



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

Date: TUESDAY November 16th 2021

Time: 7:00-8:15

Attendees:

Lisa DeSalvo Harris

Diane Shoar

Sadaf Mehr

Zi Wei Wang

Guillermo F-Mazarambroz

Ruby Hu

Katya Sutherland

Nessa van Bergen

Angelica Maria Saavedra Pobl

Olivia Milliken

Abir Saadi Cosyn

Tamzyn Jones

Natalia Aguado

Azadeh Marzara

Jing Chen

Nooshin Ghoorchian,

Irene Wang

Naseem

Xiaoyan Zhao

Laura Magrath

Regrets:

Carrie Haver, Laurel Klotz, Brenda Weeks

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 Irene Wang , seconded by Diane Shoar
- **Approval of agenda for current meeting – Agenda Amendments** : Lisa DeSalvo Harris to present DPAC report / Tamzyn Jones to present Halloween Committee report
 - Proposed by Irene Wang
 - Seconded by Olivia Milliken
- **Questions and business arising from last meetings minutes –none**

2. Chair Report- Tamzyn Jones

• **Thank-Yous:**

- Halloween - Brenda & team for the wonderful Halloween carnival that allowed the kids to celebrate in a safe, thoughtful and super fun way . Details on the funds raised from the candy bags will follow later in the meeting.
- Online Babysitting course - Lisa for setting up and coordinating this event - we made about \$275 in profit this time and hope to run the both courses again (in person if possible) in the Spring.
- Grade 7 committee chairs - Nessa & Abir for their amazing leadership and organizational skills!

• **Holiday Fundraisers Update:**

- Growing Smiles:
Description - Premium locally grown poinsettias, holiday wreaths, and beautiful planters to add a pop of colour and cheer for the holidays.
Update - \$640 sales / \$228.96 profit
- Purdy's:
Description - *Beautifully wrapped and delicious* chocolates & other sweet treats made fresh in Vancouver using 100% sustainable cocoa.
Update - \$806 sales / \$169.26 profit
- Reminders will go out in CTW and mid next week before ordering deadlines of 26th/27th November. Thank you to everyone who has ordered so far and please do order if you haven't done so yet!

- **Hot lunch Volunteers Update :**

Ms. Magrath and her amazing team along with some leadership from Grade 6/7 students more recently have been facilitating the distribution of hot lunch since we returned to school in Sept 2020! we made the decision a few weeks ago with the revised Covid protocols that it was probably appropriate for us to once again ask parent volunteers to help out. We ask for just one hour of your time for as many (or few) spots as you are able to sign up for - Tuesdays, Wednesday and Thursdays from 11.45-12.45pm. It's a great opportunity to be back in the school and to start making those connections that have been missing for so long. We have filled 27 of the 58 spots needed between now and the end of January (2 spots per day). This is a great response but will still need more help. Please use the Volunteer Spot link in CTW to sign up - it will be added again this week. If there is anyone available to help this coming Thursday (November 18th) please let us know in the chat as we currently have no-one signed up so this is a priority!

- **Class Parents -**

Thank you to all of our class parents who got their distribution lists set up and the introductory e-mail sent out in record time!

Div. 2 and Div. 7 are still in need of a class parent - this is a very rewarding but fairly easy volunteer position that requires about 15 minutes per week. A class parent is the liaison between the parents in the classroom, the teacher, as well as between the CPAC and parents.

If you are interested in becoming a Class Parent, you can either sign up via Volunteer Spot or you can e-mail the CPAC Co-Chairs and include your classroom teacher.

We will be communicating some info on combined class gifts for the holidays in the next couple of weeks.

3. **Principal's Report – Laura Magrath**

- New admin assistant: Ms. Danapour
- Ms. Wilcox-Ko has moved on to work in her field
- Masks reminder - 2 at least, reusable is preferred for the environment
- MyEd family portal goes live in coming weeks - report cards, IEPS, AIPS, sign on e-mail to come in next couple of weeks
- Successes - Halloween activities & candy / Grade 7 Volleyball, Remembrance Day, Parent Volunteers (hot lunch), Family Badminton, Grade 7 Parent Committee
- Halloween - spooky hall, artwork, pumpkins, games in gym, costume parades
- Remembrance Day assembly - theme was recognizing the poppy as a symbol adopted 100 years ago, students led it, shared poetry (students own & Flanders Fields). First assembly in almost 2 years!

- FESL Update - What Does it Mean to Belong to Chartwell? - building community creates a sense of belonging / Professional Development - physical literacy & inquiry active bystander training, mental health & wellness
- What's Happening Next Month - Jess Dance workshops / Grade 7 Volleyball Jamborees, winter fundraisers, Grade 7 events (Anthro shopping night & indigo)
- No holiday concert - class videos

4. DPAC Report -Lisa DeSalvo Harris

- **Clink the link for [DPAC Minutes](#)**
- **Chris Kennedy** - Enrollment in our school district are the lowest it's been in 5 year. Chartwell is at 272 so pretty close to maximum enrollment.DPAC meeting last week
- **See minutes attached below.**

5. Treasurer Report – Nessa van Bergen

- Reports as of last week due to meeting being rescheduled
- We got a cheque from \$1000 from Lynn Valley Lions Club who sent this amount to every Elementary school PAC on the North Shore due to their fundraising efforts at their Christmas Tree lot last year which was so successful due to community support outside of Lynn Valley.
- **See attached reports.**

Chartwell PAC Treasurer's Report: November 9th, 2021

Summary:

*The balance of the CPAC accounts as of November 9th, 2021 are:

RBC General Account: \$ 28,528.17

RBC Gaming Account: \$3,382.18

Stripe Account: \$1,575.83

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

Badminton Club: \$450.00

Grade 7 Farwell, Donations: \$200

Grade 7 Farwell, Hoodies: \$1,712.00

Halloween: 758.05

Hot Lunch: \$26.45 from Liabilities (credits)

Hot Lunch: \$14,116.70

Parent & Family Education: \$845.00

Playground: \$1,000.00

*Payments since October 12th, 2021 in General Account:

Admin & General, Website: \$21.06

Admin & General, Other: \$166.79

Badminton Club: \$275.00

Bank & Services Fees: \$11.85

Bank & Services, Transaction Fees: \$201.64

First Aid Training: \$1,850.00

Special Projects, Music Instruments: \$5000.00

*Transactions since October 12th, 2021 in Gaming Account:

Have not received statement yet.

All Electronic records are updated and reconciled.

6. Committee Reports

- **Hot Lunch- Katya Sutherland**

- 2nd month and wider variety of vendors has significantly increased our orders
 - Katya had a chance to be at the school one day and recognized how much work is involved
 - Parents - please make sure your kids know what they have ordered
 - If have any questions please add students name and division to ensure smooth & timely communication
 - Hot lunch for December will be opened in the next week or so
- **Halloween- Tamzyn Jones**
 - The Halloween Carnival held on October 29th was a great success and was well received by the staff and students. The event wouldn't have been possible without the support of my wonderful volunteers Natalia, Maria, Carrie, Jennifer, and Amy. They were all amazing and so helpful.
 - The candy bag sale was also a big hit! We made a total of \$756.05! Thank you to everyone that donated candy and bought a bag.
 - I would like to thank Mrs. Magrath for allowing us to host this event this year. I know everyone enjoyed themselves and it was great to be able to be back in school volunteering.
 - **Grade 7 Farewell Report- Abir Saadi Cosyn**
 - Thank you to cultural liaisons for their speedy translations
 - Anthropologie private shopping event - Tuesday 23rd, early access to holiday deals and a glass of bubbly (tickets \$15 via Eventbrite)
 - Indigo gift card
 - Chipotle hot lunch on Friday Dec. 10th
 - Hoodie orders are closed, almost all Grade 7s ordered, should be here close to Dec 1st
 - All details will be e-mailed directly to Grade 7 parents and will be sent to the wider community via CTW, front screen, social media etc.

7. Other business:

- Spiritwear - order for whole school (not Grade 7 hoodie's) will be ready early next week
- All fundraisers can be found on our social media platforms
- Emergency communication to be addressed at DPAC

7. Meeting Adjourned at 7:56 PM.

Next CPAC General Meeting

Date: Tuesday December 14th 2021 ***Time:*** 7.00 – 8.15pm ***Venue:*** Virtual (*link to be sent*)

**West Vancouver DPAC General Meeting
Virtual – Zoom Meeting
Wednesday, November 3, 2021**

School Attendance:

All West Vancouver parents and guardians are invited to General DPAC meetings. Please try to ensure that at least one representative from your school attends these meetings.

Representatives present from the following schools:

Caulfeild	Chartwell	Cypress Park
Eagle Harbour	Gleneagles	Hollyburn
Irwin Park	Pauline Johnson	Ridgeview
Rockridge	Sentinel	West Bay
WVSS		

Also present: Carolyn Broady - Chair, Board of Education; Chris Kennedy, Superintendent
28 participants attended in total.

Regrets: BICS, Cedardale, Lions Bay, Westcot

Welcome and Call to Order: 9:15 am

Adoption of Agenda: Renee Bouchier and Nessa van Bergen

Adoption of Minutes: October 2021 minutes approved; Monica Scoles and Tanja Imhoff

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 honour the Elders past, present and future as we bring this knowledge to the students of our community.

Chair's Report: Kelly Richter

- Further to last month's discussion around parent contact information and PACs, Chris will be updating us in his report on how this is to be managed. We have also been provided with the WVS Administrative Procedure 183 concerning Parent Email Databases to provide further guidance going forward: <https://westvancouver.schools.ca/wp-content/uploads/2021/07/Parent-email-databases.pdf>
- Related to this, there has been interest in putting together a workshop on PAC communications, use of social media, tips and best practices.
- The DPAC is also trying to assess whether or not a Web Training session is needed again this year. We will be sending out a poll to gather your feedback in the coming week, so you can let us know what will be useful for your PAC team.

- The Annual PAC Treasurer's Meeting was held October 17th; the updated Treasurer's Manual and Shayle's PowerPoint presentation were circulated to all PACs last week and are available on the Treasurer's channel on Slack.
- **BCCPAC Zoom License** – we have just been advised that BCCPAC have negotiated Zoom licenses, similar to what was done last year. We are working through the process right now – Marisa Yang will be coordinating the license for us this year. More information to follow in the coming week.
- At the October 19th School Board meeting, Trustee Brown brought forward an item regarding the availability of updated information on upgrades to HVAC and filtration systems at the schools; this item is posted on the WVS website; we will attach a link in the minutes and they are also available on Slack:
<https://westvancouver.schools.ca/about-wvs/facilities#1634677816545-8441ee7f-1ffb>

Upcoming Events

DPAC December 1st General Meeting (Virtual)

9:15 am – Guest Speaker Todd Ablett, Robotics Academy & Future Careers

Treasurer's Report - Kelly Kerklaan

General Chequing Account

Balance Forward- 1 July 2021 \$7,885.20

- Current Balance as at October 31st (statement) \$7,885.20

Gaming Account

Balance Forward – 1 July 2021 \$47.38

- Current Balance as at October 31st (statement) \$2547.38
- During October, DPAC received our gaming grant of \$2,500 and interest of 1 cent. No expenses were incurred
- For the year to date, we have a net income of \$2,350.04.
- All school PACs should have received their gaming grant funds in their bank accounts in October. PAC gaming grants based on \$20 per student.

Committee Reports

Finance & Facilities – Kelly Richter

- Finance & Facilities met October 12; Secretary Treasurer Julie Leiterman reviewed the Long Range Facilities Plan document, which is a snapshot in time of all WVS facilities, their condition and the impact of changes in the delivery of education on the facilities. Within our district, the focus is on maintaining the existing structures; the focus for Facilities is to keep the existing buildings in good shape. [Long Range Facilities Report.](#)

School Traffic Advisory - Renee Bouchier

- We have been advised that this group are changing their meeting dates to the second Wednesday of every second month, so we will have a report at the December DPAC meeting.

Human Resources – Anya Yashkina

- First meeting was held November 2, 2021

- New District Principal of Inclusive Education hired – Corrine Kinnon. She will start January 1, 2022.
- Have started reviewing potential candidates for future elementary Vice-Principals
- New Manager of Information Technology hired, Peter McGraf
- EA (Educational Assistants) recruitments – reaching out to universities and job fairs
- Discussed safety on playgrounds and violence protection
- Survey coming out regarding diversity of all district employees

Enhance WV – Kyra Williams Smiljanic (read by Kelly Richter)

- Focus on the Program Guide and getting programs up and running with required Covid restrictions, plus integration with immigrant groups that need more support than what has been available during the pandemic. Kyra is working with Julia Wang, heading a special interest group for parents from China on helping families find the supports they need within the parent community.

Inclusion & Diversity – Kyra Williams Smiljanic (read by Kelly Richter)

- Kyra & Amy are working towards the first committee meeting mid-November, to brainstorm topic discussions and what programming will be offered this year. There was a great list of learning topics carried over from last year – including SOGI, Neural Diversity, local racism. More to follow; if you are interested in getting involved with this team, contact dpac@wvschools.ca and we'll put you in touch.

Board of Education Trustee's Report – Carolyn Broady

- We are entering a bargaining year for teachers and support staff. Current contract expires end of June 2022. Local bargaining with teachers is beginning which includes anything not related to money. Provincial bargaining is expected to begin early Spring. WVMEA (support staff) will start later this spring. Working with BCPSEA.
- Board met with West Van's MP Patrick Weiler last week; discussions included International Students and streamlining their process and the need for a strategy to tackle the opioid crisis as a national emergency; this crisis has impacted both West Van citizens and people around the province.
- No formal in-person Remembrance Day ceremonies this year either in schools or in the community due to Covid. Ceremonies to take place within classrooms; individual schools and the district will lay wreaths at the WV Cenotaph individually over the coming week.
- Graduation activities during Covid will be examined as the situation unfolds. WVD working through this; all venues are being held for spring for convocations and grad banquets with the hopes they can proceed but patience is requested during these changing Covid times. Working with local health officers, superintendents through the region, trying to find solutions. Aware that planning is underway with grad committees.
- Recent PHO mandate requiring proof of vaccination for volunteers working with youth (coaches, Brownie leaders, etc.), caused confusion. This is separate from what is taking place through community centres, etc.
- Consultation regarding a potential vaccine policy for WV school staff has begun. This is primarily a labour relations issue and as such the board will be meeting in camera (in private), so you will not be hearing much as the process unfolds. [Boards of Education

hold meetings pertaining to land and land acquisition/disbursement, labour relations and law or legal issues in camera]. Board has started consultation and is in stage one: is collecting data from various stakeholders. Five steps to follow, which will include consultation with community/parents.

- Board are happy to receive any communications throughout the process, but due to the in-camera nature of the process questions/correspondence will not be communicated about publicly. Please feel free to mail or email in your views which will be considered.
- Informal discussions have been had with DPAC; more formal process to follow.
- Will be taken the time needed to do this work correctly and respecting all parties.

Superintendent's Report – Chris Kennedy (PPT presentation distributed with minutes)

- Enrollment 6772 + 411 International students = 7183 total students in WVS. Sentinel 1130, WVSS 1026, Rockridge 810; elementary student enrollment broken down in slides. Bounce back in international student numbers; on track to be over 500 international students next year.
- ELL numbers are down slightly – first time in years.
- Indigenous 118 (fairly consistent), Homeschool 18 (up from 13 LY, due to pandemic), French Immersion 703 (fairly consistent) - Elem 703+ SS 319 = 1022
- Parent Communication Emails [AP183](#) – serious issue with privacy, policies were tightened due to bad practices in the past, please speak to your principals regarding individual needs. PAC Chairs need to have conversation around communication plans with school Principal; policies on how parent databases are to be used need to be clarified. If misused, must be reported to the privacy commissioner, so need to be thoughtful and guarded on how parent emails are used.
 - Social media – communicate “where parents are”. Try to use tools that can easily be passed on to other parents year to year.
- WVS Long Range Facilities Plan document: there are 19 facilities in WVSD. Sentinel should have a rebuild due to seismic issues; all other schools only require ongoing maintenance. (Document included in minutes above).
- Parents in schools – hopefully moving towards more parents allowed in the schools in the new year.
 - Parents allowed to watch secondary sports due to the larger size of the gym facilities, bleachers/viewing area. Elementary schools do not have the additional space to safely accommodate parent audience. Sign-in procedures and masking in place.
 - PAC meetings – ask to stay virtual until end of December; open to in person meetings in the new year. Challenging for larger numbers with protocols in place.
- X-Block – provides flexibility for students to get any extra help they may need on Tuesday and Thursday afternoons. Students need to find value in this time. There have been some challenges so far this year that are being worked out; parents should reach out to their principals if their child appears to have nothing to do.
- Vaccine passports & implications for schools. Provincial health gathering orders last week clarified that vaccine passports do not apply to school events, anywhere. Have been challenged however as venues insist that they need anyone 12+ to show passports. Last week's clarification helps, still working through with venues. Challenging issue. Guided by MoE not to put students into a position where they need to show a passport, some flexibility around extra curriculars. This is the reason why there have been some limitations around school trips, but that is opening up. Overnight field trips

being worked on now, patience needed as this is being worked through. More work needed on planning with venues, how to deal with positive Covid cases arising on a trip.

- No update on the Harry Jerome Oval at this time; more money needs to be raised to meet the target.
- Hot Lunch beverage question – Principal working group prefer not to include beverages again, for three main reasons: 1) drinks are messy and require more clean-up, 2) additional parent volunteers needed when drinks added, trying to keep hot lunch tight, 3) work being done to get kids to bring a water bottle every day – having additional beverages runs counter to this messaging.
 - Understand this is a good fundraiser; noted that PJ runs a good after school, PAC run gelato sale which works and does not complicate the issues above.



Questions and Answers for Chris & Carolyn:

- Q: Kelly K: What does a PAC Chair need to do to comply with CASL
 - Chris: Do not send out communications that are for business purposes, solicitation, marketing. PAC communications are largely covered and not considered solicitation. Some grey area (i.e. fundraiser at a business), but generally ok.
 - Nessa: Comment about quick text option that Principals can use for fast, brief communications. Chris to look into this as an option, believes this is in the suite of tools available through WVS.
- Q: Kelly K: Regarding a grade 7 student who will likely go on to his in catchment high school, however parent does not know anything about academies or other specialty programs in high schools that might change this decision. How should parents find out about this earlier in the year and since registration opened on Oct 15th, how difficult is it to get into an out-of-catchment high school if we apply later this year?
 - Chris: January 15 date for HS registration; academies and high schools all have information evenings for parents in advance of the registration deadline.
- Q: Amy C: Deliberations regarding vaccine mandate: on what basis was it determined that the deliberations should take place in-camera?
 - Carolyn: Stakeholder information is publicly received; board will be following labour relations requirements and the law and conduct deliberations in private, based on legal advice and BCPSEA's legal advice.
- Q: Amy C: Consistency of approach question
 - Carolyn: consistency within the province, this is a BC based approach, all collective agreements are based in BC. Consistency in approach refers to guidelines provided to boards in the K-12 sector guidelines pertaining to potential vaccine mandates. Consultation will be methodical and include all stakeholders, including DPAC.
- Q: Amy C: Has the board taken a position on parent volunteers requiring vaccine passports to volunteer within schools, based on Amy's understanding that some PACs have voted in favour of this?
 - Carolyn: to my knowledge no board in BC has taken a position on this publicly.
- Q: Amy C: Request for steps to be taken to verify efficacy of many positive steps the district has taken to improve upon ventilation in the schools.
 - Chris: as replied to last month, there are no plans in place for further testing to test efficacy. Comfortable that we are meeting the guidelines and recommendations set out by the Ministry of Education.

Guest Speakers – WVPD Chief Constable John Lo and Cst. Nicole Braithwaite

- Strategic Plan for 2022-2025 currently being discussed
- WVPD requires all employees to be fully vaccinated by Jan 11, 2022, as does the WV Fire Dept.
- Staffing is always an issue. 14% of staff is currently non-deployable. Aggressive recruiting in progress – 9 new staff this year and hopefully 12 for 2022.
- Cst. Nicole Braithwaite is part of a 5-person team of Community Policing: Block watch, Schools, Homelessness, Substance Use, Mental Health, Seniors
- Any crime (theft, bullying, harassment) in schools is mainly dealt with in school with parents, school admin, student
- Coming in April 2022 for Grades 10-12: consent in relation to sexual assaults
- Youth outreach @cst_braithwaite – over 3000 followers, many questions asked
- Many school-based programs for all grades including a Police Youth Academy
- Social media posts: @cst_braithwaite on twitter, Instagram; many youth followers, reaching out about consent, bullying, etc.
- Contact Cst. Braithwaite for questions at nicolebraithwaite@wvdp.ca

Q&A for speakers:

- Q: Jenny C: Parents at GEC have brought up concerns regarding vaping at high school on buses, in bathrooms, etc. Looking for vaping speakers, initiatives – is there a play to education children & parents on this subject:
 - WVPD does not offer programs, but recommend reaching out to your schools for speakers, or go to Foundry. More of a public health presentation.
- Q: Cindy N: Felt most impressionable group is grade 7/8/9; would love to see girls educated about consent in relation to sexual assault. Grade 10-12 seems too late for this content.
 - Great question, Chief Lo & Cst. Braithwaite will discuss presentation for introduction to high school years, with consent, drugs, related topics that are an issue for this age group.

Adjournment: 10.50 am

CPAC - Current Budget VS Actual - 2021/2022 - November 09, 2021 (in CAD)

Category	2021-2022 Budget	2021-2022 Actual	Difference
REVENUE			
Fundraising	\$30,905.00	\$25,582.63	(\$5,322.37)
Athletic Club (Badminton)	375.00	175.00	-200.00
Gr. 7 Farewell:	200.00	1,912.00	1,712.00
Donations	0.00	200.00	200.00
Hoodies - Class of '22	0.00	1,712.00	1,712.00
Patti Williams Scholarship	-200.00	0.00	200.00
Halloween Dance	2,200.00	758.05	-1,441.95
Hot Lunch	16,270.00	17,746.54	1,476.54
Interest earned from investment	0.00	-	0.00
Multicultural Night	2,800.00	-	-2,800.00
Parent/Family Education Events	1,000.00	845.00	-155.00
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
*Playground Enhancement Fund	0.00	1,000.00	1,000.00

Category	Budget	Actual	Difference
EXPENSES	\$24,050.00	\$12,247.63	\$11,802.37
Administration & General Expenses	800.00	187.85	612.15
Bad Debt	0.00	-	0.00
Bank & Services Fee	500.00	231.79	268.21
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	0.00
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
Special Projects	0.00	5,000.00	-5,000.00

Revenue - Expenses	\$6,855.00	\$13,335.00	\$6,480.00
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Less Gaming grant - used as contingency due to limited spending options	-\$5,200.00
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\$1,655.00

2021-2022 Explanations

Revenue

Athletic Club	\$375.00	2019 actual earnings \$610, less insurance of \$225
Grade 7 Farewell	\$0.00	Should net to zero dollars each school year; legacy scholarship included
Halloween Dance	\$2,200.00	2019 was \$2648
Hot Lunch	\$16,272.62	91 Hot Lunch days projected for next year @ avg. \$128.82/day + \$50 profit/day for ad
Interest earned from investment	\$0.00	no investments
Multicultural Night	\$2,800.00	\$3700 in 2019, being conservative this year
Parent/Family Education Events	\$1,000.00	This year's net was \$550 with one event; would like 2+ events this year
School Board Contribution	\$160.00	
Seasonal Fundraisers	\$1,500.00	\$915 Purdy's; \$304 Christmas Plant Sale
Spirit Wear	\$1,200.00	This year's net was \$1234
Gaming Grant	\$5,200.00	minimum \$20 per student - based on 260 (restrictions on how it can be spent)

Expenses

Administration & General Expenses	\$800.00	\$763.77 this year \$312.89 annual website renewal, domain name \$101.34 SignUp annual fee \$155.88 Dropbox annual subscription \$95.00 Quicken subscription \$100 Kara's going away gift
Bad Debt		always zero
Bank & Services Fees	\$550.00	\$103.27 - 3% website commerce fees (no events this year) *keeping 2019 level \$114.10 bank account fees YTD
CPAC Activity Refreshments and Food	\$200.00	Class Parent events, Coffee Club events, etc.
Kitchen Supplies	\$250.00	\$246.58 in 2019
Mutual Appreciation Lunch	\$500.00	same budget as 2019
Office	\$400.00	\$310.93 in 2020
Petty Cash	\$300.00	\$15.20 is min wage; 8 meetings @ 2hrs
Welcome Tea	\$100.00	maintain budget
World Teachers Day	\$250.00	maintain budget
Year End Appreciation Gifts	\$1,200.00	\$1000 Chartwell Staff, \$300 Volunteers

Principal's Budget

Art Starts Cultural Performances	\$700.00	Multicultural Performance - cost of 1 Art Starts performance
Classroom Funds	\$4,800.00	11 Teachers X \$300/each; \$1500.00 for ELL, LS,
Dance in School program	\$0.00	School has funds leftover from previous years
Digital Resources	\$2,000.00	
First Aid Training	\$1,850.00	\$22 per student, 3 classes at 28 students
First Nations Education & Enhancement	\$2,500.00	Drumming Workshop for entire school
Physical Literacy In House Expert	\$2,400.00	Student opportunities like Badminton
Principal's Discretionary Funds	\$0.00	not requesting this year
Sexual Health Ed (Student & Parent sessions)	\$1,500.00	Includes a parent session
Site Enhancement Fund	\$3,000.00	classroom furniture, garden supplies
Social Media Education/Digital Safety	\$800.00	Grade 3-7
	\$19,550.00	

CPAC Balance Sheet - As of 2021-11-09
(in Canadian Dollars) (Cash Basis)

2021-11-09

Page 1

Account	2021-11-09 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Gaming Account	3,382.18
CPAC General Account	28,528.17
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	150.00
TOTAL Cash and Bank Accounts	32,060.35
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	32,900.42
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Earmarked funds	0.00
Hot Lunch Credits	536.89
Lunar - New Year	1,752.87
Persian - New Year	781.89
Rose Johnston Scholarship	400.00
TOTAL Other Liabilities	3,471.65
TOTAL LIABILITIES	3,471.65
EQUITY	29,428.77
TOTAL LIABILITIES & EQUITY	32,900.42