

Chartwell Parents Advisory Council (CPAC)

General Meeting MINUTES

October 4th, 2016,
7:15pm – 8:45pm

Attendees:

Nessa van Bergen	(Chair)	Cathy Comber
Chantal Trudeau	(Principal)	Azita Sarrafan
Joanne Warburton	(Vice Chair)	Marc Jones
Rola Priatel	(Past Chair)	Neelke Kruger-Logan
Jennifer Kwong	(Member at Large)	Hamid Payombarnia
Tamzyn Jones	(Member at Large)	Shahla Hassanpour
Natalia Rosales	(Hot Lunch Chair)	Lisette Marrin
Essay Sun	(Secretary, Chinese Culture Liaison)	Peter Sobotka

Regrets:

Stephanie Gregory	(Member at Large)
Sergio Trevino	(Treasurer)
Faisal Latif	(DPAC Representative)

Meeting called to order at: 7:16pm

Welcome Nessa Van Bergen

Adoption of the Agenda:

Proposed by: Joanne Warburton

Seconded by: Rola Priatel

Adoption of the Minutes:

Proposed by: Cathy Comber

Seconded by: Rola Priatel

Chair report – Nessa van Bergen

Nessa welcomed everyone to the General Meeting and thanked everyone for coming.

1. Motion to make adjustment on the CPAC executive committee and Committee Chairs.

- Add Stephanie Gregory as Member-at-large.
- Jennifer Kwong steps into the chair of Spirit Wear.
- Kylie Chen takes over the Coffee Club from Shelley Horsfield.

All in favor, motion carried unanimously.

2. Motion on spending Casino Funds. Motion to give \$615.47 from Casino Funds to school for buying recess/sports equipment or jerseys. All in favor, motion carried unanimously.

3. Hot Lunch Information Session and Volunteer Orientation. Thanks to Natalia Rosales who provided an Information session on how to order the hot lunch: questions were clarified; technical problems were fixed. Thanks to Stephanie who provided demonstration to parents on how to work as hot lunch volunteers on the first two hot lunch days.

4. Welcome Tea. CPAC welcomed all parents back to school at the beginning of new school year. With Nessa's absence, the other members had great team work to offer a successful Welcome Tea. Tamzyn organized the event. Jennifer prepared the food and beverage. Joanne gave the welcome speech.

5. Class parents of each class have been identified and confirmed. The class email lists have been forwarded to each class parents from the Office.

If parents need change the email address, it's better to make the change through the Office and notify the class parent as well.

6. Curriculum Night. It was a wonderful night that parents met with principle and classroom teachers at the Curriculum Night. It's highly appreciated that Mme. Trudeau organized the great informative event.

Principle Report – Chantal Trudeau

1. Staffing and Enrollment: 238 students in 10 divisions this year. Very smooth start up. We have a new Band teacher who joined our staff, Ms. Rose Mary Lim. 36 students in Grade 6 and 7 Band.

2. **Meet the teacher Night:** I was very pleased with the turn out for this session. I hope that parents found it informative.
3. **Terry Fox Run:** nearly \$600 raised for the Terry Fox Foundation with our toonie drive! \$593.91 to be exact. Online donations were also accepted online so we do not know the Chartwell total. Great assembly and run last Thursday.
4. **Cross Country:** our team participated with enthusiasm in practices and meets. Last meet today. Thanks to Ms. Misener and Ms. Johnston for coaching our students. Thanks also to Ms. Fidai, Ms. Dhillon and Ms. Poe for marshalling.
5. **Basketball:** starting very soon with our first game on October 18th. If you know a basketball expert who can help us out with practices, he/she could contact me at ctrudeau@wvschools.ca and we would welcome the coaching help.
6. **World Teachers Day:** Teachers want to thank you for tomorrow's luncheon provided by the PAC. Very generous and much appreciated.
7. **After School Programs:** Several returning programs: Bricks for Kids, Art Mania, Minecraft, Lasermaster, Chess Club.
8. **New:** Chinese language program for 5 sessions.
9. **E-Forms and School Cash Online:** Chartwell has app. 45% of parents on board for School Cash Online. The cash online option is very convenient. App.60% of parents have signed off for e-forms. Please remind parents to go online to the new website under Parents Tab and sign off on all the consents.
10. **Upcoming Parent-Teacher conferences:** Oct. 24th and 27th there is a 2pm early dismissal for grades 1 to 7. Kindergartens already had their conferences. Important opportunity to connect with your child's teacher and learn how you can help.

Treasurer's Report – Nessa van Bergen on behalf of Sergio Trevino

Please find the details in the attachments.

DPAC Report –

There is no DPAC report since the first DPAC has not been conducted.

Committee Reports

1. Learning Commons (Library) Update. – Nessa van Bergen

Mme. Trudeau and Nessa had a very positive meeting with the school district's new Facility Manager in July, who came to the table with a more open mind. He confirmed the paint colour, carpet/flooring, lighting, and design elements can be more innovative than we were

previously advised and the District wants to be our partner in this process. They may also be able to find some money to support portions of the project. Mme. Trudeau would like to see the new Learning Commons becoming a show piece of Chartwell.

Without the strict restriction of design and vendors from the previous Facility Manager, CPAC is partnering with Art Institute of Vancouver Interior Design Students again to relook at the design and will give them updated design briefs.

We will receive a new set of design proposals from the Diploma Students at A.I. (including the entrance of school) in mid Dec. 2016. The final drawings, material lists, budget and construction schedule will then be prepared by the facility manager of the School District. The remodel construction is expected to be done in the summer of 2017, and to be potentially finished in multi-phase if need be.

In addition to the 25K earmarked from CPAC savings accounts, to date, over 18K has been raised through the Cheque Writing Campaign. The fundraising program is still open for future donations. We will need to look at more fundraising options this year now that we are able to have a more extensive design change.

2. Hot Lunch Update. – Natalia Rosales

Over 50% Chartwell families have placed Hot Lunch Order this term. There are new menu items like Chicken Curry Bowl, Gluten Free Pizza, Chicken Souvlaki, Green Salads.

With the approval from Mme. Trudeau, CPAC is planning to add one more Hot Lunch Day on either Monday or Tuesday.

Volunteer spots for this term have almost been fully taken. Thank you, parents.

3. Halloween Dance – Nessa van Bergen, on behalf of Tamzyn Jones

This annual fun event is coming back on Friday, October 28th. DJ Leo is coming back too!

Mme. Trudeau will work with teachers on Gym decoration. So far, we have 8 parents volunteered. **More volunteers are needed.**

The Halloween Dance form will be sent home next week. Payment can be made by Cash or Cheque

4. Spirit Wear. – Jennifer Kwong

Since the quality of Spirit Wear and Grade7 hoody is getting worse, CPAC is looking for new vendors to work with. Mme. Trudeau will also help on looking for new vendor.

Suggested to make on-line purchasing available.

5. Coffee Club. – Nessa van Bergen, on behalf of Kylie Chen



Kylie Chen will organize the first Coffee Club event on Friday, October 14th at the Library.

6. Badminton Club. – Nessa van Bergen, on behalf of Vincent Jiang

Badminton Club started on the first Friday after back to school. There are still spots available. Other than Chartwell families, the families living in the neighborhood are also welcomed. For more information or to sign up, please email Vincent Jiang:

jiangxieping@gmail.com

7. Parking Spot Raffle. – Joanne Warburton

The Vice Principal spot will be raffled off again! CPAC will sell Raffle tickets via a letter sent home to parents. Tickets will be 1 for \$5, 3 for \$10, and 10 for \$20. Please try your luck, Parents!

Nessa thanked everyone for coming to the meeting.

Adjourned at: 8.45pm

Next CPAC Meeting:

Date: Tuesday, November 1st, 2016 | Time: 7:15 to 8:30PM | Venue: Primary Foyer

CPAC - Current Budget VS Actual - 2016/2017 - October 04, 2016 (in CAD)

2016-10-04

	2016-2017	2016-2017	
Category	Budget	Actual	Difference
REVENUE			
Fund Raising	\$29,300.00	\$30,696.29	\$1,396.29
Athletic Programming	1,000.00		-1,000.00
Christmas Swap Meet-Syrian Refugee			0.00
Family Photo Night	220.00		-220.00
Gr. 7 Grad:			
Movie Night			0.00
TCBY			0.00
Hot Dog Days			0.00
Other			0.00
Halloween Dance	1,500.00		-1,500.00
Hot Lunch	20,000.00	30,647.52	10,647.52
Multicultural Night	3,900.00		-3,900.00
Other (Pking Spot Raffle)	1,000.00		-1,000.00
Principal for a Day	500.00		-500.00
Video Gaming & Social Media Event			0.00
Spirit Wear	375.00		-375.00
Parent Education Nights	500.00		-500.00
School Board Contribution	155.00		-155.00
Interest earned from investment	150.00	48.77	-101.23
Category	Budget	Actual	Difference
EXPENSES			
	\$18,675.00	\$6.75	
Office	200.00		200.00
Petty cash (Babysitting)	200.00		200.00
Bad Debt			0.00
Bank Services Fee	100.00	6.75	93.25
Christmas Gift	75.00		75.00
CPAC Activity Refreshments and Food	200.00		200.00
Kitchen Supplies	400.00		400.00
Photocopy Fee	0.00		0.00
Sport's Day Orange	100.00		100.00
Teacher Year End Gift	700.00		700.00
Welcome Tea	100.00		100.00
Art Starts Cultural Performances	500.00		500.00
Classroom Funds	3,900.00		3,900.00
Collaboration Funds	1,200.00		1,200.00
Physical Literacy In House Expert (ShuttleSport: Badminton)	1,500.00		1,500.00
Dance in Schools	1,500.00		1,500.00
Principal Funds	2,000.00		2,000.00
Sexual Health Workshop - Parents			0.00
Sexual Health Ed - Students	1,500.00		1,500.00
21st Century Learning Initiative			0.00
Digital Literacy Education Fund			0.00
Site Enhancement Fund			0.00
First Nations Education & Enhancement	3,000.00		3,000.00
CPAC Contribution to Gr.7 ceremony and year books	1,000.00		1,000.00
Administration / General expenses	200.00		200.00
Coffee Club	100.00		100.00
Teachers Day	200.00		200.00
Revenue - Expenses	\$10,625.00	\$30,689.54	

Net Worth - As of 10/4/2016
(in Canadian Dollars)

10/4/2016

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Account	10/4/2016 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	12,980.17
CPAC General Account	12,141.10
Paypal Account	28,537.06
RBC GIC - 00940177229 001	40,048.77
Term Deposit01	0.00
Term Deposit02	0.00
Float for Gr.7 events	5.05
TOTAL Cash and Bank Accounts	93,712.15
Other Assets	
Cash box for Gr.7 Float	46.71
Kitchen equipment	578.14
Prepaid exp (Insurance for next year)	0.00
School Board Trust - Donations	0.00
Sentinel scholarship fund	400.00
TOTAL Other Assets	1,024.85
TOTAL ASSETS	94,737.00
LIABILITIES	
Other Liabilities	
Earmarked funds	0.00
PCard SD45	0.00
Persian - New Year	350.00
Prepurchases (Badminton, etc)	0.00
TOTAL Other Liabilities	350.00
TOTAL LIABILITIES	350.00
OVERALL TOTAL	94,387.00



HALLOWEEN DANCE!

Friday, October 28th

6:00 - 8:00PM

Chartwell Gym

Prizes for
Best Costumes!!
Best Girl * Best Boy
Best Family

BAKE SALE
SWEETS
BAKE SALE

DJ Leo
is in the house...
Dance! Dance!
Dance!

Dinner Available - Return your order by Oct. 20th
Mini Beef Burgers, Chicken Teriyaki, Fruit Cups

For more information, call the office @ 604-981-1210

