



Chartwell Parents Advisory Council (CPAC)

General Meeting Minutes

October 17, 2018

Library Commons

Attendees:

Tamzyn Jones (Chair)
Chantal Trudeau (Principal)
Alysha Karsan (Vice Principal)
Lisa DeSalvo Harris (Secretary)
Nessa van Bergen (Past Chair)
Viki Williams (DPAC Representative)
Brenda Weeks (Hot Lunch Chair)
Grace Huang (Hot Lunch Coordinator & Chinese Community Liaison)
Nima Sheikhy (Persian Community Liaison)
Jennifer Kwong (Member at Large)
Erica Long
Laurel Klotz
Pooneh Taheri
Jas Purewal
Jorge Natividad
Lisa Luo
Jose Schettino
Yuning Zhang
Joanne Waburtin
Caroline Yuen
Yasser Abdolazimi

Regrets:

Sergio Trevino (Treasurer)
Natalia Rosales (Member at Large)
Neelke Kruger-Logan (Member at Large)

Welcome: Tamzyn Jones

Amendments to Agenda –

Nessa to present the treasurer report

Adoption of the Agenda:

Proposed by: Brenda Weeks
Seconded by: Caroline Yuen

Adoption of the Minutes:

Proposed by: Nessa van Bergen
Seconded by: Brenda Weeks



Meeting called to order at: 7:07pm

Questions and Special Orders Business arising from last meetings minutes:

- Vote to elect Chinese Liaison position (2018/19)
- 4 people shall be voted in with 1 vote
- **Motion to approve nominations proposed by: Nessa van Bergen**
- **Seconded by: Laurel Klotz**
- **Passed by majority**

Chair Report – Tamzyn Jones

It has been a very busy few weeks that seem to have passed in a whirlwind for me since the students started back at school early in September. We had a full house at the welcome tea and I hope that everyone who attended found it informative and that it was a positive introduction to Chartwell for all new families. We have set up class parents in all divisions who will be acting as a liaison between the staff, the PAC and all the parents in each class, passing on relevant information in a timely manner and offering support as needed to the teachers. Thank you to all that have volunteered and for sending out all my e-mails in the past few days! Things will settle down at some point I hope!

The hot lunch program was set up for ordering (not an easy task in the timeframe we have) and hot lunch is now being delivered on Tuesdays/Wednesdays and Thursdays. Huge thanks to Brenda for her commitment to making this happen.

We celebrated World Teachers Day last Friday with a luncheon for the staff to show our gratitude for all that they do - thanks you to Jo & Brenda for coordinating this.

This coming Friday we are hosting a Red Cross Babysitters course for students in grades 6&7. This was promoted at the DPAC meeting for students across the district. Once again this is a hugely popular event and is now sold out. Many thanks to Nessa for arranging.

Plans are well underway for the Halloween Dance and we are starting to get ideas together for fundraising got the Grade 7 farewell. More detail will follow on these programs in our committee reports.

As discussed in our budget meeting in May of this year we allocated funds toward the purchase of new tablecloths, aprons and a pop-up tent to be used at various PAC and school related events such as multicultural night and the track meet. We wanted to include a Chartwell PAC logo on these items to recognize and represent our successful PAC. We hope everyone likes the proposed logo which is inspired by the North Shore Mountains and links with the theme of the mural above. We will purchase the items in due course and have the new logo applied where possible.

Many of you may have now seen that the ramp down to the lower playground was completed over the Summer break and gives full accessibility to this area. Due to time constraints the play structure behind the portables on the other side of the building (installed for the younger grades) was not moved. The equipment in the lower playground is nearing its end of life (20+ years) and we would like to start fundraising for new equipment in the new year with a view to having it replaced next Summer ready for the 2019/20 school year. The equipment for the younger grades was replaced in 2009 so still has many years of use left. As part of an overall project we will decide the best location for this in regard to the current positioning and use and how it may be incorporated into the lower area as we investigate new equipment, grants and a fundraising campaign to replace the old equipment. We will need a team of volunteers to be involved in this, headed by Nessa and more information will follow over the coming months.



One last thing to mention is that there is a West Van School Traffic Safety Sharing Session being held next Wednesday October 24th from 9:30-11:00 AM at the Inglewood Learning Centre. All parents who have traffic concerns or ideas relating to our school and the neighboring areas are invited to attend. If you are interested, please let me know and I can forward the details.

Principal's Report – Madame Trudeau

Thank you to our CPAC and parent group for delivering a lovely lunch on October 5th to celebrate World Teachers Day. It was much appreciated!

Athletics: cross country season underway with 32 members this year, great improvement from last year. Last Meet October 9th

Basketball season started with practices before school on Tuesday and after school on Thursday. First game Oct 23rd. Letter with schedule is being sent with students today. Thanks to coaches Ms. Fry, Ms. Karsan, Ms. Sasaerilla, Ms. Kos and Mr. Philip.

Great turnout for the Curriculum Night/Meet the teachers event on September 19th.

Policies and Procedures forms: all done!

School cash online: We're over 88% at this point. A reminder that we are not accepting cash at school this year, so parents need to make an account. Come to the office to get your PIN.

Terry Fox Assembly and run: Perfect day for our run on September 27th. Assembly led by 6/7 students. We have raised around \$500 and our goal was \$2500.

Orange Day Shirt activities: Friday September 28th we had an assembly to wrap up the week's activities in the Learning Commons led by classroom teachers and Ms. Yorke.

FSA 'season': starting this week but students will have time to practice and prepare in class. Letter for parents sent home on October 1st.

After School programs: we have started Chess Club (Monday), Something Cool after School (Tuesday), Art Mania (Wednesday) and Badminton (Friday). Lasermasters is cancelled.

Pro. D: on September 21st was well spent by staff who developed a school-wide inquiry unit tied to our Aboriginal Education Plan revolving around the First Peoples Principle of Learning "Learning involves recognizing the consequences of one's actions".

In-service and Pro. D: October 18th 1:15 dismissal, Oct. 19th (provincial day) and Oct 22 curriculum implementation day.

Parent-teacher interviews will be Oct. 24-25 and link to schedule will be sent next week.

Parking Issues: Increasing parking issues as our staff has increased and we do not have enough space in the whole parking lot for our staff. Please use the drop off procedure or park on the surrounding streets.

Registration for September 2019 has opened online on October 15th.



Treasurer's Report (attached) – Nessa van Bergen

DPAC Report – Viki Williams

DPAC Opening meeting

Kay Meek Theatre
30/Aug/2018

The opening meeting for the 2018/2019 school year started with a solo performance (song and drum) by first nation artist, followed by 3 contemporary songs by the talented R&B Band from Sentinel Secondary School.

Afterwards Superintendent Chris Kennedy introduced the new WTA President, Renee Willock and Vice President Spencer Capier.

Board Chair, Carolyn Brody welcomed and thanked new and long-standing staff.

Long Service Awards were given to West Vancouver School staff accompanied by a slide show. A short movie with the title "In the neighborhood" was shown the participants of the meeting, with the main focus on technology, environment, new classroom venues, tendency for more people choosing public schools over private schools.

The culmination of the meeting came by the presentation from the keynote speaker, Ivan Coyote, who is a celebrated storyteller, author, spoken word performer and LGBT advocate.

DPAC Meeting

3/October/2018

The first DPAC meeting of the new school year took place on 03 October 2018 in the Inglewood Learning Centre in WVSS South Campus.

PAC & DPAC reps from schools

Carolyn Broady, Board of Education Trustee,
Chris Kennedy, Superintendent, as well as
Jocelyn Hewson and Bernadette Woit, Emergency Preparedness Consultants.

The meeting started with coffee and snacks and short informal self-introductions of all the participants.

Afterwards we got an update of the WVS Canoe, which apparently will be available for use by schools in the New Year.

The Chair's and Treasurer's reports followed with listing the current open spaces at DPAC, reminding schools to post events that are open to the public.

Various committees gave account of their current projects:

- Irwin Park's new building is expected to be completed by mid-November
- Sentinel Gym project is being delayed



-Every building has been evaluated and approved by engineering bodies.

Emergency Preparedness: Consultants gave a very interesting presentation on Family and School preparedness in case of storms, earthquake and fire.

Committee Reports

Hot Lunch – Brenda Weeks

- Hot Lunch Program is in its 1st Term
- Last year we brought in about \$35,000.
- We have 198 orders in the first term of this year
- Total sales \$34,351.40
- 25% profit of \$8,739.42
- New Vendors have been selected: Presto Catering, and Papa Johns
- Returning Vendors: Katsu Sushi, Foodie Kids, and Subway
- The Days that hot lunch is being offered has changed this year to every Tuesday, Wednesday, and Thursday
- 2nd Term we are going to be offering an additional day of hot lunch which will be Friday's
- New Vendor for 2nd Term will be Libby's Kitchen - Offering a Chinese food menu
- 2nd Term hot lunch ordering will be open up in late December
- We need new volunteers for the second term and for the additional added day
- We are proposing to get rid of all plastic utensils and purchasing reusable utensils that children can keep in their desk

Spirit Wear – Nessa van Bergen

- School district will not allow us to sell spirit wear directly from West Van server, we have to use a 3rd party vendor
 - Jo has a 3rd party provider that we can investigate
- New item: Golf Shirt – will not be offered in kids sizes, but XS can fit 6th and 7th graders
- Umbrella – not enough orders from last year so got dropped
 - This year combining sentinel and Chartwell logos to represent both school
- Possible spirit wear swap

Grade 7 Farewell – Joanne Warburton

- Selling signature hoodies
- Repeating the most successful events from last year
- Doing away with movie nights as they were not very profitable
- Mahsa working on yearbook this year
- Putting together budgets
 - Previous farewell team to give this year's farewell team budget from last year as frame of reference
- Brenda suggested Dedication page to be purchased by parents as additional fundraiser

BC Fruits and Vegetable Program – Brenda Weeks

- A program that provides students with fresh local fruits and vegetables
- This program started with an idea in 2004 and as of 2017 they went from serving 10 schools to 1400 K-12 schools and K-12 First Nations schools in BC
- The program is non-profit and it takes about 4000 volunteers to provide fresh services of fruits and vegetables every other week, 12 times on a school year to about 571,000 students.
- This program is great because it exposes kids to try new fruits and vegetables
- Increases awareness of locally grown foods
- Supports the local economy
- Students have already received: apples, blueberries
- They will next be getting a variety of apples, pears, cucumbers, carrots, peppers, mandarins, and tomatoes
- November 6 is the next scheduled delivery

Halloween Dance – Tamzyn Jones

- Need more volunteers and more donations or it will be cancelled
- Decorating gym 12-2:45, and parents to supervise
- Posters have been put up in hallways, and announcements will start tomorrow
- Custodian to stay to clean up after dance
- Meeting to organize happening Wednesday directly after drop-off
- Brenda, Laurel, and Erica have volunteered to go purchase needed supplies for the dance

New Business

- Talking donations for decorations for Christmas and Halloween. If any parents have decorations that they are looking to get rid of, please contact Tamzyn Jones.

Tamzyn thanked everyone for coming to the meeting.

Meeting Adjourned at: 8:11pm

Next General CPAC meeting will be held on Wednesday, November 14th at 9:00 am.

Balance Sheet Oct-16-2018 - As of 2018-10-16

(in Canadian Dollars) (Cash Basis)

2018-10-16

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Account	2018-10-16 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	22,038.25
CPAC General Account	43,416.82
Funds Held in Trust - Donations	0.00
Paypal Account	0.00
RBC GIC - 00940177229 001	40,122.96
School Board Trust Fund # 85480	0.00
TOTAL Cash and Bank Accounts	105,578.03
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	105,675.87
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Chinese Community	0.00
Persian - New Year	683.65
TOTAL Other Liabilities	683.65
TOTAL LIABILITIES	683.65
EQUITY	104,992.22
TOTAL LIABILITIES & EQUITY	105,675.87

CPAC - Current Budget VS Actual - 2018/2019 - October 16, 2018 (in CAD)

2018-10-16

	2018-2019	2018-2019	
Category	Budget	Actual	Difference
REVENUE			
Fund Raising	\$41,600.00	\$33,854.33	-\$7,745.67
Athletic Programming (Badminton)	350.00	400.00	50.00
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	33,296.37	-1,703.63
Multicultural Night	3,500.00		-3,500.00
Spirit Wear	450.00	35.00	-415.00
Parent/Family Education Events	500.00		-500.00
School Board Contribution	160.00		-160.00
Interest earned from investment	440.00	122.96	-317.04
Library Commons	-8,500.00	*17/18	8,500.00
Category	Budget	Actual	Difference
EXPENSES			
	46,050.00	-\$1,153.84	\$47,203.84
Office	200.00		200.00
Petty cash (Babysitting)	400.00		400.00
Bad Debt			0.00
Bank Services Fee	100.00	16.50	83.50
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	53.54	46.46
Mutual Appreciation Lunch	500.00		500.00
Administration / General expenses	1,300.00	-1,223.88	2,523.88
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	\$35,008.17	\$39,458.17

Chartwell PAC Treasurer's Report: October 16, 2018

Summary:

The balance of the CPAC accounts as at October 16, 2018 are:

RBC General Account: **\$43,416.82**
+ RBC Investment account: **\$40,122.96**

RBC Casino Account: **\$22,038.25**

Deposits since Sep 1, 2018 in General Account:

Hot Lunch: **\$33,380.36**
Badminton Club: **\$400.00**
Spirit Wear: **\$35.00**
PST Refund: **\$1,223.88**

Payments since Sep 1, 2018 in General Account:

Welcome Tea: **\$53.54**
Food Safe Course: **\$83.99**

Deposits since Sep 1, 2018 in Casino Account:

Gaming Annual Grant: **\$6,264.00**

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino
Chartwell PAC Treasurer