



Chartwell Parents Advisory Council (CPAC)

General Meeting MINUTES

February 6th, 2018

7:00pm – 8:15pm

Primary Foyer

Attendees:

Nessa van Bergen (Co-Chair)
Tamzyn Jones (Co-Chair)
Chantal Trudeau (Principal)
Alysha Karsan (Vice Principal)
Neelke Kruger-Logan (DPAC Representative)
Sergio Trevino (Treasurer)
Essay Sun
Grace Huang
Lisette Marin (Grade & Farewell Committee)
Shabnam Tabhneri
Shirin Kiani
Rola Priatel
Laura Momsen
Frank (Grade 7)
Victoria Williams
Jason Wang
Brenda Weeks
Ling Wu
Claudio Bustos
Eddie Xi
Touradj Dudgar
Kereshmeh Farhadi
Jenny Wu
Hamid Payombarnia

Regrets:

Joanne Warburton (Secretary)
Natalia Rosales (Hot Lunch Chair)
Jennifer Kwong (Member at Large)
Stephanie Gregory (Member at Large)

Welcome

Nessa Van Bergen

Adoption of the Agenda:

Proposed by: Lisette Marin
Seconded by: Neelke Kruger Logan

Adoption of the Minutes:

Proposed by: Neelke Kruger Logan
Seconded by: Shabnam Tabhneri

Meeting called to order at: 7.03pm

Chair Report - Nessa Van Bergen

Guest Speaker - Mike Finch (*Principal, Sentinel Secondary School*)

- Spoke about Sentinel & Chartwell relationship, great opportunities for students in both schools
- Kids interested in Chartwhale (or have worked on it) would like to attend Library Commons event on March 6th
- If kids attend Chartwell the assumption is that they will attend Sentinel
- Idea is to build energy around making the new Grade 8 students feel welcome as they are making connections and becoming more familiar with their new school in Grade 7
- Hosting volleyball jamboree
- Leading up to orientation later in the Spring for all new students who spend half of a day in Sentinel
- Capstone Program - Sentinel is a strong academic school with focus on AP courses. Kids who take these courses get dual credit - Grade 12 + 1st year university
- Great relationships have been fostered between kids and staff
- Spartans camp is hopefully going ahead despite staffing changes
- Program called Connect, for kids that aren't designated but who need additional support & structure with organisation skills and any concerns they have
- Focused on learning

Principal's Report - Madame Trudeau

Total enrolment is 269 presently. Highest enrolment in years.

Athletics: volleyball practices ongoing with coaches Adair, Chan, Poh, Karsan and Kos, with a Sentinel volunteer. First game is next Tuesday Feb 13th. The district jamboree is on March 13th and 15th at Sentinel during the afternoon.

Thanks to CPAC funding for Bop Shop which was a great success. Perfect opportunity to develop physical literacy skills which are emphasized in primary grades.

West Van Run: Chartwell has a team for the West Van Run on March 3rd (5K) and 4th (10k). Discounted registration fees for SD 45 parents and students. Join us!

Transition to Sentinel: Dance sessions for a group of grade 7s, visit from Ms. Ulinder to all gr. 7s

We have many special days to celebrate between now and Spring Break.

100th day of school

Feb 9 and 12: Reading Break and Family Day

Feb 14: Valentine's Day

Feb 15: Lunar New Year

Feb 16: gr. 6/7 ski trip

Feb 28: Pink Shirt Day (Family groupings and assembly)

Mar 6: Learning Commons Opening Celebration

Mar 14: Norooz

Afterschool programs offered this term: Lasermasters on Thursdays and Art Mania on Wednesdays.

Treasurer's Report - Sergio Trevino

Hot Lunch - Natalie Rosales (Nessa gave a quick update on behalf of Natalia)

- 182 orders plus a few extras placed yesterday
- Kids excited about TCBY

Spirit Wear - Tamzyn Jones

- Orders due mid Feb

- Cancelled umbrellas as we did not meet minimums

Grade 7 Farewell - Lissette Marin

- Going really well
- Pleased to have new parent volunteers for Feb 5th and all volunteer spots filled for next hotdog lunch date

Lunar New Year - Essay Sun

- 30 volunteers
- Each grade will spend 60 minutes in the gym, doing lots of different activities and collecting stamps
- Looking for ideas for riddles (knowledge, brain tease etc.)
- Each student will receive a red envelope with a bookmark and a chocolate coin

Library Commons - Nessa Van Bergen

- Had all the billing through, discussed directly with Wade
- Final cost \$50,680 including the iMacs, items in the café etc.
- Making a few more decisions to finish project - new tables & chairs / soft furnishings for quiet reading
- Opening event ; March 6th, Chris Kennedy is attending and we will be inviting Karen Brodey, Wade Hickey, mural artist, Arts Institute representative, British Properties representative, British Properties Homeowners representative, teacher from Sentinel who repaired the whale, Anthropologie representative, Doni Gratton, Aron Campbell, people who made donations electronically, CPAC exec.

New Business

- Multicultural night - Tamzyn Jones - May 10th / need 2 volunteers to co-ordinate event (handover from Stephanie / Lissette) --> confirm by Spring Break
- Fruit & Vegetable Program - need a new volunteer for next year
- PAC Positions - May meeting is when we vote, express intent in March, if you are interested in any position please contact Nessa or Tamzyn
- Sharon Shelby will be coming to do a parent ed event on anxiety (we will use bursary from district towards this). Date to be confirmed.

Nessa thanked everyone for coming.

Meeting adjourned at : 8.30pm

Next CPAC Meeting : Thursday March 8th 2018, 7.00 - 8.15pm in the Library Commons

Chartwell PAC Treasurer's Report: February 6, 2018

Summary:

The balance of the CPAC accounts as at February 6, 2018 are:

RBC General Account: **\$58,416.91**
+ RBC Investment account: **\$40,255.56**

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

Paypal Account: **\$121.17** (From previous year hot lunch online payments)

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

Deposits since last meeting January 18, 2018 in General Account:

Hot Lunch: **\$57,005.38**
Spirit Wear: **\$915.00**
Movie Night: **\$1,050.00**
Hot Chocolate: **\$280.00**
Hot Dog Days: **\$990.90**

Payments since last meeting January 18, 2018 in General Account:

PCard – Hot Lunch invoices – January 2018: **\$7,986.14** (SD#45)
SD#45: **\$24,472.67** (Library Commons Invoices)
Weigl Educational Publishers: **\$887.65** Books paid from Chinese Comm. Funds held in Trust

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino
Chartwell PAC Treasurer

Balance Sheet 02-06-2018 - As of 2/6/2018

(in Canadian Dollars) (Cash Basis)

2/6/2018

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Account	2/6/2018 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	16,774.14
CPAC General Account	58,416.91
Funds Held in Trust - Donations	312.35
Paypal Account	121.17
RBC GIC - 00940177229 001	40,255.56
School Board Trust Fund # 85480	0.00
TOTAL Cash and Bank Accounts	115,880.13
Other Assets	
Cash Box for Gr.7 Float	46.71
Kitchen Equipment	0.00
Other Receivables	51.13
TOTAL Other Assets	97.84
TOTAL ASSETS	115,977.97
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Chinese Community	312.35
Persian - New Year	683.65
TOTAL Other Liabilities	996.00
TOTAL LIABILITIES	996.00
EQUITY	114,981.97
TOTAL LIABILITIES & EQUITY	115,977.97

CPAC - Current Budget VS Actual - 2017/2018 - February 6, 2018 (in CAD)

2018-2-6

	2017-2018	2017-2018	
Category	Budget	Actual	Difference
REVENUE			
Fund Raising	\$37,705.00	\$56,712.88	\$19,007.88
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		990.90	990.90
Hoodies		579.66	579.66
Hot Chocolate		799.38	799.38
Other (Garage Sale)		496.25	496.25
Halloween Dance	1,200.00	1,442.47	242.47
Hot Lunch	30,000.00	72,822.96	42,822.96
Multicultural Night	3,700.00		-3,700.00
Principal for a Day	250.00		-250.00
Spirit Wear	450.00	915.00	465.00
Parent/Family Education Events (Red Cross Babysitting)	500.00	664.54	164.54
School Board Contribution	155.00	159.82	4.82
Interest earned from investment	200.00	255.56	55.56
Library Commons Fund		-25,005.62	-25,005.62
Category	Budget	Actual	Difference
EXPENSES			
	22,450.00	\$18,837.56	\$3,612.44
Office	200.00		200.00
Petty cash (Babysitting)	200.00	200.00	0.00
Bad Debt			0.00
Bank Services Fee	100.00	249.10	-149.10
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
Revenue - Expenses	\$15,255.00	\$37,875.32	\$22,620.32