



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

### Monthly General Meeting Minutes

**Date:** Wednesday February 26, 2020

**Time:** 9.00 – 10.15am

#### 1. Chair's Welcome

- Meeting Call to Order 9:00 am
- Approval of last meetings minutes
  - Brenda Weeks
  - Seconded by Laurel Klotz
- Approval of agenda for current meeting Tamzyn Jones– 2 mins
  - Laurel Klotz
  - Shelley Horsfield

#### 2. Questions and Business Arising From Last Meetings Minutes

#### 3. Officer's Reports

- **Chair's Report** Tamzyn Jones – 5 mins

##### **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.

The Winter term has passed by in a flash it seems

Valentine-O-Grams were a fun new activity - thanks to Brenda for taking the lead with this.

Many thanks to Antonia Chau who has volunteered to be our Term 3 Volunteer Co-Ordinator. We would also like to thank Priya for her support in Term 2 and to Grace for her continuous communication with the Chinese community.

Still lots of spots available for hot lunch volunteers in March and throughout the coming months until the end of the school year, please sign up for 1 session if you are able.

Hot lunch volunteers are needed after Spring Break. We may consider launching another competition once we are back - the division with the highest number of volunteer hours will win a TCBY party towards the end of the school year - more details to follow. We hope that initiatives like this will encourage people to volunteer their time. Any ideas for how we can promote interest in helping with this program are appreciated.

Upcoming Grade 7 fundraising - our first hotdog day and Purdy's Easter campaign coming up before Spring Break.

Screening of the film 'Like' in April, more details to follow.

##### **Call For Nominations**

This is the official call for nominations for Executive and Committee Chairs for the 2019/2020 school year. A full outline of positions and duties will be linked in the minutes of this meeting (See addendum) and can also be found on the website. All positions are open. Please ask if you have any questions, if you are curious and would like to be involved with the school but do not know what is involved how much time you would need to commit etc. The



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timings of meetings are very flexible – please come forward if you are interested. Email me at [chpac@wvschools.ca](mailto:chpac@wvschools.ca) with any questions or to voice interest. Monday, May 4th is the deadline for nominations.

- **Principal's Report**

Laura Magrath – 10 mins

- Athletics and Arts**

- Field Hockey – West Vancouver Field hockey came and did workshops with the students. 1 free session per class PAC paid for an additional session. Deadline to sign up was too close to workshops so not many kids signed up.

- Volleyball - Thursdays and Fridays

- Badminton and Intramurals

- Movement breaks

- Art start grants

- Firefly story telling - Book launches where an actor comes in and teaches students how to make up a story, how to tell it and act it out. Every child worked one on one and created a character. Then watercolor paintings will be put together a class book. Matches FESL around writing. Students really opened up throughout the program and loved it. Grade 4-5 worked with young actors

- Curriculum**

- TCO2 grade 6-7 giving them tools to be safe online. Every grade is working on specific skills

- Collaboration days for FESL writing strategies Staff going to workshop with Adrienne Gear and May Pro-D day.

- Capstone presentations kids - are going to watch the Sentinel kids present capstones

- Indigenous education and place-based learning: WV Museum and Archives - classes took a walk to Douglas Woodworth park.

- Pink Shirt Day – Kindness matters

- Humans Being Club and Diversity film festival at lunch with popcorn

- Genius hour, Guided Inquiry project maybe extend to grade 4-5 next year

- Coming soon**

- Snowshoeing

- Salema noon (March 2-4)

- Whistler Trip (March 5)

- Hot Dog Day

- Persian New Year

- Volleyball jamborees

- Drum Making (April 6-7)

- Paddleboarding

- Capstone projects

- Nessa suggested principal putting meeting notes on blog post

- Second sleep week March 9 -15, possible pajama day, certificates for who got a lot of sleep.

- **Treasurer's Report**

Nessa van Bergen – 10 mins

- Anyone who spend money for lantern festival let Nessa know and she can have them reimbursed

- Transportation cost from PAC being used by all teachers. They are incredibly grateful and excited for our support!

- Financials attached at the end of the minutes.



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- **DPAC Report** Nessa van Bergen – 10 mins
  - Physical literacy forum
  - Recruitment for teachers on call going to career fairs and EA
  - Practicum students coming
  - Negotiations - all districts have negotiated, and all are in with a mediator.
  - Pro-D day health and safety focus
  - Enhance West Vancouver new branding for community centre. They want feedback on how to make it more accessible, not just physically
  - School health food tasting
  - April 2 screening of Like
  - Visual performing arts new committee working on mission statement and 5yr plan.
  - School traffic concerns can be sent to Abby. Mini grants available for signage.
  - Chris Kennedy discussed trends in education student competing globally
  - Tech is changing- no more computers - BYOD
  - Trying to tighten up apps used within the district by teachers
  - Content and competencies - employers are looking for this, how can we produce more critical thinking and communication
  - Anxiety and depression being talked about more
  - Entrepreneurship becoming a focus in some schools
  - Indigenous education - was a pilot project, but Chartwell has done for 5 years
  - More open floor plans and less desks in classrooms
  - Inclusion continues to be more of a focus
  - Assessments metrics in assessments need to be valid
  - Click [HERE](#) to read the February 2020 DPAC meeting minutes
- **4. Committee Reports**
- **Hot Lunch** Brenda Weeks / Priya Bharath – 5 mins
  - Ordering closed ,173 orders about \$32000
  - Added new item on pizza day as a snack. It's a new vendor - rice triangles in 3 different types.
  - Maybe try to do a special lunch day similar to a hot dog day to test it with the kids
  - This is Brenda's last term coordinating hot lunch.
  - 2 vendors are charging GST and we need to discuss this with them. Nessa following up on this. We won't use them next year if they continue to charge GST. All of the other vendors do not and it works out to about \$100 per week.
  - Ask Saputo if we can order drinks per term, instead of weekly. Brenda will follow up.
- **Grade 7 Farewell** Brenda Weeks – 5 mins
  - Valentino grams profit of \$465 towards grade 7 graduation. 7th graders helped sell them.
  - March 9 and April 7 Hot dog days
  - They need volunteers to help. They would like to involve 7th and 6th grade parents, and they are adding a vegetable hotdog to options. They will also put both dates form the same order form so parents only have to fill it out and send in money one time.



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They will be selling popcorn and freezies in the spring.

They are selling Purdy's chocolate for Easter and there is a hard cutoff of March 30. Maybe cut it off before Spring Break.

Ms. Kos - suggested a plant sale to raise money for the grade7 graduation

Their goal is \$5000.

- **Playground Enhancement**

Tamzyn Jones / Laura Magrath

Committee has been formed

Possible MOR grant hopefully awarded in the next month.

Need to move forward with having a grant in place

Habitat playground system – we are required to work with them.

Site for exploration with Habitat employee recommended getting rid of what we have. Part could be saved, but would it be right thing to do. It will have to be removed in next 5 years.

Swings are good for now and do not need to be replaced.

Surfaces- grass like surface around \$20 per sq/ft might be good in a specific area or wood chips, rubber \$25 per sq/ft.

Wood chips are considered accessible.

Where the wheelchair ramp ends, possibly put grass like area with a mural on the wall on the side of the ramp.

Natural objects could be a possibility as a climbing section.

Fundraising services/opportunities - Habitat can help with that if we want their assistance.

We can do any color combo that we want.

A lot of work has to be done at the site before installing new equipment.

We will need to dig down 15 inches for wood chips in order for it to be accessible and at a flat plane with the rest of the land around it.

Drainage could potentially cost approximately \$25000 based on other projects they have done.

Habitat does the drainage, so it is under warranty.

#### 5. **Physical Literacy**

Potentially have physical literacy group to attend pancake breakfast to give parents more info about physical literacy. What is it? The motivation to move, confidence to move, competence to move, mental wellness or mental wellbeing, social involvement, physical literacy at home.

Patty Williams scholarship - Saturday June 20

#### 6. **Meeting Adjournment 10:21am**

#### ***Next CPAC General Meeting***

***Date: Wednesday April 8th 2020 Time: 7.00 – 8.15pm Venue: Learning Commons***

## Chartwell PAC Treasurer's Report: February 26<sup>th</sup>, 2020

### Summary:

**\*The balance of the CPAC accounts as at February 24<sup>th</sup>, 2020 are:**

RBC General Account: **\$25,430.55**

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

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

RBC Casino Account: **\$21,962.06**

Paypal Account: **\$0.00**

Stripe Account: **\$16,524.75**

**\*Deposits/Credits since January 20<sup>th</sup>, 2020 in General Account:**

Hot Lunch: **\$14,341.94**

**\*Payments since January 20<sup>th</sup>, 2020 in General Account:**

Collaboration Funds: **\$2,100.00**

Physical Literacy: **\$350.00**

Hot Lunch: **\$2,612.51+\$760.50+\$64.37+\$28.52**

Grade 7 – Valentines Grams: **\$35.15**

Grade 7 – Patti Williams Scholarship: **\$200.00**

Bank & Services Fees: **\$8.25**

**\*Payments since January 20<sup>th</sup>, 2020 in Casino Account:**

**-none-**

**\$1249.60 expires June 30<sup>th</sup>, 2020**

**\$4760.00 expires Sept. 30<sup>th</sup>, 2020**

**\$6264.00 expires Sept. 30<sup>th</sup>, 2021**

**\$5360.00 expires Sept. 30<sup>th</sup>, 2022**

**\$4328.44 that doesn't expire – combination of interest and reimbursements to the account in the past 10 years.**

All Electronic records are updated and reconciled.

Thank you,  
Nessa van Bergen  
Chartwell PAC Treasurer

# CPAC Balance Sheet - As of 2020-02-24

(in Canadian Dollars) (Cash Basis)

2020-02-24

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Account	2020-02-24 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
CPAC Casino Account	21,962.06
CPAC General Account	25,430.55
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
<b>TOTAL Cash and Bank Accounts</b>	<b>97,392.61</b>
<b>Other Assets</b>	
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
<b>TOTAL Other Assets</b>	<b>1,058.63</b>
<b>TOTAL ASSETS</b>	<b>98,451.24</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
<b>Other Liabilities</b>	
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
<b>TOTAL Other Liabilities</b>	<b>2,934.76</b>
<b>TOTAL LIABILITIES</b>	<b>2,934.76</b>
<b>EQUITY</b>	<b>95,516.48</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>98,451.24</b>

## CPAC - Current Budget VS Actual - 2019/2020 - Feb 24, 2019 (in CAD)

Category	2019-2020 Budget	2019-2020 Actual	Difference	
<b>REVENUE</b>				
<b>Fundraising</b>	<b>\$29,610.00</b>	<b>\$44,462.10</b>	<b>\$14,852.10</b>	
Athletic Club (Badminton)	350.00	610.00	260.00	
Gr. 7 Farewell:			0.00	\$1,082.75
Donations		0.00	0.00	
Valentines Grams		-35.15	-35.15	
Patti Williams Scholarship		-200.00	-200.00	
Purdys Chocolates		1,317.90	1,317.90	
Halloween Dance	2,000.00	2,648.69	648.69	
Hot Lunch	22,200.00	38,565.57	16,365.57	
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	158.97	-1.03	
Interest earned from investment	350.00	46.31	-303.69	
<hr/>				
Category	Budget	Actual	Difference	
<b>EXPENSES</b>				
	<b>29,500.00</b>	<b>\$12,044.90</b>	<b>\$17,455.10</b>	
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	334.18	-34.18	
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	2,100.00	900.00	
Physical Literacy In House Expert (Badminton and Karate)	2,400.00	350.00	2,050.00	
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	
<b>Revenue - Expenses</b>	<b>\$110.00</b>	<b>\$32,417.20</b>	<b>\$32,307.20</b>	