



CHARTWELL ELEMENTARY PAC

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CHARTWELL • PARENT • ADVISORY • COUNCIL

Every Parent and Caregiver at Chartwell !!

GENERAL MEETING MINUTES

Date: Sept 12th, 2025

Time: 9:00 AM to 10:00 AM

Attendees:

Sara B.	Lia L.	Ling Z.
Katya S.	Pegah S.	Shima T.
Maryam G.	Vida K.	Mahdieh H.
Zahar S.	Iris F.	Steve Q.
Aileen L.	Jacob Z.	Jasmine N.
Jackie C.	John A.	Karina Y.
Jini P.	Amer D.	Lidong W.
Rui S.	Mahsa D.	Dræ L.
Lang L.	Kate Y.	Nooshin D.
Jennifer K.	Melissa G.	Lynda O.

CHAIR'S WELCOME

Meeting Call to Order: 9:10 AM

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.*

OFFICER'S REPORTS

Principal's Report - Ms. Bell

1. Enrollment: We currently have 315 students in total. There' For this year, we have around 60 students new to Chartwell. For Kindergarten, there's only 1 spot remaining. The class configuration are as follows:

1 Kindergarten class, 2 Gr 1/Gr 2 combined classes, 2 Gr 2/Gr 3 combined classes,
3 Gr 4/Gr5 combined, 2 Gr 6 classes, and 2 Gr 7 Classes.

2. Staffing: We have new staff joining our community this year :

Ms. Lee	Vice Principal	Ms. Carin	EA
Ms. Cameron	PE	Ms. Anita	EA
Ms. Ng	Music/Band	Ms. Suzanne	EA
Ms. Mattu	Gr 2 & 3 combined		

3. **Facilities:** Several upgrades were made just before the school started:

New Exterior Paint

New Carpets for the Common Areas (Tree House Groups)

Table Tennis by the Playground

Still to come: Planters by the Front Entrance; Growing tower purchased by the District, kids can grow some vegetables, salads, etc.

4. **Programs:** These programs are not affiliated with the West Vancouver school district, they are outside providers just renting spaces from our school. However, it's a wonderful opportunity for kids to do other things and meet other kids. The childcare provides services for after-school hours.

We have a debate team this year, and it was sold out within 30 minutes. So we added a second debate class, which will be on Monday, for those who are on the waitlist.

5. **Upcoming Events:**

District X-Country: Grade 3 to 7 with district meets (see E-bulletin for more info)

Terry Fox Run: a school-wide event for all students

Orange Shirt Day is on Sept 29th (Monday)

Individual Photo Day is on Sept 24th (Wednesday)

Spirit Wear Days on every Friday: Staff and students are invited to wear their spirit wears.

6. **E-Bulletin:** It's the most important communication tool between us and parents. E-Bulletins are sent out on Thursday by the end of the day. If parents are not receiving it, they should notify the office.

Miss Bell is open to questions, parents can send email and we will set up a time with you.

NEW BUSINESS

PAC BUDGET for 2025-2026 SCHOOL YEAR:

- Earlier this week the PAC budget was shared with all families. Some questions and concerns were submitted last minute on September 11, which didn't give us enough time to review and respond. The revised budget will be presented at the next scheduled meeting. So at this time, for our budget moving this year, we are going to present the budget at our next meeting. Please consider submitting your questions in advance.
- Miss Bell asked for help in the treasurer role. Melisaa G. volunteered.

Hot Lunch - Katya S.

- New Hot Lunch Coordinator: Shima T. & Lynda O.
- Vendors were chosen
- Hot Lunch order uses Munchalunch system. Training sessions will be arranged. We encourage parents to become involved so we can provide hot lunches to the kids and ease off workload from parents.

Ms. Bell

- Class parents are important facilitators not just between teachers and parents, but also between PAC business and parents. Each division needs a parent volunteer to take this role. This will help in coordinating PAC events and have everyone more involved in the Chartwell community. For people who would like to become the class parent, we kindly ask you to come and attend our meetings, or at least read the minutes. Anyone interested please email to PAC Executive: chpac@wvschools.ca

Treasurer - Ms. Bell

- Additional support is needed for the Treasurer position. Melissa G. Volunteered.

Hot Lunch Volunteers - Maryam G.

- Challenge in the past has always been unable to find enough parent volunteers to distribute hot lunches. We ask parents to support the Chartwell community by being more involved in any way they find that's suitable to their schedule and ability. Not just for Hot Lunch, but also for all other fundraising events.

Q&A PERIOD

Q1: How Hot Lunch vendor gets chosen?

Ans: Our priority in choosing a vendor is food safety, reliability, and profit. Another thing we look at is efficiency of services and the packaging the vendor provides. When food is delivered to school, it needs to be labelled with the student's name and division already so parent volunteers can distribute directly.

Q2: Are there parent control on ipads provided by school and what about on the pc/laptops?

Ans: We ask you not to use parent control at school. If parent control is implemented, it causes a lot of problems for students and teachers at school. Passwords will be needed, or constantly asking for parent permission to install software that is required for learning and assignment.

MEETING ADJOURNMENT: 9:45 AM