



CHARTWELL • PARENT • ADVISORY • COUNCIL

Every Parent and Caregiver at Chartwell!

Annual General Meeting Agenda – ONLINE MEETING

Date: Tuesday May 26, 2020

Time: 7.00 – 8.15pm

1. Chair's Welcome

- 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.
- **Meeting Called to order – 7:07 PM**
- **Approval of last meetings minutes – Laurel Klotz, seconded by Joanne Warburton**
- **Approval of agenda for current meeting – Erica Long, seconded by Yasser Abdolazimi**

2. Questions and business arising from last meetings minutes – There are none

3. Officer's Reports

• **Chair's Annual Report – Tamzyn Jones**

What a year we have had so far! Whilst Covid-19 threatens to overshadow many things at the moment I would like to take the next few minutes to celebrate all that we have achieved since the school year began back in September and to recognize all of the wonderful people who have made it possible.

Starting back to school in the fall was an exciting time as always filled with positive energy from our new principal Mrs. Magrath. We had a full house at the welcome tea with a new format in the gym to encourage a sense of community - it was a lively and fun morning.

Class parents were set up in all divisions to act as a liaison between the teachers, PAC and all parents in each class - thank you to everyone who volunteered for this role.

The hot lunch program was set up for ordering in record time with hot lunches being delivered on Tuesdays, Wednesdays and Thursdays. Thank you to Brenda for her commitment in this role for a 2nd year and also to the office staff for confirming the class teachers as a priority. Grace Huang kindly stepped forward to be out hot lunch volunteer coordinator and without her we could not have started the program so early on.

Volunteers signed up well into December - thank you to everyone that volunteered.

We celebrated World Teachers Day with a luncheon for the staff to show our gratitude for all that they do - thank you to those who helped co-ordinate this.

The Halloween dance was another huge success and we still are the only public school in West Van that has a dance - special thanks to our committee chairs Erica and Abir for all their hard work and diligence before, during and after the event making it a safe and enjoyable evening for everyone who attended.

We held the Red Cross Babysitting Course once again at the school on the October Pro-D day - thank you to Nessa for coordinating the students and parents at the start and end of the day.

As we headed into the festive season there was a lot of planning going on behind the scenes. Whilst unfortunately many of these events and ideas had to be cancelled or have evolved in a different way I would like to say thank you to all those involved in terms of plans made for the Grade 7 Farewell, the formation of a Traffic Safety Group following the addition of appropriate signage and updated road markings and the

annual Chartwell Lantern Festival and Noruz celebrations. Huge thanks to Nessa for getting the Purdy's fundraiser up and running on a very tight timeframe right at the end of November. We had an amazing team of volunteers (including the wonderful Mrs. McKaylee) to help sort and distribute the individual orders. Thank you to all families who placed an order and contributed to the start of the fundraising efforts for the Grade 7 farewell celebrations.

Class parents did an amazing job of organizing combined gifts for their teachers to recognize all of their hard work - they really appreciated the thought and effort that went into this. I also want to extend appreciation to Priya for stepping up to be the volunteer coordinator for Term 2 of hot lunch.

As we started the Winter term thoughts moved to finalizing plans for the Grade 7 Farewell and continuing with the fundraising efforts - there will be an update later as to how the monies raised will be spent this year. Valentine-O-Grams were a fun & successful new activity - thanks to Brenda for taking the lead with this. We also had our first hotdog lunch which is popular with the students.

Thanks to Antonia Chau who volunteered to be our Term 3 Volunteer Co-Ordinator for hot lunch and to Grace for her continuous communication with the Chinese community. We also sponsored the annual Body Science program for the students and once again had the parent session.

I would like to thank everyone for their support, positivity & kindness in the past 9 months, this year will be one that will never be forgotten. I am very thankful for everyone in the executive who has worked together to co-ordinate some fantastic events and have gotten some amazing new initiatives underway. Our families have supported these events and shown continued enthusiasm by volunteering throughout the year. Our new principal and her team have been strong leaders well before school started and especially in the past few weeks in the midst of such uncertainty. They have supported many different and exciting opportunities and ideas, all the while fostering the Chartwell Spirit - thank you to you all.

We are thinking about the best way in which to recognize the amazing staff at Chartwell as the CPAC traditionally does at the end of the school year. If anyone has any good ideas for gifts please let me know. We have a limited budget but there are many ways in which to get creative.

As we transition into the 2020/21 school year we are working on the Budget - this may look considerably different to past years due to the challenges presented by Covid-19 but if you have a program you would like to see in the school or an area where you would like monies to be spent, please email your ideas or comments by June 5th to myself at the chair e-mail - chpac@wvschools.ca.

- **Principal's Report - Laura Magrath**

- Remote learning - thank you for all the support. It has been challenging for all and we appreciate your patience
- Digital resources
- In person instruction – there have been a few children at the school who were vulnerable, not for full days, but part time. 6 families on waitlist for 2020/2021 school year. 18 out of 20 families showed up for the drive by Kindergarten meet and greet. Great turn out! The staff back in the building. They returned on Friday. Everyone has gone through a lot of safety measures evaluating the environment in the school and how we set up our spaces. Administration has been working on figuring out staggered start and end times, rearranging the timing of recess, and personal – hand hygiene, etc.
- Remote learning continues – slightly different because teachers will be in classroom with students. The district is creating more optional resources that will be sent out Monday morning to support parents whose children are not participating in in-person instruction.
- Supplies to be picked up – please contact Kara if we want your child's supplies from the 2019/2020 school year. Supply lists for next year will be sent out for next week,
- Year-end events - Track & field virtual race please show Chartwell pride by participating
- Grade 7 farewell – will be consistent across the district and it will be virtual. A yearbook is being created with student's own page.
- Year-end celebration for everyone else at the school – staff will be working on this once everyone is settled into in person instruction.
- CSL will have a slightly different focus – it will have an overall summary and will not be very specific. Additional learnings in grade 3 will be primarily language arts and numeracy.

- PAC budget – Drum making workshop, gymnastics and karate was cancelled, but thank you for the PAC support in funding these workshops.
- **Treasurer Report – Nessa Van Bergen**
 - Playground initiative - \$65,000 can safely granted to the school from the PAC to be able to add to the grant received for purchase new playground equipment. An additional 5-6k from the site enhancement fund that has not been used can be added to the overall budget for the new playground.
 - Please see end of report for detailed financial documents.
- **DPAC Report – Erica Long**
 - Click the link for [DPAC Minutes](#)

4. Committee Reports

- **Hot Lunch – Brenda Weeks**
 - Started with almost 200 orders about \$25k, 2nd term 18– 28k, 3rd term there were about 168 orders, profit about \$1100. A lot of credits need to be rolled over for next year.
 - There will be hot lunch next year. We need to be judicious with budget because hot lunch may not start again until January 2021. We will not have any further information regarding the restart of hot lunch from the district until September at the earliest.
- **Grade 7 Farewell – Brenda Weeks**
 - This year it will be very different. There is possibly be an online power point ceremony or presentation throughout the district. We must keep consistent with the rest of the district.
 - Grade 7 year book – We will use funds gathered in fundraisers towards the cost of the yearbook so that students do not have to come out of pocket for it. We may present a legacy gift possible with a some of the excess money from fundraising.
 - Considering doing an E-announcement on Padlet for grade 7. This would be a surprise message page to the grade 7 students from parents and teachers.

5. Special Orders of Business

- **Voting to Elect Officials - Joanne Warburton**

For position of Co-Chair Lisa DeSalvo Harris has been nominated and elected by acclamation.

For position of Co-Chair Tamzyn Jones has been nominated and elected by acclamation.

For position of Treasurer Nessa Van Bergen has been nominated and elected by acclamation.

For the position of DPAC Representative Laurel Klotz has been nominated and elected by acclamation.

For the position of Member at Large Erica Long, Brenda Weeks and Carrie Haver have been nominated and elected by acclamation.

For the position of Persian Community Liaison Farzaneh Adelpkhani has been nominated and elected by acclamation.
- Please see end of report for full report of open positions.

6. Playground Enhancement – Laurel Klotz/Laura Magrath

- The existing playground is nearing the end of life.
- We applied for and have been approved for a \$125k grant by the Ministry of Education.
- The PAC will possibly by contributing \$60-67k to add to the budget for new playground equipment.
- In considering new playground equipment, accessibility is a top priority.
- In the coming weeks students and parents will have a chance to voice their preference between 3 options. We are working on figuring out the best way to conduct the survey. I will include choosing accessories, colors, panels, etc.
- Deconstruction of the old playground equipment will begin this summer. We are hoping to have the new equipment installed by the end of summer.
- The We-go-round accessory is the most accessible option.

- Please see end of report for pictures of playground equipment that is being considered.

7. Meeting Adjourned at 8:23 PM

Next CPAC General (BUDGET) Meeting

Date: Wednesday June 10th 2020 ***Time:*** 7.00 – 8.15pm ***Venue:*** Online (link to be sent)

CPAC Balance Sheet - As of 2020-05-25

(in Canadian Dollars) (Cash Basis)

2020-05-25

Page 1

Account	2020-05-25 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	21,062.12
CPAC General Account	12,639.43
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	83,701.55
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	84,760.18
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Earmarked funds	0.00
Hot Lunch Credits	14,168.16
Lunar - New Year	1,752.87
Persian - New Year	781.89
Prepurchases (Badminton, etc)	0.00
Rose Johnston Scholarship	400.00
TOTAL Other Liabilities	17,102.92
TOTAL LIABILITIES	17,102.92
EQUITY	67,657.26
TOTAL LIABILITIES & EQUITY	84,760.18

CPAC - Current Budget VS Actual - 2019/2020 - May 25, 2020 (in CAD)

Category	2019-2020 Budget	2019-2020 Actual	Difference	
REVENUE				
Fundraising	\$29,610.00	\$19,536.79	-\$10,073.21	
Athletic Club (Badminton)	350.00	610.00	260.00	
Gr. 7 Farewell:			0.00	\$2,838.85
Hot Dog Days		1,257.35	1,257.35	
Valentines Grams		463.60	463.60	
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	11,884.10	-10,315.90	
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	46.37	-303.63	
EXPENSES				
	29,500.00	\$14,978.81	\$14,521.19	
Office	200.00	136.42	63.58	
Petty cash (Babysitting)	300.00	200.00	100.00	
Bad Debt	0.00	-	0.00	
Bank & Services Fee	300.00	524.34	-224.34	
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	374.62	425.38	
World Teachers Day	250.00	241.88	8.12	
School Garden Project	3,000.00	-	3,000.00	
Principal Funds	0.00	900.00	-900.00	
Classroom Funds	4,800.00	6,473.53	-1,673.53	
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	
Revenue - Expenses	\$110.00	\$4,557.98	\$4,447.98	
		-\$2,838.85	Grade 7 \$\$	
		\$1,719.13		

Chartwell PAC Treasurer's Report: May 26th, 2020

Summary:

***The online balance of the CPAC accounts as at May 25th, 2020 are:**

RBC General Account: **\$21,990.55**

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

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

RBC Casino Account: **\$21,062.12**

Paypal Account: **\$0.00**

Stripe Account: **\$0.00**

***Deposits/Credits since February 25th, 2020 in General Account:**

Grade 7 – Hot Dog Day: **\$1,257.35**

Grade 7 – Valentine-grams: **\$498.75**

Hot Lunch: **\$16,526.55 + \$63.21**

***Payments since February 25th, 2020 in General Account:**

Hot Lunch:

SD#45 Purchasing Card: **\$6,420.83 + \$4,135.59** (\$5,037.95 outstanding)

Food Kids: **\$697.92 + \$650.60**

Postage for Cheques: **\$56.70**

41 Reimbursement Chqs: **\$7,975.12** (\$3,837.25 outstanding)

Bank & Services Fees – Cheque Printing: **\$162.19**

Bank & Services Fees: **\$27.97**

Classroom Funds – Drum Kit & Music Stands: **\$1,673.53**

Office - Envelopes: **\$68.92**

***Transactions since February 25th, 2020 in Casino Account:**

CHQ Field Trip Transportation: **\$900.00**

DEP Interest Inc.: **\$0.04**

\$349.60 expires June 30th, 2020

\$4760.00 expires Sept. 30th, 2020

\$6264.00 expires Sept. 30th, 2021

\$5360.00 expires Sept. 30th, 2022

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

***Asset & Liability entries since February 25th, 2020:**

Hot Lunch Credits: **\$14,168.16**

All Electronic records are updated and reconciled.

Thank you,
Nessa van Bergen
Chartwell PAC Treasurer

Nominations for CPAC 2020-2021

Executive Committee

Co-Chair:	Lisa DeSalvo Harris	Community Liaisons:	
Co-Chair:	Tamzyn Jones	+ Persian:	Farzaneh Adelkhani
Secretary:	Vacant Position	(1 Vote) + Chinese:	Vacant Position
Treasurer:	Nessa van Bergen	+ Chinese:	Vacant Position
DPAC Representative:	Laurel Klotz	+ Korean:	Vacant Position
Member At Large:	Brenda Weeks	Hot Lunch Coordinator:	Vacant Position
Member At Large:	Erica Long	Volunteer Coordinator:	Vacant Position
Member At Large:	Carrie Haver		

Committee Chairs

Halloween Dance Co-Coordinators :	Abir Saadi Cosyn Erica Long	Hot Lunch Volunteer Coordinator:	Vacant Position
Multicultural Night Co-Coordinators :	Farzaneh Adelkhani Yasser Abdolazimi	Traffic & Safety:	Vacant Position
Grade 7 Farewell Co-Coordinators:	Vacant Position Vacant Position	B.C. Fruit & Veg Program:	Brenda Weeks
		Emergency Preparedness:	Yasser Abdolazimi
		Spirit Wear:	Nessa van Bergen
		Book Fair:	Farzaneh Adelkhani
		Badminton Club:	Serena Lim
		Coffee Club:	Vacant Position



CHARTWELL ELEMENTARY PAC

Funded by Parents | Powered by CPAC



LS
landscape
structures

Chartwell Elementary

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habitat
systems incorporated

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Chartwell Elementary - Design Option 3

West Vancouver, BC

21-May-20

1472-3-1



landscape
structures

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habitat
systems incorporated

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