



CHARTWELL ELEMENTARY PAC

Funded by Parents | Powered by CPAC

Monthly General Meeting Minutes

Date: Wednesday April 10, 2019

Time: 7:00-8:15pm

Attendees:

Tamzyn Jones (Chair)
Chantal Trudeau (Principal)
Lisa Harris (Secretary)
Nessa van Bergen (Past Chair)
Vikki Williams (DPAC Rep)
Laurel Klotz
Alysha Karsan
Jo Warburton
Rola Priatel
Erica Long
Brenda Weeks
Annie Westcott
Jennifer Kwong
Neelke Kruger-Logan

Regrets:

Sergio Trevino (Treasurer)
Natalia Rosales (Member At Large)
Caroline Wang (Member At Large)

1. Chair's Welcome

- a) Meeting Call to Order: 7:08pm
- b) Approval of last meeting's minutes
 - i) Approved by: Brenda Weeks
 - ii) Seconded by: Laurel Klotz
- c) Approval of agenda for meeting
 - i) Approved by: Neelke Kruger-Logan
 - ii) Seconded by: Nessa van Bergen

2. Questions and Business arising from last meetings minutes

None

3. Officer's Reports

Chair's Report

Tamzyn Jones

Whilst there isn't too much to report on from the last general meeting as we have been on Spring Break, the next few weeks and months are very busy leading up to the end of the school

year including the show, multicultural night, pancake breakfast & student led conferences, outdoor school and the Grade 7 farewell celebrations.

As we start thinking about next year I want to talk about executive and committee positions for next year.

The purpose of the PAC is to bring parents and staff together to accomplish goals that will enhance our school and that support the education and healthy development of our children. We want to benefit the interests and needs of our kids during their time here at Chartwell. As a PAC we are responsible for hot lunch, dance in schools, badminton week, presentations on digital safety and body science. Wonderful community celebrations for Lunar New Year and Persian New Year. Our traditional Halloween Dance, one (if not the only) school left in the district to have such a party. The food extravaganza that is Multicultural night. Robotics and coding workshops and technology. The completely renovated Library Commons. The list is extensive. But we cannot achieve it without dedicated parents who come together to plan, organize and execute the fundraising activities and the fun events that make Chartwell not only a great school but also a place with true community spirit. I would ask that you think about which roles you might be interested in and to reach out to me or anyone of the current exec. with questions if you are not sure what is involved and the time commitment etc. It really is rewarding to be involved with what is going on at the school and to feel part of this amazing community. I personally have made wonderful friends in the past 5 years during our time at Chartwell and it has made the transition to a new life in a different country such a positive experience.

As we start to think about the budget for next year, we welcome ideas for new programs etc. for students to participate in - karate / yoga / change to Bobshop, and also any guest speakers you would like to see attend our meetings. Are there any key topics you would like addressed?

Hot lunch volunteer initiative - we are going to run a competition for the final term. Whichever division gets the most volunteers will get a TCBY party towards the end of term. Posters and info for CTW to promote will be made available in the next week or so. Next year it is likely that we will go back to only offering 3 days of hot lunch each week - there has simply not been enough parent volunteers. I would however like to recognize those who have volunteered consistently in the past months as it couldn't be done without you - thank you!

Resilience screening - The Biology of Stress and the Science of Hope. West Van and North Van school districts have purchased a license to show this film and will be presenting it together with a panel discussion at Sentinel on Weds April 24th (7-9pm) as well as at Windsor and Argyle Secondary schools in May. All dates will be added to CTW.

Spartan camp is cancelled this year due to low sign up.

Principal's Report

Chantal Trudeau

Athletics: Ultimate season started April 9th and conclude on the 23rd with the jamboree. All games at Hugo Ray park for us this year.

Basketball Clinic: continuing on Wed from 3-4pm. Grade 6's are encouraged to join in preparation for next season.

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 to our CPAC for funding Zen Maker Lab who is working with our

intermediate divisions 3 full days this spring. Students are enjoying learning about 3-D design.

Traffic Safety Blitz: April 16th before school to remind parents of safe driving and parking practices in school zones

Grade 6/7 Outdoor School June 12th-14th: parents will receive information and forms in the coming days.

Do1give day April 17th! The student committee is meeting and planning our event. Many gr. 6/7 students have joined the organizing committee. Great giving ideas are being discussed.

Lighthouse Festival April 22-26th. Our Band and Choir are performing on April 23rd.

FESL Year 1: writing goal. We are meeting with our committee in the next week or so to review this year's progress and objectives for Year 2.

The Sound of Music: Things are going extremely well in the preparation of our musical which will be presented on May 2nd at the Kay Meek Theatre. Matinee show 1pm, evening show 7pm. Tickets available through School Cash Online until April 26th. All students will be at the theatre all day on May 2nd.

Report cards went published digitally on March 15th via Freshgrade. Hard copies of ELL, band and IEP reports were sent home. Some student reflections were sent home as well although many classes posted the reflections on Freshgrade portfolio.

Treasurer Report

Nessa Van Bergen

- See attachments at the end of minutes

DPAC Report

See link to DPAC minutes below.

[April 2019 - DPAC Meeting Minutes](#)

4. Committee Reports

Hot Lunch Report

Brenda Weeks

- Doing Well, but we need volunteers!!!!
- We would like to change Munchalunch so that parents cannot order hot lunch unless they can volunteer 1 day per term.
- Can we decide before the end of this year what vendors we will be using next year?
 - Vicki to ask at next DPAC meeting, Tamzn to check her emails for announcements
- Suggestion by Nessa to combine the food and drink as one price instead of itemizing the drink and food.
- Suggestion: To split up the duties between more than one person as Chairman of hot lunch. This role is too much for one person to handle.

- We need to move last Wednesday hot lunch of the year to a different day because of Grade 7 graduation
- Suggestion: Mme. Trudeau to make announcement over intercom for kids to bring cutlery on hot lunch days. Too many kids are coming to kitchen asking for utensils.

Multicultural Night

Organizing Committee

- Information will be going out to parents asking for volunteers to organize tables and sell tickets
- Forms to buy tickets going home with students in the next 2 weeks

Grade 7 Farewell

Rola Priatel

- Hot Dog Day went well, except the kids left trash from chip bags and juice boxes on the playground. Get amounts from R
 - There will be one more hot dog day - \$1788.60 raised
 - Popcorn sales, \$989.70
 - Freezies sales, \$150.00
 - Total \$2700
- Budget needs to be updated for accounting and will be done soon.
- Grade 7 wants to discuss having a live band at graduation with school administration.
- Joanne is exploring vendor options for graduation.
- Year book price could be \$22-\$24, total number of pages to be decided
 - Working with Ms. Kass to get yearbook together
 - Need to know definite cost of year book by the end of April
- Pub night coming up Friday, April 26th, don't need a Casino license if we don't do a 50/50 draw, and possibly a silent auction

5. New Business

Nooruz Celebrations – Feedback

Organizing Committee

- The celebration went really great
- Going forward will be more organized next year now that they have an idea of what they want to do
- \$1100 in the Persian trust, may be used for multi-cultural night

- Call for Nominations

Nessa Van Bergen

- Really need a co-chair- taking on the chair position singularly is a huge undertaking
- Blog post that outlines all of the positions and time it requires
- Nominations to be sent to Tamzyn, cannot take nominations on sight

6. Meeting Adjournment: 8:41pm

Next CPAC General Body Meeting:

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

Balance Sheet Apr-9-2019 - As of 2019-04-09

(in Canadian Dollars) (Cash Basis)

2019-04-09

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Account	2019-04-09 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	21,276.98
CPAC General Account	51,456.42
Funds Held in Trust - Donations	0.00
Paypal Account	10.92
RBC GIC - 00940177229 001	40,333.92
School Board Trust Fund # 85480	0.00
TOTAL Cash and Bank Accounts	113,078.24
Other Assets	
Cash Box for Gr.7 Float	46.71
Kitchen Equipment	0.00
Other Receivables	51.13
Spirit Wear Inventory	468.16
TOTAL Other Assets	566.00
TOTAL ASSETS	113,644.24
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Chinese Community	0.00
Lunar - New Year	2,123.20
Persian - New Year	1,101.25
TOTAL Other Liabilities	3,224.45
TOTAL LIABILITIES	3,224.45
EQUITY	110,419.79
TOTAL LIABILITIES & EQUITY	113,644.24

CPAC - Current Budget VS Actual - 2018/2019 - April 9, 2019 (in CAD)

2019-04-09

Category	2018-2019 Budget	2018-2019 Actual	Difference
REVENUE			
Fund Raising	\$41,600.00	\$64,936.18	\$23,336.18
Athletic Programming (Badminton)	350.00	400.00	50.00
Gr. 7 Grad:			0.00
Movie Night			0.00
Popcorn		793.87	793.87
Hot Dog Days		1,082.68	1,082.68
Hoodies		327.18	327.18
Hot Chocolate			0.00
Other (Cutlery Sets)		617.50	617.50
Halloween Dance	1,200.00	2,069.22	869.22
Hot Lunch	35,000.00	62,157.72	27,157.72
Multicultural Night	3,500.00	-45.00	-3,545.00
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			
	46,050.00	\$23,739.17	\$22,310.83
Office	200.00		200.00
Petty cash (Babysitting)	400.00	200.00	200.00
Bad Debt			0.00
Bank Services Fee	100.00	205.86	-105.86
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	\$41,197.01	\$45,647.01

Chartwell PAC Treasurer's Report: April 9, 2019

Summary:

The balance of the CPAC accounts as at April 9, 2019 are:

RBC General Account: **\$51,456.42**
+ RBC Investment account: **\$40,333.92**

RBC Casino Account: **\$21,276.98**
Paypal Account: **\$10.92**

Deposits since March 12, 2019 in General Account:

Hot Lunch: **\$18,049.76**
Pub Night Tickets: **\$350.00**
Popcorn: **\$114.55**

Payments since March 12, 2019 in General Account:

SD45: **\$10,079.07** Hot Lunch suppliers – March 2019

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino
Chartwell PAC Treasurer