

## Chartwell Parents Advisory Council (CPAC)

### General Meeting MINUTES

March 7th, 2017,  
7:15pm – 8:30pm  
Primary Foyer

#### **Attendees:**

Nessa van Bergen (Chair)  
Chantal Trudeau (Principal)  
Joanne Warburton (Vice Chair)  
Faisal Latif (DPAC Representative)  
Sergio Trevino (Treasurer)  
Jennifer Kwong (Member at Large)  
Natalia Rosales (Hot Lunch Chair)  
Shabnam Taheri  
Zara Jiwa  
Lissette Marrin  
Neelke Kruger-Logan Rola Priatel  
Yan Liu  
Kylie Chan  
Sarel Van Der Poel  
Lorriane Van Der Poel  
Chang Dai

#### **Regrets:**

Tamzyn Jones (Member at Large)  
Stephanie Gregory (Member at Large)

#### **Meeting called to order at: 7:18pm**

Welcome                      **Nessa Van Bergen**

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

Proposed by: Marc Jones  
Seconded by: Natalia Rosales

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

Proposed by: Lissette Marin  
Seconded by: Faisal Latif

#### **Chair Report – Nessa Van Bergen**



Thank you to everyone for coming out this evening. What a busy month it has been since our last meeting! Once back from Spring Break, the remainder of the school year will be equally busy with events very month.

Please join us on **Thursday at 1:30PM** for the **Nowruz assembly** to celebrate the Persian New Year. Many thanks to Nima and his volunteers for organizing this schoolwide assembly.

**Chartwell After School Care** – As announced last week, our new After School Care Provider has been determined through the District RFP process. Lorraine van der Poel of Top Drawer Daycare is here with us this evening and will be speaking to the group later.

**Learning Commons** – Mme. Trudeau and I continue to meet with the Facilities Department to work on the final room layout, costing, and construction timeline. We are very close to being able to articulate the final phase of the project and what we will need to fundraise to get to the finish line. The estimated budget for construction and updates (not including furniture) looks to be \$100-125K. The school district has earmarked \$50K so far and we currently have \$44K from the PAC. It is hoped that construction will be completed this summer. Stay tuned for more information on this important initiative!

**DPAC meeting on March 1<sup>st</sup>**. To be discussed in greater detail in the DPAC report. We will be emailing parents a form from the school district looking for feedback on Communicating Student Learning.

**Body Science - Monday, April 3<sup>rd</sup> at 6:45PM.** We will have a 30 minute PAC meeting, followed by the Parent Orientation on Body Science from the Saleema Noon group. This is your opportunity to hear what topics will be covered in your child's grade. A Q&A session will be conducted at the end.

**Another Parent Education opportunity** is coming up on **Wednesday, April 12<sup>th</sup> 6:30-8:30PM** (this is also a fundraising event for the PAC)

**Jesse Miller – Social Media Awareness**

Social media and mobile communications have changed our world and the way our children communicate and socialize - are you keeping up with the changing technology? Are you comfortable parenting in the age of online communication?

Tickets are **\$9.00 for non-Chartwell families** and **\$4.50 with a discount code** for Chartwell families. **The discount code is: CHART1**

Tickets through Eventbrite: [https://chartwell\\_parent\\_education.eventbrite.com](https://chartwell_parent_education.eventbrite.com)

His fees for this are \$350 and we are hoping to net \$500.

Ticket information will be in CTW.

PAC is also paying for Jesse Miller to present to the grade 4-7 students the following day on the topic of social media awareness and safety.

**In late September of the next school year, we are considering hosting a screening of Screenagers. <https://vimeo.com/145826333>**

Award-winning SCREENAGERS probes into the vulnerable corners of family life, including the director's own, and depicts messy struggles, over social media, video games, academics and internet addiction. Through surprising insights from authors and brain scientists solutions emerge on how we can empower kids to best navigate the digital world.

\*There is a fee associated with the licensing and we would share revenue with the film once that threshold of ticket sales have been met. This would be a public event.

**FSA results** were published recently and Chartwell ranked the highest in 5 years. Chantal will discuss this further.

Lastly, it's hard to believe we are already talking about PAC positions for next year already!

**Call for nominations for 2017/2018 positions:** you will receive an email outlining the various positions available on the PAC Executive Committee and Committee Chairs.

Virtually every position is available, including the Chair position. I'm not sure I have the capacity to do that position alone next year and would happily welcome a Co-Chair or even give it up and serve in other capacities. The days and times of meetings have not been determined yet as it can be changed to accommodate board members in general, subject to the Principals availability.

***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**

Team did very well, thank you to the teachers and those that helped.

Teachers are very excited about the library commons project.

Jesse Miller has

Committee's – every teacher is involved in several committees.

One of our most important committees is the Rights Respecting School, we have an active committee and we meet monthly and have lots of events and initiatives.

We decided to postpone the walk for water until the first week after school break. The theme next term will be family day, pancake day will happen.

2 committees that we are excited about in the district are self regulation and enquiry. Capstone project and with

District had posted a position for counselor, it had not been filled and now it has.

### **Treasurer's Report – Sergio Trevino**

Please find the details in the attachments.

### **DPAC Report – Faisal Latif**

Please find the details in the attachments.

## **Committee Reports**

### **Mike Finch – Special Guest**

Mike thanked Nessa for the invitation to join our meeting and the chance to talk about Sentinal and the transition from Elementary to Secondary for the Grade 7's.

Sentinal does as much as possible to smooth the transition from elementary to secondary. We are your neighbours and have a special relationship with Chartwell. We invite prospective parents to an orientation evening in January but at the same time we have our counseling teams in schools doing presentations for the students on what it is like to be a student at Sentinel. The students and counselors do that themselves and we find that it helps dispel myths that are out there. In addition to this we strive to open our doors to the elementary schools, last year the Chartwell Play presentation took place at Sentinal. Our dance teacher also goes out to Elementary schools in the district and conducts fun workshops.

The goal is, like I said to ease the transistion. In the summer we have our sport camps, this year we are offering multiple sports camp where kids get exposed to all the differet sports we have and not only do they get to play with kids from other elementary schools but they also get familiar with the school layout. Where the lockers and bathrooms are etc. By running these sport camps we increased enrollment of Grade 8 sports significantly from an average of 10 students per sport to over 50!

Towards the end of May we invite all the Grade 7's to spend 2/3 of a day with us. Chartwell and Westcot come in together along with 'out of catchment' kids. Kids come from all over Metro Vancouver to attend Sentinal. During the day they do lots of different activities and ice-breakers. They are split into groups to conduct small scale sciece experiments, join in dance classes, take fun math quizzes, and sit with our leadership students in small groups so that they can ask the questions that are on their mind.

In september our leadership students(more than 50 students) are in the hallways wearing orange shirts to guide the new Grade 8's around and make them feel comfortable and at ease, it does a great job of calming nerves and making the transition as positive as possible.

Chartwell has 36 Grade 7 students this year who are going to be integrated with 235 Grade 8's and we found that the integration piece happens really quickly with the model we are using.

Mike Finch asked if anyone had any questions.

Nessa asked whether Sentinel is using Google classroom?

Most of the teachers do use Google classroom at Sentinal, all Grade 8 students are asked to come with their own device. It should be a practical device, not an expensive piece of equipment but it is importat that every student has access to the internet and has a keyboard.

Rola asked whether the teachers or students decide what clubs there are at Sentinal?

Mike Finch said aside from a few clubs that have become sustainable over the years and had a consistent stream of student volunteers, as they are run by students they can change each year. Grade 12's are looking for ways to show their leadership, they need to be as authentic as possible and therefore are based on their expertise and interests.. The process is that a student will come and say they want to start a club. They need to enroll subscriptions and a teacher sponsor. By the 3<sup>rd</sup> week of school in September there is a clubs day mainly targeting the Grade 8's. Its like a job fair where information is given on the clubs and students are recruited.

Rola asked about the Sentinal App?

A group of Grade 12 students from a couple of years back at Sentinal created an App for the school, 5 or 6 students spent 500 hours each writing the script and are still maintaining it from their universities in exchange for support from Mike Finch.

Incidentally, one of those students recently dropped out of Colombia University as he was head hunted for a position with a major tech company in China.

Lisette asked about the Academies?

Mike said they started through sports and they have about 12 Academies now. Mechatronics has become a significant academy this year. They just got approval for a Hockey Academy sponsored by Hockey Canada, Students from all over the west coast and across BC have come to Sentinal especially for the Academies. Several Academies are all inclusive however some involve tri-outs and are selected based on ability.

Nessa asked for the name of the Grade 7 sports camps Mike had mentioned previously?

Spartans Sports Camps happen during Spring Break and students from Sentinal come to talk to the Grade 6's and 7's to tell them about it prior to that. It is very affordable. They run for 10 or 12 weeks and are run by student leaders. A great way to integrate with the school and the money raised goes back to the Elementary Schools as sports equipment.

Nessa thanked Mike for coming.

### **Special Guests – Lorraine Van Der Poel; Top Drawer Daycare.**

Thanked us for having her and expressed her excitement at being the new childcare provider at Chartwell. She introduced her husband Sarel who will run through a quick presentation.

Thank you for the chance to work with Chartwell School. Lorraine has been involved with Daycare since after University. We came to Canada in 1997 and Lorraine worked for Top Drawer Day Care, the school had been running since 1979. Lorraine worked there for 17 years. Unfortunately the daycare's founder, Jennifer passed away, and Lorraine and Sorrel took it over 30 months ago.

Our philosophy is that they don't want kids to work out of school and into another school. We try to stay away from things that are not active. We have 2 ways of keeping the kids active in our program. One is an event and the other is an activity. Events take place during spring



breaks and pro-D days and include Hike's, pottery, museums, rock climbing, swimming, bowling, gymnastics, ice skating, visiting the beach, play parks etc. Activities happen daily and are shorter in duration and happen in school. Examples are :- Cross Fit, Yoga, Arts and Crafts

The system we use to pay for the events has worked for a while, we ask parents to put \$30 in an account to use for events. At the end of each month we ask parents to top it up to \$30. All events are optional and children don't have to go if they don't want or if the parents are not comfortable.

Sarel went through the budget to explain why the program costs what it does and to explain that even with a very lean budget and at full capacity Top Drawer will only just break even. As the licence at Chartwell is only for 17 students the cost per child is slightly higher than some other After School Care providers who have space for 40 children.

The cost for before and after school care is \$500 / child / month.

After school only is \$400 / child / month

Before school only is \$140 / child / month

Drop in fee is \$25 per child per day.

The program will start after spring break.

### **DPAC Report – Faisal Latif**

Please see attachment

### **Treasurers Report - Sergio Trevino**

Please see attachment

### **Grade 7 Graduation Committee – Zara and Kylie**

TCBY dates have been set starting after spring break in addition to movie nights and a party meet and greet as a fundraiser. They are requesting help from Grade 7 parents and would love as much support and involvement as possible.

Please note - Price is going up for the TCBY it will be \$2.50 this year due to increased costs.

### **Multicultural Night**

Stephanie Gregory is chairing the Multicultural night this year. Expect emails after spring break to organize the tables and enroll volunteers.

### **Family photo night –**

Moving back to start of the school year due to declining number. We feel that holding the event at the start of the school year will raise more money as families may use the opportunity to take pictures for holiday cards.



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

**Adjourned at: 8:50pm**

**Next CPAC Meeting:**

Date: Tuesday April 3rd, 2017 | Time: 7:15 to 8:30PM | Venue: Primary Foyer

## Chartwell PAC Treasurer's Report: March 7, 2017

### **Summary:**

The balance of the CPAC accounts as of March 7, 2017 are:

RBC General Account: **\$61,373.17**  
+ RBC Investment account: **\$40,133.15**

RBC Casino Account: **\$17,384.75**

Paypal Account: **\$2,515.64** (From hot lunch online payments)

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

### **Deposits since last meeting February 7, 2017 in General Account:**

Hot Lunch: \$6,543.35  
Hot Lunch: \$1,392.13 (Paypal)  
Spirit Wear: \$1,677.00

### **Payments since last meeting February 7, 2017 in General Account:**

PCard – Hot lunch invoices – February 2017 \$6,356.76 (SD#45)

Casino Account: Volleyball Jerseys \$615.47 (SD#45)

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino  
Chartwell PAC Treasurer



# Balance Sheet 03072017 - As of 3/7/2017

(in Canadian Dollars) (Cash Basis)

3/6/2017

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Account	3/7/2017 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
CPAC Casino Account	17,384.75
CPAC General Account	61,373.17
Paypal Account	2,515.64
RBC GIC - 00940177229 001	40,133.15
School Board Trust Fund # 85480	18,766.43
<b>TOTAL Cash and Bank Accounts</b>	<b>140,173.14</b>
 <b>Other Assets</b>	
Cash box for Gr.7 Float	46.71
Kitchen equipment	578.14
Other Receivables	71.13
<b>TOTAL Other Assets</b>	<b>695.98</b>
 <b>TOTAL ASSETS</b>	 <b>140,869.12</b>
 <b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
<b>Other Liabilities</b>	
Persian - New Year	350.00
<b>TOTAL Other Liabilities</b>	<b>350.00</b>
 <b>TOTAL LIABILITIES</b>	 <b>350.00</b>
 <b>EQUITY</b>	 <b>140,519.12</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>140,869.12</b>

## CPAC - Current Budget VS Actual - 2016/2017 - March 07, 2017 (in CAD)

2017-03-07

Category	2016-2017 Budget	2016-2017 Actual	Difference
<b>REVENUE</b>			
Fund Raising	<b>\$29,300.00</b>	<b>\$70,405.17</b>	<b>\$41,105.17</b>
Athletic Programming (Badminton)	1,000.00	1,065.00	65.00
Family Photo Night	220.00		-220.00
Gr. 7 Grad:			
Movie Night			0.00
TCBY			0.00
Hot Dog Days			0.00
Hoodies		137.15	137.15
Halloween Dance	1,500.00	1,091.66	-408.34
Hot Lunch	20,000.00	65,549.62	45,549.62
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	1,677.00	1,302.00
Parent Education Nights	500.00		-500.00
School Board Contribution	155.00	156.59	1.59
Interest earned from investment	150.00	133.15	-16.85
Library Commons (Primary Concert Collection)		260.00	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>\$15,867.07</b>	<b>\$2,807.93</b>
Office	200.00		200.00
Petty cash (Babysitting)	200.00	200.00	0.00
Bad Debt			0.00
Bank Services Fee	100.00	57.04	42.96
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	183.56	16.44
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>\$54,538.10</b>	<b>\$43,913.10</b>

**West Vancouver District Parents Advisory Council**  
Wednesday 1<sup>st</sup> February, 2017, General Meeting (9:15 – 11:15am)

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**President's Report - DPAC Chair, Abbie Milavsky**

BCCPAC memberships are up for renewal. Although not compulsory, schools can look into renewal if they so wish to do so.

Foods that Fit - Hot lunch coordinators meeting May 10<sup>th</sup> for West Vancouver and North Vancouver. Send contact information for hot lunch coordinators to Abbie Milavsky.

Communicating student learning feedback to be collected and returned. Parents wishing to submit individual feedback can do so also.

DPAC is looking to fill volunteer positions for the upcoming year. Positions that urgently need to be filled are:

Traffic committee representative,  
Health and Safety committee representative.

David Platt from Student Support Services will be at next meeting on 5<sup>th</sup> April 2017.

Parent Education – Helen young

**Treasurer's Report - Treasurer, Tanya Mah**

Please ensure The Gaming Account's Bank Account has the term '**Gaming Account**' printed on the cheques.

**Committee Reports:**

**Parent Education**

Parent Education Event "**Raising resilient happy healthy Kids**" planned for 2<sup>nd</sup> May, 2017 at 7:00PM at the KayMeek Theatre . The focus of the event is Mental Health and Anxiety amongst Youth. The Main Speaker is Dr. Shimi Kang, Parent of 3 kids, is a Harvard-trained doctor, Researcher, Media Expert and Best Selling Author & Speaker. She is a Director for Child and Youth Mental Health for Vancouver Community, a Clinical Associate Professor at the University of British Columbia and the founder of the Provincial Youth Concurrent Disorders Program at the B.C. Children's Hospital. She is known for her 'Dolphin Parenting' Program. You can learn more about her from her website: <http://drshimikang.com>

Tickets for the event will be sold through KayMeek website. 435 seats will be available. Cost of tickets for in district families is lower than for those out of district costs.the event will be extensively will be advertised in the northshore news and west vancouver community Center.

**Traffic and Safety – Sheila Donahue**

Minutes on district website. Carol Sartoar works with schools for alternative means to go to schools. Principals representative recommends that parent websites on school websites link to the map showing zones, drop off points etc. Around the respective school zone. ICBC will be conducting a blitz after spring break police and bylaws will be present for enforcement. ICBC have a lot of resources for safe routes to schools and public safety. Speed watch devotes 20-40hours in school zones. They spent 36 hours recently and found no major issues.

## **Comprehensive Health**

The committee met on 6<sup>th</sup> February, 2017.

The district is introducing gender neutral washrooms called “Universal Washrooms”

Art project at Mural of emerging voices, look up online.

Online survey titled: “**What are the guiding principles that the District of West Vancouver should be following to plan for the future?**” Has been posted to the West Vancouver website closes on 20<sup>th</sup> March 2017. Please follow link below:

[http://www.peakdemocracy.com/portals/270/forum\\_home?active\\_issue\\_id=1779&phase=Open](http://www.peakdemocracy.com/portals/270/forum_home?active_issue_id=1779&phase=Open)

New Youth Mental Hub opening at 211, West 1<sup>st</sup> Street, North Vancouver.

## **Calendar**

Calendar committee is meeting on 14<sup>th</sup> April, 2017 to prepare recommendations for the Superintendent

## **Human Resources**

The first meeting of the Human Resources Committee was centred around funding resources allocated for teachers by the provincial government.

## **WVSD Board of Trustees Liaison Report - WVBE, Chair, Sheila Donahue**

The Government has approved a 29.4 million student learning grant for the province

BCSTA – Professional association that supports public education and advocates for the role of publicly elected trustees. It has announced that its President is not running for reelection.

Elections Engagement Committee is hosting Canadian School Boards Association Congress. Refocus on Ethical behaviour for School boards to follow.

WVSB is filing joint motion with North Vancouver School Board. The motion will focus on assessing and reviewing the funding formulas; last revised in 2009-10. The assessment will be done in collaboration with all school districts in the province.

## **WVSD Superintendent’s Report - WVSD Superintendent, Chris Kennedy**

Communicating Student Learning: has not been as big a conversation piece as expected. Would like honest feedback. Feedback of issues like timing for student led conferences etc. Looking for a range of views.

**Administration:** Deputy superintendent, Dave Eberwein is leaving the district. Measures to identify his successor are underway.

**Priority Measure Funding:** Every school has new staffing. Check in with principals for further information and feedback. West Vancouver has a declining number of new children entering the district. A study has been conducted to understand how many teachers and administrators reside in the district as they are known to be more committed and productive if they live within the district.

## **English Language Learners – District ELL Coordinator, Maria Yioldassis**

Ms. Yield assist has been in the district for 23 years started by teaching at Wescot and Irwin park. In her new role, she is to oversee all the ELL schools in the district. She also works as a teacher within the district. As the ELL lead she is looking into:

- Resources – Time and materials
- Teachers – new curriculum and new ELL standards
- Parents – helping them understand
- Reaching out and keeping pace with current and best practices.

The number of students requiring ELL support are continuing to grow, year on year: 2015 -2016 = 13% increase. 2016-2017 9.7%

Elementary schools have 25%, secondary 17.5%, district 21% ELL learners respectively.

This year west vancouver has been chosen as one of 8 districts to work with the ministry. West vancouver is a 4 level district. Ministry wants a 5 level setup (Beginning, Developing, expanding, consolidating, bridging) ministry funds each learner for up to 5 years.

Ms Yioldassis showed us what elementary and secondary school ELL setup structure looks like.

Maria also works as a teacher in the district.

**Upcoming Events:**

- Board of Education Meeting – Tuesday, 21<sup>st</sup> February, 2017 @ 7:00PM
- ‘Taking Care of Our Bodies’:  
A Parent Education Session, Irwin Park, – Tuesday, 4<sup>th</sup> April, 2017 @ 7:00 – 8:30PM
- Parent Education Panel Kay Meek – Tuesday, 2<sup>nd</sup> May, 2017 @ 7:00PM
- Foods that Fit Workshop: Education Services Centre  
(5<sup>th</sup> floor 2121 Lonsdale) – Wednesday, 10<sup>th</sup> May, 2017 @ 5:00 – 8:30PM