



CHARTWELL ELEMENTARY PAC

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CHARTWELL • PARENT • ADVISORY • COUNCIL

Every Parent and Caregiver at Chartwell !!

GENERAL MEETING MINUTES

Date: Oct 10th, 2025

Time: 9:00 AM to 10:00 AM

Attendees:

Sara B.	Sally Z.	Raseme A.
Katya S.	Lora L.	Jennifer K.
Maryam G.	Melissa G.	Stanley
Zahar A.	Rui J.	Zahra
Aileen L.	Hui Xia.	Lindsay S.
Sana S.	Lindsay	Shima T.
Gelareh S.	Lisa Z.	Sara M.
Pegah S.	Albert	Parisa H.
Cissy W.	Soroush L.	Jenny E.
Zoe	Bijan Jiany	John A.
Grace W.	Laleh Z.	Jasmine N.
Emliny	Alison C.	Reza N.

CHAIR'S WELCOME

Meeting Call to Order: 9:05 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.*

- Our meeting responsibility is to ensure it is carried out safely and respectfully for everyone. Everyone is treated with fairness and respect, regardless of his/her religion, politics, gender, sexual orientation, or physical.
- PAC is not a place to discuss issues with specific school staff or parents.
- Our focus is on an inclusive school for all students. Reminder that all school volunteers are not involved in school management.
- If the discussion runs long, speaking time may be limited to 1 minute per person, and unanswered questions may be deferred to the next meeting. Speaker need

to clearly identify the topic, questions should be directed to the Chair, raise your hand and wait to be recognized before speaking.

- **Approval of Previous General Meeting Minutes (Sept 12, 2025):** Proposed by Jennifer, seconded by Katya.
- **Chair Maryam called motion for change the agenda order, (officer's report before New business)**
- **Jasmine called a motion to Keep Current Meeting Agenda without Changes to Business Orders (Oct 10th, 2025).**, seconded by Cissy.
Discussion: Keep New Business before the Committee Reports to look over all related questions first. If put to the end, there may not be time to fully address each question.
The chair called motion on changing the order.
Vote: 19 in favour, # opposed. Vote approved.
- **Motion to adopt the revised agenda:** Proposed by Maryam, seconded by Sana.

Chair's Report - Maryam G.

1. **PAC General Meeting:** GM is in person on the second Friday of each month. Meeting agendas will be emailed to parents. Meeting minutes will be reviewed by the Chair and voted on at the following meeting, before being published on the PAC website. All PAC-related questions or concerns should be sent to the PAC email, and will be responded to within 2 business days.
2. **School Website:** Parents are encouraged to visit the Parent section on the website to have access to information about meeting dates, agendas, and meeting minutes. The Constitution and bylaws that the PAC follows are provided too.

Principal's Report - Ms. Bell

1. **Welcome Appreciation:** I want to start by thanking our PAC for their work. Chartwell is an amazing place for your children to learn and grow.. I feel lucky to have such a passionate group of families working together for the enrichment of our school. We work hard to reflect the values that define our community: Mindfulness, Resilience, and above all, Kindness. As teachers and parents, we model these values every day for our children, and I'm grateful for the partnership we share.
2. A special thank-you to Neil Zimmerman, who generously donated a top-of-the-line snow blower to help us this winter. It's a thoughtful and practical gift that we really appreciate!
3. **September Highlights:**
Terry Fox Run: We have had the best Terry Fox Run up to date. We raised a ton of money for the Terry Fox Foundation. Great spirit and generosity from our students and families.
Orange Shirt Day: It's a powerful day at Chartwell. It's a day of recognition and remembrance. We did activities in our tree houses, in our buddy groups and also in the classrooms.

Grade 7 Camps: It was a huge success. It's a wonderful opportunity for our Chartwell students to be able to go to an outdoor school beginning of their Grade 7 year. You are building their leadership skills and really bonding as a group.

Parent-Teacher Interviews: This gave teachers and families a chance to connect and set goals together.

Cross-Country: Our cross-country team represented Chartwell beautifully – with determination and team work.

Literacy: Every student has now completed the district-wide literacy screener, giving us a clear picture of where each child is in their reading journey. Next Tuesday, our staff will meet in literacy teams to discuss what we've learn and plan next steps. This is part of our ongoing commitment to better understanding our learners and supporting them through differentiated instruction. We're now in Year 2 of our school goal focused on improving literacy, particularly reading from Kindergarten to Grade 7. Staff had two excellent professional development days in September centered on literacy, and the collaboration among teachers has been inspiring.

Tree-House Effect: At the end of the month, we'll bring the whole school together

for our next Treehouse event — where we'll explore what Mindfulness means at Chartwell and how it connects to positive mental health.

4. Coming Up in October:

- Grade 7 Volleyball is underway,
- the ShakeOut BC earthquake drill is coming soon,
- Halloween celebrations are around the corner, and
- The Remembrance Day Ceremony will welcome families back into the gym — all are invited. Grant for Permanent Remembrance Day Materials for our annual ceremony
- Parent learning series with Carrie Wilson. She will be coming in to talk about technology, safety, teaching and learning with technology. We are going to run that as a virtual meeting at 7 PM, October 22nd. Please [RSVP](#) and take a short survey.

5. Lunch Deliveries:

We've had a big increase in lunches being dropped off at the office each day, which has been quite disruptive to the school's operations. Once our Hot Lunch Program resumes, that will be the option for warm meals, in addition to sending a lunch or thermos from home..

Thank you for helping us keep the focus on learning during the school day. And finally, thank you all again for your continued support. Chartwell is a truly mindful, resilient, and kind community, and it's a joy to work alongside you.

Treasurer's Report - Zahar A.

Overview of PAC Accounts and Financial activities from September to October 7th.

For details, see attached.

DPAC Report - Jennifer K.

1. First DPAC meeting focused on strengthening engagement with the PAC and DPAC, use of resources that they have to offer, including contact information for parents, list of educational speakers, hot lunch vendors, and after-school programs.
2. **Oct 8:** DPAC Training Session (budgeting, fundraising, hot lunch best practices).
3. **Oct 20:** Parent Education talk by **Dr. Alison Lawlor** (parenting skills).
4. **Dec 3:** Post-secondary Parent Night at Kay Meek
5. **Jan 28:** **Sarah Ward** workshop on executive function skills (paid event).

COMMITTEE REPORTS

Grade 7 Graduation - Jenny

- Graduation date is June 24th, 2025 Grad ceremony will be at school and it's been approved by Ms. Bell.
- Graduation party have some few options:
 - Host party outside school grounds; the Downside can be very expensive
 - Host party at school gym.
- Fundraising ideas:
 - car wash partnership with local vendors, registration with bottle depot, used books sale, online auction, movie and bingo nights etc.
- Parents feel free to provide more ideas. All suggestions and ideas will be considered. Please remember that all plans need to go through the office and require Ms. Bell's approval.
- The committee will hold a meeting to get more volunteers.

Lunar New Year - Maryam G.

- At this moment there are no details for the event. We expect further updates at the next meeting.

Nowruz - Soroush L.

- For this event our goal is to fundraise \$500.00. More details to come.

NEW BUSINESS

PAC Budget for 2025-2026 School Year - Zahar A.

- Summary:
2025 to 2026 Year: Total Revenue \$31000, Total Expense \$27000
- New fundraising idea: FunFest
It is a family celebration with food trucks, a petting farm and bouncy castle etc. Other West Vancouver schools have done it before and could raise from \$6000 to \$20,000. This is what we are planning to have for year-end. We will need volunteers. Parents, please reach out to PAC. Planning will need to start soon to

book services, and we cannot run this event without volunteers. All recommended activities need to be approved by Miss.Bell.

- Gaming Grant: About \$6000 (it is per student) has been deposited as of Oct 6th.
- It will continue to be used for sports gear, performances and classroom enhancements, under the Gaming Grant rules.
- Traffic Grant: \$300, we will apply it this year once the application opens.
- For other budget details, please see below.
- **Motion to approve the proposed 2025-2026 budget.** Proposed by Zahar A., seconded by Maryam G. Vote: All in favor. Motion Passed.

Hot Lunch - Katya S.

- Hot Lunch Chair: Shima T. & Lynda O.

Additional Business

Melissa G. proposed to call a motion to remove one of the PAC Co-Chairs.”Katya.S “

To Remove an Executive Member: A letter needs to be written to the PAC with your intention or proposing a motion at least 15 days in advance. At the next meeting, you will have to have a vote with a majority of not less than 75% of the votes cast to remove an executive member before the expiration of this term in office and may elect a successor to complete.

So the motion was canceled.

MEETING ADJOURNMENT: 10:25 AM

Treasurer report September 1st, 2025 – October 10th, 2025

RBC General Account: \$37,642.90

Opening balance on Sep 5th ,2025: \$25,612.42

Total Credits and deposits: \$37,642.90

Income: \$22

Munch Lunch: \$37,620.90

Total Cheques & debits: \$620.75

Cheque#788: Norouz invoice \$162.00

Cheque#803: Badminton Insurance \$450.00

Administration Fee: \$8.75

RBC Gaming Account: \$6,473.39

Opening balance on Sep 5th ,2025: \$213.39

Total Credits and deposits: \$6,260.00

SD#45 Trust Fund: \$84.01

Liabilities:

Norouz Committee: \$38

Lunar NY Committee: \$1,113.86

Grad Committee: -\$27

Chartwell Elementary

Category	Budget 2024–25	Actual 2024–25	Budget 2025–26	Notes
Revenue Projections				
Hot Lunch	\$20,000.00	16,921.97	\$15,000.00	
Events				
Spirit Wear	\$1,000.00	112.17	\$0.00	By School
Community Events	\$4,000.00	486.99	\$1,500.00	
Lunar New Year	\$0.00	949.10	\$0.00	couldn't find any budget planning (expected fundraising amount)
Norouz Event	\$0.00	(300.00)	\$500.00	162\$ September
Halloween Event	\$1,200.00	(121.80)	\$0.00	
Family Badminton	\$2,000.00	2,094.81	\$2,000.00	
Seasonal Fundraisers	\$1,500.00	3,957.75	\$6,000.00	
Grants				
Gaming Grant	\$5,780.00	5,780.00	\$6,000.00	
Traffic Grant		0.00	\$300.00	
Others				
West VAN SD 45	\$0.00	169.00		
Zahra- square test 10\$	\$0.00	9.53		
Total	\$35,480.00	30,059.52	\$31,300.00	
Expense Projections				
PAC				
Welcome Back Event	\$0.00	0.00	\$500.00	
Admin & General Expenses	\$600.00	727.77	\$500.00	
PAC Stationary	\$0.00	282.65	\$300.00	
Teachers' Day	\$250.00	0.00	\$0.00	
Teacher Appreciation Gifts	\$1,000.00	1,140.00	\$0.00	
CPAC Meetings & Activities	\$1,000.00	185.21	\$500.00	
Graduation Party	\$0.00	27.91	\$600.00	
Principal				
Classroom Funds	\$5,100.00	5,100.00	\$5,100.00	
Site Enhancement	\$2,500.00	2,500.00	\$2,000.00	
Digital Device Upgrade	\$2,150.00	2,086.80	\$0.00	Cheque drive
Principal's Discretionary Fund		0.00	\$2,000.00	
Sentinel Scholarship	\$600.00	200.00	\$200.00	
Uniting for Excellence	\$18,000.00	19,063.98	\$0.00	
Visual Arts	\$0.00	0.00	\$1,000.00	
Digital Learning Resources	\$1,300.00	1,500.00	\$1,500.00	
ArtStart Cultural Performance	\$1,200.00	0.00	\$0.00	
Arts & Physical Literacy	\$5,500.00	5,500.01	\$4,000.00	
Indigenous Learning	\$1,000.00	1,000.00	\$0.00	Wasn't requested
Sports Equipment Upgrade	\$0.00	522.42	\$500.00	
First Aid	\$0.00	0.00	\$1,400.00	Half the cost of Grade 6/7 Stay Safe (every other year)
Gaming Grant	\$5,780.00	5,588.65	\$6,000.00	
Unforeseen				
HotLunch from Previous year	\$0.00	974.50	\$0.00	
Total	\$45,980.00	46,399.90	26,100.00	

Note: As mentioned in the meeting, the amounts in two line items in the principals' portion were switched, and the expense subtotal was corrected; this does not affect the details or approved budget.