



CHARTWELL ELEMENTARY PAC
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CHARTWELL • PARENT • ADVISORY • COUNCIL
Every Parent and Caregiver at Chartwell

GENERAL MEETING MINUTES

Date: June 12th, 2026 ; Time: 9:00 AM to 10:00 AM

Attendees:

Sara B.	Veria L.	Natalie K.
Katya S.	John A.	Pegah S.
Jennifer K.	Kevin H.	Nooshin D.
Zahra A.	Karina Y.	Soroush L.
Aileen L.	Jasmine N.	Iris F.
Rasmene A.	Melissa G.	

CHAIR'S WELCOME

Meeting Called to Order: 9:07 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.*

Approval of last meeting minutes (May 22nd) by Katya S., seconded by Rasmene A. Carried.

Approval of Agenda for the current meeting by Katya S., seconded by Jennifer K. Carried.

Chair's Report - Katya S.

This year is my last year at Chartwell. I have always encouraged parents and caregivers from every community to join the executive team so all communities be fairly represented. My greatest passion has been setting up the Hot Lunch system. We started back in 2020 with 2 days each week, with the same vendors. Now we have Hot Lunch 5 days a week, with various vendors rotating the schedule. My goal for the Hot Lunch is to be affordable for every student and to fundraise for a school kitchen upgrade. We made some improvements to the kitchen thanks to John A. The fridge and stove can be replaced for better usage in school events. In the end, I would like to say thank you to everyone for your support, trust, and great friendship. My contact information will not change, so if anything, I am always here to support Chartwell.

Principal's Report - Ms. Bell

1. Grade 7 Luncheon for Staffs

- Gr 7 is preparing a special luncheon for all staff. Div 2 is serving half of our staff on Monday; Div 1 will serve the other half on Tuesday. It's a great way to demonstrate

their independence and responsibility, also a wonderful way to say farewell to Chartwell.

2. New Event: Grade 7 Special Lunch

- The Grade 7s voted for the special food they like to have. We thank them for all their hard work. The PAC helped with this event, which will be taking place next week. More details to come.

3. Important Dates

June 24th: Gr 7 Promotional Ceremony at Keymeek

June 25th: Last Day of School; Dismissal at 12:11 PM

4. Building Strong Readers at Chartwell

- Chartwell is at Year 2 of our 3-Year Literacy Goal. We are improving reading scores from kindergarten to Grade 7s. Our staff has been very involved and constructive throughout these two years. Much work has been done:
 - Evidence-based instruction
 - Small-group support
 - Assessment-informed teaching
 - Inclusive support for ELL learners
- For example, this year we have Grade 2 that is not reading at the benchmark level. They have the opportunity to learn and train in small groups to bump them up to the benchmark. It's quite meaningful that we can know exactly where the students are at their levels, so that we can pick apart and guide them to work on areas they actually need.
- For the intermediates, we focus on reading comprehension and on what we used to know as spelling. We are looking for more development on etymology so that students understand the origins of words. Not only do you know how to spell it, but you know from spelling what the meaning of the word is.
- Teacher collaboration is essential and powerful. It's exciting to hear teachers talk about the assessment tools in the staff room. From there, it's a meaningful change.
- Special thanks to Ms. Lee. She is very passionate about literacy and has a very strong background. She was a literacy-lead teacher in the past. We leveraged her knowledge. Final June assessment is coming soon, and from what we are seeing, we are pretty excited about the results.
- Year 3 Goal: moving education into the home and families. We may have the opportunity to invite parents to a literacy fair. Mainly for parents to better understand what is involved in reading. We know that targeted instruction for our Grade 4 to 7s is essential to have them better understand what they are reading. Especially if that shift comes through their reading and that in upper grades, the complexity of the academic language is greater. So it is really essential for parents to support kids at the beginning stages.

**** Reading is the foundation for success across all areas of learning.****

Recap: What Happened This Year:

- UFLI & Structured Literacy
- Small-Group Reading Instruction
- DIBELS & MAZE Assessments
- Vocabulary & Morphology
- Teacher collaboration
- Staff Professional Learning

5. **Special Thanks** to Katya and Zahra. They are in the building all the time, supporting me specifically, and supporting Andrea, helping us make the school as wonderful as it is. On behalf of our staff and myself, we truly appreciate the time and effort that both of them have put in.

Treasurer's Report - Zahra A.

I would like to recap the journey from the beginning. From the start, it was challenging. Things have been messy. I did my best by putting all my effort in. I know how hard it was; thus I will ensure a smooth transition to the new Treasurer. I want to say thank you to everyone and the PAC for your patience, respect, and kindness to me. Thank you, Ms. Bell, who is behind in every communication. New procedures have been set up between the Hot Lunch Coordinator and the Treasurer on reporting Hot Lunch orders and invoices.

Proposed Budget 2026-2027 - Zahra A.

- ** Proposed Budget is attached at the end; for actual expenses of 2025-2026, please refer to GM Minutes 2026.05.22
- Projected Revenue: \$27,810.00 ; Projected Expense: \$26,470.00
- Things to note:

Other Fundraising: includes freezie, lemonade, hot chocolate sale etc, projected revenue to be \$1500.00

Gaming grant: a grant that the government gives based on the number of enrolled students, at \$20/per student.

Classroom Fund: Each teacher gets \$300.00. Accounts are opened for each division. Teachers submit receipts for their expenses, and funds are issued. These receipts are kept with school accounting, not PAC, and are audited by the school district.

The Liabilities: a section for the Committees; All funds raised by the Committee will be held in Trust for the next year's events.

PAC & Social Expenses: Welcome Back Event, Admin & General, PAC stationery items are budgeted less than this year because we have purchased/invested in supplies (ig. Coffee maker, cheques, cups etc) that can last for a while.

Teacher Appreciation Gifts: Gift cards planned for all staff in the school at the end of school year

Equipment & Supplies Expenses: we plan to provide \$300.00 for each classroom, plus 2 ELL teachers, so total comes to \$5100.00

Learning Expenses:

- First Aid: this expense happens every other year; this year Gr 6 & 7 had the class (\$1400)
- Arts & Physical Literacy: \$6500 includes the fee to invite a badminton coach (district approved) coming to teach kids for 2 weeks
- Indigenous Learning: \$1000 is based on the district curriculum

Principal Fund:

- this fund is entirely under the Principal's discretion

Motion: That the budget for the year 2026 to 2027 be approved as presented. The motion was put to a vote of the members present and was carried. The budget was therefore approved and adopted.

Nomination Officer for Year 2026-2027- Katya S.

The Chair called for nominations for the positions on the following list. As there was only one nominee for each position, and no further nominations were received, the following individuals were elected by acclamation.

- PAC Chair: JOHN A.
- Treasurer: MELISSA G.
- Secretary: AILEEN L.
- DPAC Representative: NOOSHIN D.
- Hot Lunch Chair: KEVIN H.
- Persian Liaison - SOROUSH L.
- Member in Large: VERIA L.
- Member in Large: KARINA Y.
- Fundraising and Event Coordinator: RASMENE A.
- Fundraising and Event Coordinator: NATALIE H.

Congratulations to the new executive team! Wishing you all a successful year supporting the community and achieving great goals.

MEETING ADJOURNMENT: 9:42 AM

Chartwell PAC Budget 2026–2027

Chartwell 2026-2027 PAC Approved Budget			
Revenue		Expenses	
Fundraising	2026-2027	PAC & Social Expenses	2026-2027
Hot Lunch revenue		Welcome Back Event/Community Event	\$500.00
Hot Lunch Expenses		Admin & General Expenses	\$300.00
Total HotLunch revenue	\$18,000.00	PAC Stationary	\$170.00
Family Badminton revenue		CPAC Meetings & Activities	\$500.00
Expenses		Teachers' Day	\$300.00
Total Badminton Revenue	\$1,500.00	Teacher Appreciation Gifts	\$2,000.00
Spirit Wear	\$0.00	Grade 7 Promotion celebration Fund	\$1,500.00
Other Fundraising	\$1,500.00	Grade 7 year book	\$600.00
Gaming Grant	\$6,340.00	Sentinel Scholarship	\$200.00
Traffic Grant	\$300.00		\$6,070.00
West Van SD 45	\$170.00	Equipment & Supplies Expenses	
Total revnue	\$27,810.00	Classroom Funds	\$5,100.00
Liabilities		Site Enhancement	\$2,000.00
Lunar New Year	\$0.00	Visual Arts / Art Enhancment Experience	\$1,500.00
Persian New Year	\$384.00	Sports Equipment Upgrade	\$500.00
Graduation	\$0.00		\$9,100.00
Total Liabilities	\$384.00	Learning expenses	
		First Aid	\$0.00
		Digital Device Upgrade	\$0.00
		Digital Learning Resources	\$1,500.00
		Arts & Physical Literacy	\$6,500.00
		Indigenous Learning	\$1,000.00
		Traffic safty plans (bike to school)	\$300.00
			\$9,300.00
		Principal Fund	
		Principal's Discretionary Fund	\$2,000.00
			\$2,000.00
		Total Expenses	\$26,470.00

* note: Report Graduation liabilities after all expenses reimbursed

Projected Revenue	\$27,810.00
Projected Expense	\$26,470.00

Detailed Description Table

Fundraising / Revenue

Budget Line	Description
Hot Lunch Revenue	The hot lunch program is the PAC's primary fundraising initiative. Revenue reflects total parent orders throughout the year.
Hot Lunch Expenses	Covers food purchases and operational costs associated with running the hot lunch program.
Total Hot Lunch Net Revenue	The net income after expenses, projected conservatively at \$18,000 to ensure sustainability despite cost or participation changes.
Family Badminton Revenue	Revenue generated through ticket sales for this community-building event.
Badminton Expenses	Costs for coach payments and event setup.
Total Badminton Net Revenue	Net proceeds estimated at \$1,500, balancing fundraising with community engagement goals.
Gaming Grant	Annual provincial funding designated for student programs (\$20/student) and must be used in accordance with grant guidelines.
Traffic Grant	District fund supporting student safety initiatives such as traffic planning and bike-to-school programs, each year should be applied.
West Van SD 45	A consistent contribution from the school district to support PAC-related initiatives.
Other Fundraising	A flexible allocation (\$1,500) for new or additional fundraising opportunities during the year.

PAC & Social Expenses

Budget Line	Description
Welcome Back / Community Event	Supports the start-of-year event aimed at building a strong school community and engagement.
Admin & General Expenses	Covers operational costs such as banking fees, licenses, and administrative tools required for PAC operations.
PAC Stationery	Includes printing, supplies, and communication materials used throughout the year.
CPAC Meetings & Activities	Covers all meeting-related expenses including refreshments, coffee, supplies, and year-end parent appreciation to recognize contributions.
Teachers' Day	Funding allocated to recognize teachers during Teachers' Day.
Teacher Appreciation Gifts	Budget for appreciation gifts to acknowledge school staff and their contributions (usually gift cards).
Grade 7 Promotion Celebration	Supports graduation events and activities for Grade 7 students.
Grade 7 Yearbook	Contribution toward the production and printing of the yearbook.
Sentinel Scholarship	Annual PAC commitment to provide a scholarship to a graduating student.

Equipment & Supplies

Budget Line	Description
Classroom Funds	Allocated at \$300 per class and 2 ELL groups. This allows teachers flexibility to support classroom-specific needs and enhance student learning.
Site Enhancement	Supports improvements to school facilities or shared student spaces to enhance the learning environment.
Visual Arts / Art Enhancement	Provides funding for art programs, materials, and enrichment opportunities in visual arts.
Sports Equipment Upgrade	Funds the purchase or replacement of sports equipment to support physical education programs.

Learning Expenses

Budget Line	Description
Digital Learning Resources	Funds digital tools, platforms, and subscriptions that support student learning.
Arts & Physical Literacy	A key investment area this year, supporting enhanced programming in arts and physical education to improve student experience.
Indigenous Learning	Supports culturally relevant programming and resources for Indigenous education.
Traffic Safety Plans (Bike to School)	Encourages safe and active transportation through school-based safety initiatives.
First Aid	First Aid is a biannual expense. As it was fully completed on 2025-26 year, no funds are allocated for the 2026–2027 year.

Liabilities

Budget Line	Description
Previous Year Cultural & Event Expenses	Includes prior year items such as Persian New Year, graduation, and other events. These are not ongoing expenses and are not budgeted for 2026–2027.

Principal's Fund

Budget Line	Description
Principal's Discretionary Fund	This fund is allocated for use under the principal's authority to address urgent or sensitive school needs. Due to the nature of these expenses, invoices or detailed reports may not always be shared with the PAC, as some uses may be confidential.

Summary

Item	Description
Total Revenue	\$27,810 – total projected income for the year.
Total Expenses	\$26,470 – total planned spending aligned with PAC priorities.

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