



CHARTWELL ELEMENTARY PAC

Funded by **Parents** | Powered by **CPAC**

Monthly General Meeting Agenda

Date: Wednesday March 13, 2019

Time: 9:00 – 10:15am

Attendees:

Tamzyn Jones (Chair)
Laurel Klotz (taking minutes on behalf of Lisa Harris)
Alysha Karsan
Jo Warburton
Rola Priatel
Erica Long
Brenda Weeks
Annie Westcott
Jennifer Kwong
Neelke Kruger-Logan

Regrets:

Chantal Trudeau (Principal)
Sergio Trevino (Treasurer)
Lisa Harris (Secretary)
Nessa van Bergen (Past Chair)
Vikki Williams (DPAC Rep)
Natalia Rosales (Member At Large)
Caroline Wang (Member At Large)

1. Chair's Welcome

- a) Meeting Call to Order: 9:04 am
- b) Approval of last meeting's minutes
 - i) Approved by: Brenda Weeks
 - ii) Seconded by: Erica Long
- c) Approval of agenda for meeting
 - i) Approved by: Rola Priatel
 - ii) Seconded by: Neelke Kruger-Logan

2. Questions and Business arising from last meetings minutes

None

3. Officer's Reports

Chair's Report

Thank you to Persian community for a wonderful day celebrating Norwuz - the kids had a fabulous time and learnt so much. It is another amazing example of what can be achieved when

a group of people come together as a team to organize an event that gives us all an insight to things they are passionate about.

DPAC Sleep Presentation - Importance of physical activity and promoting sleep as a key component of this

Benefits of physical activity have a huge impact to individuals, families and communities

24hr movement guidelines include sleep as well as sweat, step and sit

Only approx. 15% of youth meet recommended sweat (1hr) / 7% meet recommended step / 49% elementary & 6% high school meet recommended sit

1 in 4 kids not getting enough sleep, as kids get older less and less likely to get enough sleep as move through high school. Has a direct impact on mental health. An even lower percentage report good quality of sleep.

Only 17.5% children and youth are meeting all guidelines, there a lot of work to be done

Moving beyond physical activity towards physical literacy which involves - motivation + confidence + physical competence + knowledge & understanding in order to value and take responsibility for engagement in physical activity for life

Hot lunch volunteers are needed after Spring Break. We will be launching a competition once we are back - the division with the highest number of volunteer hours will win a TCBY party towards the end of the school year - more details to follow. We hope that initiatives like this will encourage people to volunteer their time. Any ideas for how we can promote interest in helping with this program are appreciated. If we cannot find a way to manage this without calling on the same small group of parents each week we will cancel the 4th day in the Fall.

This is the official call for nominations for Executive and Committee Chairs for the 2019/2020 school year. A full outline of positions and duties will be linked in the minutes of this meeting (See addendum) and can also be found on the website. All positions are open. We hope to add positions for communications and traffic & parking safety for the upcoming year. Please ask if you have any questions, if you are curious and would like to be involved with the school but don't know what is involved how much time you would need to commit etc. The timings of meetings are very flexible – please come forward if you are interested. Email me at chpac@wvschools.ca with any questions or to voice interest. Monday, May 7th is the deadline for nominations.

I wish everyone a relaxing break over the next 2 weeks and fingers crossed for lots of sunshine for those of us staying in Vancouver.

Principal's Report

Alysha Karsan on behalf of Chantal Trudeau

- Orchestra from University of North Carolina performed for the school. The Chief of the Squamish Nation read a story while the orchestra performed.
- Athletics: Volleyball season is wrapping up with the Jamborees March 12, 13. Ultimate season starting soon.
- Basketball Clinic: will continue after Spring Break on Wed from 3-4pm. Grade 6's are encouraged to join in preparation for next season.

- Thanks to our CPAC for Jesse Miller, Bop Shop and Body Science sessions which were excellent and appreciated by all.
- Thank you to our Persian community's committee who organized our Norooz festivities on March 4th. Everyone enjoyed the stations and activities.
- Badminton Week had to be rescheduled due to the instructor's injury. We have them coming the week of June 17th.
- ADST: We are thankful for the resources and programs funded by the CPAC this year to support the ADST curriculum. Ms. Fry and a group of students made a presentation at the February 26th Board Meeting and are presenting their microbits project at the GM meeting next week.
- 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.
- The Sound of Music: Rehearsals started in December and are continuing. Reminder to parents to pick up students promptly at 4:15 on rehearsal days. (Mondays). Bring students at 7:30 on Thursdays. Choreography with Ms. Tammy is going very well!
- Report cards published digitally on Freshgrade this term since the whole school is using FG reports. Parents will need to accept their teachers' invitation to join to see the report cards on March 15th. Email will go to all parents on March 8th with details.

Treasurer Report

Tamzyn Jones on behalf of Treasurer

- See attachments at the end

DPAC Report

Tamzyn Jones on behalf of DPAC Rep

See link to DPAC minutes below.

[March 2019 DPAC Minutes](#)

4. Committee Reports

Hot Lunch Report

Brenda Weeks

- Closed 3rd Term with 183 orders, smaller than fall/winter.
- Made about \$29,000
- Next year, do a presentation to help parents figure it out.

Grade 7 Farewell

Rola Priatel

- 9 popcorn sales: \$861.10.
- Moving to Freezies for next term. First Friday after spring break.
- Pub Night it 4/26.
- Hot Dog Lunch is coming up 4/8. Also in June and hoping to do May as well.
- Yearbook: Mahsa and Ms. Kos are handling the yearbook. Asking parents to send baby pictures.

5. Meeting Adjournment 10:08

Next CPAC General Body Meeting:

Date: Wednesday April 10th, 2019 Time: 7:00 – 8:15pm Venue: Learning Commons

Chartwell PAC Treasurer's Report: March 12, 2019

Summary:

The balance of the CPAC accounts as at March 12, 2019 are:

RBC General Account: **\$40,558.33**
+ RBC Investment account: **\$40,300.16**

RBC Casino Account: **\$21,276.98**
Paypal Account: **\$3,388.64**

Deposits since February 19, 2019 in General Account:

Hot Lunch: **\$26,561.23**
Popcorn: **\$754.95 (Net of expenses)**
Hot Dog Days: **\$723.93 (Net of expenses)**

Payments since February 19, 2019 in General Account:

SD45: **\$7,230.88** Hot Lunch suppliers – February 2019
The Dog's Ear T-Shirt & Embroidery Co.: **\$1,297.80** Inv. 00688 Hoodies
The Dog's Ear T-Shirt & Embroidery Co.: **\$887.04** Inv. 00666 Umbrellas
SD#45: **\$4,201.61** – Schoolhouse Products Invoice

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino
Chartwell PAC Treasurer

CPAC - Current Budget VS Actual - 2018/2019 - March 12, 2019 (in CAD)

2019-03-12

Category	2018-2019 Budget	2018-2019 Actual	Difference
REVENUE			
Fund Raising	\$41,600.00	\$56,901.37	\$15,301.37
Athletic Programming (Badminton)	350.00	400.00	50.00
Gr. 7 Grad:			0.00
Movie Night			0.00
Popcorn		688.92	688.92
Hot Dog Days		1,848.43	1,848.43
Hoodies		327.18	327.18
Hot Chocolate			0.00
Other (Cutlery Sets)		417.50	417.50
Halloween Dance	1,200.00	2,069.22	869.22
Hot Lunch	35,000.00	54,187.03	19,187.03
Multicultural Night	3,500.00	-45.00	-3,545.00
Spirit Wear	450.00	274.70	-175.30
Parent/Family Education Events	500.00	603.00	103.00
School Board Contribution	160.00		-160.00
Interest earned from investment	440.00	300.16	-139.84
Library Commons	-8,500.00 *17/18	-3,701.61	4,798.39
Category	Budget	Actual	Difference
EXPENSES			
Office	46,050.00	\$23,726.00	\$22,324.00
Petty cash (Babysitting)	200.00		200.00
Bad Debt	400.00	200.00	200.00
Bank Services Fee			0.00
CPAC Activity Refreshments and Food	100.00	192.69	-92.69
Kitchen Supplies	200.00		200.00
Teacher Year End Gift	1,400.00	867.63	532.37
Welcome Tea	900.00		900.00
Mutual Appreciation Lunch	100.00	53.54	46.46
Administration / General expenses	500.00		500.00
World Teachers Day	1,300.00	-618.23	1,918.23
Playground (To move the primary equipment)	250.00	330.37	-80.37
School Garden Project	15,000.00		
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	\$33,175.37	\$37,625.37

Balance Sheet Mar-12-2019 - As of 2019-03-12

(in Canadian Dollars) (Cash Basis)

2019-03-12

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Account	2019-03-12 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	21,276.98
CPAC General Account	40,558.33
Funds Held in Trust - Donations	0.00
Paypal Account	3,388.64
RBC GIC - 00940177229 001	40,300.16
School Board Trust Fund # 85480	0.00
TOTAL Cash and Bank Accounts	105,524.11
Other Assets	
Cash Box for Gr.7 Float	46.71
Spirit Wear Inventory	468.16
Other Receivables	51.13
TOTAL Other Assets	566.00
TOTAL ASSETS	106,090.55
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Chinese Community	0.00
Lunar - New Year	2,123.30
Persian - New Year	1,100.50
TOTAL Other Liabilities	3,223.80
TOTAL LIABILITIES	3,223.80
EQUITY	102,866.75
TOTAL LIABILITIES & EQUITY	106,090.55