



## CHARTWELL • PARENT • ADVISORY • COUNCIL

Every Parent and Caregiver at Chartwell!  
General Meeting Minutes – In-Person Meeting  
Date: TUESDAY, OCTOBER 18th, 2022 Time:  
7:00 PM - 8:30 PM

### Attendees:

Laura Magrath	S.S.
Tamzyn Jones	S.Y.
Golnaz Yazdi	W.Y.
M.B.	M.G.
K.S.	S.Y.S.
R.J.	F.L.
W.W.H.	J.Z.
J.Y.	N.F.

### 1. CHAIR'S WELCOME – Tamzyn Jones

- **Meeting Called to Order:** 7:03 PM
- **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.*
- **Approval of Last General Meeting Minutes** (June 16th, 2022): Proposed by Sahar Sanajou, seconded by Golnaz Yazdi
- **Approval of Agenda for Current Meeting** (Oct 18th, 2022): Proposed by Katya Sutherland, seconded by Sahar Sanajou
  - Amendment to Agenda: Tamzyn Jones to present Halloween Dance Committee report

### 2. CHAIR'S REPORT – Golnaz

- Thank you all for attending this meeting.
- Thank you to Ms. Magrath and all the teachers and staff for a great September and October.
- Thank you Katya for setting up Hot Lunch, working with both past and new vendors. We are off to a good start.

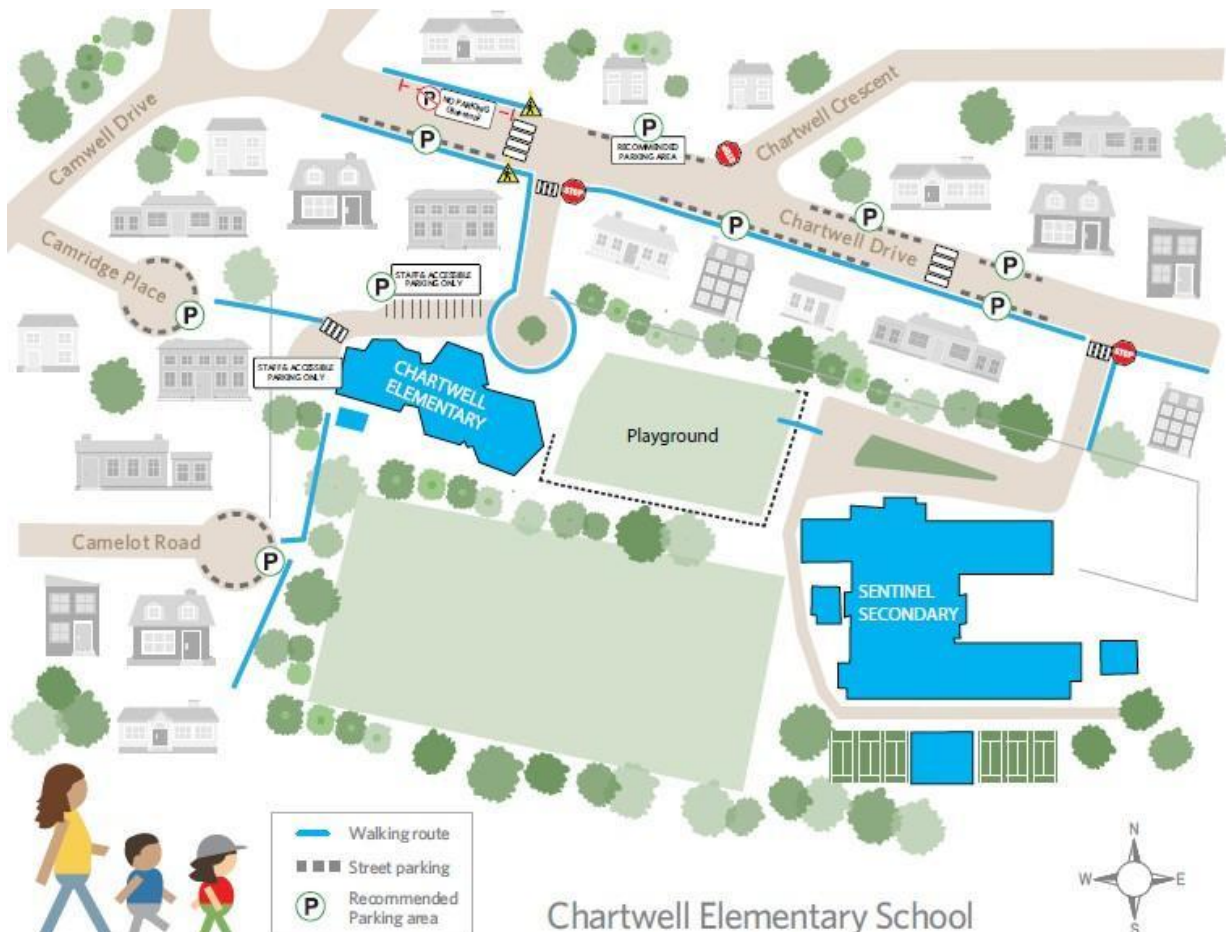
- Thank you Sahar for attending the DPAC meeting. She will be Chartwell representative for DPAC.
- We had World Teacher Appreciation Day breakfast on October 5th, thanks to all the parents who helped organize that day. Special thanks to Brenda for her beautifully crafted cookies.
- Also, a special thanks to all parents who are volunteering as class parents, we have class parents for all divisions now.
- Thanks to Brenda and Maria, and volunteers for the Halloween Carnival & Dance. We had meetings this month and look forward to the event on October 28th, it's going to be a great night for the kids. We are still looking for more volunteers, if you are interested please sign up.
- This is my first meeting as a co-chair, thanks to Tamzyn for her great work and support.

### 3. PRINCIPAL'S REPORT – Laura Magrath

- **Traffic Issues: Regarding Congestion and Safety:**

Important Reminders to all Parents:

- 1) Staff and accessible parking only.
- 2) Roundabout for primary students only.
- 3) Must leave the roundabout if the child is not present.
- 4) Intermediate students on Cambridge Place and Camelot Road
- 5) Park and walk onto site





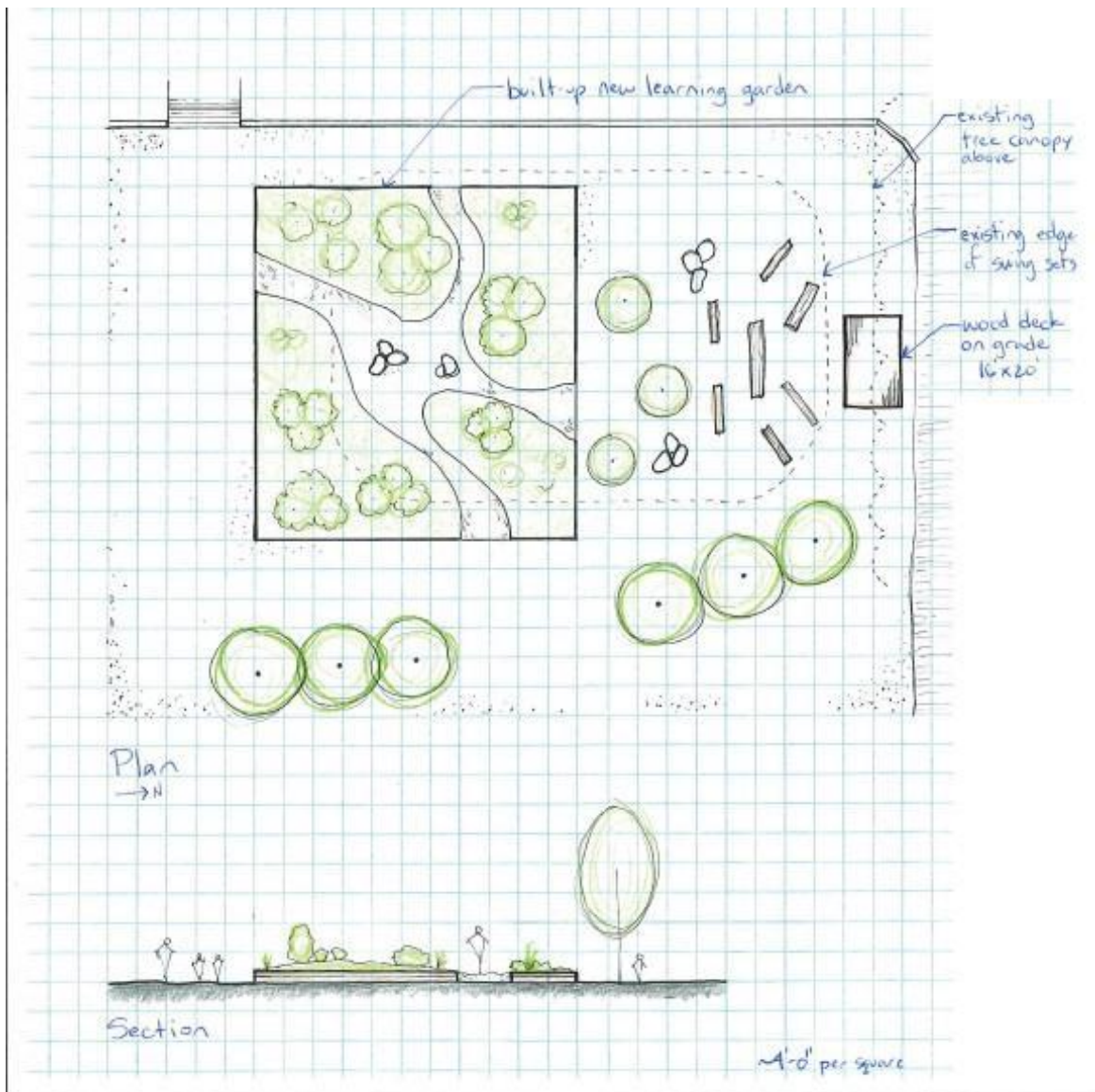
- **Successful Events Since Back to School:**

- Kindergarten Gradual Entry
- Welcome Back Open House
- ELL Parent Meeting
- Terry Fox Run
- Orange Shirt Day
- Cross Country Running
- Individual Photos
- World Teachers' Day
- Parent Teacher Conferences
- Pumpkin Patch





- **PAC Funds and School Support:**
  - Classroom Funds for teachers and specialists
  - World Teachers' Day:  
Big thank you for the breakfast treats!
  - Hot Lunch: Off to a great start!
  - Upcoming Dance Workshops (November)
- **Ways to Support:**
  - Technology Fundraising:
    - Class set of iPads and Multimedia updates (microphones, gym projector etc)
  - Playground Enhancement Committee:
    - Natural garden, Trees
    - Outdoor Classroom
    - Great news: Swings to be installed within the week!



- **Framework for Enhancing Student Learning Committee**

- Year 2: Social Emotional Learning
  - Sense of Belonging
- Parent roles on committee

*Chartwell is a learning community that works together and is mindful, kind, and resilient.*



We celebrate our similarities and our differences, and we are patient with one another and ourselves.

We learn from our successes and our mistakes, and we approach challenges with confidence and fearlessness.

We care for the land and commit to making our community a better place every day.

- **What's Happening Next :**

- Foundational Skills Assessment ongoing
- Grade 7 Grad Hoodies
- Great BC Shakeout - Oct 20
- Provincial Pro-D Day - Oct 21
- Halloween Dance & Carnival
- Grade 6 & 7 Volleyball
- Dance Workshops



4. **DPAC REPORT – S.S.**

- Click the link for [October 5th, 2022 DPAC Minutes](#).
- Discussion on following topics: Student and Family Affordability Fund, 2021/2022 Financial Statements, School Traffic Advisory, Human Resources, Audit

5. **TREASURER REPORT – Tamzyn Jones**

- Please see the following reports:

## **Chartwell PAC Treasurer's Report: August 31<sup>st</sup>, 2022**

### **Summary:**

**\*The online balance of the CPAC accounts as of August 31<sup>st</sup>, 2022 are:**

RBC General Account: **\$17,075.07**  
RBC Gaming Account: **\$4,622.27 (no online access)**  
SD#45 Trust Fund: **\$16,853.96**  
Stripe Account: **\$0.00**

**\*Deposits/Credits since June 14<sup>th</sup>, 2022 in General Account:**

Grade 7 Farewell - Idigo: **\$394.84**  
Grade 7 Farewell – TCBY Sales: **\$2,199.05**  
Grade 7 Farewell – Tickets & Yearbooks: **\$3684.18**  
Hot Lunch: **\$809.06**

**\*Payments since June 14<sup>th</sup>, 2022 in General Account:**

Grade 7 Farewell: **\$7,163.64**  
Grade 7 Farewell: **\$500.00 (surplus funds donated back to Grade 7 Teachers)**  
Hot Lunch: **\$13330.48**  
General Expenses: **\$131.64 (SignUp annual subscription)**  
General Expenses: **\$113.84 (gifts & cards)**  
Bad Debt: **\$199.50 (2 x Hot Lunch accounts not paid)**  
Bank & Services Fees: **\$8.25**  
Transactions Fees: **-\$203.93 (credited back to account from Grade 7 transactions)**  
CPAC Refreshments: **\$262.50**  
Office: **\$93.37 (photocopies, postage)**  
Year End appreciation Gifts: **\$110.89**

**\*Transactions since June 14<sup>th</sup>, 2022 in Gaming Account:**

Interest: **\$0.02**

**\*Transactions since June 14<sup>th</sup>, 2022 in Trust Fund:**

Interest: **\$24.06**

### **\*Outstanding cheques:**

#542 – Tamzyn Jones \$724.23  
#549 – Chartwell Elementary \$500.00

All Electronic records are updated and reconciled.

Thank you,  
Nessa van Bergen  
Chartwell PAC Treasurer

# CPAC - Current Budget VS Actual - 2021/2022 - August 31st, 2022 (in CAD)

	Category	2021-2022	2021-2022	
		Budget	Actual Difference	
REVENUE				
Fundraising		\$30,905.00	\$32,627.76	\$1,722.76
Athletic Club (Badminton)		375.00	492.52	117.52
Gr. 7 Farewell:		200.00	146.49	-53.51
Donations		0.00	903.00	903.00
Gr 7 Hot Lunches		0.00	188.31	188.31
Hoodies - Class of '22		0.00	770.90	770.90
Other (Shopping Night, Indigo)		0.00	1,023.84	1,023.84
TCBY-Bubble Tea Sales		0.00	2,885.91	2,885.91
Purdys easter Chocolates		0.00	269.85	269.85
Expenses		0.00	-11,893.50	-11,893.50
Ticket Sales		0.00	5,098.18	5,098.18
Yearbook Sales		0.00	1,100.00	1,100.00
Patti Williams Scholarship		-200.00	-200.00	0.00
Halloween Dance		2,200.00	758.05	-1,441.95
Hot Lunch		16,270.00	19,612.66	3,342.66
Interest Earned		0.00	25.97	25.97
Multicultural Night		2,800.00	-	-2,800.00
Parent/Family Education Events		1,000.00	373.00	-627.00
School Board Contribution		160.00	160.00	0.00
Seasonal Fundraisers (Purdy's, Plant Sale)		1,500.00	3,976.66	2,476.66
Spirit Wear		1,200.00	842.41	-357.59
Gaming Grant		5,200.00	5,240.00	40.00
*Playground Enhancement Fund		0.00	1,000.00	1,000.00
Category	Budget	Actual	Difference	
EXPENSES	\$24,050.00	\$25,013.32	\$963.32	
Administration & General Expenses	800.00	742.84	57.16	
Bad Debt	0.00	199.50	-199.50	
Bank & Services Fee	500.00	478.85	21.15	
CPAC Activity Refreshments and Food	200.00	448.43	-248.43	
Kitchen Supplies	250.00	-	250.00	
Mutual Appreciation Lunch	500.00	500.00	0.00	
Office	400.00	93.37	306.63	
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	1,122.34	77.66	
Principal's Budget				
Art Starts Cultural Performances	700.00	700.00	0.00	
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	0.00	
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	0.00	
Principal's Discretionary Funds	0.00	-	0.00	
Sexual Health Ed (Student & Parent sessions)	1,500.00	1,500.00	0.00	
Site Enhancement Fund	3,000.00	3,000.00	0.00	
Social Media Education/Digital Safety	800.00	-	800.00	
Special Projects	0.00	5,000.00	-5,000.00	
Revenue - Expenses	\$6,855.00	\$7,614.44	\$759.44	
	-5,200.00	-5,200.00		
Less Gaming grant - used as contingency due to limited spending options				
	\$1.65	\$2.41		
	5.00	4.44		
Positive cash flow				





**CPAC Balance Sheet - As of 2022-08-31**  
(in Canadian Dollars) (Cash Basis)

Account	2022-08-31 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
CPAC Gaming Account	4,622.27
CPAC General Account	14,850.34
SD#45 Trust Fund 85480-030	16,853.96
Float for Fundraising Events	0.00
<b>TOTAL Cash and Bank Accounts</b>	<b>36,326.57</b>
<b>Other Assets</b>	
Prepaid exp (Insurance for next year)	0.00
Spirit Wear Inventory	765.22
<b>TOTAL Other Assets</b>	<b>765.22</b>
<b>TOTAL ASSETS</b>	<b>37,091.79</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
<b>Other Liabilities</b>	
Earmarked Funds 2022	0.00
Hot Lunch Credits	0.00
Lunar - New Year	373.61
Patti Williams Scholarship (Annual)	0.00
Persian - New Year	781.89
Rose Johnston Scholarship (2024)	400.00
<b>TOTAL Other Liabilities</b>	<b>1,555.50</b>
<b>TOTAL LIABILITIES</b>	<b>1,555.50</b>
<b>EQUITY</b>	<b>35,536.29</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>37,091.79</b>

## **Chartwell PAC Treasurer's Report: October 15<sup>th</sup>, 2022**

### **Summary:**

**\*The online balance of the CPAC accounts as of October 15<sup>th</sup>, 2022 are:**

RBC General Account: **\$17,648.98**

RBC Gaming Account: **\$4,622.27 (no online access)**

SD#45 Trust Fund: **\$16,960.06**

Stripe Account: **\$140.55** (Badminton Club Membership)

**\*Deposits/Credits since September 1<sup>st</sup>, 2022 in General Account:**

Hot Lunch: **\$9,830.95**

Seasonal Fundraisers: **\$283.00 + \$135.00 + \$315.55** (Max Frut & Primary Picnic Donation)

**\*Payments since September 1<sup>st</sup>, 2022 in General Account:**

General Expenses: **\$99.00 (Food**

**Safe)** Bank & Services Fees: **\$17.50**

Transactions Fees: **\$2.45**

World Teacher's Day: **\$76.53**

Classroom Funds: **\$4500.00**

Dance In School: **\$3000.00**

**\*Transactions since September 1<sup>st</sup>, 2022 in Gaming Account:**

None

**\*Transactions since September 1<sup>st</sup>, 2022 in Trust Fund:**

Interest: **\$106.10**

### **\*Outstanding items:**

Deposits for Max Fruit Sales (paid in Oct 15<sup>th</sup>)

All Electronic records are updated and reconciled.

Thank you,  
Tamzyn Jones  
Chartwell PAC Treasurer

## CPAC - 2022/2023 Budget VS YTD Actual - October 15th, 2022 (in CAD)

Category	2022-2023 Budget	Actual	Difference
Athletic Club (Badminton)	450.00	-	-450.00
Gr. 7 Farewell:	0.00	-	0.00
Patti Williams Scholarship (\$200)	0.00	0.00	0.00
Halloween Dance	1,400.00	-	-1,400.00
Hot Lunch	21,500.00	9,830.95	-11,669.05
Interest Earned	0.00	-	0.00
Multicultural Night	2,500.00	-	-2,500.00
Parent/Family Education Events	500.00	-	-500.00
School Board Contribution	160.00	-	-160.00
Seasonal Fundraisers (Purdy's, Plant Sale)	1,500.00	536.67	-963.33
Spirit Wear	1,200.00	33.00	-1,167.00
Gaming Grant	5,200.00	-	-5,200.00

Category	Budget	Actual	Difference
<b>EXPENSES</b>	<b>\$26,900.00</b>	<b>\$7,695.48</b>	<b>\$19,204.52</b>
Administration & General Expenses	800.00	99.00	701.00
Bad Debt	0.00	-	0.00
Bank & Services Fee	600.00	19.95	580.05
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	76.53	173.47
Year End Appreciation Gifts	1,200.00	-	1,200.00

Principal's Budget			
Art Starts	1,000.00	-	1,000.00
Cultural Performances			
Classroom Funds	4,800.00	4,500.00	300.00
Dance in School program	3,000.00	3,000.00	0.00
Digital Resources	1,500.00	-	1,500.00
First Aid Training	0.00	-	0.00
First Nations Education & Enhancement	3,000.00	-	3,000.00
Physical Literacy In House Expert	2,500.00	-	2,500.00



Principal's Discretionary Funds	2,000.00	-	2,000.00
Sexual Health Ed (Student & Parent sessions)	1,200.00	-	1,200.00
Site Enhancement Fund	2,500.00	-	2,500.00
Social Media Education /Digital Safety	800.00	-	800.00

**Revenue - Expenses**

**\$7,510.00**

**\$2,705.14**

**-\$4,804.86**

Less Gaming grant - used as contingency due to

\$2,310.00

limited spending options

**-\$5,200.00**

Positive cash flow

Prepared by T. Jones 2022-10-15

Page 1

# CPAC Balance Sheet - As of 2022-10-15

(in Canadian Dollars) (Cash Basis)

2022-10-15

Page 1

Account	2022-10-15 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
CPAC Gaming Account	4,622.27
CPAC General Account	17,555.48
SD#45 Trust Fund 85480-030	16,853.96
Float for Fundraising Events	0.00
<b>TOTAL Cash and Bank Accounts</b>	<b>39,031.71</b>
<b>Other Assets</b>	
Prepaid exp (Insurance for next year)	0.00
Spirit Wear Inventory	765.22
<b>TOTAL Other Assets</b>	<b>765.22</b>
<b>TOTAL ASSETS</b>	<b>39,796.93</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
<b>Other Liabilities</b>	
Earmarked Funds 2022	0.00
Hot Lunch Credits	0.00
Lunar - New Year	373.61
Patti Williams Scholarship (Annual)	0.00
Persian - New Year	781.89
Rose Johnston Scholarship (2024)	400.00
<b>TOTAL Other Liabilities</b>	<b>1,555.50</b>
<b>TOTAL LIABILITIES</b>	<b>1,555.50</b>
<b>EQUITY</b>	<b>38,241.43</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>39,796.93</b>

## 6. COMMITTEE REPORTS

### **HOT LUNCH – K.S.**

- Some parents did not receive the email for ordering hot lunch.
- Volunteer coordinator cannot attend the meeting, thus Katya read a statement by her, thanking all the hot lunch volunteers.
- Suggestion: Making a WhatsApp account that might be easier for parent volunteers to use.

### **HALLOWEEN CARNIVAL & DANCE – B.W. & M. through statement**

- Event will take place October 28th (Friday), from 5:30 to 8:00 PM.
- We decided to start half an hour earlier than planned in order to make sure everyone is able to do all the games.
- We will start the evening with a Candy Corn Guess Game Jar by the Gym Entrance. This has no cost. Everyone is welcome to write down their name on the list with the amount of candies they think there is in the Jar. The winner will be announced at the end of the night and will get a prize and will take the jar home as well.
- We will have the following 5 Games which will take up most of the first 1.5 hour and the last hour we will focus on the Dance.
  1. Witches Hat Toss
  2. Zombie Eyeball Cup Toss
  3. Mystery Box (Sensory game) ie Monkey Brains (spaghetti)
  4. Tomb Stone Toss (Corn Hole)
  5. Pin the Tie on Mr. Bones (Skeleton)
- We will start our Dance with Musical Chairs (Adults and kids welcome). Then we will go to the Costume Contest and end with a Free Dance
- For the Costume Contest: There will be 2 prizes:
  - Best Individual Costume, and Best Family Costume
- Throughout the night we will have a "Bank" where we will be selling both food and carnival game tickets in case you run out of your pre-paid tickets.
- Our flyer is ready to be sent in the next few days, encouraging parents to purchase tickets ahead of time for both the food and the games.
- We will be ordering 2 types of Pizza (a pepperoni and a cheese) and we will sell them in a combo adding a drink (water or juice), and chips. Crepes and candy bags will also be sold the day of the event.
- Tickets will be given out to the kids at the end of school on October 28th (Friday) Food Tickets:
  - 1 Slice Pizza Combo \$8
  - 2 Slices Pizza Combo\$10 Carnival Tickets:
  - 5 tickets for \$8
  - 10 tickets for \$15
- We are very excited to put this together but we really need more volunteers to decorate the gym, run the game, help out in the kitchen and clean up afterwards.
- If we could reach out to the class parents to spread the word would be great. If you have any questions or suggestions. please reach out.

### **LUNAR NEW YEAR – J.Y.**

- A total of 40 families donated \$2000 for this event.
- Gifts and game props have already been ordered.
- Event will be hosted similar to 2019:  
9 activities are proposed, and a Dragon Dance performance by Sentinel Dragon Dance Club.
- Our goal is to raise \$3000 in sales through selling Chinese crafts/toys, Hanfu costumes and photographs taken by photographers.

### **ADDITIONAL NOMINATIONS FOR EXECUTIVE – T.J.**

- The following Executive position was vacant after our AGM last year and we have received formal interest for a nomination:
- For the position of DPAC REP, (Sahar Sanajou)
- Motion to approve the nomination of the aforementioned people. All those in favour raise your hand (majority). All those opposed raise your hand (none).
- The motion passes and the DPAC Rep is elected by acclamation.
- This elected Executive Officer serves a term of one year that commenced on July 1<sup>st</sup>, 2022.

### **GRADE 7 FAREWELL – T.J.**

- Grad hoodies will be ready before Christmas
- Schoolwide yearbook proposal to follow
- Fundraising ideas needed
- Call for volunteers, first committee meeting to take place in next couple of weeks

### **7. Meeting adjourned at 8:20 PM.**

#### **Next CPAC General Meeting**

**Date:** November 8th, 2022 (Tuesday)

**Time:** 7:00 PM to 8:15 PM

**Venue:** Library