



CHARTWELL • PARENT • ADVISORY • COUNCIL
Every Parent and Caregiver at Chartwell!
General Meeting Minutes

Date: Wednesday December 11, 2019 **Time:** 7.00 – 8.00pm

Attendees:

Laura Magrath (Principal)
Tamzyn Jones (CPAC Chair)
Lisa DeSalvo Harris (Secretary)
Nessa Van Bergen (Treasurer)
Laurel Klotz (Member at Large)
Erica Long (Member at Large)
Brenda Weeks (Hot Lunch Chair)
Karolina Bukin
Heidi Wo

Regrets:

Viki Williams (DPAC Representative)
Annie Westcott (Member at Large)
Ruby Hu, Grace Huang, Jenny Yu, Jing Zhao (Chinese Community Liaisons)
Nima Sheikhy, Farzaneh Adelkhani (Persian Community Liaisons)
Priya Bharath (Hot Lunch Coordinator)

1. Chair's Welcome

- Meeting Called to Order: 7:06PM
 - Territory Acknowledgment: 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 honour the Elders past, present and future as we bring this knowledge to the students of our community.
- Approval of last meetings minutes
 - Approved by: Brenda Weeks
 - Seconded by: Laurel Klotz
- Approval of agenda for current meeting
 - Approved by: Brenda Weeks
 - Seconded by: Nessa Van Bergen

2. Questions and Business Arising From Last Meetings Minutes: None

3. Officer's Reports

• Chair's Report

It is a really busy time of the year for everyone and whilst there have been no major events or activities happening, there has been lots of planning happening quietly behind the scenes in the past few weeks including the Grade 7 Farewell, Traffic Safety Group, Grant Writing and the annual Chartwell Lantern Festival - more information will follow in committee reports



later on and in to the New Year.

The Grade 7 committee has been formed and discussions are underway for the format of the ceremony, celebrations and the fundraising needed to achieve this. All parents are encouraged to give their input for the event. Students will be asked for their input as well. Once a clear outline for the event is established the budget and fundraising required will be confirmed.

Huge thanks to Nessa for getting the Purdy's fundraiser up and running on a very tight timeframe. 32 orders with a value of \$5,000 were placed which means a profit of \$1319.72 that goes directly towards the Grade 7 Farewell.

The bulk order will be arriving tomorrow, and we have a team of volunteers (including the wonderful Mrs. Mckaylee) to help sort and distribute the individual orders. Thank you to everyone who placed an order and contributed to the start of the fundraising efforts.

Class parents have done an amazing job of organizing combined gifts for their teachers - thank you for sending out the e-mails and rounding up contributions. The staff will appreciate the thought and effort that has gone into this.

We now have a class parent for all divisions and I also want to extend my thanks to Priya for stepping up to be the volunteer coordinator for Term 2 of hot lunch.

I would like to wish everyone a happy and restful holiday season and to thank everyone for their support this past term - it has been a little hectic for me, but we have had some fantastic events and have gotten some new initiatives underway. There are lots of upcoming plans for 2020, and I look forward to seeing how these develop in the New Year.

- **Principal's Report**

School Wide Events:

- Basketball, Intramurals, CSLs
- iMatter workshops – The children loved it
- Student Council is supporting the Christmas Bureau. They need more teen and tween gifts. The gifts will be delivered on Friday.
- Holiday Concert went really well.

Upcoming Events:

- Choir is singing at ICBC downtown - bus leaves at 7:45am, then they come back to school pick up balance of students and leave for Park Royal at 11:45. Family sing along is on Friday, December 20th at 1:00pm. School dismissal at 1:30.
- Pajama Day, Garage Sale
- Saleema Noon parent night January 14. Body Science will be taught in classrooms January 15 and 16. information will be coming home soon.
- Physical literacy in a bag January 14 – experts coming to work with each class. Teachers will leave with tools on physical literacy.
- 3 Crows - Arts Starts January 27
- Field Hockey February 3-6
- Lantern Festival will be a combination with Lunar New Year on February 7

FSA Assessment

- Grade 4 and Grade 7 Results to be shared with families early next week. The Student Profile Report describes your child's proficiency level in Reading Writing and Numeracy,



which is descriptive, and strength based.

- Value for Parents: Along with classroom assessment information, the FSA provides valuable information to parents on how their child is performing and reading, writing and numeracy.
- Student Information for Parents: A student profile report is available for each student following administration of the FSA. Teachers and parents/guardians are encouraged to discuss student result together, along with student responses to questions in the student booklet. It is important for parents to discuss FSA results with teachers, as teachers are in the best position to interpret them.

Traffic at Chartwell:

- Lines have been repainted with 3 Drop off spots. These are not parking spots.
- More signboards, cones and signs will be arriving shortly.
- Teachers will refresh with the kids to show them exactly where they should go to wait for their parents/guardians for pick up.
- Walk to school week: We will be conducting a walk to school week along with Sentinel to see if it makes any difference with traffic issues.

Innovation Grants: We have 3 innovations grants that are happening in our school right now.

- Mind Up: mindfulness, self-regulation, resilience, gratitude- This is not a new grant to our school. We had it about 8 years ago and are bringing it back.
- Humans Being: student group to explore empowerment, diversity, and inclusion
- Outdoor Education: connecting to community, outdoor spaces and relationships

Chartwell pre-capstone:

- Planning to implement a capstone for grade 5 students. The initiative is to help students to be more prepared when moving from Primary to Secondary. This was previously a pilot project and innovation grant. We do not currently have an innovation grant supporting this right now.
- How do we create a scope and sequence for grade 4/5 level so they are ready in grade 6/7 and what is the difference of the objectives from grade 6 to 7? Sentinel has 11 and 12 grade cap stone. We also want to do use this as a bridge to strengthen connections with Sentinel. We want input from all stakeholders (parents, Chartwell teachers grade 4-7, Sentinel staff, Sentinel students in AP Capstone, DLT.

Update from PAC funds at CH:

- Emergency Preparedness: Backpacks and supplies purchased; still need to review contents of container. Spent about \$1600 on the items specified for the grab and go bags. A few more items need to be purchased.
- Classroom Redesign Committee: Framework of self-regulation, what's working/what's tricky, visit sites, determine flow/purpose, have consultants come in to connect with us. Possibly use \$6000 towards the classroom re-design committee. We want it to be cohesive between the classrooms.
- Gaming Funds Proposal: Transportation fund for field trips (up to \$300 per division to reduce bus/field trip costs)
- Budget: 21st Century Learning: \$2000 for Little Bits (Gr. 4-7 color coded circuit making; electronic building blocks)
- Laura acknowledged Nessa's question as to where the Librarian spent (or will be spending) the funds raised from the Scholastic Book Fair and how much was raised at the Book Fair. Laura said she would look into that.



Outdoor Hub at Chartwell and Sentinel: Outdoor and Community connections and learning spaces

- We are looking to collaborate with Strong Start, Sentinel, WVS Facilities to create an Indigenous Garden and Community Garden.
- West Vancouver Community Grant- We have applied for this grant to support these projects.

Wishing everyone happy holidays!!

- **Treasurer's Report**

Vote on expenditure of Casino funds for class transportation to field trips, etc.

- Passed by the majority

Full Treasurer reports found at the end of the minutes.

4. Committee Reports

- **Hot Lunch**

Started second term 179 orders, \$29,066 gross, but still have vendors that need to be paid. All but 2 parents have paid for hot lunch, much better than former years.

Priya took on hot lunch coordinator for 2nd term. Overall it has gone smoothly. Purchasing card under Alyson Mckaylee has been destroyed which is the one vendors have. We are in the process of moving forward with other form of payment. The card will be cancelled by end of January.

- **Grade 7 Farewell**

7 parents at first meeting and a few more have stepped up to volunteer. Ms. Koss is working with grade 7 teachers to get feedback from the kids about what they want the farewell to be like. At the next meeting they will decide on fundraisers and a budget.

Purdy's chocolate was very successful.

Grade 7 sweatshirts – parents are having trouble paying form sweatshirts online through school cash online, but parents can pay by check. It is being looked into and hopefully will be fixed soon.

- **Traffic Safety Initiative**

Group of 5 parents met about traffic and made all the changes that Ms. Magrath outlined in her presentation. Educating the kids and parents will also be helpful. Parent volunteers will not interact with parents in vehicles. Their role is to monitor the crosswalk and move children to the pick-up area. Discussed during committee meeting to have a 3-way stop and be able to turn left parents so that parents don't have to go toward Sentinel traffic. This will have to go through West Vancouver District approval.

A sign-up spot will be put online for parent volunteers to help with traffic issues.

5. New Business

- **Chartwell 2020 Lantern Festival**

Feb 7 – similar format and will still have marketplace. There will be new activities and a change of the order of the marketplace. There will also be a better flow within the school signage 3 weeks out with box in office to collect money for tokens.

6. Meeting Adjournment: 8:10pm

Next CPAC General Meeting

Date: Wednesday January 22nd 2020 Time: 7.00 – 8.15pm Venue: Learning Commons

Chartwell PAC Treasurer's Report: December 10th, 2019

Summary:

***The balance of the CPAC accounts as at December 10th, 2019 are:**

RBC General Account: **\$23,997.60**

RBC GIC 001: **\$25,000.00**

RBC GIC 003: **\$25,000.00**

RBC Casino Account: **\$21,962.02**

Paypal Account: **\$0.00**

Stripe Account: **\$459.88**

***Deposits/Credits since November 10th, 2019 in General Account:**

Halloween Dance: **\$15.00**

Bad Debt: **\$7.00**

Hot Lunch: **\$27,292.87**

Purdys Chocolates: **\$38.00**

***Payments since November 10th, 2019 in General Account:**

Grade 7 Farewell – Purdys Chocolates: **\$39.82**

Hot Lunch: **\$9,554.05**

Office: **\$67.50**

Bad Debt: **\$7.00**

Bank & Services Fees: **\$9.35**

Kitchen Supplies: **\$226.54**

Sexual Health Ed: **\$1,500.00**

Social Media Ed: **\$1,100.00**

Art Starts: **\$700.00**

Transfer to GIC: **\$25,000.00**

***Payments since November 10th, 2019 in Casino Account:**

All Electronic records are updated and reconciled.

Thank you,
Nessa van Bergen
Chartwell PAC Treasurer

CPAC Balance Sheet - As of 2019-12-10
(in Canadian Dollars) (Cash Basis)

Account	2019-12-10 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	21,962.02
CPAC General Account	23,997.60
Funds Held in Trust - Donations	0.00
Paypal Account	0.00
RBC GIC - 00940177229 001	25,000.00
RBC GIC - 00940177229 003	25,000.00
School Board Trust Fund # 85480	0.00
Float for Fundraising Events	0.00
TOTAL Cash and Bank Accounts	95,959.62
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	1,011.92
TOTAL Other Assets	1,058.63
TOTAL ASSETS	97,018.25
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	94,083.49
TOTAL LIABILITIES & EQUITY	97,018.25

CPAC - Current Budget VS Actual - 2019/2020 - Dec. 10, 2019 (in CAD)

Category	2019-2020 Budget	2019-2020 Actual	Difference
REVENUE			
Fundraising	\$29,610.00	\$40,561.41	\$10,951.41
Athletic Club (Badminton)	350.00	230.00	-120.00
Gr. 7 Farewell:			0.00
Donations		0.00	0.00
Purdys Chocolates		-1.82	-1.82
Halloween Dance	2,000.00	2,699.69	699.69
Hot Lunch	22,200.00	36,237.46	14,037.46
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	46.27	-303.73

-1.82

Category	Budget	Actual	Difference
EXPENSES	29,500.00	\$9,577.20	\$19,922.80
Office	200.00	67.50	132.50
Petty cash (Babysitting)	300.00	200.00	100.00
Bad Debt	0.00	-	0.00
Bank & Services Fee	300.00	316.48	-16.48
CPAC Activity Refreshments and Food	200.00	13.99	186.01
Kitchen Supplies	650.00	226.54	423.46
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	273.32	526.68
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	0.00
Social Media Education/Digital Safety	1,100.00	1,100.00	0.00
Dance in School program	2,500.00	-	2,500.00
Art Starts Cultural Performances	700.00	700.00	0.00
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	\$30,984.21	\$30,874.21