

## Chartwell Parents Advisory Council (CPAC)

### **General Meeting MINUTES**

December 13<sup>th</sup>, 2016,

7:20pm – 8:33pm

Primary Foyer

#### **Attendees:**

Nessa van Bergen	(Chair)	Kylie Chen
Chantal Trudeau	(Principal)	Lisette Marrin
Joanne Warburton	(Vice Chair)	Ramin Ghodsi
Rola Priatel	(Past Chair)	Shabnam Taheri
Jennifer Kwong	(Member at Large)	
Tamzyn Jones	(Member at Large)	
Natalia Rosales	(Hot Lunch Chair)	
Stephanie Gregory	(Member at Large)	
Essay Sun	(Secretary, Chinese cultural Liason)	
Jing Zhao	(Chinese cultural Liason)	

#### **Regrets:**

Sergio Trevino	(Treasurer)
Faisal Latif	(DPAC Representative)

#### **Meeting called to order at: 7:20pm**

**Welcome**                      **Nessa Van Bergen**

#### **Adoption of the Agenda:**

Proposed by: Rola Priatel

Seconded by: Joanne Warburton

#### **Adoption of the Minutes:**

Proposed by: Stephanie Gregory

Seconded by: Joanne Warburton

#### **Chair report – Nessa van Bergen**



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

### **1. Receiving CPAC emails through Class Parents**

All parents participated the general meeting received the notice emails through their class parents.

### **2. After School Care Program**

The RFP has been released to potential service providers. With the assessment from Vancouver Coastal Health, the after school program site has been identified.

The survey result shows: 56 families have filled out the survey; 36 families showed interests. 16 families are currently using after school care program outside Chartwell. 6 families need before-school care.

### **3. Parking Spot Raffle**

The vice president parking spot winners have been drawn. \$350 was raised.

### **4. CPAC Committee Chair Vacancy gets filled.**

- BC Fruit & Vegetable Program will be organized by Lissette Marrin. Thank you.
- Kylie Chen and Zara Jiwa volunteered to organize 2017 Grade 7 Farewell events. Big applause.

### **5. School Cash Online**

- 46% Chartwell families are using the online payment system. Band fee and field trips can be paid through the system.
- More teachers are getting used to the new paying method.
- Teachers could be reminded and encouraged to maximize the usage.

### **Principle Report – Chantal Trudeau**

1. **Report cards** going home on Friday. The PPT that I shared at the last PAC meeting has been posted on the website and link in Chartwell this Week. Blog post will be published on Friday to give parents some context. It is a pilot project and there will be opportunities for parents to give feedback to the school district. January 24th meeting at ILC, 9:15 to 11:45 AM for parents interested in hearing more.
2. **Christmas Primary Concert** Thursday December 8th at 1:30, Christmas on Candy Cane Lane. Thanks to Ms. McLaughlin and Ms. Poh for their all their efforts preparing the primary students for this special event.
3. **Christmas Garage Sale** next Thursday Dec. 15th. It's a fundraiser for the Free the Children



Club (intermediate classes) to raise money for healthcare in Ecuador. Ms. Johnson and Rola Priatel are leading this project, a long-standing tradition. Name changed from Swap Meet to Garage Sale. Schedule of classes going through in the gym all day long. Helpers from leadership team. Parents helping with decoration and sorting/pricing.

4. **Badminton** very well received by all students. Thanks to PAC for sponsoring.
5. **Basketball** season successful for our boys and girls teams. Thanks to coaches Mr. Hunter, Ms. Desai, Ms. Sasaerilla, and parent volunteer Elias Bayatmokhtari.
6. **New After School Programs for Winter 2017:** Run Club. This new program starting in January to get kids moving and play games. Intermediates will be Wednesday 12:05 to 1pm in the gym. Gr. 1-3 program will be offered at 8am before school. Details coming soon.
7. **After School Care Update.** RFP has just been submitted and we are waiting to hear next steps from Nick Maan at the board office, responsible for RFPs in our district. Current Kindergarten room was selected as best location due to proximity to outside door and parking lot.
8. **Properties Hub Programs.** I have invited some folks from the Properties Family Hub to talk about the programs that are offered at the Hub.

#### **Treasurer's Report – Joanne Warburton on behalf of Sergio Trevino**

Please find the details in the attachments.

#### **DPAC Report –**

Please find the details in the attachments.

#### **Properties Family Hub – Laura Lee Kent and Sandralynn Shortall**

1. Laura highly appreciated the support from Chartwell and Mr. Campbell from the very beginning of setup till the daily running. Laura is expecting the continuing support from Mme.Chantal Trudeau.
2. CPAC support the idea and also raised concerns on the usage of Chartwell facilities which are prioritized to Chartwell teachers, students and families. Mme. Trudeau will ensure the proper coordination of using Chartwell facilities.
3. CPAC is also encouraging the retention of those kids who take classes at the Hub when they start Kindergarten.

#### **Committee Reports**

1. **Hot Lunch Update – Natalia Rosales**

- It has been agreed that the 3<sup>rd</sup> Hot Lunch Day will be added on each Tuesday considering there are often holidays on Monday, with the condition of no negative impact to current Hot Lunch days.
- With limited resource on hand, CPAC is expecting a new coordinator from Chinese community to work on the implementation.

## **2. Christmas Garage Sale – Rola Priatel**

Continuing the successful Christmas Swap Meet last year, Grade 6/7 Leadership will sponsor this year's Garage Sale in support of 'Healthcare in Ecuador'. This event is also part of WE project.

Students will be allowed to come in small groups by division and during recess and lunch to do their shopping!

CPAC is emailing parents to encourage donations. Parents volunteers will help on sorting and pricing the donations.

## **3. Learning in Commons**

The new design packages from the Art Institution will be returned during the Christmas Break.

Special thanks to Stephanie who took initiative of offering treat to parents coming to Christmas Concert and raised \$260 for Learning-in-common.

**Nessa thanked everyone for coming to the meeting.**

**Adjourned at: 8:33pm**

**Next CPAC Meeting:**

Date: Tuesday, January 17<sup>th</sup>, 2016 | Time: 7:15 to 8:30PM | Venue: Primary Foyer

## CPAC - Current Budget VS Actual - 2016/2017 - December 13, 2016 (in CAD)

2016-12-13

Category	2016-2017 Budget	2016-2017 Actual	Difference
<b>REVENUE</b>			
Fund Raising	<b>\$29,300.00</b>	<b>\$28,052.66</b>	<b>-\$1,247.34</b>
Athletic Programming	1,000.00		-1,000.00
Family Photo Night	220.00		-220.00
Gr. 7 Grad:			
Movie Night			0.00
TCBY			0.00
Hot Dog Days			0.00
Hoodies		1,025.00	1,025.00
Halloween Dance	1,500.00	1,085.21	-414.79
Hot Lunch	20,000.00	25,103.19	5,103.19
Multicultural Night	3,900.00		-3,900.00
Other (Pking Spot Raffle)	1,000.00	335.00	-665.00
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	156.59	1.59
Interest earned from investment	150.00	87.67	-62.33
Library Commons (Primary Concert Collection)		260.00	
Library Commons (Funds are in Trust Acc.) 2015/2016	25,000.00	18,766.43	-6,233.57
<b>Category</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference</b>
<b>EXPENSES</b>			
	<b>18,675.00</b>	<b>\$15,749.20</b>	<b>\$2,925.80</b>
Office	200.00		200.00
Petty cash (Babysitting)	200.00	200.00	0.00
Bad Debt			0.00
Bank Services Fee	100.00	37.68	62.32
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	51.91	48.09
Art Starts Cultural Performances	500.00	500.00	0.00
Classroom Funds	3,900.00	3,900.00	0.00
Collaboration Funds	1,200.00	1,200.00	0.00
Physical Literacy In House Expert (ShuttleSport: Badminton)	1,500.00	1,500.00	0.00
Dance in Schools (Bob Shop Dance)	1,500.00	1,500.00	0.00
Principal Funds	2,000.00	2,000.00	0.00
Sexual Health Workshop - Parents			0.00
Sexual Health Ed - Students	1,500.00	1,500.00	0.00
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	0.00
CPAC Contribution to Gr.7 ceremony and year books	1,000.00		1,000.00
Administration / General expenses	200.00	85.05	114.95
Coffee Club	100.00	28.91	71.09
Teachers Day	200.00	245.65	-45.65
<b>Revenue - Expenses</b>	<b>\$10,625.00</b>	<b>\$12,303.46</b>	<b>\$1,678.46</b>

## Chartwell PAC Treasurer's Report: December 13, 2016

### Summary:

The balance of the CPAC accounts as at December 13, 2016 are:

RBC General Account: **\$21,940.68**  
+ RBC Investment account: **\$40,087.67**

RBC Casino Account: **\$18,000.20**  
(Last cheque issued: Oct-16-15 to SD#45 to pay Pro Sound Invoice for \$2,302.55)

Paypal Account: **\$246.42** (From hot lunch online payments)

School Board Trust Fund: **\$18,766.43** (Library Commons Fundraising)

### **Deposits since November 8, 2016 in General Account:**

Gr. 7 Hoodies: \$1,025.00  
Parking Spot Raffle: \$315.00  
School Board Contribution: \$156.59  
Primary Concert Collection: \$260.00

### **Payments since November 8, 2016 in General Account:**

PCard – Hot lunch invoices – November \$2,845.54 (SD#45)

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino  
Chartwell PAC Treasurer

**West Vancouver District Parent Advisory Council  
Inglewood Learning Centre  
Wednesday, December 7th, 2016**

**DPAC Business**

**Adoption of Agenda Nov. 2<sup>nd</sup>, 2016:  
Approval of October 5<sup>th</sup>, 2016 minutes:**

**Meighan Jury and Joanna Baxter  
Lesley Miller and Tanya Mah**

**President's Report: Abbie Milavsky**

- PJ was awarded as winner of the draw for a book on Sex Education (donated by Saleema Noon).
- Helen Yeung will be presenting at the next DPAC meeting. She will speak about Healthy Lunch and Grade 5 program to support education in the area of eating disorders. Helen has asked to have a discussion at the next DPAC meeting asking for what you would like to see at the hot lunch vendor meeting that is held in conjunction with NVDS. Please think about what information would be of most value to your school's hot lunch program.
- Discussed the BCCPAC Summit and the interest there is regarding changes to the reporting process (communicating student learning) in BC schools. The Ministry of Education is gathering input from parents online ([engage.gov.bc.ca](http://engage.gov.bc.ca)) until February 28<sup>th</sup>, 2017.
- BC Training and Education Savings Grant was also discussed; members are encouraged to take a look at the eligibility guidelines and how to apply ([www2.bc.ca/gov/content/education-training/k-12/support/bc-training-and-education-savings-grant](http://www2.bc.ca/gov/content/education-training/k-12/support/bc-training-and-education-savings-grant)).
- Stan Kutcher presentation was well attended and very informative.
- Reminder for DPAC Reps to report information from DPAC General meetings meetings at your school PAC meetings and to also bring to DPAC any questions and/or comments from your PAC. Information sharing is an important part of the DPAC/PAC relationship.

**Upcoming Meetings/Events:**

- Tuesday, December 13<sup>th</sup>, 7p.m. Board of Education Meeting
- Wednesday, January 4<sup>th</sup>, 9:15 a.m. – DPAC General Meeting (Helen Yeung, School Health Dietician)
- Tuesday, January 24<sup>th</sup> 9:15 a.m. – 11:45a.m. – A Focused Conversation on Communicating Student Learning
- Tuesday May 2<sup>nd</sup> – Parent Education Panel – 7 p.m. Kay Meek

**Treasurer's Report: Tanya Mah**

- November balances:
  - o \$6,434.14 in General Account.
  - o \$2,531.82 Gaming Account.

## **Committee Reports:**

### **Parent Education:**

- DPAC organized annual event has a tentative plan for a panel of speakers. Two main key note speakers along with a panel including WV Schools staff and one or 2 students to form a forum addressing what support and education looks like in the classroom when it comes to Mental Health. Suggestions still being considered are; Lynn Millar, Dean Shereski, Stan Kutcher, Shimi Kang. Date is Tuesday May 2, 2017 at 7p.m. at the Kay Meek. There will be more information to come - mark your calendars. We will be looking to PACs to assist with promoting and selling tickets. Tickets \$20 in District and \$25 out of District.
- Any ideas for speakers over an above those already mentioned, please let Meighan or Abbie know.
- Suggestion was put forth that tickets be put on sale before the main speakers have been confirmed.

### **Choice Consultative Committee:**

- The Committee met on November 22<sup>nd</sup>. We looked at one Board/Authority authorized course, which after discussion, was approved to move to the District Leadership Team for discussion.

### **Technology and Digital Learning:**

- Met on Thursday, November 3, 2016. 2 meetings are usually held twice per year. The next one will be in April 2017.
- Next Gen Network was completed last year
- Coding to be introduced to students in all schools
- WVSD new website now includes updated PAC websites. PAC reps were given overview/training. 12 schools attended.

#### IT Report

- big project over the summer for the School District was replacement of IBM storage, the new storage lifespan is estimated to be 9 years. New storage allows compression rates, refresh rate to be faster.
- The District also increased access points in some schools due to dead spots. Looking to replacing wireless systems now, as it is near end of life.
- Fresh Grade now has a single sign on.
- Refresh of Technology for Teachers: primary digital devices with encryption to be rolled out end of November and into December. PCs will be on Office 2013, not Windows 10.
- Network access control is now better. 3000 users are on at any one time.

#### MyEdBC

- all schools have been on MyEdBC for 1 year now.



-MyEdBC supports Fresh Grade, Library, Parent Portal, Student Support Module, School Cash Online.

-Aspen (Parent Portal) has been customized by Fujitsu for the online report card. Currently is being piloted by Rockridge. School District is working towards getting online for all parents, but it will be a couple of years.

#### Elementary Report

-Google classroom and Fresh Grade – both are showing increased adoption.

-Fresh Grade has been rolled out for Grades K-7. Last year, in the District, approximately 100 teachers had accounts, and 1000 students. School District now has a management license, which allows us to have up to 2500 students. Currently, there are no timelines for deletion of material.

-Coding Quest at the Grade 6-7 level uses Scratch to help teach coding in a meaningful way. Students are tasked with designing a video game. The end product will be a “Coding Arcade” conference.

-Coding, Fresh Grade, and Google Classroom are the “Big 3” in the school district right now.

-BYOD is embedded in all schools

-Ignite – All Hands on Tech – Grade 6/7 after school class. There is a waiting list for ignite class. Currently working on 3-D Printing project.

-Also discussed the Raspberry Pi Weather Station to be installed on WVSS roof. Preparations have been made and installation soon.

#### Secondary Report Sentinel

-Google classroom: this year’s incoming Grade 8s seem to be more intuitive with the environment than the Grade 10s (when they were Grade 8s 2 years ago).

-Google Docs is helping in the new curriculum.

#### Rockridge

-Giving a lot of tech support at Rockridge, as teachers get their Google classrooms up and running.

-3D printer currently housed in Woodwork. Will be in new Maker’s space. Lego wall in Learning commons.

-Enabling the Future with 3DPrinting used to make prosthetics.

-Ever 5 – Math 9 and Coding.

#### **WVSD Board of Education - Trustees Liaison Report: Carolyn Broady, Chair**

- Last month held a joint meeting with MLAs NV and WV regarding long term funding for the schools.
- Spoke about mental health support resources on the North Shore. In the spring there will be a hub/new integrated support facilities opening in NV – one of five Centers being opened across the province.
- Supreme Court Ruling – addressing the funding to schools. Will look at the language from 2002 for negotiating funding across the province. Hope that in the

spring we will hear what impact that will be to our resources. One of the tasks is to look at the standardization of the language.

### **WVSD Superintendent's Report:**

- Encouraged members to watch videos on his website regarding Stan Kutcher's work. Stan delivered many positive messages about educating ourselves about mental health e.g. there are good stresses in life.
- Very fortunate to have him working with our Districts. Mostly tied to our Secondary students/curriculum.
- Discussed the WV Library. They have a very broad idea of what the Library can do. Looking at bringing in robots and are interested in what we are doing with our Robotics club and academy.
- Discussed the upcoming session in January – Focused Conversation on Communicating Student Learning – looking at 15 min presentations from a variety of teachers and administrators – ideally want DPAC rep or Chair and two parent reps. to attend.
- Our District is in the middle of the pack, in term of the degree of changes we are seeing around the province on reporting.
- University feedback – English plus three other academic courses is generally what is looked at - with the new curriculum they will be looking at a broader range of classes to draw from. Students going into grade 10 will see parts of the new curriculum, Grade 11 a mix and Grade 12 will see old curriculum.
- Program for International Student Assessment (oecd.org) – in terms of rating - BC – 1<sup>st</sup> in reading – 2<sup>nd</sup> in Science – 6<sup>th</sup> in Math. 15 year olds were tested – random sample of student pulled to write the assessments. Excellent results.
- Provided a copy of the West Vancouver Enrolment Report – pointed out the overall number of students from West Vancouver shows a slight decline. Another observation in the data shows that enrollment in Eagle Harbour Montessori has increased due to the development of the school program there. Other schools where we are seeing some changes in demographics include Cedardale and West Bay. This data includes International Students that live in WV and NV.
- Chris will be meeting with the Trustees about this data and what possibilities can be looked at for our enrollments across our District.
- Data shows that most of the enrollment in WV Schools comes from within the District.

### **Parent Advisory Committee – Best Practices and Processes – Round Table Conversation.**

- Andrea – Caulfield – PAC Chair – tips: understand we are parents first and volunteers second, know your own strengths and weakness and your PAC colleagues – share as much as you can and keep good records. Chair meets with the Principal every month and then meets with the PAC Exec. Place communications as a top priority, uses flyers to let parents know about meetings, and does a monthly PAC newsletter, for student events – PAC Chair goes into the classrooms and promotes the events directly to the kids. Gets materials translated to communicate to the ESL community. Finally, her approach is to keep all the communications flowing through herself – helps her keep control and consistent on what and how messages get communicated. In terms of financial –

moved to QuickBooks, which is very formal and follows general accounting principles. Have a Treasures manual that supports best practices. Silo your funds so you have checks and balances. Finally, ask questions!

**Other:**

- Elaine mentions a video called EVAN – goggle to find – is an excellent video about student safety.
- ODD SQUAD is another resource regarding youth safety that was mentioned for consideration.
- Emilie – working towards getting a Bus Service going for EagleHarbour, Rockridge, Gleneagles.

**Meeting adjourned. 11:15p.m.**

DRAFT