

Chartwell Parents Advisory Council (CPAC)

General Meeting MINUTES

January 16th, 2018

7:00pm – 8:15pm

Primary Foyer

Attendees:

Nessa van Bergen	(Co-Chair)	Grace Huang
Tamzyn Jones	(Co-Chair)	Caroline Yuen
Chantal Trudeau	(Principal)	Jin An
Alysha Karsan	(Vice Principal)	Lisa and Elliot
Joanne Warburton	(Secretary)	Christina Lima
Neelke Kruger-Logan	(DPAC Representative)	Linda
Sergio Trevino	(Treasurer)	Brenda Weeks
Jennifer Kwong	(Member at Large)	Jessica Li
Rola Priatel		
Shabnam Taheri		
Shirin Kiany		
Stephanie Gregory		

Regrets:

Natalia Rosales (Hot Lunch Chair)

Meeting called to order at: 7:05pm

Welcome Nessa Van Bergen

Adoption of the Agenda:

Proposed by: Rola Priatel

Seconded by: Tamzyn Jones

Adoption of the Minutes:

Proposed by: Tamzyn Jones

Seconded by: Lissette Marin

Chair Report – Nessa Van Bergen

Thank you for everyone who has come out tonight!
Show of hands of those who received an email notice of the meeting from their Class Parent.
(Introduce PAC Executive Members in attendance)

I hope everyone had a fabulous holiday and enjoyed their time off!

The Christmas Concert – A Penguin Christmas was another fabulous production by the music department, with huge support from Ms. Poh and Mrs. MackayLee. Parents look forward to this every year and it was excellent!

The Christmas Swap Meet in December was another success, even with some last minute tension of the Bake Sale that the Pac was not aware of. Thank you Rola for organizing such a great event and thank you to the everyone for donating to the cause. We raised \$962 to be split between the Grade 7's charity and the Learning Commons.

There are 9 new students in the school this month and we have sent updated Class Lists to the appropriate divisions. Tamzyn and I will also send a welcome email to those families to introduce ourselves and point out key things like Hot Lunch, Spirit Wear, and Grade 7 Fundraising .

Hot Lunch Coordinator, Rachel Tan, has stepped down. Please welcome Grace Huang to the role.

Chartwell After School Care – There are still spots open for the 2017/2018 school year. Please make sure you contact them soon if you think you will be needing care.

Please take time to visit our Parent page on the school website to keep up to date on what the PAC is working on.

Principals Report – Madame Trudeau

- Volleyball season starting soon. Ms. Karsan and Ms. Kos coach the girls team and Ms. Adair is the coaching the boys team with the assistance of Ms.Chan and Sentinel volunteer Grade 12 student. Game #1 is on February 13th. Practices are on Tuesday and Thursday at 7:45. The district jamborees are on March 13 and 15.
- Much work is being done in every classroom around reading instruction, strategies, and inquiry learning as we prepare for our year-end presentation as a Year 3 school in May or June.
- Learning Commons Opening Celebration: March 6th at 2pm. Many people who worked on the project will be invited included our District Leadership team, our Facilities staff, contributors like the artist Sarah Symes and parent Sehr Latif. More detail to follow.
- Lock Out drill on January 16th at 1:20 with our SD staff from Student Services and WVPD. We are mandated to do a lock out drill once a year. Excellent behaviour from all.
- Troy's Bop Shop is coming up soon – January 22nd to 25th. Performance on Thursday Jan.29th 2:15 for parents in the gym.
- Several new students joining us this week. Total enrolment now 269 students. Only a handful of spaces left to be at full capacity.
- Ms. Drexl joined our staff in division 4. We wish Ms. Blown a wonderful maternity leave.
- Grade 6/7 ski trip on February 16th.

Treasurer's Report – Sergio Trevino

Please find the details in the attachments.

Badminton Club Fridays from 3-7pm – \$50 / term, \$5 drop in.

DPAC Report – Stephanie Gregory for Neelke Kruger-Logan**[Click here for link to Full DPAC minutes](#)**

- \$250 Parent Education Event receipt must be submitted by the end of May. This is for all schools in lieu of a district parent education event.
- Angst Movie - Looking at anxiety in youth and starting a positive conversation about mental health. Possible screening ?? in April/May?? Details to come out in Feb.
- Energy Master - Wade Hickey via BC Hydro Program has funds available for lighting projects, etc. Contact him for details if your school is interested.
- Survey to be sent out to all DPAC Reps and school to send to parents. Response by Feb 13th — Apologies I didn't write down the topic but it will be out soon.
- Carolyn Brody - Elections next Oct so campaigns begin this spring.
- Chris Kennedy- Teacher Recruitment: gone from surplus to shortage but he still feels good about our teachers. District lost 50-60 this year who moved to other districts. Main Factors are - local housing costs, traffic/commuting and childcare availability (work force is 75% female). What to do to attract and retain staff??
- Planning for next year begins this spring. 4 new academies- Volleyball, Table Tennis, Animation and Enviro Sciences. Rockridge will have a new engineering program.
- Speaker- Nina, Chief Admin Officer from District of West Van. She wants to have dialogue with people from the community and would welcome the opportunity to speak at PAC meetings so she can connect with parents of the community. She would also like to see how the District can support schools.
- Building Communities Program (carry from Canada150) - Neighbourhood Grants available for community events, up to \$500. More details and contact info available in DPAC Meeting Minutes.
- Next DPAC meeting Feb 7th

Spirit Wear – Jen Kwong

All orders are in and there are far fewer orders than last year. We are short the minimum on sweatshirts, sweatpants and umbrellas. Please contact the office if you would like to purchase spirit wear.

Grade 7 Farewell – Faisal Latif, Nessa and Lissette are on the committee this year – Lissette has been leading most of the fundraising to date which has been very successful. Hot chocolate and Movie Nights have started. Look out for a Chartwell Night at Chipotle, they will donate 50% of revenue from one specified night to our Grade 7 Farewell.

Library Commons

Recap of the before and after – Facilities was here in the summer.

We have new walls, new carpets, Media Room, brand new shelving, LED Lighting, Mural from an artist in Squamish, Chartwell Whale donated by local store Anthropologie – Park Royal and a new parents lounge.

New Business

Lunar New Year celebrations will take place on Feb 15th.

Volleyball, the girls team is full with a waitlist, the boys team still has spaces. Rola asked whether it would be possible to bring a coach from Sentinal to coach the Boys Volleyball during their lunch break as her son would love to participate but cant make the before school practices. Currently in order to play for the school team the requirement is to be able to come to practice before school and after school, and play matches on Tuesdays.

Mme Trudeau explained that the teacher volunteer needs to be present in addition to the external volunteer coach therefore lunch times wouldn't work. The timings for practice are decided by the teacher based on their availability as they volunteer in order to support these programs.

Nessa mentioned that we really appreciate the teachers volunteering their time to facilitate the sports teams.

Nessa thanked everyone for coming.

Adjourned at: 8.21pm

Next CPAC Meeting:

Date: Feb 6th 2018 | Time: 7:00 to 8:15PM | Venue: Learning Commons



Chartwell PAC Treasurer's Report: January 16, 2018

Summary:

The balance of the CPAC accounts as at January 16, 2018 are:

RBC General Account: **\$30,683.74**
+ RBC Investment account: **\$40,105.21**

RBC Casino Account: **\$16,774.14**

Paypal Account: **\$121.17** (From previous year hot lunch online payments)

School Board Trust Fund: **\$19,993.11** (Library Commons Fundraising)

Deposits since last meeting December 7, 2017 in General Account:

Badminton: **\$191.00**
Movie Night: **\$892.80**
Garage Sale: **\$992.50**
Hot Chocolate: **\$691.00**

Payments since last meeting December 7, 2017 in General Account:

The Dog's Ear T-Shirt And Embroidery Co. (Hoodies): **\$1,096.34**
Table and Chairs for Parent Lounge: **\$1,029.20**
PCard – Hot Lunch invoices – December 2017 **\$9,357.19** (SD#45)

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino
Chartwell PAC Treasurer

CPAC - Current Budget VS Actual - 2017/2018 - January 16, 2018 (in CAD)

2018-1-16

Category	2017-2018 Budget	2017-2018 Actual	Difference
REVENUE			
Fund Raising	\$37,705.00	\$28,780.06	-\$8,924.94
Athletic Programming (Badminton)	1,000.00	191.00	-809.00
Family Photo Night	250.00	320.00	70.00
Gr. 7 Grad:		100.00	
Movie Night		930.96	930.96
TCBY			0.00
Hot Dog Days			0.00
Hoodies		579.66	579.66
Other (Garage Sale)		496.25	496.25
Halloween Dance	1,200.00	1,442.47	242.47
Hot Lunch	30,000.00	23,803.72	-6,196.28
Multicultural Night	3,700.00		-3,700.00
Other (Hot Chocolate)		519.38	519.38
Principal for a Day	250.00		-250.00
Spirit Wear	450.00		-450.00
Parent/Family Education Events	500.00	664.54	164.54
School Board Contribution	155.00	159.82	4.82
Interest earned from investment	200.00	105.21	-94.79
Library Commons Fund		-532.95	-532.95
Category	Budget	Actual	Difference
EXPENSES			
	22,450.00	\$18,788.26	\$3,661.74
Office	200.00		200.00
Petty cash (Babysitting)	200.00	200.00	0.00
Bad Debt			0.00
Bank Services Fee	100.00	238.98	-138.98
CPAC Activity Refreshments and Food	200.00	0.69	199.31
Kitchen Supplies	400.00	222.94	177.06
Teacher Year End Gift	800.00		800.00
Welcome Tea	100.00		100.00
Administration / General expenses	200.00		200.00
Coffee/Breakfast Club	100.00		100.00
World Teachers Day	250.00	225.65	24.35
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	1,200.00	1,200.00	0.00
Social Media Education/Digital Safety	600.00	600.00	0.00
21st Century Learning Initiative	0.00	0.00	0.00
Digital Literacy Education Fund	0.00	0.00	0.00
Site Enhancement Fund	2,000.00	2,000.00	0.00
First Nations Education & Enhancement	2,000.00		2,000.00
Revenue - Expenses	\$15,255.00	\$9,991.80	\$5,263.20

Balance Sheet 01-16-2018 - As of 1/16/2018

(in Canadian Dollars) (Cash Basis)

1/16/2018

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Account	1/16/2018 Balance
ASSETS	
Cash and Bank Accounts	
CPAC Casino Account	16,774.14
CPAC General Account	30,683.74
Funds Held in Trust - Donations	1,200.00
Paypal Account	121.17
RBC GIC - 00940177229 001	40,105.21
School Board Trust Fund # 85480	19,993.11
TOTAL Cash and Bank Accounts	108,877.37
 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	 108,975.21
 LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Chinese Community	1,200.00
Persian - New Year	683.65
TOTAL Other Liabilities	1,883.65
 TOTAL LIABILITIES	 1,883.65
 EQUITY	 107,091.56
 TOTAL LIABILITIES & EQUITY	 108,975.21