

## Chartwell Parents Advisory Council (CPAC)

### **General Meeting MINUTES**

April 10<sup>th</sup>, 2018

7:00pm – 8:15pm

Primary Foyer

#### **Attendees:**

Nessa van Bergen (Co-Chair)  
Tamzyn Jones (Co-Chair)  
Chantal Trudeau (Principal)  
Alysha Karsan (Vice Principal)  
Joanne Warburton (Secretary)  
Neelke Kruger-Logan (DPAC Representative)  
Natalia Rosales (Hot Lunch Chair)  
Jennifer Kwong (Member at Large)  
Farzaneh Adelkhani  
Mahsa Khademi  
Grace Huang

#### **Regrets:**

Sergio Trevino (Treasurer)  
Essay Sun (Chinese Community Liason)  
Stephanie Gregory (Member at Large)

#### **Welcome Tamzyn Jones**

#### **Amendments to the agenda –**

Nessa to present the Treasurer report and Grade 7 Grad update

#### **Adoption of the Agenda:**

Proposed by: Jennifer Kwong

Seconded by: Neelke Kruger Logan

#### **Adoption of the Minutes:**

Proposed by: Nessa van Bergen

Seconded by: Farzaneh

#### **Meeting called to order at: 7.10pm**

#### **Chair Report – Tamzyn Jones**

Whilst there isn't too much to report on from the last general meeting as we have been on Spring Break, the next few weeks and months are very busy leading up to the end of the school year.

I would like to begin by saying thank you to the Persian Community for a wonderful New Year celebration just before Spring Break that was thoroughly enjoyed by the kids.

Next week on April 19th from 7-8.15pm we have our parent education evening on Understanding Anxiety and Anxiety Management Strategies presented by Sharon Shelby who is a registered clinical counsellor. This is a one hour presentation on understanding anxiety in your child and how to develop strategies to overpower it.

Sharon's book 'Surfing the Worry Imp's Wave' will be available to purchase onsite and \$10 from every copy sold will go back to the school. I have a copy here if anyone wants to take a look.

A Mandarin translator will be here as well. Tickets cost \$5 and can be purchased via the eventBrite link sent out to all parents over the weekend.

In addition to this the West Vancouver DPAC is pleased to present a screening of Angst, Raising Awareness Around Anxiety followed by a panel discussion on April 25th at the Kay Meek Theatre. Doors open at 6.30pm and tickets are \$10, available online through the Kay Meek Centre.

There will be special guests from The Foundry, ABLE Developmental Clinic, Child and Youth Mental Health and the West Vancouver School District with time allocated to . The Producers of ANGST have one goal: to start a global conversation and raise awareness around anxiety. Through candid interviews, they utilize the power of film to tell the stories of many kids and teens who discuss their anxiety and its impacts on their lives and relationships, as well as how they have found solutions and hope.

The upcoming Scholastic Book fair is an event that raises a huge amount of money for books and maker space materials (\$2000 in past years). Without parent volunteers this cannot go ahead. The tentative dates are 2-5 days between May 8<sup>th</sup> and May 18th. So far 9 people have signed up but if anyone else is interested please contact Ms. Yorke or Mme Trudeau.

The book fair is set up in the library and families can shop before and after school. As a parent volunteer you help the librarian set up, take down and run the fair.

Our next meeting is our AGM and we have special guest speaker Liz Hill who is the Vice Principal of the School District plus Martina Brazeau who is a homestay manager for our International Programs Office. Input is needed from parents on where to spend PAC funds as we will be looking at the budget during May for our final meeting in June.

There is the possibility of raising funds for a new playground during the next school year. We will be discussing this with facilities this week to see what might be possible.

It is your last chance to register for the Sentinel Spartan Sports camp which begins tomorrow. It runs for 8 weeks, every Wednesday afternoon from 4-6pm until May 30th and costs \$125. All grade 6 and 7 students in the West Vancouver School District are invited to participate. Sentinel teachers and Spartan Coaches are hosting a sports camp where Basketball, volleyball, and various other sports will be offered. Whether you are athletic or simply developing your skillset, all future Spartans are encouraged to register. There are many positive reasons to take part including making new friends, getting to know Sentinel Secondary School meeting current Sentinel student leaders, teachers and Spartan Coaches, learning about sport and teamwork, developing skills and building athleticism. Please visit [sentinelathletics.ca](http://sentinelathletics.ca) for more info and to register.

### **Principal's Report - Madame Trudeau**

Input forms have been received regarding next year's school hours. Now reviewing input forms from all stakeholders. Discussion with Superintendent to follow. Calendar must be published by May 31<sup>st</sup>.

FESL (Framework for Enhancing Student Learning) and CSL (Communicating Student Learning): Report cards were sent home last Friday. We are now starting Term 3. Assessment results for Term 2 report cards show good progress on our School Goal around Reading and Inquiry. This is Year 3 of our reading and inquiry goal. Parent survey monkey coming out this week.

Student learning surveys: Grade 4/7 parents and students and staff surveyed every spring. April 27<sup>th</sup> deadline.

Athletics: ultimate season under way. Ms. Kos and Karsan are the coaches and practices will be Tuesday at 7:55 and Thursday after school until 4pm. First game April 10<sup>th</sup>.

Lighthouse Festival coming up April 23-27<sup>th</sup>. Sentinel Zone Choral Festival at Kay Meek April 12<sup>th</sup> 4:00.

Do1give: we will do a school-wide "give" day on April 19<sup>th</sup> to support the West Vancouver Foundation Youth Group. Group of student leaders working with Sentinel leader to plan an environmental give to celebrate Earth Day which is on April 22<sup>nd</sup>.

Earth Day assembly and family grouping activities planned for April 20<sup>th</sup>: launch of a new Inquiry Unit linked to our Aboriginal Education Plan and the First Peoples Principle: Learning involves patience and time.

Scholastic Book Fair: we are looking for some parent volunteers to assist Ms. Yorke put on the Book fair. So far we have nobody so we may cancel this event. Would be nice to raise some funds for the Learning Commons but with librarian working only 2 days a week it is not feasible without parent volunteers.

Learning Spaces Enhancement Project: gym was completely repainted during the Spring Break and the foyer to the gym/downstairs entrance was repainted this week-end. Painters will be refreshing some classrooms.

### **Treasurer's Report – Nessa van Bergen (attached)**

### **DPAC Report – Neelke Kruger-Logan**

- Movie screening of 'Angst' – Parent Education Event at the Kay Meek theatre on April 25<sup>th</sup> (Anxiety as the topic)
- May Fair at Ridgeview – May 12<sup>th</sup>
- Student video competition "I am Traffic" funded by translink running from Feb – April 15<sup>th</sup>. Kids to prepare a 60-90 second video about traffic safety.
- May 28<sup>th</sup> – June 1<sup>st</sup> Bike To school week.
- Foods that Fit open to all parents April 18<sup>th</sup> 530pm – 830pm
- April 23<sup>rd</sup> – 27<sup>th</sup> Lighthouse Festival of Arts
- Maureen Lee – West Van Councillor speaker – Focus on Mental Health.
- Link to full DPAC minutes: <http://westvancouver.schools.ca/dpac/wp-content/uploads/sites/28/2018/04/2018-Apr-04-DPAC-GM-Minutes.pdf>

### **Multicultural Night – Farzaneh and Neelke**

- Multicultural night will be on May 10<sup>th</sup>
- Forms going out week of 10<sup>th</sup> April, 2018
- Recruiting volunteers to prepare food / host tables
- Checking whether supplies need to be ordered, will encourage people to bring their own tupperwares.
- No need for Rentals – all the table organisers will supply their own serving equipment.

- Photobooth this year as an additional fundraiser.

### **Grade 7 Farewell – Nessa van Bergen**

- Frozen treats – Freezies are being sold on Fridays in front of school.\$2 each
- At this rate we would be looking to charge \$45 for 3 tickets – approximately
- Ceremony will be at Sentinel Theatre
- Yearbook planning is going well

### **Call for Nominations**

We would like to officially call for nominations, full outline of positions and duties attached to the minutes 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 don't know what is involved / how much time you would need to commit etc.

The timings of meetings are very flexible – please come forward if you are interested.

Email [secretary.chartwellpac@gmail.com](mailto:secretary.chartwellpac@gmail.com) with any questions or to voice interest.

Monday 30<sup>th</sup> April is the deadline for nominations.

**Tamzyn thanked everyone for coming.**

**Meeting adjourned at : 8.01pm**

**Next CPAC Meeting : AGM Thursday May 3rd 2018, 7.00 - 8.15pm in the Library Commons**

## **Chartwell PAC Treasurer's Report: April 10, 2018**

### **Summary:**

The balance of the CPAC accounts as at April 10, 2018 are:

RBC General Account: **\$45,470.98**  
+ RBC Investment account: **\$40,333.92**

RBC Casino Account: **\$16,774.14**

Paypal Account: **\$0.00**  
School Board Trust Fund: **\$0.00**

### **Payments since last meeting March 13, 2018 in General Account:**

PCard – Hot Lunch invoices – March 2018: **\$8,308.88** (SD#45)

Casino Grant Application for year 2018-2019 has been submitted.

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino  
Chartwell PAC Treasurer

**CPAC - Current Budget VS Actual - 2017/2018 - April 9, 2018 (in CAD)**

2018-4-9

	2017-2018	2017-2018	
Category	Budget	Actual	Difference
<b>REVENUE</b>			
Fund Raising	\$37,705.00	\$43,950.91	\$6,245.91
Athletic Programming (Badminton)	1,000.00	191.00	-809.00
Family Photo Night	250.00	320.00	70.00
Gr. 7 Grad:		100.00	100.00
Movie Night		1,980.96	1,980.96
TCBY			0.00
Hot Dog Days		1,047.90	1,047.90
Hoodies		579.66	579.66
Hot Chocolate		711.48	711.48
Other		-224.00	-224.00
Halloween Dance	1,200.00	1,442.47	242.47
Hot Lunch	30,000.00	62,095.77	32,095.77
Multicultural Night	3,700.00		-3,700.00
Principal for a Day	250.00		-250.00
Spirit Wear	450.00	244.70	-205.30
Parent/Family Education Events	500.00	520.79	20.79
School Board Contribution	155.00	159.82	4.82
Interest earned from investment	200.00	333.92	133.92
Library Commons Fund		-25,553.56	-25,553.56
Category	Budget	Actual	Difference
<b>EXPENSES</b>			
	22,450.00	\$19,064.33	\$3,385.67
Office	200.00	201.99	-1.99
Petty cash (Babysitting)	200.00	200.00	0.00
Bad Debt			0.00
Bank Services Fee	100.00	273.88	-173.88
CPAC Activity Refreshments and Food	200.00	0.69	199.31
Kitchen Supplies	400.00	262.12	137.88
Teacher Year End Gift	800.00		800.00
Welcome Tea	100.00		100.00
Administration / General expenses	200.00		200.00
Coffee/Breakfast Club	100.00		100.00
World Teachers Day	250.00	225.65	24.35
Art Starts Cultural Performances	700.00	700.00	0.00
Classroom Funds	4,800.00	4,800.00	0.00
Collaboration Funds	2,500.00	2,500.00	0.00
Physical Literacy In House Expert (ShuttleSport: Badminton)	1,500.00	1,500.00	0.00
Dance in Schools (Bob Shop Dance)	1,600.00	1,600.00	0.00
Principal Funds	3,000.00	3,000.00	0.00
Sexual Health Ed	1,200.00	1,200.00	0.00
Social Media Education/Digital Safety	600.00	600.00	0.00
21st Century Learning Initiative	0.00	0.00	0.00
Digital Literacy Education Fund	0.00	0.00	0.00
Site Enhancement Fund	2,000.00	2,000.00	0.00
First Nations Education & Enhancement	2,000.00		2,000.00
<b>Revenue - Expenses</b>	<b>\$15,255.00</b>	<b>\$24,886.58</b>	<b>\$9,631.58</b>

# Balance Sheet as at April 9, 2018 - As of 2018-04-09

(in Canadian Dollars) (Cash Basis)

2018-04-09

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Account	2018-04-09 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
CPAC Casino Account	16,774.14
CPAC General Account	45,470.98
Funds Held in Trust - Donations	312.35
Paypal Account	0.00
RBC GIC - 00940177229 001	40,333.92
School Board Trust Fund # 85480	0.00
<b>TOTAL Cash and Bank Accounts</b>	<b>102,891.39</b>
<b>Other Assets</b>	
Cash Box for Gr.7 Float	46.71
Kitchen Equipment	0.00
Other Receivables	51.13
<b>TOTAL Other Assets</b>	<b>97.84</b>
<b>TOTAL ASSETS</b>	<b>102,989.23</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
<b>Other Liabilities</b>	
Chinese Community	312.35
Persian - New Year	683.65
<b>TOTAL Other Liabilities</b>	<b>996.00</b>
<b>TOTAL LIABILITIES</b>	<b>996.00</b>
<b>EQUITY</b>	<b>101,993.23</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>102,989.23</b>

# Nominations for CPAC 2018-2019

## Executive Committee

Co-Chairperson:	Tamzyn Jones	Community Liaisons	
Co-Chairperson:	?	+ Co-Chinese:	?
Past Chair:	Nessa van Bergen	+ Co-Chinese:	?
Secretary:	?	+ Korean:	<b>Vacant Position</b>
Treasurer:	Sergio Trevino (temp)	+ Persian:	Nima Sheikhy
DPAC Representative:	?	Hot Lunch Chair:	Brenda Weeks
Member At Large:	?	Hot Lunch Volunteer Coordinator:	Lisa DeSalvo Harris
Member At Large:	Neelke Kruger-Logan	Hot Lunch Volunteer Coordinator:	Grace Huang
Member At Large:	Natalia Rosales		

## Committee Chairs

Halloween Dance Co-Coordinators	?	Emergency Preparedness	?
	?	Spirit Wear	Nessa van Bergen
Multicultural Night Co-Coordinators	?	Family Photo Night	?
	?	Badminton Club	Serena Lim
B.C. Fruit & Vegetable Program	Brenda Weeks	Coffee/Breakfast Club	<b>Vacant Position</b>
Grade 7 Farewell Co-Coordinators	Rola Priatel	Playground Fundraising	<b>Vacant Position</b>
	Joanne Warburton		
	Jen Kwong		



**CHARTWELL**  
ELEMENTARY SCHOOL