

Chartwell Parents Advisory Council (CPAC)

General Meeting MINUTES

March 13th, 2018
7:00pm – 8:15pm
Primary Foyer

Attendees:

Nessa van Bergen (Co-Chair)
Chantal Trudeau (Principal)
Alysha Karsan (Vice Principal)
Neelke Kruger-Logan (DPAC Representative)
Sergio Trevino (Treasurer)
Jennifer Kwong (Member at Large)
Essay Sun (Chinese Community Liaison)
Rola Priatel
Hamid Payombarnia
Brenda Duran-Weeks
Chris Gregory
Lorraine Vol Poel
Sarel Vol Poel

Regrets:

Tamzyn Jones (Co-Chair)
Natalia Rosales (Hot Lunch Chair)
Stephanie Gregory (Member at Large)

Welcome Nessa Van Bergen

Amendments to the agenda –

Tamzyn Jones injured therefore Nessa Van Bergen will be Chairing the meeting in place.

Item 4 – Top Drawer will move to Item 3

Grade 7 Grad will be updated by Nessa

Adoption of the Agenda:

Proposed by: Essay Sun

Seconded by: Neelke Kruger Logan

Adoption of the Minutes:

Proposed by: Essay Sun

Seconded by: Rola Priatel

Meeting called to order at: 7.07pm

Chair Report - Nessa Van Bergen

- There will be a new date for the next CPAC meeting TBC. (**scheduled now for Tuesday, April 10th**)
– We are waiting for confirmation of availability from Liz Hill – District Coordinating Principal.
- Any Questions / follow up from last meetings minutes? – No
- Div 4 did not receive the email with CPAC meeting minutes from Feb meeting and Agenda for March Meeting.
- Re-cap from Top Drawer Daycare on first full year operating at Chartwell – Attached
- Thank you to Brenda for taking over the fruit and veg program from Lissette Marin.
- At the next PAC meeting we will be calling officially for positions for next year. Available positions will be posted. Please keep your eye out for this and think about how you can be a part of our team.
- Learning Commons update.

Principal's Report - Madame Trudeau

- Very successful Opening of our beautiful Learning Commons with our special guests. Thank you to CPAC for making this a reality and for the exec committee for organizing the Celebration with the school staff.
- 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.
- Total enrolment is 271 presently. Highest enrolment at Chartwell. We have started working on the 2018-2019 enrolment projections.
- Athletics: volleyball season wrapping up this year. The district jamboree is on March 13th (boys) and 15th (girls) at Sentinel during the afternoon. We're very grateful to our coaches Ms. Karsan, Kos, Adair, Chan, Poh and our Sentinel senior student volunteer. Ultimate season starting soon. More to come on this front.
- Pink Shirt Day assembly and family grouping activities went very smoothly.
- We had many special days in the last few weeks including the Lunar New Year festival and tomorrow's Norooz celebration. We also had Valentine's Day, the 100th day of school and the 6/7 ski trip.
- Calendar and timetable for 2018-19: we are in the process of setting our school calendar and timetable for 2018-19 and are seeking input from all our stakeholders. Everyone will receive a letter outlining the reasons why a regular school day would benefit our students. The Wednesday early dismissal raises several challenges for working parents and with school operations, such as scheduling, staffing, childcare, traffic issues. We have a pre-determined process and administrative procedures around school hours and calendars. Information must be reviewed by the Superintendent by April 15th. The school calendar must be approved and published by May 31st.
- All stakeholders are asked to return the input sheet by Wednesday April 5th.

Treasurer's Report - Sergio Trevino (attached)

- We have just over \$3,000 to spend by October from the casino funds
- June is the budget meeting
- We are sitting on cash reserves and will discuss where to allocate funds.

DPAC Report – Neelke Kruger-Logan

- New Playground Grant that can be applied for. Rola suggested creating a PAC position next year to lead this and help secure a playground grant to improve facilities at Chartwell.
- Lunar New Year was celebrated across the district.

- Movie screening of 'Angst' – Parent Education Event at the Kay Meek theatre on April 25th (Anxiety is the topic)
- \$10,000 Playground grants are available - \$5000 cash, \$5000 labour.
- Student video competition "I am Traffic" funded by Translink running from Feb – April 15th. Kids to prepare a 60-90 second video about traffic safety.
- Reading day will be changing next year to coincide with family day changing.
- 1 more non-instructional day to be added next year.
- Virtual reality field trips are being trialed at Hollyburn Elementary.
- Carolyn Brody spoke of community day coming up in June. Anyone wanting a float should think about it ASAP.
- No uncertified teachers are hired for TOC's (substitutes) in the WVSD however housing and transport issues are making staffing more difficult.
- Request that traffic issues be brought to Principal's attention prior to contacting the police.
- Modern classroom demonstration by teachers to show how different the classroom is today compared to our generation.

DPAC Minutes – March 7th Meeting

- Learning and community pod at Pauline Johnson. Take away – it was a community building exercise.
- Foods That Fit workshop on April 18th is open to all parents.
- Thank you to the parents that responded to the sleep survey.
- Chris Kennedy celebrated the Chartwell Learning Commons. He said it was a great example of parents coming together to get something done and suggested schools looking to do similar projects come and check it out.
- Universities are increasingly interested in passion projects. The Chartwell Capstone project gets attention from universities.
- Vancouver Coastal Health spoke to the increase in vaping they are seeing in youth. They suggest keeping the dialogue open with kids so that they have all the facts and make informed decisions.

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

- Brenda commented lots of children come to volunteers without lunch. Nessa proposed that we make a list of those children's names and follow up to see whether it's the same kids coming back each week and contact the parents.
- Brenda suggested it would be great if we could open the ordering once per month as a suggestion to attract more orders.
- Essay suggested having more than 1 chair next year to share the lead. Nessa commented that we still don't have a coordinator for Fridays. Hard to find volunteers, always the same people helping.
- Grace, Brenda and Tamzyn to go to Foods That Fit. Jennifer mentioned that after the Foods That Fit tasting session there is a seminar that speaks to issues surrounding garbage disposal, how to approve new vendors etc.

Spirit Wear – Jen Kwong

- Payment outstanding for 2 orders
- Deliveries were sent out 2 weeks ago – happy with the vendors.

Grade 7 Farewell - Lissette Marin

- Faisal and Lissette are away so looking for more volunteer coordinators.

- Yearbook and tickets will be on the same form this year for ease.
- Fundraising is going well.
- If the costs are similar to last year the tickets would be the same price now as last year and we still have TCBY sales to add so great work Lissette and the Grade 7 grad team of fundraisers.

Multicultural Night

- Multicultural night chairs confirmed – Neelke and Farzaneh. – First meeting will be after spring break. Event date is May 10th.

New Business

- Sharon Shelby will be coming to do a parent education event on anxiety (we will use bursary from district towards this). Date to be confirmed. Tentatively April 26th
- Sharon offered to sell her books on the evening and donate \$10 per book back to the PAC.

Nessa thanked everyone for coming.

Meeting adjourned at: 8.30pm

Next CPAC Meeting: Tuesday April 10th 2018, 7.00 - 8.15pm in the Library Commons

Chartwell PAC Treasurer's Report: March 13, 2018

Summary:

The balance of the CPAC accounts as at March 13, 2018 are:

RBC General Account: **\$54,536.54**
+ RBC Investment account: **\$40,301.37**

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

Paypal Account: **\$0.00**

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

Deposits since last meeting February 6, 2018 in General Account:

Hot Lunch: **\$4,732.88**
DPAC Parent Ed. Grant: **\$250.00**
Spirit Wear: **\$43.00**
Hot Dog Days: **\$42.00**

Payments since last meeting February 6, 2018 in General Account:

PCard – Hot Lunch invoices – February 2018: **\$7,008.94** (SD#45)
We Schools: **\$496.25** (For Free The Children)
Blue Monkey Photobooth: **\$224.00** (50% Photobooth Rental)
Parent Ed. Presentation: **\$393.75** (Sharon Shelby)
The Dog's Ear T-Shirt and Embroidery Co.: **\$713.30** (Inv. 1551 Spirit Wear)

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino
Chartwell PAC Treasurer

Balance Sheet 03122018 - As of 2018-03-12

(in Canadian Dollars) (Cash Basis)

2018-03-12

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Account	2018-03-12 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	16,774.14
CPAC General Account	54,536.54
Funds Held in Trust - Donations	312.35
Paypal Account	0.00
RBC GIC - 00940177229 001	40,301.37
School Board Trust Fund # 85480	0.00
TOTAL Cash and Bank Accounts	111,924.40
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	112,022.24
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Chinese Community	312.35
Persian - New Year	683.65
TOTAL Other Liabilities	996.00
TOTAL LIABILITIES	996.00
EQUITY	111,026.24
TOTAL LIABILITIES & EQUITY	112,022.24

CPAC - Current Budget VS Actual - 2017/2018 - March 12, 2018 (in CAD)

2018-3-12

	2017-2018	2017-2018	
Category	Budget	Actual	Difference
REVENUE			
Fund Raising	\$37,705.00	\$52,775.18	\$15,070.18
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	70,404.65	40,404.65
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	301.37	101.37
Library Commons Fund		-25,005.62	-25,005.62
Category	Budget	Actual	Difference
EXPENSES			
	22,450.00	\$18,855.59	\$3,594.41
Office	200.00		200.00
Petty cash (Babysitting)	200.00	200.00	0.00
Bad Debt			0.00
Bank Services Fee	100.00	267.13	-167.13
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	\$33,919.59	\$18,664.59