



CHARTWELL ELEMENTARY PAC
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General Meeting Minutes

Date: Wednesday November 13, 2019

Time: 9.00 – 10.15am

Attendees:

Laura Magrath (Principal)	Natalia Aguado
Tamzyn Jones (CPAC Chair)	Farzaneh Adelkhani
Lisa DeSalvo Harris (Secretary)	Grace Huang (Chinese Liaison)
Nessa Van Bergen (Treasurer)	Minji Jeon
Laurel Klotz (Member at Large)	Maryam Shams
Annie Westcott (Member at Large)	Priya Bharath (Hot Lunch Coordinator)
Erica Long (Member at Large)	Farzaneh Adelkhani (Persian Liaison)
Elham Yazoli	Kereshmeh Keyhani
Afsaneh Janbazi	Suyen Park
Nooshin Ghoorchian	Abir Saadi
Shirin Zarafshan	Benny Liu
Yaser Abdolazimi	Karolina Bukin
Shelley Horsfield	Sima Tajlil
	Nader Parvin

Regrets:

Brenda Weeks (Hot Lunch Chair)
Viki Williams (DPAC Representative)

1. Chair's Welcome

- Meeting Call to Order 9:00am –
- Amendments to the Agenda:
 - Nessa Van Bergen in lieu of Tamzyn Jones called meeting to order and called for the approval of the minutes and the agenda.
 - Viki Williams is unable to attend, therefore there will not be a DPAC report presentation.
 - Tamzyn Jones will give Hot Lunch report in lieu of Brenda Weeks.
- Approval of last meetings minutes Nessa Van Bergen– 2 mins
 - Approved: Erica Long
 - Seconded: Abir Saadi
- Approval of agenda for current meeting Nessa Van Bergen– 2 mins
 - Approved: Erica Long
 - Seconded: Abir Saadi

2. Questions and Business Arising from Last Meeting's Minutes: None

3. Guest Speaker

Shannon Ozirny – *Head of Youth Services, West Vancouver Public Library*

Keeping kids motivated when it comes to reading. She has a master's Degree of Library information study. She has

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taken classes in education but is not a teacher.

- Embrace comics and hybrid novels
- Honor what kids choose to read. Giving them books that are too hard or are they are not ready for the content; they will not finish it. If a child gravitates to a book that is above or below their age, ask them what interests them about the book.
- Research shows kids gains skills from comics that they won't get from anywhere else. Michelle Obama and her daughters were raised reading comics.
- There are so many realistic beautiful comics that teach our children. Nothing wrong with children reading comics. Don't feel bad, they are reading. Reading is reading.
- Embrace Audio Books – Lots of research that suggests audio books are very effective. Can subscribe to Libby app and receive free audiobooks for adults and children. Must have a library card or subscribe to be able to listen.
- Embrace Non-fiction - *Get* excited about fiction let them read fiction.
- Embrace Shorter chunks of text. It makes them feel like they are accomplishing something. Keeps kids motivated. Embrace verse novels written in small poems, Half Minute Horrors, Unbound, Wonder, Sports Illustrated Kids magazine
- Non-linear reading – can jump around and parents should not worry about this preventing attention span
- One-minute brain teasers and mysteries. Choose your own adventure.
- Model Reading and Language – let your kids know if your reading on your phone or an e-reader. Use different language to help change your child's attitude toward reading. Let Kids choose their books
- Summer reading # 1 reason for participating because they felt proud of themselves. Second was prizes, third was that they got to choose their own books. Over 2000 kids participate in summer reading in our community
- Library programs
 - Book Buddies – starts Jan 17, reg opens Dec 4, Paws 4 Stories, reading with the St. Jude's Therapy Dog, Hugo you can call 604-925-7408 to make an appointment
- Sure Bet books for K-G1
 - The Cutest Thing Ever, Piranhas don't eat bananas, Poof! A Bot (Great for anyone that is just starting to read) The book with No Pictures
- Grade 2-3
 - Narwhal, The Wild Robot -Charlotte's Web of our time, The Yeti Files- Set in British Columbia, The Mushroom Fan club
- Grade 4-5
 - The War that Saved my Life- WWII novel, The Nameless City, El Deafo
- Grad 6-7
 - The Blackthorn Key, No Fixed Address, The Honest Truth, White Bird
- The librarians can always help our kids find something at the Library.
 - How to Raise a Reader by Pamela Paul and Maria Russo for parents to help get their kids into reading

See the West Vancouver Library website for more information <https://westvanlibrary.ca/>

4. Officer's Reports Chair's Report

Tamzyn Jones – 5 mins

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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.

- Halloween Dance - thank you to everyone involved and to everyone who came out and enjoyed the evening. Special thanks to our committee chairs Erica and Abir for all their hard work and diligence before, during and after the event.
- Red Cross Babysitting Course - thank you to Nessa for coordinating the students and parents at the start and end of the day.
- I-Matter - feedback welcomed from students and parents/caregivers.
- Grad planning - hoodie design being voted on by the Grade 7 students, signatures to be added and then will be ready to order in time for Christmas gifts. Any Grade 7 or Grade 6 parents who are interested in being involved in the grad celebrations please let me know as we need more volunteers.
- Upcoming - garage sale / holiday shorts / holiday initiative to do good. Any other ideas are welcomed.
 - Garage Sale - date is TBC but likely to be at the beginning of the last week of school to fit in with the Winter concert performances. We encourage families to start looking through their cupboards to recycle items that can be re-gifted to other families! Please take a moment to look around your homes and donate what you can. We would also like to rename this event, does anyone have any ideas? More info to come on when to start donating etc.
 - Holiday Shorts Movie Night - we are considering the possibility of a festive themed movie night to kick off the Grade 7 Farewell fundraising. An entrance fee will be charged, and concessions will be sold during the event (including left over Halloween candy)
 - Christmas Bureau - The Christmas Bureau ensures that low-income families, individuals, and seniors living in North Vancouver, West Vancouver, Lions Bay, and Bowen Island can participate in celebrating the holidays by visiting their top shop or through donated holiday gift baskets. We could support this in many ways, for example, by sponsoring a family/families or by making in-kind donations of gift cards, wrapped gifts and other basic essentials such as toiletries.

Principal's Report

Laura Magrath – 10 mins

School-wide activities and events:

- Dance Instruction - Was a hit with the kids. Different format this year.
- Chartwell Cougar Spirit Day - Twin Day and Pajama Day coming up
- Parent Teacher Conferences
- Halloween Dance and Assembly – The Dance was lots of fun. A lot of great costumes.
- Dance competition and pie throwing - Mrs. Magrath did the worm and had 3 pies thrown in her face.
- Remembrance Day Assembly
- iMatter Workshops

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Upcoming:

- Spirit Days (twin day, PJ day)
- WE Day
- Garage Sale (Dec. 16th)
- Holiday Concerts
 - Dec. 11th- Primary, Dec. 12th - ICBC/Park Royal, Dec. 13th - Band, Intermediate
- WE Day
- Garage Sale – Dec 16

Athletic activities and field trips:

- Basketball – Last game next week.
- Intramural tournaments – 6-7 running clinics for grades 4 and 5 to teach them how to play and organize games. Grades 4 and 5 will start doing clinics for the primary students in the future.
- Field Trips: Pumpkin Patch, Paddleboarding, and Mining Museum

Areas of Focus:

- Physical Literacy - Opportunities to Move and Connect. Every class has an outdoor bucket of balls and things to play with outside. Outdoor physical literacy circuits have been painted all around the school. Strong start is also using the circuits. It encourages action breaks with a purpose.
- Framework for Enhancing Student Learning - At Chartwell our school goal is for students to be able to communicate their ideas more effectively through personal writing focusing on meaning and form. School wide writes are determined by grade teachers, topics of interest and personal narratives. Then the writes are assessed by the teacher based on meaning and form, which helps guide them where to go next with instruction.
- Indigenous Education Plan: Learning ultimately supports the well-being of self, the family, the community, the land, the spirits, and the ancestors.
Professional Development Day- will be a presentation at Kay Meek about the Indigenous people.
Walking Field Trip with teachers to see indigenous artwork and plants, teaching teachers how to incorporate this into their curriculum.
Staff meeting – North Vancouver archives – I will bring information to share with teachers so they can explore more about Squamish history, and learning about residential school survivors.

PAC Programs: Collaboration fund (Salima Noom, imatter, etc.) has been lumped into one-line item, PAC Programs.

- Requesting extra funds for emergency preparedness - wants to take \$2000 from PAC Program to put into emergency preparedness grab and go bags.
 - After school today will go through what we have and what needs to be replaced
 - Granola bars will need to be replaced yearly. Donated to food bank when not used at the end of the year

Purpose: portable emergency kit to be used in the classroom or during evacuation, containing short term safety and supply items

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Location: every classroom, and, commonly used teaching spaces (library, gymnasium, music room, lab, etc.)

Stored in: easily carried units such as backpacks / 2-handled duffle bags / rolling containers *Ideally teacher can carry and still be hands free

Contents:

- First Aid kit - compact kit containing a class set of various sized Band-Aids, various sized gauze pads, alcohol / antiseptic pads, adhesive tape, tweezers, vinyl gloves, First Aid Guide)
- foil emergency blanket – 1 per student / teacher
- plastic rain poncho – 1 per student / teacher
- flashlight - batteries + 1 replacement set of batteries
- nutritious snack bars (fruit bar, or peanut free granola bar) – 2 per student
- writing kit – 1 notepad / 3 pens
- teacher identity garment (options: vest / t-shirt / armband / hat)
- crowbar - 1
- leather work gloves -1
- dust masks - 1 per student / adult
- clipboard with class list, name and phone number in pocket protector for inclement weather
- Optional: student activities - playing cards / compact games
- Rope

Wishlist for teachers: classroom modernization (foldable tables, tables, standing desks, self-regulation stools) We would like to use \$6000 of the PAC program money for this.

- Give \$200-300 per division for field trips
- Outdoor learning space – Garden space is going to be very expensive – maybe create an indigenous garden with garden club at Sentinel
- Properties Hub: West Vancouver community grant to apply for. The meeting is Dec 2 to brainstorm.
- Possibly put garden in area of unused baseball diamond.
- Potential long-range plans for outdoor learning environment. This doesn't need to be voted on. She is keeping us up to date on how this money will be used. We will still have contingency fund for things that need to be replaced.

*Below is a proposal of how Mrs. Magrath would like to spend the Pac Programs fund and Gaming Funds. We have yet to vote on these expenditures.

PAC Programs:

- Approximately \$12000 in account
- \$2000 for Emergency Preparedness
- \$6000 for classroom modernization – foldable tables; tables, standing desks

Gaming Funds:

- Transportation funds for field trips (\$200-\$300 per division)

Outdoor Learning Spaces:

- Garden space - Properties Hub: West Van Community Grant (December 2nd)

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Treasurer's Report

Nessa van Bergen – 15 mins

- Principal's budget reallocation to be voted on at next meeting.
- See Financial Summaries at the end of the minutes.

DPAC Report - Vicki Williams was not available to present the DPAC report.

For official minutes click [HERE](#).

5. Committee Reports

- Hot Lunch

Tamzyn Jones – 5 mins

Ordering for second term will be open from November 22-28, with first day being Dec 3, 2019. A third volunteer will be added to sushi day plus only one person signed up for Wednesday December 18th, please sign up to help if you can. We will send out another reminder in the next couple of weeks to start filling spots into the New Year. We are also looking for a new volunteer coordinator to take over from Grace. Grace stepped up at the start of the first term and has done a fantastic job of ensuring all volunteers understand the role and has provided support as needed.

- Halloween Dance Summary

Erica Long / Abir Saadi – 5 mins

- Huge Thank you to the group of volunteers!! Made \$2600 about \$700 more than last year. Any candy that is leftover that will be sold by the 7th graders for fund raisers.
- Front of House – Have bi-lingual volunteers at the entrance was extremely beneficial.
- Kitchen –We were able to problem solve last minute because the door broke right before the event and we were unable to utilize the kitchen for food sales.
- Northshore News came and did a short story.
- We personally invited staff and personnel. It was very well received.
- Parent Feedback - parent thinks the music was a bit better last year. The kids seemed to be more involved last year. Not as many kids seemed to dance. The DJ was ticking a list of requests that the kids had submitted. He said it was quite a diverse variety of genres of songs. He did have challenges finding clean versions of some of the popular songs.
 - Charging for tickets – more parent participation – Less expensive for parents than kids, 5 for kids and 2 for parents this year.
 - Maybe more activities between songs to have more organized dance.
 - In the past the dance hasn't been a fund raiser it used to be strictly community builder. Raising money is just an added bonus.

Feedback Provided by Volunteers

AREA	WHAT WORKED WELL	WHAT WE CAN DO BETTER NEXT YEAR
Security	<ul style="list-style-type: none"> ● Ex-Chartwell teens engaged 	<ul style="list-style-type: none"> ● Consider chaperoned basketball court time for last 30 minutes (kids get restless)
Kitchen	<ul style="list-style-type: none"> ● Sold out 30 pizzas ● 6 volunteers ● People bought more water than juice 	<ul style="list-style-type: none"> ● Avoid tables outside of kitchen ● If set up within kitchen, 4 volunteers will suffice



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	<ul style="list-style-type: none"> • The NO change rule worked well 	<ul style="list-style-type: none"> • Consider replacing juice boxes with lemonade • Less popcorn and chips • Tickets confusing (only worked with pizza, people thought they could buy all concessions with them) • Consider selling combos (pizza+chips+drink)
Crepes	<ul style="list-style-type: none"> • Amazing quality!! 	<ul style="list-style-type: none"> • Set location in lit hallway outside of gym close to stairs/washroom(light was lacking) • Consider crepes only (avoid competitions with other baked goods)
Candy Bags	<ul style="list-style-type: none"> • Teens hustled to sell 	<ul style="list-style-type: none"> • Didn't sell well. Consider having in kitchen only.
Decorating	<ul style="list-style-type: none"> • Beautiful Decorations 	<ul style="list-style-type: none"> • Consider starting to clean up (hallways) early and prior to the end of evening.
Tickets/Front of Hous	<ul style="list-style-type: none"> • Ran "1000 times better than last year!!!" • Volunteers from multiple cultural backgrounds who were bi-lingual = huge help • Good job catching unchaperoned cases and finding and alternate chaperone already at party to step in 	<ul style="list-style-type: none"> • Consider cash at the door to smooth process • Better stamps (this year stamps didn't worm well)

6. New Business

- Red Cross Babysitting Course Nessa van Bergen – 2mins
 - 30 spots available – only 18 filled- 2 kids from other schools.
 - Looking at budget for next year if we would like to do it again.

7. Meeting Adjournment 10:24am

Next CPAC General Meeting

Date: Wednesday, December 11, 2019 Time: 7:00pm Venue: Learning Commons

Chartwell PAC Treasurer's Report: November 13, 2018

Summary:

The balance of the CPAC accounts as at November 13, 2018 are:

RBC General Account: **\$43,257.97**
+ RBC Investment account: **\$40,156.71**

RBC Casino Account: **\$22,038.25**
Paypal Account: **\$200.21**

Deposits since Oct 16, 2018 in General Account:

Hot Lunch: **\$104.51**
Halloween Dance: **\$3,383.80**
Spirit Wear: **\$200.21**
On The Go First Aid Training: **\$1,803.00**

Payments since Oct 16, 2018 in General Account:

On The Go First Aid Training: **\$1,200.00**
Teachers Day: **\$330.37**
Kitchen Supplies: **\$282.96**
Halloween Dance expenses: **\$1,276.08**
Presto Catering: **\$450.00**
SD45: **\$1,901.30** Hot Lunch

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino
Chartwell PAC Treasurer

CPAC Balance Sheet - As of 2019-11-11
(in Canadian Dollars) (Cash Basis)

2019-11-11

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Account	2019-11-11 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	21,962.00
CPAC General Account	34,841.99
Funds Held in Trust - Donations	0.00
Paypal Account	0.00
RBC GIC - 00940177229 001	25,000.00
School Board Trust Fund # 85480	0.00
Float for Fundraising Events	0.00
TOTAL Cash and Bank Accounts	81,803.99
Other Assets	
Cash Box for Gr.7 Float	46.71
Prepaid exp (Insurance for next year)	0.00
School Board Trust Fund - Donations	0.00
Spirit Wear Inventory	1,023.71
TOTAL Other Assets	1,070.42
TOTAL ASSETS	82,874.41
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Earmarked funds	0.00
Lunar - New Year	1,752.87
Persian - New Year	781.89
Prepurchases (Badminton, etc)	0.00
Rose Johnston Scholarship	400.00
TOTAL Other Liabilities	2,934.76
TOTAL LIABILITIES	2,934.76
EQUITY	79,939.65
TOTAL LIABILITIES & EQUITY	82,874.41

CPAC - Current Budget VS Actual - 2019/2020 - Nov. 11, 2019 (in CAD)

Category	2019-2020 Budget	2019-2020 Actual	Difference
REVENUE			
Fundraising	\$29,610.00	\$22,809.39	-\$6,800.61
Athletic Club (Badminton)	350.00	230.00	-120.00
Gr. 7 Farewell:	0.00	-	0.00
Halloween Dance	2,000.00	2,684.69	684.69
Hot Lunch	22,200.00	18,498.64	-3,701.36
Multicultural Night	3,500.00	-	-3,500.00
Spirit Wear	450.00	863.81	413.81
Parent/Family Education Events	600.00	486.00	-114.00
School Board Contribution	160.00	-	-160.00
Interest earned from investment	350.00	46.25	-303.75
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Category	Budget	Actual	Difference
EXPENSES			
	29,500.00	\$5,969.02	\$23,530.98
Office	200.00	-	200.00
Petty cash (Babysitting)	300.00	200.00	100.00
Bad Debt	0.00	7.00	-7.00
Bank & Services Fee	300.00	307.13	-7.13
CPAC Activity Refreshments and Food	200.00	13.99	186.01
Kitchen Supplies	650.00	-	650.00
Year End Appreciation Gifts	1,200.00	-	1,200.00
Welcome Tea	100.00	137.49	-37.49
Mutual Appreciation Lunch	500.00	-	500.00
Administration & General Expenses	800.00	261.53	538.47
World Teachers Day	250.00	241.88	8.12
School Garden Project	3,000.00	-	3,000.00
Principal Funds	0.00	-	0.00
Classroom Funds	4,800.00	4,800.00	0.00
Collaboration Funds	3,000.00	-	3,000.00
Physical Literacy In House Expert (Badminton and K:	2,400.00	-	2,400.00
Sexual Health Ed (Student & Parent sessions)	1,500.00	-	1,500.00
Social Media Education/Digital Safety	1,100.00	-	1,100.00
Dance in School program	2,500.00	-	2,500.00
Art Starts Cultural Performances	700.00	-	700.00
Digital Literacy Education Fund	1,500.00	-	1,500.00
21st Century Learning Initiative	2,000.00	-	2,000.00
Site Enhancement Fund	0.00	-	0.00
First Nations Education & Enhancement	2,500.00	-	2,500.00
Revenue - Expenses	\$110.00	\$16,840.37	\$16,730.37