



CHARTWELL ELEMENTARY PAC

Funded by Parents | Powered by CPAC

Monthly General Meeting Minutes

Date: Wednesday May 8, 2019

Time: 7:00-8:15pm

Attendees:

Tamzyn Jones (Chair)
Chantal Trudeau (Principal)
Alysha Karsan (Vice Principal)
Lisa Harris (Secretary)
Nessa van Bergen (Treasurer)
Vikki Williams (DPAC Rep)
Laurel Klotz
Alysha Karsan
Rola Priatel
Erica Long
Brenda Weeks
Jennifer Kwong
Yaser Abdolazimi
Annie Westcott
Abir Saadi

Regrets:

Natalia Rosales (Member At Large)
Caroline Wang (Member At Large)

1. Chair's Welcome

- a) Meeting Call to Order: 7:10pm
- b) Approval of last meeting's minutes
 - i.) Approved by: Brenda Weeks
 - i) Seconded by: Nessa van Bergen
- c) Approval of agenda for meeting
 - i) Approved by: Rola Priatel
 - ii) Seconded by: Vikki Williams

2. Questions and Business arising from last meetings minutes

None

3. Officer's Reports

Chair's Report

Tamzyn Jones

What a year we have had so far, with many outstanding accomplishments. It has been a wonderful opportunity for me to work closely with Madame Trudeau, Ms. Karsan and Ms.

Aspden as well as all the new and old members of the executive and our class parents. I truly could not have done it without all the support you have given me in this role so thank you.

Our principal and vice principal have been strong leaders throughout the year supporting so many different opportunities and initiatives all the while encouraging collaboration and a positive practice of communication. Our sports teams continue to grow their presence within the school district and have had many successes in a variety of disciplines. Our music program has always been exceptional and with the Sound of Music production last week I think there is no doubt about how talented our students and staff are in this field.

Our welcome tea marking the start of the school year was standing room only in the Learning Commons. Once we had settled into the first few weeks back our programme of events got off to a positive start with another sold out Red Cross babysitting course held at the school on the October Pro-D day.

Our annual Halloween Dance was as popular as always and so much fun! - we changed the format slightly this year which seemed to be well received. We remain the only public school in West Vancouver that has a Halloween Dance and parents and staff worked hard to ensure that the event was safe and enjoyed by all - we really hope to continue this tradition for years to come.

Towards the end of the year it was announced that Ms. McKaylee would be retiring at Christmas. We were of course all saddened by her departure but celebrated the joy she has brought to the school in an assembly on her last day as well as at her official retirement party in January. There were many tears and much laughter at these events. No sooner had the news sunk in about Ms McKaylee leaving did we find out that the wonderful Ms. Aspden would be starting. She has settled into the school with grace, bringing with her kindness and efficiency which has made the transition seamless for all interactions.

At the start of the New Year we introduced a fourth day to our hot lunch program. Despite continuing issues with enough volunteers to support this, a core team including Brenda, Grace, Lisa and a handful of others have taken on the management of this every week without fail to make it a huge success. Thank you to all the volunteers who make this possible - we really do appreciate your commitment this year.

We are still in need of Hot Lunch volunteers in May and June for many of the days. Please go online and see where you might be able to help following the link that was included in the invite for this evening's meeting.

Just before Spring Break we had our week long Bop shop dance program, digital safety with Jesse Miller for the intermediate grades and parents closely followed by Body Science to include an information session with Saleema Noon herself for the parents which was very well attended.

Throughout the Spring the PAC have sponsored innovative maker tech programs and the purchase of new equipment to further support design, coding and electronics in all divisions in the school - activities hugely enjoyed by the students.

And so that brings me up to date with the very recent production of the Sound of Music. Words do not do justice to the sheer amount of hard work and determination that went into the incredible performances at the Kay Meek theatre - from staff and students alike. What an achievement.

I'm sure we are all very much looking forward to another successful Multicultural Night tomorrow evening and then we still have a few more events to come in June. Badminton week which was postponed from earlier in the year will take place mid-month. We will have a catered luncheon to recognize the staff and all of our parent volunteers on June 19th and then we have our Grade 7 Farewell Ceremony and Luncheon on June 26th.

Big projects for next year are currently not confirmed as we really need to engage more parents to support our fundraising initiatives but we have lots of ideas to consider - a new playground in the lower field and upgraded grounds surrounding it are still a possibility as well as a school garden and possibly even a kitchen renovation. Stay tuned for more information in the budget meeting and as we transition into the 2019/20 school year. We are working on the Budget for next year. If you have a program you would like to see in the school or an area where you would like monies to be spent, please email your ideas or comments by May 31st to myself at the chair e-mail - chpac@wvschools.ca.

As most of you should know by now Madame Trudeau will be retiring at the end of the year. It has also been confirmed that it is Ms. Johnston's last year at Chartwell as she too is retiring. We are so thankful for everything they have brought to our school - their passion and enthusiasm, energy, kindness and patience. We will of course be sad to see them both go but wish them all the best in their next adventures. We are working with Ms. Karsan and the rest of the staff on plans for a celebration to towards the end of June and will keep you posted on how you can be involved.

It was announced last week that our new principal will be Ms. Laura McGrath (currently vice principal at Bowen Island). We have invited her to come to our multicultural night celebrations tomorrow evening and hope that she will experience the Chartwell community and get a real sense of what is special about our school.

Principal's Report

Chantal Trudeau

This school year is coming to an end very quickly. There were many highlights to celebrate:

Athletics and Physical Literacy:

Growth in all our Gr. 7 sport teams (Cross Country, Basketball, Volleyball - placed 2nd and 3rd, Ultimate, Track and Field)

Improvement in students' physical literacy (beginning of year/end of year assessment)

Daily Physical Activity (Action/Movement breaks)

Badminton Week coming up

Currently training for track and field

Fine Arts:

Amazing success of the Sound of Music performances (Ms. McLauchlan and co.)

Successful Grade 6 and 7 Band (Mr. Jamie Hicks)

Sentinel Choral Festival and Lighthouse Festival

Visual Arts displayed on bulletin boards and display case showcase the students' creative and artistic ability

Dance sessions and performance were fun and engaging

ArtStarts performance for all students April 30th. Andy the Musical Scientists

Inquiry:

At all grade levels with implementation of revised curriculum

Capstone Connect in grade 6/7

ADST:

New resources added to our Makerspace collection

Zen Maker Lab sessions for all intermediate students

Coding for all grades in the LC with Ms. Yorke, Ms. Wilson and student leaders

Future Cities and Coding Arcade for 6/7s

Indigenous Studies:

Integrated with curriculum in all classrooms

First Peoples Principle of Learning focus this year: Learning involves recognizing the consequences of our actions

Orchestra and narration event

FESL (Framework for Enhancing Student Learning):

Wrapping up Year 1 of the 3-year inquiry cycle

Goal: writing instruction/abilities

New resources purchased to support teachers and students

Focus on writing at every Pro.D day and staff meeting

Collecting writing samples for data

Planning Pro.D for 2019-2020

Social Responsibility and global citizenship:

Leadership Club initiatives (Garage sale, pancake breakfast, etc.)

Do1give Day

Service Learning

Looking forward to Multicultural Night, Scholastic Book Fair, Pancake Breakfast, Student-led conferences, Sports Day etc!

Treasurer Report

Nessa van Bergen

- Nessa would like to see more electronic payments and move away from cash and cheques
- Suggestion: No hot lunch the last week of school for next year because it's hard to find volunteers, grade 7 graduations celebration, and it will help with wrapping up accounting for the year.

- Gaming funds - \$3903 will expire: talks to spend it on microphone and sound equipment.

See attachments at the end of minutes for financial documents

DPAC Report

Vikki Williams

- Youth Week Vancouver: May 1-7
- Online survey: neighborhood character (West Vancouver)
- Meeting for hot lunch coordinators at the end of the year vendor meeting
- Vice President of School Trustees: Ms Carolyn Broady (elected)

Budget Report:

- \$8910 CAD
- \$2275 CAD (gaming Account)

June 5: AGM

Committee Reports:

- Comprehensive School Health (Kelly Richter)
- Sleep Week -great success
- Vaccination importance (Health Centre Help)

Finance & Facilities:

- Ridgeview- got a new boiler
- Sentinel project-cancelled due to being too expensive

Traffic Safety:

\$300 CAD traffic fund-no applications yet

Back to school week - August

Bike to School week - 21-27 May

Board of Education Trustees' Rep

Ms. Carolyn Broady

- budget (in May)
- labour negotiations- no coverage in the media
- deal by 30th June
- Celebration Season

Superintendent 's Report

- New Principal - Chartwell
- New Vice Principals: Eagle Harbour, Bowen Island, West Bay

E-sport – teams Inter-school competitions

“Mindset Matters”- screening & community dialogue: May 14, 7 pm

- YELL program
- Indigenous students' graduation (over 100 students)
- Summer school registration has opened

DPAC Assessment Feedback

(Presentation by Ian Kennedy, Previous Vice Principal of WVSS & Rockridge, Previous principal of Graham Carson)

BC Curriculum Now

[May 2019 DPAC Minutes](#)

4. Committee Reports

Hot Lunch Report

Brenda Weeks

- Almost end of 3rd Term
- \$29000 by the end of the year
- Proposing Hot Lunch 2 days a week next year. It's not sustainable because parents are not volunteering.
- Brenda will stay at chair only if it hot lunch is cut back to 2 days per week
- Vendors: 3 top vendors Papa John's, Katsu, Subway
- Started competition with the students to try to incentivize parents to volunteer
- Moving hot lunch on Grade 7 graduation day to a different day
- Cancel Grade 7 grad day hot lunch orders and roll over the credit to next year or ask if they are willing to donate the \$ from that day to the CPAC
- Maybe use parent lounge to organize and deliver hot lunch that day since the gym and kitchen will be occupied by the Grade 7 Graduation

Grade 7 Farewell

Rola Priatel

- Tamzyn will send an email to grade 7 parents asking for photos to be sent to google docs account set up so that photos can be uploaded
- Fundraising going really well.
- Ticket price for 7th Grade Graduation trying to keep it at \$90.00 per family of 3. Need to solidify it by May 21st.
- No photo booth or flip book this year. Having a live band instead.
- Using the same photographer that was used last year.
- Suggestion to have photographer to take picture of families as they walk into the reception for keepsake.
- Bachi is booked for food.
- Dessert being donated.
- Coffee and Tea being donated from Starbucks Business.

5. Special Order of Business

Amendments to the constitution

Nessa Van Bergen

- Amendments to the constitution. Will be posted on PAC home page. Changes will be highlighted in red.
- Will be voted on in June CPAC meeting

Voting to elect positions (2019/20)

Rola Priatel

- All executive positions are acclimated as there is only one nomination per position. See attached.

Meeting Adjournment: 8:48pm

Next CPAC General Body Meeting:

Date: Wednesday June 12., 2019 Time: 7:00 – 8:15pm Venue: Learning Commons

Nominations for CPAC 2019-2020

Executive Committee

Chair:	Tamzyn Jones	Community Liaisons:	
Vice Chair:	Vacant Position	+ Persian:	Farzaneh Adelkhani
Past Chair (non-voting):	Nessa van Bergen	(1 Vote) + Chinese:	Ruby Hu
Secretary:	Lisa DeSalvo Harris	+ Chinese:	Grace Huang
Treasurer:	Nessa van Bergen	+ Chinese:	Jenny Yu
DPAC Representative:	Viki Williams	+ Chinese:	Jing Zhao
Member At Large:	Laurel Klotz	+ Korean:	Vacant Position
Member At Large:	Erica Long	Hot Lunch Chair:	Brenda Weeks
Member At Large:	Annie Westcott	Volunteer Coordinator:	Vacant Position

Committee Chairs

Halloween Dance	Vacant Position	B.C. Fruit & Veg Program:	Grace Huang
Co-Coordinators :	Vacant Position	Emergency Preparedness:	Viki Williams
Multicultural Night	Vacant Position	Spirit Wear:	Nessa van Bergen
Co-Coordinators :	Vacant Position	Badminton Club:	Serena Lim
Grade 7 Farewell	Vacant Position		
Co-Coordinators:	Vacant Position		



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Balance Sheet - As of 2019-05-08

(in Canadian Dollars) (Cash Basis)

2019-05-08

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Account	2019-05-08 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	19,942.43
CPAC General Account	35,410.81
Funds Held in Trust - Donations	0.00
Paypal Account	10.92
RBC GIC - 00940177229 001	40,333.92
Float for Fundraising Events	250.00
TOTAL Cash and Bank Accounts	95,948.08
Other Assets	
Cash Box for Gr.7 Float	46.71
Prepaid exp (Insurance for next year)	0.00
School Board Trust Fund - Donations	0.00
Sentinel Scholarship Fund	0.00
Spirit Wear Inventory	468.16
TOTAL Other Assets	514.87
TOTAL ASSETS	96,462.95
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Lunar - New Year	2,123.20
Persian - New Year	1,101.25
TOTAL Other Liabilities	3,224.45
TOTAL LIABILITIES	3,224.45
EQUITY	93,238.50
TOTAL LIABILITIES & EQUITY	96,462.95

Chartwell PAC Treasurer's Report: May 8, 2019

Summary:

The balance of the CPAC accounts as at May 7, 2019 are:

RBC General Account: **\$54,910.50**
+ RBC Investment account: **\$40,333.92**

RBC Casino Account: **\$19,942.43**
Paypal Account: **\$10.92**

Deposits since April 9, 2019 in General Account:

Grade 7 Farewell:
Donations: **\$210.00**
Freezies: **\$730.15**
Hot Dogs: **\$1,278.25**
Pub Night: **\$700.00**
Pop Corn: **\$29.60**
Hot Lunch: **\$1,078.37**
Multicultural Night: **\$935.00**

Payments since April 9, 2019 in General Account:

The Dogs Ear T-shirt: **\$33.60**
Tamzyn Jones (Jesse Miller): **\$34.83**
4Imprint – Tablecloths and Runners: **\$1,715.15**

SD45: **\$16,870.84** Hot Lunch suppliers – April 2019 (NOT YET CASHED)
Foodie Kids: **\$2,155.67** (NOT YET CASHED)
Hollyburn Country Club (Kitchen Supplies): **\$626.06** (NOT YET CASHED)
Chartwell Elementary (SOM Choreographer): **\$750.00** (NOT YET CASHED)

Payments since April 9, 2019 in Gaming Account:

4Imprint – Sports Tent: **\$1,334.55**

All Electronic records are updated and reconciled.

Thank you,

Nessa van Bergen
Chartwell PAC Treasurer

CPAC - Current Budget VS Actual - 2018/2019 - May 8, 2019 (in CAD)

Category	2018-2019 Budget	2018-2019 Actual	Difference
REVENUE			
Fund Raising	\$41,600.00	\$50,215.71	\$8,615.71
Athletic Programming (Badminton)	350.00	400.00	50.00
Gr. 7 Grad:			0.00
Donations		210.00	210.00
Popcorn		823.47	823.47
Hot Dog Days		2,002.18	2,002.18
Hoodies		293.58	293.58
Freezies		730.15	730.15
Other (Cutlery Sets, Pub Night)		1,317.50	1,317.50
Halloween Dance	1,200.00	2,069.22	869.22
Hot Lunch	35,000.00	44,209.58	9,209.58
Multicultural Night	3,500.00	627.02	-2,872.98
Spirit Wear	450.00	297.70	-152.30
Parent/Family Education Events	500.00	603.00	103.00
School Board Contribution	160.00		-160.00
Interest earned from investment	440.00	333.92	-106.08
Library Commons	-8,500.00 *17/18	-3,701.61	4,798.39
Category	Budget	Actual	Difference
EXPENSES			
Office	200.00		200.00
Petty cash (Babysitting)	400.00	200.00	200.00
Bad Debt			0.00
Bank Services Fee	100.00	232.01	-132.01
CPAC Activity Refreshments and Food	200.00	34.83	165.17
Kitchen Supplies	1,400.00	1,230.71	169.29
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	1,846.92	-546.92
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 (Students & Parent sessions)	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	\$23,587.33	\$28,037.33

5,376.88