



Chartwell Parent Advisory Council

Monthly General Meeting Agenda

Date: Wednesday January 16th 2019

Time: 9:00 – 10:15am

Attendess:

Nessa Van Bergan (Past Chair, chairing this meeting)
Chantal Trudeau (Principal)
Alysha Karson (Vice Principal)
Laurel Klotz (taking minutes in place of Lisa Harris)
Ethan Yazoli
Ingrid Vander Velden
Andrew Kalenov
Maria Guerra
Grace Huang
Jenny Yu
Brenda Weeks
Yaser Abdolazimi
Erica Long
Jen Kwong
Roselyn Bayary
Rola Priatel
Joanne Warburton
Flo Mandet

Regrets:

Tamzyn Jones (Chair)
Lisa DeSalvo Harris (Secretary)
Sergio Trevino (Treasurer)
Viki Williams (DPAC Representative)

- Meeting Call to Order: 9:03am
- Approval of last meeting's minutes
 - Approved by: Joanne Warburton
 - Seconded by: Brenda Weeks
- Approval of agenda for meeting Nessa Van Bergen – 2 mins
 - Approved by: Joanne Warburton
 - Seconded by: Brenda Weeks

Chair's Welcome

Questions and Business arising from last meetings minutes

None

Officer's Reports

Chair's Report

Nessa Van Bergen – 5 mins

Tamzyn sends regrets for missing today.

Hot lunch volunteer sign-ups are much improved since the e-mail was sent out earlier this week requesting urgent help but there are still a few spots that need to be filled at the end of January and quite a few in February. Many thanks to everyone who has volunteered so far.

Jo Warburton: Did the emergency email for volunteers for lunch surge new parents signing up?

Brenda: Parents are having a hard time figuring out to help people sign up (i.e. Chinese parents). Figure out a way to help them sign up manually/other way. Website is not translated into Chinese. Suggestion: Put up a sign up on the wall...but it would be difficult to reconcile between the two. Will follow up with chair report.

The garage sale raised a grand total of \$1157. The WE club has voted on what the money will support - the country is Haiti and the pillar is education. In term 2 there are plans to host a bake sale. There is also a 'Walk for Water' planned in the Spring and of course the pancake breakfast in May the morning of the student led conferences. Ms. Johnston would like to thank all the parent volunteers who helped out on the day, they couldn't have done it without you!

Rola Priatel: a lot more parent/PAC time taken up for the garage sale. For next year, are parents helping? If so, then PAC keeping half the money?

Nessa Van Bergen: Ms. Johnson requested that all funds go to 6/7 leadership team. If so, then 6/7 need to do 95% of the work, or at least the 6/7 parents volunteer to work the garage sale.

Alysoun's leaving ceremony - a well-attended and very emotional event showing just how special she was to Chartwell and how much she will be missed. The teachers and students created a wonderful show of appreciation.

Alysoun's upcoming retirement party - Thursday Jan 31st, 3.30-5.30pm (invites to follow to all parents from the office) / e-mail has been sent out through class parents advising of schoolwide gift (travel vouchers) and how to contribute if wished

Jo Warburton: Would have liked to see a suggested amount for Alysoun's gift. Want the wording to change to "suggested amount" in parent email. Nessa will add to Chartwell this weekly.

North Shore Parent Education event - Raising Resilient Teens in the Digital Age – Tuesday Feb 5th @ 6.30pm at Centennial Theatre on Lonsdale

Save the Date for an exclusive *free* screening of **The Illusionists**, a documentary exposing how multi-billion-dollar international industries saturate our lives with images of unattainable beauty, fueling insecurity and body hatred. The Illusionists turns the mirror on media, exposing the absurd, sometimes humorous, and shocking images that seek to enslave women, men, and children.

The film will be followed by a discussion and Q&A with leading experts **including The Illusionists' Italian filmmaker Elena Rossini!** The discussion will focus on how to raise resilient teens, create thoughtful media consumers, and support a healthy body image

Principal's Report

Chantal Trudeau – 10 mins

Athletics: Volleyball season is fast approaching. Dates/times for practices will be shared soon. First game is February 5th.

- Practice one lunch - Monday
- After school on Wednesday

Nessa Van Bergen: Are there enough uniforms for volleyball? Madame Trudeau: Yes

Spirit Wear: students received their new clothing and we have a Spirit Wear day on January 11th.

- Thank you PAC for the tattoos!

Erica Long: Next year, could we do something bigger for spirit day?

Madame Trudeau: Yes, there are/will be... whatever you want to set up... help apply tattoos... Erica will be more present next time to help out.

Thank you to the PAC for presenting Alysoun with flowers and bubbles on December 21st.

FESL Year 1: writing goal: We are focusing on writing instruction and are collecting writing samples and data for our Year 1. Teachers spend time at Pro. D days and staff meetings exploring new resources and implementing strategies.

Staffing Updates for January 2019: Welcome to Ms. Kara Aspden who started at CH as our new AA on January 7th.

Top Drawer Daycare programs are expanding to the Properties Hub to meet increasing demand.

The Sound of Music: Rehearsals started in December and are continuing. Reminder to parents to pick up students promptly at 4:15pm on rehearsal days. (Mondays). Bring students at 7:30am on Thursdays.

January 25th is a District Pro. D day. No school for students.

January 29th is a Series 45 performance for Intermediate students.

January 31st is Alysoun's Retirement Celebration. It will be after school at Chartwell. Plans are in the works.

Nessa Van Bergen: Figuring out schedule for school bop (dancing) hopefully before spring break

Treasurer's Report

Nessa Van Bergen – 10 mins

Rola Priatel : Has a request been sent out for replacement treasurer?

Nessa: Yes-need to know basics of accounting. Don't need to be a professional.

New Dad: Is there an annual budget? Nessa: Yes. Voted on in June.

New Dad: How do I present a proposal? Nessa: Send an email to Tamzyn.

Now have PAC aprons, 12.

Deposits haven't been doled out yet, so this report will reflect correct amounts. Sergio will update this.

Cutlery inventory needs to be sent to Nessa. That can be on the asset part of budget.

Budget Reports attached at the end of the minutes.

DPAC Report

Madame Trudeau in place for Vikki Williams – 10 mins

Madame Trudeau: Trusties meeting two ideas presented - ideas of how they fund raise, volunteers, etc. Four schools presented... maybe we could do more socials for parents to get them involved at the school. Had some good take aways on how to engage more parents.

Committee Reports

Hot Lunch Report

Brenda Weeks – 5 mins

- Second week of second term, so far so good
- Persian Vendor 106 orders. Good feedback from the kids.
- Chinese food vendor, Libby's Kitchen, added for fourth day of hot lunch this term
- Libby's kitchen 108 orders
- Presto doing well about 165 orders
- Over 200 orders for Papa John's pizza
- Sushi almost 130 orders
- First term 198 orders, second 186 orders
- Made about \$35k
- Still have \$900 owed by parents
- Challenge is getting volunteers - if we are struggling with volunteers moving into the 3rd term, we will consider dropping fourth day. It's not sustainable without parent volunteers. It's not fair for the same parents cover the entire year.
- Need forward thinking in volunteers, not just for the month.
- Can there be a proposal for those who order, they must volunteer at least once a month? Hot lunch can't run unless parents volunteer. Someone from the Chinese community needs to help. Take on filling in their names on line since the signup website is only in English.
- Any ideas on how to recognize parents who volunteer at the end of the year and any ideas of how to incentivize parents to volunteer need to go to Grace, Lisa, and Brenda. Maybe assign divisions responsible for a time frame of when those parents are required to help out with hot lunch.

Spirit Wear

Nessa Van Bergen – 5 mins

- All has been delivered. Looks like were about \$200 in profit. Below budget for spirit wear. Less orders than thought. Will probably open orders back up in the spring.

Grade 7 Farewell

Jen Kwong – 5 mins

- Hoodies coming in at the end of the month.
- Will have better idea next meeting what they'll be doing to fundraise.

- Meeting with Madame Trudeau Friday. Jo is frustrated with getting things vetoed. Madam Trudeau wants to stay with the healthy eating... could we sell something educational? Jo: They typically don't make much money.

New Business

- **Lunar New Year Celebrations** everything going well. Showed the tokens to be handed out.
- Morning k-3, afternoon 6/7.
- Dragon dance show will be following day hold assembly just for the performance.
- Already have some volunteers - need more. Nessa needs outline of what they need/want. No experience needed. Will have someone at a table the day of selling tokens. Need to cancel bad mitten, in order to set up.
- Cash online for tokens.

Request for Funds for Musical

- Marie McLaughlin details of choreography. Large dance component...asking for a donation from CPAC so they can hire a professional choreographer...every class will be dancing and singing... choreography for 3 main dances, one individual class and some general help....a parent Tammy McVikar...she's a dance teacher at Van Lina dance school...\$200 per main dance (4 hours of instruction) about \$750 total. Proposal: \$750 Jo question: How do we decide how to pay a volunteer? Nessa answer: Needs of a professional (contracted out) – it's a formal agreement of time commitments and dates, etc. Her expertise is what we are paying for. She will be paid after her services are complete.
- Motion to approve by Nessa payment to be made upon completion...approved.

Meeting Adjournment 10:40am

Next CPAC General Body Meeting

Date: Wednesday February 20th 2019 Time: 7:00 – 8:15pm Venue: Learning Commons

Chartwell PAC Treasurer's Report: January 15, 2019

Summary:

The balance of the CPAC accounts as at January 15, 2019 are:

RBC General Account: **\$25,420.96**
+ RBC Investment account: **\$40,232.66**

RBC Casino Account: **\$21,276.98**
Paypal Account: **\$3,426.28**

Deposits since December 11, 2018 in General Account:

Cutlery Sets: **\$375.00**
Hot Lunch: **\$30,615.04**

Deposits since December 11, 2018 in Paypal Account:

Cutlery Sets: **\$214.55**
Spirit Wear: **\$1,751.87**
Gr. 7 Hoodies: **\$1,459.86**

Payments since December 11, 2018 in General Account:

SD45: **\$9,247.30** Hot Lunch suppliers – December 2018
The Dog's Ear T-Shirt: **\$1,107.68** Spirit Wear
Kitchen Supplies: **\$584.67**
4imprint: **\$249.04** Temporary Tatoos

Payments since December 11, 2018 in Casino Account:

Big Kahuna Sport Co: **\$649.60** – Volleyball Jerseys

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino
Chartwell PAC Treasurer

Balance Sheet Jan-15-2019 - As of 2019-01-15

(in Canadian Dollars) (Cash Basis)

2019-01-16

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Account	2019-01-15 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	21,276.98
CPAC General Account	25,420.96
Funds Held in Trust - Donations	0.00
Paypal Account	3,426.28
RBC GIC - 00940177229 001	40,232.66
School Board Trust Fund # 85480	0.00
TOTAL Cash and Bank Accounts	90,356.88
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	90,454.72
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Chinese Community	0.00
Persian - New Year	683.65
TOTAL Other Liabilities	683.65
TOTAL LIABILITIES	683.65
EQUITY	89,771.07
TOTAL LIABILITIES & EQUITY	90,454.72

CPAC - Current Budget VS Actual - 2018/2019 - January 15, 2019 (in CAD)

2019-01-15

Category	2018-2019 Budget	2018-2019 Actual	Difference
REVENUE			
Fund Raising	\$41,600.00	\$43,928.79	\$2,328.79
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		1,459.86	1,459.86
Hot Chocolate			0.00
Other (Cutlery Sets)		139.55	139.55
Halloween Dance	1,200.00	2,106.72	906.72
Hot Lunch	35,000.00	37,807.81	2,807.81
Multicultural Night	3,500.00		-3,500.00
Spirit Wear	450.00	679.19	229.19
Parent/Family Education Events	500.00	603.00	103.00
School Board Contribution	160.00		-160.00
Interest earned from investment	440.00	232.66	-207.34
Library Commons	-8,500.00 *17/18	500.00	9,000.00
Category	Budget	Actual	Difference
EXPENSES			
Office	200.00		200.00
Petty cash (Babysitting)	400.00		400.00
Bad Debt			0.00
Bank Services Fee	100.00	47.19	52.81
CPAC Activity Refreshments and Food	200.00		200.00
Kitchen Supplies	1,400.00	867.63	532.37
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	-618.23	1,918.23
World Teachers Day	250.00	330.37	-80.37
Playground (To move the primary equipment)	15,000.00		
School Garden Project	3,000.00		
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	1,500.00	1,500.00	0.00
Social Media Education/Digital Safety	600.00	600.00	0.00
21st Century Learning Initiative	3,000.00	3,000.00	0.00
Digital Literacy Education Fund	3,000.00	3,000.00	0.00
Site Enhancement Fund			0.00
First Nations Education & Enhancement	500.00	500.00	0.00
Revenue - Expenses	\$4,450.00	\$20,548.29	\$24,998.29