

## Chartwell Parents Advisory Council (CPAC)

### **General Meeting MINUTES**

November 2<sup>nd</sup> , 2017,

7:00pm – 8:15pm

Primary Foyer

#### **Attendees:**

Nessa van Bergen	(Co-Chair)	
Tamzyn Jones	(Co-Chair)	Natalia Rosales
Chantal Trudeau	(Principal)	Farzaneh Adelkhani
Alysha Karsan	(Vice Principal)	Hamid Payombarnia
Joanne Warburton	(Secretary)	Shirin Kiani
Neelke Kruger-Logan	(DPAC Representative)	Jiing Zhao
Sergio Trevino	(Treasurer)	
Jennifer Kwong	(Member at Large)	
Natalia Rosales	(Hot Lunch Chair)	
Rola Priatel		
Shabnam Taheri		

#### **Regrets:**

Stephanie Gregory	(Member at Large)
Essay	(Chinese Community Liason)

**Meeting called to order at: 7:04pm**

**Welcome                      Nessa Van Bergen**

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

Proposed by: Neelke Kruger-Logan

Seconded by: Rola Priatel

#### **Adoption of the Amended\* Minutes:**

Proposed by: Rola Priatel

Seconded by: Tamzyn Jones

#### **Chair Report – Nessa Van Bergen**

Thank you for everyone who has come out tonight!  
Show of hands of those who received an email notice of the meeting from their Class Parent.  
(Introduce PAC Executive Members in attendance)

**Our first Education event** was a Red Cross Babysitting Certification Course held on Friday, October 20<sup>th</sup> 8:30AM – 4:30PM on the Pro-D Day. We sold 32 seats (2 more than the limit) and had a net profit of \$665. The kids loved it and the instructor, Andrew, was amazing with them. He is a working Paramedic and they asked lots of first aid questions! We have them tentatively booked for October 20<sup>th</sup> next year!

Jesse Miller was in the classrooms last week as well and we had a Parent Session on Tuesday night that was well attended.

The **Halloween Dance** last week was another fun event of the year! Thank you to Co-chair Tamzyn Jones for her leadership in pulling it all together. She will report in more detail on this.

Our Welcome Tea will be replaced by a Holiday Social as part of the official opening of the Library Commons. Stay tuned for the evening date in December.

**The Christmas Swap Meet** is also coming up in December so we encourage families to start looking through their cupboards to recycle items that can be re-gifted to other families! Please take a moment to look around your homes and donate what you can. Nothing worse than telling children there are no more gifts to be had.

Types of items to donate:

- Lightly used toys and books, puzzles or games
- House hold items (coffee mugs, unused/unopen candles, picture frames, knick-knacks and treasures!)
- Ties, scarves, and jewelry (no clothes please)
- GIFT WRAP and GIFT BAGS, wrapping paper and tissue

**Items we often don't have enough of - Gifts for men and tweens**

**Chartwell After School Care** – There are still spots open for the 2017/2018 school year. Please make sure you contact them soon if you think you will be needing care.

### **Website Training**

DPAC has confirmed the date for a website training/refresher session on Wednesday, November 22nd from 9:00 – 11:30am at the Inglewood Learning Centre. Please pass this information along to the person who will be responsible for updating your school's Parent Page on the website. Attendees should bring a device please.

Please RSVP to [dpac@wvschools.ca](mailto:dpac@wvschools.ca) with the name of the attendee and school so that we know how many people to expect.

### ***Important dates coming up to remember:***

Family Photo Night – November 8<sup>th</sup>

<http://westvancouver.schools.ca/chartwell-elementary/family-photo-night-fundraiser/>

Remembrance Day Assembly – November 9<sup>th</sup> in the gym 11:00 am until 12:00 pm

Pro-D Day – Friday, November 10<sup>th</sup>

No School – Monday, November 13<sup>th</sup>

Student Photo Retakes – November 14<sup>th</sup>

***Please take time to visit our Parent page on the school website to keep up to date on what the PAC is working on.***

#### **Learning Commons Update**

- The Whale installation and Parent lounge will be completed in the next 3 weeks.
- Construction work was mainly completed over the summer. The Parent Lounge still has work to be done.
- Mural for wall by artist Sarah Symes of Squamish was installed the second week of school.
- 3 iMac terminals are on order for the Media Centre and will be outfitted with video editing software and other multimedia uses
- \$1,200 being donated by the Chinese community from extra Multicultural fundraising, to be used for books
- \$50K for project from District - PAC responsible for \$50K.
- Furniture and new equipment is not included. Estimated to be additional \$30K (VOTED to allocate \$15K out of savings to 'meet' all parent donations). There are some furniture pieces on order.
- Once the accounting from the district is complete, we will have a better understanding of what we still need to fundraise for.

#### **Principals Report – Madame Trudeau**

Please find the details in the attachments

#### **Treasurer's Report – Sergio Trevino**

Please find the details in the attachments.

#### **DPAC Report – Nessa for Neelke**

- Facilities meeting – new soft sheds will be built with battery operated snow blowers.
- 86 more students than last year in the district.
- 1008 ELL students this year.
- 40 resignations and 50 new hires.
- Remembrance Day Assembly's on the 9<sup>th</sup>.
- Changes in structure in hierarchy of the district. Talk around student allocation, catchment, outside of catchment, outside of district.
- School tax goes to the BC provincial pot and is allocated per student.

- FSA's in Fall instead of spring in order to get results in the same school year and work on the areas that are needed based on results. The results are now general for the school district and then by student, no longer by school.

At the meeting all were introduced to Mylo, a robot that was brought in as a pilot program in the west van school district ( 1<sup>st</sup> in Canada) We have 5, 3 in elementary school and 2 in high schools. Mylo is a teaching aid for children on the autistic spectrum. Mylo has a whole curriculum to teach kids and is able to make all of the types of facial expressions. The results so far have been excellent, feedback is great and it seems to be going really well.

Detailed minutes will be posted at the link below :-

<http://westvancouver.schools.ca/dpac/resources/>

### **Hot Lunch Update – Natalia Rosales**

All the payments are in. Some feedback from volunteers that we needed more Lysol wipes and gloves. Volunteers said they need more time on some days, not on Tuesdays. We added a 3<sup>rd</sup> volunteer spot to help speed up the process.

Next term will be credit card payments only.

Current term goes until the end of January.

### **Halloween Dance –Tamzyn Jones**

- Few less orders for food than previous years but extras were sold on the night.
- Not enough volunteers
- We need to look at the format and make some changes
- Older kids misbehaved towards the end of the night and were scaring younger kids. We need to make sure this doesn't happen next year.
- 5 out of 8 kids that signed up to do garbage didn't turn up for their shift.
- Bins outside the kitchen
- Special mention to Farzaneh and thank you for the crepes.

### **Spirit wear – Jen Kwong**

Samples outside the office to try for sizes, order forms will be going home soon. This time we are adding umbrellas and hats to the existing mix of hoodies, track pants and t-shirts.



Plan to introduce a spirit day – where everyone wears their spirit wear to help promote sales.

**Grade 7 Farewell** – Faisal Latif, Nessa and Lissete are on the committee this year.

- Thursday dec 14<sup>th</sup> and Thursday Jan 18<sup>th</sup> for movie nights, info will be out soon.

\*\*\*Looking for parent volunteers to sign up to help with fundraising, either offer time or money.

**Family photo night** – 8<sup>th</sup> November – great fundraiser and opportunity to get a fantastic family photo in time for Christmas.

**No new business**

**Nessa thanked everyone for coming.**

**Adjourned at: 8:05pm**

**Next CPAC Meeting:**

Date: December 7th, 2017 | Time: 7:00 to 8:15PM | Venue: Learning Commons

## Principal Report to CPAC

November 2nd, 2017

- We were pleased to meet most of our parents at the Parent-Teacher Interviews on October 24<sup>th</sup> and 26<sup>th</sup>. The interview is an important opportunity to hear how your child is doing and how you can support their growth.
- Internet and Social Media Safety: thanks to CPAC for sponsoring Jesse Miller's student and parent sessions. We had 18 parents in attendance. The students were attentive and engaged in the presentation.
- Basketball Season: We have had 2 games so far! Thanks to coaches Karsan, Kos, Sasaerilla and parent Rick Nickles. So far we're 1-1 for both boys and girls teams. Next week is a "by" so we do not have a game. The district tournament is the last week of November.
- We had our first Family Grouping activity on October 25th to make Halloween decorations for the gym for the dance. Family grouping activities are wonderful to build connections between students of different grades, which creates a warm and caring culture of caring and kindness.
- We are still in FSA testing period. The testing period ends on November 10<sup>th</sup> (pro.d for us)
- Professional Development learnings: Our teachers attended Pro.D on Friday Oct. 20<sup>th</sup> and worked together on curriculum planning and implementation on Monday Oct. 23<sup>rd</sup>. Continued focus on reading, inquiry (FESL), executive functions and self-regulation. We have another Pro.D day on November 10<sup>th</sup> where teachers will work collaborative in grade-like groups. This is a district-wide day.
- Halloween assembly: thank you to the students from Leadership and Ms. Johnston for organizing and leading our entertaining assembly.
- We all enjoyed our Artstarts performance on November 1<sup>st</sup> with Gord Grdina.
- We are now preparing for the Remembrance Day assembly which is at 11am on Thursday November 9<sup>th</sup>.
- FESL: much work is being done in every classroom around reading instruction, strategies, and inquiry learning as we prepare for our year-end presentation as a Year 3 school.

## **Chartwell PAC Treasurer's Report: November 2, 2017**

### **Summary:**

The balance of the CPAC accounts as of November 2, 2017 are:

RBC General Account: **\$48,371.38**  
+ RBC Investment account: **\$40,065.21**

RBC Casino Account: **\$16,364.13**

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

School Board Trust Fund: **\$19,973.81** (Library Commons Fundraising)

### **Deposits since last meeting October 3, 2017 in General Account:**

Hot Lunch: **\$4,474.18**  
Halloween Dance: **\$2,618.25**  
On The Go First Aid Training: **\$1,944.70**

### **Payments since last meeting October 3, 2017 in General Account:**

PCard – Hot Lunch invoices – October 2017 **\$10,050.14** (SD#45)  
On The Go First Aid Training: **\$1,280.16**  
Teachers Day: **\$225.65**  
Chartwell Elementary School: **\$17,900.00** Budget 2017/2018  
Halloween Dance: **\$1,175.78**  
Kitchen Supplies: **\$222.94**  
Petty Cash – Babysitting refill 2017/2018: **\$200.00**

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino  
Chartwell PAC Treasurer

**CPAC - Current Budget VS Actual - 2017/2018 - November 02, 2017 (in CAD)**

2017-11-02

	2017-2018	2017-2018	
Category	Budget	Actual	Difference
<b>REVENUE</b>			
Fund Raising	\$37,705.00	\$44,701.53	\$6,996.53
Athletic Programming (Badminton)	1,000.00		-1,000.00
Family Photo Night	250.00		-250.00
Gr. 7 Grad:			
Movie Night			0.00
TCBY			0.00
Hot Dog Days			0.00
Hoodies			0.00
Halloween Dance	1,200.00	1,442.47	242.47
Hot Lunch	30,000.00	42,529.31	12,529.31
Multicultural Night	3,700.00		-3,700.00
Other			0.00
Principal for a Day	250.00		-250.00
Spirit Wear	450.00		-450.00
Parent/Family Education Events	500.00		-500.00
Red Cross Babysitting Course		664.54	664.54
School Board Contribution	155.00		-155.00
Interest earned from investment	200.00	65.21	-134.79
Category	Budget	Actual	Difference
<b>EXPENSES</b>			
	22,450.00	\$18,562.09	\$3,887.91
Office	200.00		200.00
Petty cash (Babysitting)	200.00	200.00	0.00
Bad Debt			0.00
Bank Services Fee	100.00	13.50	86.50
CPAC Activity Refreshments and Food	200.00		200.00
Kitchen Supplies	400.00	222.94	177.06
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>\$26,139.44</b>	<b>\$10,884.44</b>