



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

GENERAL MEETING MINUTES

Date: Sept 18th, 2026 ; Time: 9:00 AM to 10:00 AM

Attendees:

Sara B.	Veria L.	Zhifeng Z.
John A.	Nazanin K.	Shannon H.
Aileen L.	Shima T.	Judy J.
Rasmene A.	Iris F.	Harjeet G.
Karina Y.	Ruby H.	Baharak F.
Melissa G.	Aqa K.	Sajida K.
Kevin H.	Pegah S.	Julia C.
Nooshin D.	Amir 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 (June 12th, 2026) by Aileen L., seconded by Rasmene A. . Carried.

Approval of Agenda for the current meeting by Ruby H., seconded by Kevin H. . Carried.

Chair's Report - John A.

This is my first time being the PAC Chair. We had a great start of the year by being efficient with our executive meeting last week. I look forward to working with all committees and parents in the coming year.

Principal's Report - Ms. Bell

Welcome: Thank every attendee for joining the PAC meetings. PAC is an important partner in the school – helping us build community, create great events and experiences for kids and families and supporting the school in achieving some priorities.

Enrollment & Class Configuration: 310 students enrolled in Chartwell. We have a few combined classes, regardless of, students are still learning the curriculum of their grade level.

Open House: Early dismissal next Wednesday (Sept 23). Families are welcome to join and meet their teachers. Curriculum and class expectations will be shared with parents. There will be 2 sessions available.

New Staffs:

- Mr. Hillman: PE + Team teaching with Grade 7
- Ms. Chapman Smith: Learning Support, 1.5days/233k alongside Ms. French
- Ms. Hadfield: full-time ELL teacher, working alongside Ms. Vidae

Front Entrance & Planters: New planters at the front entrance. Gardening grant money had been waiting until we found something worthwhile and affordable. We have excellent school pricing on the planters; Home Depot generously discounted plants and soil. We want Chartwell to feel welcoming from the moment students and families arrive.

Chartwell Presents to the Board: Each year schools have an opportunity to present to the Board of Education, Superintendent and district leadership. Chartwell was first up this year. Seven Grade 7 student leaders came to represent us. They told the story of Welcome Week—what we did, why we do it, what belonging at Chartwell means, and what it means to be a COugar. Students were articulate, thoughtful and confident; they represented Chartwell beautifully.

Mindful. Resilient. Kind → This Year's Focus: Chartwell values: Mindful, Resilient, and Kind. This year we are putting additional attention on RESILIENCE: Staying with something when it's hard; not needing to get it right immediately; productive struggle; navigating friendship challenges; asking for help and trying again.

Language: "Stay with it." , "We can do hard things."

We want our students to know that belonging here doesn't mean everything will always be easy. It means you have people around you who will support you while you learn to do hard things.

Reminder:

Please keep reading the weekly eBulletin; it's our main source of school information, dates, programs and important reminders. Open House next Wednesday.

DPAC Report - Nooshin D.

First DPAC meeting will be held on the first Wednesday of October.

Report will be available for the next PAC meeting in October.

Treasurer's Report - Melissa G.

General (Gaining Account - Aug 6th to Sept 1st)

- Opening balance is \$3875.68
- Incurred 2 bank charges, as of today Sept 19th, balance is \$3866.93.

Short-Term GIC Account:

- \$25,000.00

Gaming Account:

- Exclusively to hold and spend provincial grant money on supporting extracurricular opportunities, sports, school "wish-list" items.
- Balance: \$100.50

The approved budget for the current year is available on Chartwell website.

Upcoming 2 expenses:

Hot Lunch Credit: Last year some parents overpaid the hot lunch and there are some credits remaining on their accounts. Some parents left the school (Gr 7s), so cheques will be reimbursed to them accordingly.

Badminton Insurance Expense: Afterschool badminton events need insurance, which is \$450.

COMMITTEE REPORT

Hot Lunch Report - Kevin H.

- Major makeover of the Hot Lunch program, including a complete redesign of the interface and introduce 2 vendors per day to let our students have more varieties to choose from
- Income from last year and project income:

	Fall 2025	Fall 2026
Revenue	40145	58535
donation amount	6888	9900
P/E ratio	5.83	5.91

Event & Fundraising - Rasmene A.

Teacher's Day (Oct 5th, Monday)

- Potluck style luncheon in the staff room, ie. each parent brings a dish
- Will create a Whatsapp group for parents interested to join.

Halloween Event

- Need parent volunteers to set up decorations, hold game stations, and cleanup
- Trick-or-Treat donations like erasers, pencils for prizes (preferably less candies)

Parent Volunteers - John A.

Grad Committee:

- Recruiting volunteers for the Grad 7 committee, with a chair to be recruited.
- First grad committee meeting to hold off until mid-to-late October for district guidelines to be announced

Class Parents

- Act as liaison between the PAC and the Divisions, we will need at least one parent volunteer from each Division to attend monthly PAC meetings to stay connected.
- Contact the Office or any PAC Executives if any parent is interested in being involved

NEW BUSINESS:

Nomination of Chinese Liaison

Judy J. volunteered to be the Chinese Liaison.

Motion: That Judy J. be appointed as the Chinese Liaison for the 2026-2027 school year. Carried.

Proposal: Replace of Kitchen Refrigerator and Stove

Motion: That the PAC approve the use of Gaming Grand funds toward the purchase and replacement of the school kitchen refrigerator and stove. Moved by Harjeet G., seconded by Raseme A. Carried

Proposal: Set up a Contingency Fund to Help Families in Need.

Motion: PAC to set up a contingency fund of \$450 to help families in need. Moved by Aileen L., seconded by Harjeet G. Carried.

Q&A Period

N/A

MEETING ADJOURNMENT: 9:46 AM

Chartwell Elementary PAC

Monthly Treasurer's Report

Month/Year:	September 2026
Meeting Date:	18-Sep-26
Prepared by:	Melissa Gu
Approved by:	

This report covers the General Account and Gaming Account for the period noted above.
All figures in Canadian Dollars (CAD).

Prepared by: Melissa Gu | Chartwell Elementary PAC Treasurer

Chartwell Elementary PAC – General Account

Month/Year:	Aug 6 – Sep 4, 2026
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SECTION A – BANK BALANCE SUMMARY

Description	Amount (CAD)
Opening Balance	3875.68
Total Income	0
Total Expenses	8.75
Closing Balance	3866.93

SECTION B – INCOME

[illegible]

SECTION C – EXPENSES

Date	Description	Category	Cheque #	Amount (CAD)
2026-09-01	Monthly fee	Bank Fees		3.75
2026-09-01	Paper statement with images fee	Bank Fees		5
TOTAL EXPENSES				8.75

SECTION D – NOTES

General Account Notes:

GIC Holdings as of Sep 17, 2026 – GIC Account 754 (Royal Bank of Canada)

GIC 0002 – Prime Linked GIC: \$10,000.00 | Interest Rate: 2.00% | Matures: Nov 30, 2026

GIC 0001 – Non-Redeemable GIC: \$15,000.00 | Interest Rate: 2.45% | Matures: Nov 30, 2026

Total GIC Holdings: \$25,000.00

Note: GIC maturity instructions and payout account to be updated before Nov 30, 2026

Chartwell Elementary PAC – Gaming Account

Month/Year:	01-Sep-26
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Gaming funds must be used for the direct benefit of students in accordance with BC Gaming Grant requirements.

SECTION A – BANK BALANCE SUMMARY

Description	Amount (CAD)
Opening Balance	136.6
Total Income	0
Total Expenses	0
Closing Balance	136.6

SECTION B – INCOME

Date	Description	Category	Amount (CAD)
TOTAL INCOME			0

SECTION C – EXPENSES

Date	Description	Category	Cheque #	Amount (CAD)
TOTAL EXPENSES				0

SECTION D – NOTES

Gaming Account Notes:

Gaming account closing balance: \$136.60 as of Jul 3, 2026