

Chartwell Parents Advisory Council

Annual General Meeting
Thursday June 7th, 2018
Minutes of the Meeting

Attendees:

Tamzyn Jones (Co-Chair)
Nessa van Bergen (Co-Chair)
Chantal Trudeau (Principal)
Alysha Karsan (Vice Principal)
Sergio Trevino (Treasurer)
Faisal Latif (Gr 7 Grad)
Stephanie Gregory (Member at Large)
Neelke Kruger-Logan (DPAC Rep)
Farzaneh Adelkhani
Hamid Payombarnia
Caroline Yuen
Lisa Harris
Shirin Kiani
Yaser Abdolazimi
Brenda Weeks
Victoria Zharg
Victoria Williams
Jenny Yu

Regrets:

Jennifer Kwong (Member at Large)
Joanne Warburton (Secretary)
Natalia Rosales (HL Coordinator)
Grace Huang
Rola Priatel (Past Chair)

Meeting called to order at: 7.09pm

Tamzyn welcomed everyone present. Asked if there were any questions from the last meeting minutes, None. Asked who received meeting invite via email from their class parent. All divisions received.

Adoption of the Minutes:

Proposed by: Nessa
Seconded by: Neelke

Adoption of the Agenda:

Proposed by: Brenda
Seconded by: Stephanie

Tamzyn informed the PAC there were 2 new Executive Members who have been nominated for next school year. Lisa Harris in the role of Secretary and Caroline Yuen as Member at Large.

Motion to approve nomination for Secretary - Nessa, Caroline
All those in Favour- yes

Motion to approve nomination for Member at Large - Nessa, Lisa
All those in Favour- yes

Additionally the following Committee Chairs have also been filled-
Halloween- Farzaneh
MCN- Farzaneh and Yaser

Co-Chair Report- Tamzyn

Co-Chair Report - June 2018 - GM

- Thankyous for support throughout the year - exec., committee chairs and all volunteers. Raised a huge amount of money and continued our super successful program of events. Couldn't do it without the support of Chantal and Alysha and the staff overall. And most important of all Nessa who despite being injured has passed on a wealth of knowledge and ensured a smooth transition (let's hope I can remember it all come September!)
- Track & Field / sports Day - kids enjoyed and the sun was shining
- Nessa did a brief introduction of the role of the PAC and opportunities to volunteer. Volunteer Spot Sign Up is set up for next year so any parent can sign up now if they'd like!
- Parent/Staff/Teacher Potluck Appreciation Luncheon next week - Weds June 13th. All CPAC volunteers welcome including those who come in to help distribute hot lunch. Please go to volunteer spot to indicate you will be attending and the dish you will bring so we can make sure we have some balance between entrees, salads, drinks and not all desserts!
- Next year exec. is almost complete now which is fantastic. Our priority lies with finding a new treasurer so Sergio can relax! We are going to review the constitution rules of the PAC as required and ensure that all members of the exec. are clear on what the expectations of their role are.
- We want to fill the class parent spots as soon as we can once back in the Fall to establish communication between the PAC and the parents.
- We are also making some changes to the hot lunch program. It will be offered on Tuesdays, Wednesdays & Thursdays now we have a full day on Wednesday (so we don't lose out with Pro-D days etc. scheduled on Fridays). We have contacted some different vendors after trying lots of tasty samples at the Food That Fits Workshop a few weeks ago and we are planning on parents being able to order more frequently so kids are able to try different things without committing to a full term and we hope this flexibility will increase revenue (although longer term ordering as it is currently set up will still be available to parents who prefer to order this way).

- We have a few new and fun ideas in work for next year and are excited to further develop our parent participation within the school as well as attendance at PAC meetings etc. so watch this space!

Principal Report – Chantal

Multicultural Night: what a great success thanks to the hard work of Farzaneh and Neelke who took on the planning and execution of this special long-standing tradition. Huge thanks from Chartwell team.

Pancake Breakfast: We raised nearly \$1000 for WE club and were glad to see many families attend.

Student-Led Conferences: We were thrilled to see most of our families attended the important student-led conferences, a formal reporting of student learning. The students enjoy sharing their learning with their parents and guests.

Scholastic Book Fair: We raised over \$4400 in sales and the school gets \$2500. Thank you to Farzaneh and parent volunteers who supported Ms. Yorke and made this happen.

Learning Spaces Enhancement Project: new ramp being built over the next several weeks.

Immunization Clinic: K & Gr. 6 went smoothly on May 25th. Thanks to Vancouver Coastal Health nurses.

Class and Panorama Photos: May 28th. Students will receive their photos in a few weeks.

Athletics: Good effort from Track and Field Teams at district events. Thanks to coaches Ms. Fidai, Ms. Drexler, Ms. Karsan, Ms. Kos and Ms. Johnston.

Sports Day: June 1st rain or shine. 1:35 dismissal for all students.

FESL: Final Capstone Presentation June 4th was well-received. We are now in discussion with staff about next steps.

Grade 7 orientation at Sentinel June 5th

Welcome to Kindergarten June 5th

Cops for Cancer assembly June 6th with Constable Palmer.

Recitals (K-gr.4) June 8th for and Talent Show (gr. 6/7) June 21st

Badminton Week: June 11th to 15th and we thank the PAC for funding this great physical literacy opportunity.

Mutual Appreciation Luncheon June 14th

Grade 7 Capstone Showcase: June 14th

DPAC Report- Neelke

- Gaming grant to be used by the end of June- Chartwell has done this already.

- Neighbourhood grants available between \$50-\$500, open to individuals. See West Van Foundation for info
- Money has been put towards purchasing a set of canoes to share within WVSD. Schools can sign them out for use.
- WV schools are fully staffed. They expect less teacher turnover in the upcoming school year.
- Good enrolment. 7300 students, including 525 International Students
- International Host families needed. Check SD45 website for more info
- At DPAC, Nessa brought up the issue of sharing email addresses within a class. PJ, Caufield, and Bowen Island are other schools having similar problems. Previously there was no consent, so not able to share details. Chris Kennedy indicated that it would be ok if schools use a form to get permission from the parents to say is it ok to be contacted for birthdays, play dates, activities outside school, etc. Getting this permission would allow people to be contacted and help them try to make connections. District message might be given for this topic.

Parents also shared other ways they received info at other schools such as booklet of class information or class roster given out. Suggestion to get Coffee Club/Evening Events going next year to help parents connect.

Treasurer Report – Sergio

a) Current Financial Status- See 2017/18 Budget Sheet attached. Still have \$75,000 balance

b) Special Votes for immediate expenditure -

Amendment to show error in numbers - Line #1 should read \$1000 not 600.

(1) \$1000 to purchase new projector for the gym from Gaming Funds

- New projector needed in the gym, going for medium expense option at \$2800 (from PAC gaming funds, \$1300 of which are expiring in September)

(2) \$700 to purchase additional jerseys for sports teams from Gaming Funds

- Need more so students don't need to share like at the track meet. (from PAC gaming funds, \$1300 of which are expiring in September)

(3) \$750 to purchase an additional cube chair and side table for Learning Commons

- Spending additional \$750, over the original \$15,000 set aside (combining with \$750 still remaining in the budget for a \$1,500 purchase)

(4) \$304.77 on kitchen reorganization equipment

(5) \$5,000 donation to West Vancouver Place for Sport (new track for the school district and community use)

- Plaque with Chartwell's name recognizing the donation. All other WV School PACs have made donations. Chartwell didn't last year as the PAC had the library project ongoing. See West Vancouver Place for Sport website for more details: <http://www.wvpfs.org/>

c) Budget 2018/2019

Some things have been removed like Family Photo night and Principal for a Day (now included with MCN)

Some increases have been made as per below -

- More Hot Lunch income - no lost days, more students
- Library commons- to cover when old bills come in
- Petty cash- babysitting for PAC events
- Kitchen supplies- more aprons, new tablecloths
- Appreciation lunch- catered, by invite only
- Admin/General- pop up tent for school, Quicken subscription fees, Food Safe Certification course for one person
- School Garden project - Like Ms Turvey used to do with the Green Team. Foundations that do the same work. Class teachers would have to sign up. Would still have to sign up and be on waitlist though. This would be a good learning and outdoor education opportunity.

Separate Line in budget for Playground (move equipment) - \$15,000

Prior to voting Nessa gave the following information on the topic. The Principal has expressed issues with having to have 1 supervisor for this area only. There is a chance to save money on moving the existing playground structure to the lower gravel field because there is work being done at Sentinel and Facilities Staff are close by with equipment. Work would be completed this summer if Facilities have time. Originally it was parking spots and old playground was on lower spot. We'd get 4 parking spots back.

Stephanie commented that this is the first she'd heard of it and that this is too large a number to vote on without more background information and time.

Nessa said it had been discussed at the last Exec meeting and if we don't move it now it will cost much more.

There was general discussion of the topic then Stephanie asked a few more questions.

Stephanie asked who will make the decision and how can parents get more info over the summer?

Nessa said we can't contact parents over the summer, so we need to vote now.

Stephanie asked where the playground will be moved to? Nessa said they don't know yet. Facilities would have to come up with a plan.

Another parent asked what is the plan for the lower playground? Nessa said we don't know yet and a committee would work on that next year. This will involve fundraising such as a cheque writing campaign as well as grant writing.

Stephanie said that moving it might be the right decision in the end, but there isn't enough information to make that decision at this point. Also that a plan for the whole playground should be decided before proceeding.

Farzaneh asked to put it to the vote.

Nessa split the expenditure motions.

Motion to approve all expenditures totaling approx. \$31,000 in 2018/19 budget except the playground. All those in favour. Motion passed by majority.

Motion to approve expenditure of \$15,000 to move playground. All those in Favour. Motion passed by majority.

MC Night Report- Neelke

Thank you to all volunteers!! Food was delicious and we raised almost \$3700. The new initiatives were successful People brought their own dishes/containers to help reduce waste and be more sustainable. No bottled water sold to reduce also. The photobooth was very popular. Hope to see the same support next year.

Grade 7 Grad Report- Faisal

On budget with fundraising. 46 students to graduate. Menu is finalized. Have received \$250 from parents who can't volunteer time. Forms went out for volunteers. Forms went out for tickets and is due back June 15th. 41 tickets purchased so far. Once volunteers identified, jobs will be assigned.

Hot Lunch Report- Nessa on behalf of Natalia

- There are 3 dates that still need volunteers in June!
- Although costs were not fully entered into system at time of calculation, it looks like the program will generate approx. \$30,000.

- Food that Fit- several parents attended and would like to try new food for HL for next year.
- Also next year Hot Lunch days will be T/W/R. This will mean we do not miss any Mondays or Fridays.
- Reminder that on the last day of school HL will be served. Request that all volunteers on that last day clear out kitchen for the summer break.

New Business- none

Adjourned at: 8.53pm

Next CPAC Meeting:

Date: TBD in September 2018

Chartwell PAC Treasurer's Report: June 6, 2018

Summary:

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

RBC General Account: **\$33,047.02**
+ RBC Investment account: **\$40,403.84**

RBC Casino Account: **\$16,774.20**

Deposits since last meeting May 3, 2018 in General Account:

Frezzie: **\$889.15**
MCN: **\$4,093.95**
Hot Lunch: **\$1,846.36**
Badminton Club: **\$128.00**
Spirit Wear: **\$30.00**

Payments since last meeting May 3, 2018 in General Account:

Commandex Corporation: **\$336.00** (Munchalunch)
Freezie Supplies: **\$110.18**
MCN supplies: **\$298.29**
PCard – Hot Lunch invoices – May 2018: **\$7,726.64** (SD#45)

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino
Chartwell PAC Treasurer

Balance Sheet 06062018 - As of 2018-06-06

(in Canadian Dollars) (Cash Basis)

2018-06-06

Page 1

Account	2018-06-06 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	16,774.20
CPAC General Account	33,047.02
Funds Held in Trust - Donations	312.35
Paypal Account	0.00
RBC GIC - 00940177229 001	40,403.84
School Board Trust Fund # 85480	0.00
TOTAL Cash and Bank Accounts	90,537.41
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	90,635.25
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Chinese Community	312.35
Persian - New Year	683.65
TOTAL Other Liabilities	996.00
TOTAL LIABILITIES	996.00
EQUITY	89,639.25
TOTAL LIABILITIES & EQUITY	90,635.25

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

2018-6-6

Category	2017-2018 Budget	2017-2018 Actual	Difference
REVENUE			
Fund Raising	\$37,705.00	\$32,353.49	-\$5,351.51
Athletic Programming (Badminton)	1,000.00	319.00	-681.00
Family Photo Night	250.00	320.00	70.00
Gr. 7 Grad:		100.00	100.00
Movie Night		1,980.96	1,980.96
Freezie		1,199.47	1,199.47
Hot Dog Days		1,519.94	1,519.94
Hoodies		579.66	579.66
Hot Chocolate		711.48	711.48
Other (Gr. 7 Grad. Expenses)		-224.00	-224.00
Halloween Dance	1,200.00	1,371.18	171.18
Hot Lunch	30,000.00	49,562.83	19,562.83
Multicultural Night	3,700.00	3,675.87	-24.13
Principal for a Day	250.00		-250.00
Spirit Wear	450.00	274.70	-175.30
Parent/Family Education Events	500.00	750.79	250.79
School Board Contribution	155.00	159.82	4.82
Interest earned from investment	200.00	403.84	203.84
Library Commons		-30,352.05	-30,352.05
Category	Budget	Actual	Difference
EXPENSES			
	22,450.00	\$19,870.95	\$2,579.05
Office	200.00	202.68	-2.68
Petty cash (Babysitting)	200.00	200.00	0.00
Bad Debt			0.00
Bank Services Fee	100.00	301.36	-201.36
CPAC Activity Refreshments and Food	200.00	0.00	200.00
Kitchen Supplies	400.00	896.59	-496.59
Teacher Year End Gift	800.00		800.00
Welcome Tea	100.00	52.67	47.33
Administration / General expenses	200.00	92.00	108.00
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	\$12,482.54	\$2,772.46

CPAC - Current Budget VS Actual - 2018/2019 - June 6, 2018 (in CAD)

2018-6-6

	2018-2019	2018-2019	
Category	Budget	Actual	Difference
REVENUE			
Fund Raising	\$41,600.00	\$0.00	-\$41,600.00
Athletic Programming (Badminton)	350.00		-350.00
Gr. 7 Grad:			0.00
Movie Night			0.00
Freezie			0.00
Hot Dog Days			0.00
Hoodies			0.00
Hot Chocolate			0.00
Other (Gr. 7 Grad. Expenses)			0.00
Halloween Dance	1,200.00		-1,200.00
Hot Lunch	35,000.00		-35,000.00
Multicultural Night	3,500.00		-3,500.00
Spirit Wear	450.00		-450.00
Parent/Family Education Events	500.00		-500.00
School Board Contribution	160.00		-160.00
Interest earned from investment	440.00		-440.00
Library Commons	-8,500.00	*17/18	8,500.00
Category	Budget	Actual	Difference
EXPENSES			
	46,050.00	\$0.00	\$46,050.00
Office	200.00		200.00
Petty cash (Babysitting)	400.00		400.00
Bad Debt			0.00
Bank Services Fee	100.00		100.00
CPAC Activity Refreshments and Food	200.00		200.00
Kitchen Supplies	1,400.00		1,400.00
Teacher Year End Gift	900.00		900.00
Welcome Tea	100.00		100.00
Mutual Appreciation Lunch	500.00		500.00
Administration / General expenses	1,300.00		1,300.00
World Teachers Day	250.00		250.00
Playground (To move the primary equipment)	15,000.00		
School Garden Project	3,000.00		
Art Starts Cultural Performances	700.00		700.00
Classroom Funds	4,800.00		4,800.00
Collaboration Funds	2,500.00		2,500.00
Physical Literacy In House Expert (ShuttleSport: Badminton)	1,500.00		1,500.00
Dance in Schools (Bob Shop Dance)	1,600.00		1,600.00
Principal Funds	3,000.00		3,000.00
Sexual Health Ed	1,500.00		1,500.00
Social Media Education/Digital Safety	600.00		600.00
21st Century Learning Initiative	3,000.00		3,000.00
Digital Literacy Education Fund	3,000.00		3,000.00
Site Enhancement Fund			0.00
First Nations Education & Enhancement	500.00		500.00
Revenue - Expenses	-\$4,450.00	\$0.00	\$4,450.00