

Chartwell Parents Advisory Council (CPAC)

General Meeting MINUTES

November 14th 2018,
9am – 10.30 am
Learning Commons

Attendees:

Tamzyn Jones	(Chair)
Chantal Trudeau	(Principal)
Alysha Karsan	(Vice Principal)
Sergio Trevino	(Treasurer)
Viki Williams	(DPAC Representative)
Nessa Van Bergen	(Past Chair)
Farzaneh Adelkhani	
Joanne Warburton	
Mahsa Jodeiri	
Erica Long	
Jen Kwong	
Grace Huang	
Jenny Yu	
Neelke Kruger-Logan	
Sima Tajlil	
Masoud Reza Omoumi	
Annie Westcott	
Brenda Weeks	
Laurel Klotz	

Regrets:

Lisa Desalvo (Secretary) Jo is taking minutes in place of Lisa

Meeting called to order at: 9.11am

Welcome Tamzyn Jones

Amendment to agenda – Principals report will be before the Chairs report

Adoption of the Agenda:

Proposed by: Brenda Weeks

Seconded by: Laurel Klotz

Adoption of the Minutes:

Proposed by: Brenda Weeks

Seconded by: Laurel Klotz

Questions arising from last minutes meeting?

Nessa asked whether Chantal is buying more soccer balls. Nessa mentioned that Casino funds can be accessed for this if needed. Chantal is going to get a quote.

Principals Report – Madame Trudeau

Thank you to all parent volunteers who made the Halloween Dance a success.

Athletics: Basketball season started with practices before school on Tuesday and after school on Thursday. Our boys and girls teams are doing great so far, boys have 2 wins, and girls have one win and one loss.

Thanks to coaches Ms. Fry. Ms. Karsan, Ms. Sasaerilla, Ms. Kos and Mr. Philip.

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.

We Scare Hunger campaign was a great success. We sent ____ boxes to the Harvest Project last week.

Halloween assembly was great, nice costumes, entertaining presentations by some classes.

Remembrance Day assembly will be at 9:30 on Friday. We are expecting some special guests.

FSA 'season': wrapping up this Friday.

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.

Spirit Wear: once students receive their new clothing we will schedule a Spirit Day to show our Chartwell colours.

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

Staffing Updates for January 2019: Alysoun is retiring at the end of December and we are following the staffing process to find a replacement. Ms. Blown is extending her maternity leave until September 2019 and Ms. Fry will continue in division 4 until the end of the school year.

Chair Report – Tamzyn Jones

As always we have had a busy few weeks since our last meeting.

The Halloween Dance was once again well attended and a lot of fun was had by all. I will be reporting on this in more detail as part of the committee reports but I wanted to extend my thanks to the team who worked so hard to make this a successful, safe event enjoyed by the students and their families.

Thanks to Nessa for all her hard work in the past couple of weeks getting the Chartwell PAC website set up so that we can sell our Spiritwear online. The site will be used to sell various items from our fundraising programmes such as Spiritwear and Grad hoodies as well as ticketed/membership events such as Badminton Club.

We have also set up CPAC facebook and Instagram pages in order to further promote the availability of these items as well as events and opportunities organised by the PAC - more details to follow towards the end of the meeting.

Sadly we were informed in the past week that our wonderful administrative assistant Alysoun McKaylee will be retiring at the end of the year.

As the first point of contact for so many families, she has set the tone of kindness, caring, and respect at Chartwell and will be hugely missed. We are working on plans for a fitting leaving gift and celebration that will involve input from the students and the parents, more info will be made available as soon as plans are finalised.

We are still looking for a someone to take over the Treasurer position from Sergio in the New Year. Sergio has done this role for several years and would like to step down. Please e-mail me if you are interested.

Treasurer's Report – Nessa Van Bergen for Sergio Trevino

Please find the details in the attachments.

The Budget for Teachers Day was \$250 and \$320 was spent. Jo mentioned that this year there were a lot more teachers than in previous years therefore money that was left over from the welcome tea was used to ensure there was enough food.

Feedback for next year would be to get less desserts and more vegetarian food if possible. The teachers are very healthy and didn't eat many of the sweets, they packed them and took them home.

DPAC Report – Viki Williams

Minutes from the DPAC Meeting on 7th Nov

Website training took place on Oct 10th for current committee members requiring training on how to use the district website.

New board elected on 20th October - orientation of the board is happening now with mornings spent at each location. Now until March they will be strategically planning for next year.

Focus on teachers, funding distribution and flexibility.

Feb 18th will kick off Sleep week – focusing on education around the importance of sleep. (Activities include, entertainment, ice skating events and district wide pajama day)

Mr Chris Kennedy – In January will be the PAC relations meeting, Lunar New Year, K registration and following will be the Sleep Week in Feb.

MDI – (Middle Development Indicator) – Grades 4-7

Principals and Parent Rep will meet on Dec 3rd for a North Shore community dialogue on Children's Wellbeing. There will be a key note speaker. Discussion around children using devices.

Brainstorming workshop about creating a welcoming culture and recruiting volunteers.

Committee Reports

Hot Lunch Report – Brenda Weeks

Not much to report, getting ready to set up for 2nd term, ordering should be open the week/2 weeks before we break for holidays for 7 days.

Most orders for 2nd term likely to come after holidays, there will be some flexibility.

Spirit Wear – Nessa Van Bergen

Any glitches seen send Nessa a note.

All orders can be added to same purchase as indicates which item is for which child / class so can be distributed accordingly.

Grade 7 Farewell – Joanne Warburton

Grade 7 Hoodies are available to order on the new school spirit wear website. Please order for your grade 7 kids asap so we can get the order in and the hoodies to the kids asap.

Yearbook can be added to website also for ordering later in the year.

Grade 7 Graduation committee meeting to be held in school including the grade 7 students – they should decide what they would like to see at their graduation and be responsible for organizing the required fundraising with the help of parents versus the other way around.

Cutlery sets will be sold to raise funds for Grade 7 Graduation – details to be discussed later in the meeting.

Halloween Dance – Tamzyn Jones

Chantal was happy with the way the event ran this year and is happy to continue in future years using the same template for decorating, safety and security, clean up etc.

\$2000 raised

Food feedback:

Pizza – Cheese was most popular, had a lot of hawaiian left at the end.

More lemonade and water needed. Less Juice boxes. No hot chocolate.

Graces' group did a great job of decorating – huge thank you to them. The kitchen team were fantastic and Farzaneh's crepes were a huge hit and big contributor to the success of the night. Thank you so much to Tamzyn and all of the volunteers for a fantastic Halloween dance!

Parents felt the DJ was very fun for the kids and more involved this year.

New Business

Reusable Cutlery

Some vendors are no longer providing cutlery with hot lunch so we are encouraging parents/kids to bring in from home.

We will be selling cutlery sets for \$8 (& \$15 for 2) – online and before/after school on Tuesday November 20th. To be taken home and washed.

BPA free / dishwasher safe.

E-mail to be sent out through class parents / facebook / munchalunch.

Parking – Laurel Klotz

We have a safety and security issue with parking that needs help from parent volunteers.

- 1) People are parking in staff spots – we already have more staff than spots
- 2) Lack of efficiency in the roundabout, due to people parking / waiting in the wrong places, going around more than once and turning left at the top of the driveway.

3) Parents illegally parking in the lower car park.

Parent volunteers are needed to help direct traffic, block off the parking when its full, get the word out about the parking issues and change some parents habits regarding parking.

Erica mentioned that she is able to park and walk so all parents should be able to. Abir mentioned that there is a bush blocking the north south crosswalk which makes it a dangerous crossing. Also the fact that parents leaving the school ignore the sign and make illegal left turns add to the danger in using the crosswalk.

Chantal will inform The Facilities Manager about the bush and see if they can get it cut down asap and parent volunteers positioned at the top of Chartwell drive would help to stop cars from turning left.

Garage Sale

Date - Thursday December 13th

The Christmas garage sale is coming up 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.

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

More details will follow from the Grade 6/7 Leadership Team.

Facebook and Instagram Pages

The links will be made available in Chartwell This Week and Tamzyn will be sending an e-mail out through the class parents in order to establish expectations around how we intend to use the social media accounts including general guidelines and best practice for use.

Tamzyn thanked everyone for coming to the meeting.

Adjourned at: 10.22am

Next CPAC Meeting:

Date: December, 2018 | Time: | Venue: Learning Commons

Balance Sheet Nov-13-2018 - As of 2018-11-13

(in Canadian Dollars) (Cash Basis)

2018-11-13

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Account	2018-11-13 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	22,038.25
CPAC General Account	43,257.97
Funds Held in Trust - Donations	0.00
Paypal Account	200.21
RBC GIC - 00940177229 001	40,156.71
School Board Trust Fund # 85480	0.00
TOTAL Cash and Bank Accounts	105,653.14
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	105,750.98
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Chinese Community	0.00
Persian - New Year	683.65
TOTAL Other Liabilities	683.65
TOTAL LIABILITIES	683.65
EQUITY	105,067.33
TOTAL LIABILITIES & EQUITY	105,750.98

CPAC - Current Budget VS Actual - 2018/2019 - November 13, 2018 (in CAD)

2018-11-13

Category	2018-2019 Budget	2018-2019 Actual	Difference
REVENUE			
Fund Raising	\$41,600.00	\$34,552.22	-\$7,047.78
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)		-450.00	-450.00
Halloween Dance	1,200.00	2,107.72	907.72
Hot Lunch	35,000.00	31,499.58	-3,500.42
Multicultural Night	3,500.00		-3,500.00
Spirit Wear	450.00	235.21	-214.79
Parent/Family Education Events	500.00	603.00	103.00
School Board Contribution	160.00		-160.00
Interest earned from investment	440.00	156.71	-283.29
Library Commons	-8,500.00	*17/18	8,500.00
Category	Budget	Actual	Difference
EXPENSES			
	46,050.00	-\$531.06	\$46,581.06
Office	200.00		200.00
Petty cash (Babysitting)	400.00		400.00
Bad Debt			0.00
Bank Services Fee	100.00	25.95	74.05
CPAC Activity Refreshments and Food	200.00		200.00
Kitchen Supplies	1,400.00	282.96	1,117.04
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	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
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	\$35,083.28	\$39,533.28

Chartwell PAC Treasurer's Report: November 13, 2018

Summary:

The balance of the CPAC accounts as at November 13, 2018 are:

RBC General Account: **\$43,257.97**
+ RBC Investment account: **\$40,156.71**

RBC Casino Account: **\$22,038.25**
Paypal Account: **\$200.21**

Deposits since Oct 16, 2018 in General Account:

Hot Lunch: **\$104.51**
Halloween Dance: **\$3,383.80**
Spirit Wear: **\$200.21**
On The Go First Aid Training: **\$1,803.00**

Payments since Oct 16, 2018 in General Account:

On The Go First Aid Training: **\$1,200.00**
Teachers Day: **\$330.37**
Kitchen Supplies: **\$282.96**
Halloween Dance expenses: **\$1,276.08**
Presto Catering: **\$450.00**
SD45: **\$1,901.30** Hot Lunch

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino
Chartwell PAC Treasurer