling connected at school Chartwell would like to do school wide inquiry as to what is involved in building a community-Will write it in Jan to submit and then revise, culminating in collecting data to measure success
- Looking for Halloween candy donations
- Question: With safety protocols, if coming to school late, do parents come in with students directly to office to sign in? Answer: Depends on age, but whatever you choose please make sure to sign in at the office directly. Question: With safety protocols, what are the rules in coming back after absence-do students need to show proof of negative covid tests? Answer: No. Refer to the daily health check and follow advice...school doesn't ask for any submissions, however, school does send notices if a child is out for a long time, and if a child is sent home during school, school will send home rapid test. Question: Can teachers set up Amazon wish lists for what they need for the classroom, Answer: Do not want to dilute fundraising of the PAC-would want to talk with PAC to determine best way to funnel donations
- Technology room in library- set up over the summer, media club will be making videos, set up iMacs, for research, and 2 others to create with intent to produce content....students in club are excited for it
- Monday-Tuesday librarian in school
- Successes this year:
 - Kindergarten Gradual Entry
 - Student Vote
 - Terry Fox Run
 - West Vancouver Art Museum field trip
 - Orange Shirt Day
 - Individual photos
 - Paddleboarding field trip
 - CPR
 - World Teachers' Day
 - Parent Teacher Conferences
 - Cross-country
- PAC funds and School Support-Thank you!
 - Welcome back Messages
 - Classroom Funds for teachers and specialists
 - Spirit Wear

- World teachers' Day
 - Thank you for the breakfast treats!
 - Hot Lunch: Off to a great start!
 - CPR
 - Ways to Support this year:
 - Music Instruments
 - Orff Starter Set (approx. \$5500)
 - Playground Enhancement Committee: natural garden, Trees, outdoor classroom, swings
- Next Month: Pumpkin Patch, Foundational Skills Assessment ongoing; Grade 7 Grad Hoodies; Great BC Shakeout-Oct 21; Provincial Prod day-Oct 22; halloween Celebrations; Grade 7 volleyball

4. **DPAC Report - Laurel Klotz**

- **Click the link for [DPAC Minutes](#)**
- DPAC meeting last week
- Chair Report/Kelly Richter:
- School trustees(Lynne Block) should be invited to at least 1 PAC meeting in the year.
- Committee Reports
- School Traffic Safety/Renee Bouchier
- Please note the proper procedure/course of action for traffic related issues need to go directly to your principal as your first course of action. Or through Renee. If that doesn't resolve your issue, then you can move on to other means.
- Human Resource/Monica Scoles:
- Teacher bargaining has begun.
- Board of Education/Carolyn Broady
- WVSD has day time custodians to help with cleaning/sterilizing, etc. WVSD is the only district doing this.
- Superintendent Report/Chris Kennedy
- FESL (Framework for Enhancing Student Learning)
- Sense of belonging
- Preparation for the future
- Numeracy
- WVSD has a 98% graduation rate
- Equity, Diversion and Inclusivity
- Ongoing work with Aiden Habacon .
- Enrollment
- 7183 students enrolled as of last Wednesday – this is up slightly
- There is a slight decline in identified special ed and ELL students
- Ventilation
- If a school has HVAC then they have been upgraded to using MERV 13 filters.
- If there is not HVAC, then HEPA portable filters are in every learning space.
- Mask Implementation
- As of October 4, all students, K-12 will need to wear masks in school. This is in adherence to provincial guidelines.
- Swish and Gargle Tests
- These will be available at all schools
- When/if a child becomes symptomatic at school. The school will provide this kit to the parents.
- The used test needs to be taken to life labs.
- This lessens the barrier.
- Continuity of Learning (if Covid positive student)
- If class or school must isolate, they will go immediately to virtual learning.

- If individual must isolate, then that student will go through individual teacher who will provide the work.
- Exposure Notifications
- Class exposure will go out to entire school-thus limiting, and hopefully stopping rumors.
- Staff Vaccinations
- There is no policy in place as of today, mandating teachers to be vaccinated for COVID.
- Visitors in schools
- In person meetings with teachers can happen. If you require an in-person meeting, your teacher can facilitate that.
- Vaccine Passports & Schools
- These do not apply to K-12 in schools and school activities, as of right now.
- Students do not have to prove vaccination for school activities.
- PAC meetings require no passport.
- Questions for Superintendent Kennedy:
- Staff Vaccination:
- They are looking into the guidelines. There are collective issues, legal opinions, etc to be reviewed.
- Teachers are in favor (as to public health).
- Motions
- WVD PAC to write a letter to the Minister of Education, Minister of Health, and the Public Health Officer stating that West Vancouver parents are in favour of the implementation of the following measures:
Enhanced Contact Tracing - Covid-19 Exposures at School
 To ensure that accurate and timely identification of potential close contacts within the school setting are identified, we ask that teachers and staff have increased involvement in contact tracing efforts.
- *Motion passed
- Prioritize School Exposure Notifications
 To ensure the potential of transmission in school settings is minimized, we ask that notifications for potential school exposures be prioritized and be extended to include anyone who attends or works at the school with the Covid-19 positive individual. Detail of the classes affected should be made available.
- *Motion passed
- **Barrier-Free Access to Tests**
- To ensure barrier-free, timely and convenient access to rapid testing and PCR testing for both symptomatic and pre-symptomatic/asymptomatic students.
- *Motion passed

5. **Treasurer Report – Nessa van Bergen**

- Reviewed financials from last school year
- **See attached reports.**

Summary: *The balance of the CPAC accounts as of October 11th, 2021 are:

RBC General Account: \$ 19,285.36

RBC Gaming Account: \$3,382.18

Stripe Account: \$0

*Deposits/Credits since September 1st, 2021 in General Account:

Hot Lunch: \$5690.91

Spirit Wear: \$3146.04

*Payments since September 1st, 2021 in General Account:

Grade 7 Farewell (2020-2021): \$53.75 (cheque lost and reissued)

Bank & Services Fees: \$18.30

Classroom Funds: \$4,800.00

World Teacher's Day: \$61.81 + \$116.18

*Transactions since September 1st, 2021 in Gaming Account:

None

Misc:

- Hot Lunch credits from last year of \$217.66 and \$123.95 reinstated

All Electronic records are updated and reconciled.

- Treasurer proposed motion to authorize expenditure of \$5000 for music instruments to be taken out of PAC savings for the Principal to use for purchase of Orff music starter set(primary music teaching method) 2nd the motion- Laurel Klotz
 - Motion passed with 9/15 voting members present
 - Principal will send formal proposal to Treasurer
- Gaming fund hopefully deposited by November, approx. \$20/student

6. Committee Reports

- **Hot Lunch- Katya Sutherland**

- Good response this year
- 6 vendors- Persian Grill restaurant received best feedback
- Please make sure children know what parents order for them, and if missing something should let the teacher know right away during lunch so that problem can best be rectified
- Thank you Lisa, Jennie, and Laura
- Please contact Lisa, Laura or Katya with questions

- **Spirit wear-Nessa van Bergen**

- 104 pieces, down 25 pieces from last year. Shipping delays Approx \$706 raised in profit; below budget, could open up again for ordering
- Supply chain issues with various pieces-have about 5 items where color or sizes a problem....-may come in by end of month or mid November and distributed by December
- Apologize for the delay the shipping

Halloween- Brenda Weeks

- Brenda is meeting Friday with Laura and PAC chairs to determine what we can do in terms of protocols

- Looking for candies for donations Question: Budgeted \$2000, do we have a guesstimate if we will come close? Answer: Within the next week, will have a better idea, probably not \$2000, but trying to get at least to half; should determine \$10/5 dollar per child

- **Grade 7 Farewell Report- Abir Saadi Cosyn**

- Carnival Theme
- Fundraising for the event and hoodies proposed to be scheduled throughout the school year
- Indigo fundraising is up and ready to go (Chartwell gets %15)-
- Hoodies are programmed on the PAC website (<https://www.chartwellpac.ca/grade-7>) and the committee would like to have the Year Book available to pre-purchase at the same time.
- Thinking of having a “passport” that students can have stamped as they visit each game
- She attached slides

7. Meeting Adjourned at 8:15 PM.

Next CPAC General Meeting

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

Chartwell PAC Treasurer's Report: October 12th, 2021

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Thank you,
Nessa van Bergen
Chartwell PAC Treasurer

CPAC - Current Budget VS Actual - 2021/2022 - October 12, 2021 (in CAD)

Category	2021-2022 Budget	2021-2022 Actual	Difference
REVENUE			
Fundraising	\$30,905.00	\$8,680.29	(\$22,224.71)
Athletic Club (Badminton)	375.00	-	-375.00
Gr. 7 Farewell:	200.00	-	-200.00
Patti Williams Scholarship	-200.00	-	200.00
Halloween Dance	2,200.00	-	-2,200.00
Hot Lunch	16,270.00	5,534.25	-10,735.75
Interest earned from investment	0.00	-	0.00
Multicultural Night	2,800.00	-	-2,800.00
Parent/Family Education Events	1,000.00	-	-1,000.00
School Board Contribution	160.00	-	-160.00
Seasonal Fundraisers (Purdy's, Plant Sale)	1,500.00	-	-1,500.00
Spirit Wear	1,200.00	3,146.04	1,946.04
Gaming Grant	5,200.00	-	-5,200.00
Category	Budget	Actual	Difference
EXPENSES	\$24,050.00	\$4,996.29	\$19,053.71
Administration & General Expenses	800.00	-	800.00
Bad Debt	0.00	-	0.00
Bank & Services Fee	500.00	18.30	481.70
CPAC Activity Refreshments and Food	200.00	-	200.00
Kitchen Supplies	250.00	-	250.00
Mutual Appreciation Lunch	500.00	-	500.00
Office	400.00	-	400.00
Petty cash (Babysitting)	300.00	-	300.00
Welcome Tea	100.00	-	100.00
World Teachers Day	250.00	177.99	72.01
Year End Appreciation Gifts	1,200.00	-	1,200.00
Principal's Budget		-	
Art Starts Cultural Performances	700.00	-	700.00
Classroom Funds	4,800.00	4,800.00	0.00
Dance in School program	0.00	-	0.00
Digital Resources	2,000.00	-	2,000.00
First Aid Training	1,850.00	-	1,850.00
First Nations Education & Enhancement	2,500.00	-	2,500.00
Physical Literacy In House Expert	2,400.00	-	2,400.00
Principal's Discretionary Funds	0.00	-	0.00
Sexual Health Ed (Student & Parent sessions)	1,500.00	-	1,500.00
Site Enhancement Fund	3,000.00	-	3,000.00
Social Media Education/Digital Safety	800.00	-	800.00
Revenue - Expenses	\$6,855.00	\$3,684.00	-\$3,171.00
Less Gaming grant - used as contingency due to limited spending options	-\$5,200.00		
	\$1,655.00		

CPAC Balance Sheet - As of 2021-10-12

(in Canadian Dollars) (Cash Basis)

2021-10-12

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Account	2021-10-12 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	3,382.18
CPAC General Account	18,999.87
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	22,382.05
Other Assets	
Prepaid exp (Insurance for next year)	0.00
School Board Trust Fund - Donations	0.00
Spirit Wear Inventory	840.07
TOTAL Other Assets	840.07
TOTAL ASSETS	23,222.12
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Earmarked funds	0.00
Hot Lunch Credits	563.34
Lunar - New Year	1,752.87
Persian - New Year	781.89
Rose Johnston Scholarship	400.00
TOTAL Other Liabilities	3,498.10
TOTAL LIABILITIES	3,498.10
EQUITY	19,724.02
TOTAL LIABILITIES & EQUITY	23,222.12

CPAC - Current Budget VS Actual - 2020/2021 - August 31, 2021 (in CAD)

Category	2020-2021 Budget	2020-2021 Actual	Difference
REVENUE			
Fundraising	\$16,600.00	\$16,511.00	(\$89.00)
Athletic Club (Badminton)	375.00	-	-375.00
Gr. 7 Farewell:		30.73	30.73
Donations	0.00	1,788.66	1,788.66
Purdy's Chocolates	0.00	374.72	374.72
Indigo	0.00	350.50	350.50
Miscellaneous Fundraisers	0.00	(2,283.15)	-2,283.15
Patti Williams Scholarship	0.00	(200.00)	-200.00
Halloween Dance	0.00	-	0.00
Hot Lunch	11,165.00	13,317.98	2,152.98
Interest earned from investment	0.00	-	0.00
Multicultural Night	2,500.00	-	-2,500.00
Parent/Family Education Events	400.00	550.00	150.00
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

\$30.73

Category	Budget	Actual	Difference
EXPENSES	\$15,275.00	\$10,105.96	\$5,169.04
Administration & General Expenses	650.00	788.43	-138.43
Bad Debt	0.00	-	0.00
Bank & Services Fee	550.00	239.27	310.73
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	59.19	340.81
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	824.63	375.37

Principal's Budget			
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	0.00
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
Revenue - Expenses	\$1,325.00	\$6,405.04	\$5,080.04

CPAC Balance Sheet - As of 2021-08-31

(in Canadian Dollars) (Cash Basis)

2021-09-21

Page 1

Account	2021-08-31 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	3,382.18
CPAC General Account	15,212.96
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	18,595.14
Other Assets	
Prepaid exp (Insurance for next year)	0.00
School Board Trust Fund - Donations	0.00
Spirit Wear Inventory	840.07
TOTAL Other Assets	840.07
TOTAL ASSETS	19,435.21
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Earmarked funds	0.00
Hot Lunch Credits	406.68
Lunar - New Year	1,752.87
Persian - New Year	781.89
Rose Johnston Scholarship	400.00
TOTAL Other Liabilities	3,341.44
TOTAL LIABILITIES	3,341.44
EQUITY	16,093.77
TOTAL LIABILITIES & EQUITY	19,435.21

GRADE 7 FAREWELL

FUNDRAISING THROUGHOUT THE SCHOOL YEAR

October	Spirit wear + yearbook	Link to purchase both is up this week. Expanding to secondary target audience: moms, will have graphic cougar for Chartwell moms
	Monthly school movie night	In gym, movie of the month. 7 th graders serve popcorn
November	Once-per-month hot-lunch Chipotle	Through <u>MunchaLunch</u> . Order brought to school by parents. Distributed by 7 th graders
	Monthly school movie night	
	Pub Night	Location: Toby's (in 2019 raised (\$1,150.00)
	Adult VIP shopping evening	Location: Anthropology. \$10 ticket to enter guest list. Includes personal styling. DJ music
December	Once-per-month hot-lunch Chipotle	
	Monthly school movie night	
	Indigo gift card	Buy gift card on Indigo and ask them to add the 10% to charity of choice (Chartwell)
January	Once-per-month hot-lunch Chipotle	
	Monthly school movie night	
February	Once-per-month hot-lunch Chipotle	
	Monthly school movie night	
March	Once-per-month hot-lunch Chipotle	
	Monthly school movie night	
April	Once-per-month hot-lunch Chipotle	

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	Monthly school movie night	
March	Once-per-month hot-lunch Chipotle	
	Monthly school movie night	
April	Once-per-month hot-lunch Chipotle	
	Monthly school movie night	
	BBQ hotdogs day	Can be a parent on-site BBQ-ing fresh hotdogs for kids
May	Once-per-month hot-lunch Chipotle	
	Monthly school movie night	
	BBQ hotdogs day	
June	Once-per-month hot-lunch Chipotle	
	Monthly school movie night	
	BBQ hotdogs day	

FINAL FAREWELL EVENT: CARNIVAL THEME

		Notes
Food	4 food trucks: 1. <u>Tacofino</u> (taco) 2. Crepes 3. Ernest ice-cream / Bella <u>gelateria</u> 4. Wood-oven pizza	
Ticketing	Guests buy ticket packs (includes tickets for each of the 4 trucks). If want to switch e.g. crepe for an extra ice-cream ticket, can [1] trade with someone or [2] buy on-site (more expensive)	Need to cover basic guarantee of income for trucks

Time	At school dismissal	Getting close to dinner time (hunger)
Activities - raffle	Every guest receives a card and it gets stamped for every activity they partake in. Once all activities have been stamped, can enter the ticket into a raffle	Ensure engagement in activities
Activities - stations	1. Giant <u>ginga</u> 2. Dunk-tank 3. Photo stand/ booth (strip photos) with mural painted for class of 2022 4. Ring toss 5. Corn-in-the-whole 6. Food trucks	

Activities - raffle	Every guest receives a card and it gets stamped for every activity they participate in. Once all activities have been stamped, can enter the ticket into a raffle	Ensure engagement in activities
Activities - stations	<ol style="list-style-type: none"> 1. Giant <u>ginga</u> 2. Dunk-tank 3. Photo stand/ booth (strip photos) with mural painted for class of 2022 4. Ring toss 5. Corn-in-the-whole 6. Food trucks 	
Music	Band music from Sentinel band or playlist (speakers)	
Furniture rental	Picnic tables (need to rent from district) or blocks of hay Chairs (can use ones in school) Tent shelter in case of rain	Hay cheaper and more in theme of the event design