

## Chartwell Parents Advisory Council (CPAC)

### **General Meeting MINUTES**

November 8<sup>th</sup>, 2016,

7:15pm – 8:45pm

Primary Foyer

#### **Attendees:**

Nessa van Bergen	(Chair)	Rose Johnston
Chantal Trudeau	(Principal)	Lisette Marrin
Joanne Warburton	(Vice Chair)	Mark Cosyn
Rola Priatel	(Past Chair)	Shabnam Taheri
Jennifer Kwong	(Member at Large)	Beijing Liu
Tamzyn Jones	(Member at Large)	Neelke Kruger-Logan
Natalia Rosales	(Hot Lunch Chair)	Nooshin Ghoorchian

#### **Regrets:**

Stephanie Gregory	(Member at Large)
Sergio Trevino	(Treasurer)
Faisal Latif	(DPAC Representative)
Essay Sun	(Secretary, Chinese cultural Liason)

**Meeting called to order at: 7:16pm**

**Welcome                      Nessa Van Bergen**

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

Proposed by: Tamzyn Jones

Seconded by: Mark Cosyn

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

Proposed by: Rola Priatel

Seconded by: Mark Cosyn

**Chair report – Nessa van Bergen**

Nessa welcomed everyone to the General Meeting and thanked everyone for coming. Jo Warburton will be taking minutes on behalf of Essay Sun.

### **1) West Vancouver Place for Sport**

New campaign to raise money to rebuild the much needed track and field location at West Vancouver Secondary School. Please find more information at <http://www.wvpfs.org/>  
“HELP US REBUILD THE TRACK AND FIELD AT WEST VANCOUVER SECONDARY SCHOOL AS A VALUABLE ASSET FOR THE ENTIRE WEST VANCOUVER COMMUNITY”  
There will be a wall that mentions the names of families / businesses that donate.

### **2) After School Program**

Process under way to prove there is a need for an after school program at Chartwell. When all the results are in the RFP will go out to find an appropriate vendor and the program will roll out soon after.

56 families have filled out the survey so far and we have a need for over 50 children.

### **3) Halloween Dance.**

Thank you to Tamzyn for volunteering to help co-ordinate, fantastic job.

Tamzyn mentioned that we made slightly more money than last year although less than we budgeted, lots of new families and new volunteers. Crepes were fantastic – huge thank you to Farzaneh for her amazing contribution again this year.

- CPAC successfully hosted another wonderful annual event on the night of Oct.28<sup>th</sup>.
- The total net profit is around \$1,100 which is less than previous year (\$1,500).
- Suggestions for next year:
  - For Bake Sale, provide guidance list to parent, like no supply of Muffins. Add Candy and Popcorn which is more popular.
  - Improve the Recycling sorting and Garbage collection as there was an awful lot of mess left behind.
  - There were many, many kids outside running all over the school grounds and field. Need to consider supervision outside for next year.

### **4) Spending Casino Funds.**

Last meeting we proposed to allow the Principal to spend \$615.47 on recess equipment as it was about to expire. Mme Trudeau confirmed that equipment has been ordered.

### **5) Parking Spot Raffle.**

- CPAC will sell the Raffle ticket at 1 tickets - \$5, 3 tickets -\$10, and 10 tickets - \$20.
- Considering saving the online raffle license fee, CPAC will print and deliver the print-out to each child.
- The Draw Date will be November 18<sup>th</sup>.

## 6) PAC Committee opening

BC Fruit and Vegetable Volunteer (1 hour every 3 weeks )

Grade 7 Farewell Committee x 2 (2 Grade 7 Parents to help organizing the fundraising with the support of the rest of the parents and the Grade 7 leadership committee)

### Principle Report – Chantal Trudeau

- **Athletics.** Basketball teams doing very well with development with coaches. One win, one loss for both boys and girls team so far. District tournament on Nov. 22/23 at WVSS.
- **Assemblies.** We had a Rights Respecting Schools assembly to recognize World Food Day. We also did a food drive to support the Scare Hunger campaign, finished November 2nd. We had our Halloween assembly on the 31st. Huge thanks to organizing committee for the Family Halloween Dance on the 28th. Remembrance Day assembly is coming up November 10th at 1:30. Special guests coming along.
- **Arts: Series 45, Band, choir and Music.** All intermediate students will be going to a Series 45 performance on Monday November 21st. Parents are encouraged to use School Cash Online for payment. The Band students went with Ms. Lim to the Orpheum to see a performance of the VSO on November 2nd. They are making very good progress. Our choir sounds amazing. They have 2 practices a week with Ms. McLoughlin and Ms. Poh. Over 60 students in the Choir.
- **Enhancement of the Learning spaces at Chartwell.** We are continuing our work with Facilities in the planning stage of the Learning Commons. Fieldtrip of the Art Institute design students a few weeks ago to make some new innovative designs. The stairs to the playground are being redone because they were in disrepair. Room 4 is being re-designed and renovated to become our new Kindergarten classroom. The current Kindergarten space is deemed inadequate for a full class of 22 early learners and the District Self-Regulation Team will work with Facilities and school staff to ensure that the space suits the needs of the students. The current Kindergarten room will serve as another resource room. It will also be improved at a later date. The renovations are being funded by the District. Many conversations have occurred amongst administration to discuss the needs for upgrades at Chartwell.
- **New Curriculum Implementation and Communicating Student Learning.** New template of report card at every grade level from K to 7 this year after 3 years of piloting at various grade levels. Last year at Chartwell, only K and grade 4 participated in the pilot program. So while it will be the 3rd year K parents receive this format of report card, it will look different for grades 1, 2, 3, 5, 6 and 7 students. This report card format is aligned with the new curriculum and ministry changes. Student progress is reported on a scale, which is a little different for Primary vs Intermediate level.
- **Parking and Traffic Issues.** There are 12 parking spots in our lower parking lot. Parents cannot park illegally. We are requesting the support of the by-law officers. I have spoken to Officer Paul Reese who came a few times. We are asking parents to not park but to pick up in the round about as instructed. It would help if parents arrived 5 or 10

minutes after the bell so that the students have time to go to the designated waiting area. We are going to do a series of blurbs in the CTW with “Do’s and don’ts”. We are putting cones out to stop cars from going down to the parking after school. We are looking at a number of ways to improve the situation and need everyone’s assistance in following the rules.

- **Capstone Connect Year 2.** Ms. Johnson will give an update of the Capstone Project. The Capstone projects is all centered around core competencies, communication, thinking, enquiry and a big idea. The children will collect skills throughout the year and jump into the topic for the year around spring break. It’s a collaborative project where the students work in groups to investigate a topic related to the big idea and present their findings at the end of the year. Grade 6 is involved and practice, presenting to students in preparation for the Grade 7 presentation to parents. Rola suggested presenting what we are doing with the Capstone Project at the DPAC meeting to inform parents across the district and hopefully increase enrolment in our senior grades. Nessa asked whether it would be beneficial to explore a public speaking course on Wednesday afternoons as an afterschool program, the issue would be maybe space although its an idea worth looking into. Nessa said thank you to the parents that volunteered to set up the lunch for the teachers in October.

### **Treasurer’s Report – Nessa van Bergen on behalf of Sergio Trevino**

Please find the details in the attachments.

### **DPAC Report –**

Please find the details in the attachments.

### **Committee Reports**

#### **1. Hot Lunch Update. – Natalia Rosales (with Input from Stephanie Gregory)**

**Natalia mentioned that we may have a 3<sup>rd</sup> day for hot lunch from February onwards. Mme Trudeau has agreed in principle and we are in the process of exploring menu options and ensuring that we will have enough volunteers.**

- There were a few bumps at the start of the year with hot lunch but we seem to be in a good routine now.
- Stephanie has written a HOT LUNCH REFERENCE GUIDE for volunteers. This will be emailed to the Exec and Chantal/Alysoun for information purposes. A copy will be printed and left in the white Hot Lunch binder in the office. Also a copy will be emailed to all hot lunch volunteers for reference purposes. *[Stephanie will email the document to identified parties.]*
- This year we have a crew of 12+ volunteers. Most people are volunteering 3/4 times, a couple are working once a week. We have identified 6 people who will be considered ‘Leaders’ of the shift when they are present. This will mean that they are in

charge so to speak. *[Stephanie will inform those identified as Leaders and ask them be responsible for the shift.]*

- The new electronic sign up system works well. It sends a reminder 3 days before the shift to the signed up volunteers. Judy is also contacting the Thursday volunteers the day before. Stephanie is only doing this if the volunteer is new. She will not contact experienced and reliable volunteers.
- Garbage from hot lunch needs to be addressed, especially sushi day. Students are not taking their food containers home and are not putting the correct items in the correct waste/recycling receptacle. Chantal will speak to the students and bring back the PACK IT IN/PACK IT OUT message. Suggested that teachers may also need to help in the interim to bring get this back on track. *[Chantal to email parents with same message- including Natalia's email re how to change food orders.] [Nessa to see if she has old emails re: PACK IT IN/PACK IT OUT]*
- NOTE: When Pack It In/Pack It Out was started each student was given a large Ziploc bag to transport food back and forth. Maybe this would be a good 'physical' reminder if given out again. Small investment for an easy reminder.
- A few parents have complained about the portion size and protein quantity of the lunch ex) chicken in souvlaki and curry dishes. Also is there consistency with what is being served each time? *[Please forward any feedback on the food quality or portions to Natalia Rosales ( [natalia.rosales@hotmail.com](mailto:natalia.rosales@hotmail.com) ) ]*
- Some parents want to change their order but are unsure how. *[Natalia to draft an email to be sent out to tell parents how to cancel and then change their orders.]*
- Adding a 3rd day of Hot Lunch on Tuesdays after Christmas was agreed. Subway was a suggestions from some parents. *[Natalia to look into this option and/or others.] [Chantal to inform teachers this will happen after the Christmas break.]*
- Suggestion to look into Foodie Kids as a vendor in future, as they will take away all garbage related to their food delivery. *[Natalia to look into this vendor and see what they have to offer.]*
- NEW- hot lunch volunteers will deliver lunch to the classroom. This is to help save time for kids at lunch time and make the process easier for teachers. *[Stephanie will inform all hot lunch volunteers that they can take the lunch and leave it outside the classroom door.] [Chantal to email teachers to let them know of the change.]*

## **2. Spirit Wear – Jennifer Kwong**

**Order forms have gone out to Grade 7 for graduation hoodies. Grad hoodies will be available for sale tomorrow.**

Nessa and Jen are looking onto options for new vendors for Spirit Wear and will update asap

Last but not least, Christmas Swap Meet will be happening with parent help, last week before Christmas Holidays. Start collecting gently used items.

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



**Adjourned at: 8.35pm**

**Next CPAC Meeting:**

Date: Tuesday, December 13<sup>th</sup>, 2016 | Time: 7:15 to 8:30PM | Venue: Primary Foyer

# Chartwell PAC Treasurer's Report: November 8, 2016

## Summary:

The balance of the CPAC accounts as at November 8, 2016 are:

RBC General Account: **\$23,043.19**  
+ RBC Investment account: **\$40,068.49**

RBC Casino Account: **\$18,000.19**  
(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 October 1, 2016 in General Account:**

Hot Lunch: \$2,283.50  
Halloween Dance: \$2,700.65

### **Payments since October 1, 2016 in General Account:**

PCard – Hot lunch invoices – October \$2,863.15 (SD#45)

Chartwell Elementary School: \$15,100.00 (Budget 2016/2017)

Principal Funds:	\$2,000.00
Classroom Funds:	\$3,900.00
Collaboration Funds:	\$1,200.00
Physical Literacy:	\$1,500.00
Sexual health Ed.:	\$1,500.00
Bob Shop Dance:	\$1,500.00
Cultural Performances	\$500.00
First Nations Ed.:	<u>\$3,000.00</u>
<b>Total:</b>	<b>\$15,100.00</b>

Teachers Day: \$245.65  
Welcome Tea \$51.91  
Halloween Dance expenses: \$1,614.51

### **Deposits since October 1, 2016 in Casino Account:**

Gaming Annual Grant: \$5,020.00

All Electronic records are updated and reconciled.

Thanks,

Sergio Trevino  
Chartwell PAC Treasurer

# CPAC - Current Budget VS Actual - 2016/2017 - October 08, 2016 (in CAD)

2016-11-08

	2016-2017	2016-2017	
Category	Budget	Actual	Difference
<b>REVENUE</b>			
Fund Raising	\$29,300.00	\$29,103.36	-\$196.64
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
Other			0.00
Halloween Dance	1,500.00	1,086.14	-413.86
Hot Lunch	20,000.00	27,948.73	7,948.73
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	68.49	-81.51
Library Commons (Funds are in Trust Acc.) 2015/2016	25,000.00	18,766.43	-6,233.57
Category	Budget	Actual	Difference
<b>EXPENSES</b>			
	18,675.00	\$15,736.57	\$2,938.43
Office	200.00		200.00
Petty cash (Babysitting)	200.00	200.00	0.00
Bad Debt			0.00
Bank Services Fee	100.00	25.05	74.95
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
Revenue - Expenses	\$10,625.00	\$13,366.79	\$2,741.79



**West Vancouver District Parent Advisory Council  
Inglewood Learning Centre  
Wednesday, November 2nd, 2016**

**DPAC Business**

**Adoption of Agenda:** Kim Campbell and Andy Franks  
**Approval of October 5<sup>th</sup> , 2016 minutes:** Lesley Miller and Tanya Mah

**President's Report: Abbie Milavsky**

- December 7<sup>th</sup> DPAC General Meeting announcement – including invitation to holiday lunch.
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- Thank you to all the PAC Chairs and DPAC Reps that have been attending the many meetings over the past month (Place for Sport, Treasurers' Meeting, Web Training). Document circulated at the Treasurers' Meeting is attached.
- 
- Place for Sport (rebuilding the West Vancouver Secondary track and field as an asset for the entire West Vancouver community) - Abbie and Michelle Labounty (representing the West Vancouver Administrative Association) will be meeting to discuss some fundraising thoughts so every West Vancouver School is able to have a sponsor maple leaf on the wall. Goal is for every school to be represented with a leaf knowing that not all schools will be able to fundraise the same amount. Also want to be sure we are not taking away from any PAC fundraising programs for individual schools. No word yet on whether the \$500,000 infrastructure grant has been successful.
- 
- -reminder of municipal by-election (as a result of the passing of Michael Lewis) on November 19th. Go to West Vancouver District website for voting information for advance polls and election day.
- 
- -DPAC is trying to assist PACs with any questions about financial management, PAC administration, process questions etc. Please contact Abbie ([amilavsky@shaw.ca](mailto:amilavsky@shaw.ca)) with any questions.
- 
- Reminder for DPAC Reps to report information from these meetings to your PAC meetings and to also bring to DPAC any questions, comments from your PAC. Information sharing is an important part of the DPAC/PAC relationship.
- 
- **ACTION:** - Email Abbie to let her know when each PAC AGM is and when budget is passed. Trying to streamline getting relevant information at the appropriate times.

### Upcoming Meetings/Events:

- Wednesday November 9<sup>th</sup> – Parents Guide for Playground Conflict Resolution – Sharon Selby – 7:00 p.m. Montroyal Elementary
- Tuesday November 15<sup>th</sup>, 7:00 p.m. Board of Education Meeting - anyone welcome to attend, interesting to hear board highlights
- Wednesday November 23<sup>rd</sup> – Fentanyl Forum – 7:00 p.m. Centennial Theatre - **session is now full but there are taking a waiting list .**
- Tuesday December 6<sup>th</sup> – Child and Teen Mental Health – Dr. Stan Kutcher – 7:00 p.m. Kay Meek Centre - **session is now full**
- Wednesday December 7<sup>th</sup> , 9:15 a.m. – DPAC General Meeting (including holiday luncheon)
- 
- Tuesday May 2<sup>nd</sup> – Parent Education Panel – 7:00 p.m. Kay Meek - more information to come but mark diaries

### Treasurer's Report: Tanya Mah

- October balances:
  - o 6,434.14 in General Account.
  - o \$2531.82 Gaming Account.

Reminder that most Gaming Grants have been disbursed by the province. Please check PAC gaming accounts and also Provincial Gaming Grant Website..

### Committee Reports:

**Parent Education:** Tentative plan is for a panel of speakers. Date will be Tuesday May, 2, 2017 at 7p.m. at the Kay Meek. More information to come but mark calendars. We will be looking to PACs to assist with promoting and selling tickets.

### Finance and Facilities:

#### Standard Operating Procedures for Safe Water in Schools:

The SOP was reviewed, noting the steps followed by custodians at each site every day, including flushing toilets to quickly move a large volume of water through the pipes; running water fountains daily until a change in temperature is observed (versus running for a specific length of time); ensuring all drinking fountain locations have been flushed; and recording data on designated log sheets. Follow up has been done by the same independent testing company used by VCH and any detected contaminants in the water in our facilities are well below acceptable levels.

The next step is to map the location of all water fountains, including high and low spots,

in order to make flushing as efficient and effective as possible. The district plumber will also be working to map all our piping systems, which are aging. There is also a replacement program being developed for water fountains to be replaced by filtered water stations.

These procedures ensure that our water is, and continues to be, safe to drink.

#### Facilities Summer

-quickly reviewed all the summer projects that were completed over the summer (list can be found in Oct Finance and Facilities minutes on line)

-focus now is on preventative maintenance - HVAC systems, roofs, alarm panels etc.)

-maintenance staff are now organized into families of schools so they are very familiar with the schools they are working with.

#### Transportation Grant

-we were successful in getting transportation grant which allows District to re-instate Friday busing on Bowen. (Grant is specific to rural communities)

#### On-line Payment Implementation

-School Cache is now available for on-line payments for field trips, school fundraisers and other payments. 11 schools are now using it and the hope is more will sign on. Will automatically generate tax receipts. For fundraisers, money donated through School Cache go into the PAC trust funds at the District.

**Traffic and Safety:** Terron Falk, West Bay is the new DPAC Rep for the Traffic and Safety committee.

WV District is revisiting the need for traffic calming measures (speed bumps and/or raised sidewalks) near schools.

Eagle Harbour has traffic consultant looking at traffic calming measures.

Irwin Park feels there is a need for more bylaw enforcement. Lack of parent engagement is resulting in continued traffic issues. (Note that 4-way stop has been installed at 24<sup>th</sup> and Haywood.)

DPAC Reps/PAC Chairs are reminded to work through their principals for traffic and safety concerns at their schools and Tarron will report back on what was discussed.

#### **Comprehensive School Health Committee:**

-additional highlights from the minutes will be forwarded when they are available.

-Kerry Watts (Vancouver Coastal Health) is working with Stan Kutcher (teen and youth mental health) on professional development with teachers and on the parent education session on December 6th.

-[knowyoursource.ca](http://knowyoursource.ca) - on-line source for parents and teachers to learn about drugs and other substances

-Helen Yeung (dietician) - plans in place to present to grade 4/5 on healthy eating. Pilot this year and will role out presentation for teachers to use on their own.

-pilot to grade 5s at Irwin Park and West Bay on Mindfulness/Kindness

-Maureen Lee - student support services - also working with Stan Kutcher and teachers in December. Targeting Grade 9. 6-8 people per school will be trained and it will be up to the schools on how to deliver.

**Calendar Committee** : Will not be meeting this year.

**Human Resources:**

Health and Safety Claims are down - last year 47, this year 27 – mostly slip and fall. Recruitment – significant reduction in postings due to fewer mat leaves and personal leaves.

Support Staff – larger openings due to retirements.

**Choice Consultative:** This is where teachers bring courses forward for consideration. The committee meets as required with the first meeting scheduled for Tuesday November 22<sup>nd</sup>. DPAC is represented through Tanya Mah and Michelle Frezell.

**Technology and Digital Learning:** Meets two or three times per year. Tanya Mah and Andy Franks represent DPAC. First meeting (November 3<sup>rd</sup>) will be reported on at the December 7<sup>th</sup> DPAC General Meeting.

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

- Acknowledged the work PAC Chairs and DPAC Reps have done over the last few weeks
- School District has received Provincial Transportation Grant which has allowed Friday busing to be reinstated at BICs.
- WVSD Board of Trustees takes Stewardship and School Act very seriously. Budgets are always balanced and there are no significant issues. WVSD Board and administration take a quieter and different approach to advocacy. Meeting with North Vancouver and Sea to Sky Boards, Superintendents and MLAs.

**WVSD Superintendent's Report:**

- At December meeting will go provide a thorough enrollment picture – school by school with a breakdown of demographics.
- 
- Report cards for K-7 will look different for some this year (some grades were piloted last year). There will be a meeting with parent reps sometime in January or February (after first reporting period) to have a working/feedback session on the new reporting formats (similar to the meeting last year on the new curriculum),

- There is a currently a posting for an elementary vice-principal position as there may be an opening in the spring. Interviews took place on November 15<sup>th</sup>. DPAC was represented at the interviews.

**West Vancouver Police Department Presentation:  
Chief Constable Len Goerke and Corporal Kelly English**

- Kelly English and Jeff Wood are the WVPD school liaisons and would be happy to meet with PACs (kellieenglish@wvpd.ca).

**Powerpoint presentation**

**Police Department Update #1 – General Overview and Strategic Plan**

- New Strategic Plan rolled out in January.
- The Police Department works closely with senior staff at the School District and are in contact with the School District on a weekly basis regarding youth and public safety
- Overview – 79 officers, 18 civilians, 75 volunteers. Of those, 2.5 officers are dedicated to youth.
- Population of West Vancouver is 47,000 residents, including Squamish First Nations
- 2016 budget - \$16.2 million
- 2015 total calls for service = 14,300 (emergency and non-emergency calls). Many are mental health related (approx. 20%).
- 2016 – 2019 Strategic Plan – 3 goals
  1. Enhance Community Safety
  2. Promote Operational Excellence
  3. Improve Organizational Practices
- Mission Statement – Safe Today and Safer Tomorrow
- Since 2014, crime rates are increasing, with property crime the primary crime in WV. 80% arrests from property crime do not live in community.
- WVPD are partners with Squamish First Nations
- WVPD response time is between 7-8 minutes

**Police Department Update #2 - School Update**  
2016 Objectives (see photo)



- It costs \$118k to put a police officer on street, DARE program did not change behavior over time, it supported good kids and confirmed they are on the right path. Didn't help vulnerable youth enough.
- Integrated Case Management – the best chance to help youth at risk is smother them with services, connect them and their families with the right people and the right services.
- Social media, bullying through social media, facebook, instagram is the primary issue with kids
- Mental health with youth is the next biggest issue with kids
- Only 20% of police time is spent on criminal behaviour. 80% is crime prevention, public safety and involvement in social order (attend public events)
- Regarding Public Safety Issues over the next decade – the WVPD is not concerned about state of our youth (as a collective) in our community. They are good kids.
- SWAT – Student Work Advisory Team are students who do work with community through volunteer with WVPD. Example of SWAT and WVPD: Yearly canoe journey in Southwest BC (Pemberton to Agassiz) with First Nations youth and WVPD. For the first time, 3 WVPD SWAT youth attended, 2016 is the first time it was not all first nations youth.
- Committees – WVPD has relationships with the Multicultural Society, North Shore Youth Mental Health, West Vancouver HUB, Substance Abuse Working Group, to name a few. WVPD makes connections in the community, so it can provide services that much quicker to families and know who to connect with.
- Fentanyl use – more of a when, not if conversation. Actively engaged with the School District to bring forum November 23
- Education: Law and You for Grade 10s, Social Media talk with Grades 7 and 8s
- The most prevalent crime with youth is shoplifting, usually grade 8-12. Second, drug use. Reluctant to criminalize kids. Need to engage all stakeholders to bring services they need.
- How to Improve Youth Safety – Concerns to police include substance abuse, mental health issues, physical abuse with intoxicated females. A more robust support system is in place to help youth with parents, school district, other stakeholders
- Community Events – participate in as many WV events as possible

#### Police Department – Other Issues:

- Traffic – currently 5 members are assigned to traffic, but all police officers enforce traffic and safety. Currently, the most concerning issue with traffic and safety is not schools, it is the Marine Drive corridor. Last year there were 4 fatalities, this year 1, with seniors either driving or as a pedestrian.

Police Department Liaisons – Kelly and Jeff share school liaison duties, but parents can call general number and speak to any officer. Kelly and Jeff are able to visit PAC meetings.



## SCHOOL LIAISON TRUSTEE ASSIGNMENTS

December 2015 – December 2016

SCHOOL	TRUSTEE
Bowen Island Community School	Sheelah Donahue
Caulfeild iDEC Elementary	Pieter Dorsman
Ecole Cedardale	Nicole Brown
Chartwell Elementary	Nicole Brown
Cypress Park Primary	Carolyn Broady
Eagle Harbour Montessori	Pieter Dorsman
Gleneagles Ch'axáy Elementary	Sheelah Donahue
Hollyburn Elementary	Nicole Brown
Irwin Park Elementary	Carolyn Broady
Lions Bay Primary	Dave Stevenson
Ecole Pauline Johnson	Pieter Dorsman
Ridgeview Elementary	Sheelah Donahue
West Bay Elementary	Carolyn Broady
Westcot Elementary	Dave Stevenson
Rockridge Secondary	Dave Stevenson / Nicole Brown
Ecole Sentinel Secondary	Carolyn Broady / Pieter Dorsman
West Vancouver Secondary	Dave Stevenson / Sheelah Donahue

**West Vancouver District Parent Advisory Council  
Inglewood Learning Centre  
Wednesday, October 5th, 2016**

**DPAC Business**

**Adoption of Agenda:**

**Approval of June 1<sup>st</sup>, 2016 minutes:**

**Shawn Cole and Keelin Cotello**

**Kim Campbell and Tanya Mah**

**President's Report: Abbie Milavsky**

- Introductions and welcome back
- DPAC Executive for 2016/17:
  - o Chair Abbie Milavsky ([amilavsky@shaw.ca](mailto:amilavsky@shaw.ca))
  - o Vice Chair Keelin Costello
  - o Secretary Karen Tidball
  - o Treasurer Tanya Mah
  - o Members at Large:
    - § Meighan Jury
    - § Michelle Frezell
    - § Danielle Katerberg
    - § Andy Franks
    - § Kim Campbell
- Many new faces at the DPAC table for 2016/2017. Thank you to everyone for your support and interest in public education and being involved with your schools.
- DPAC General Meetings will generally follow the same format each meeting with committee reports followed by a guest speaker and concluding with round table information sharing. The focus of the meetings is on information sharing to support PACs throughout the District. The role of DPAC reps is to take this information back and share it with your PAC community.
- Review of all Committees noted on the agenda. There will be committee reports at each meeting for those committees that have met between meetings. If anyone is interested in participating in a committee, please contact Abbie Milavsky. Non-DPAC Executive are welcome and encouraged for committees. Alternates are also needed for each committee.
- Board of Education Meetings are open to everyone as are DPAC General meetings. Board meetings are third Tuesday of each month.
- Each Trustee has assigned schools (list of assignments are attached). Consider inviting trustees to your PAC meetings.

**Upcoming Meetings/Events:**

- Tuesday, October 18<sup>th</sup>, 7 p.m. Board of Education Meeting @ the School Board Office, 1075 21<sup>st</sup> street.
- Thursday October 27<sup>th</sup> 9:15 -10:15 a.m. West Vancouver Place for Sport Update Meeting. ILC



- Thursday, October 27<sup>th</sup> 6:30 p.m. – DPAC Treasurers Meeting (school board office, lower meeting room)
- Tuesday November 1<sup>st</sup>, 9:00 a.m. – Web Training for PACs, ILC
- Wednesday, November 2<sup>nd</sup>, 9:15 a.m. – DPAC General Meeting
- Wednesday November 23<sup>rd</sup>, Fentanyl Forum for Parents and Youth, Centennial Theatre North Vancouver
- Tuesday December 6<sup>th</sup> 7p.m. – Dr. Stan Kutcher, Youth Mental Health, Kay Meek Centre

### **Treasurer's Report: Tanya Mah**

- June balances –\$10,397.30 in General Account. \$31.82 Gaming Account. Expenditures included Tedx Tickets, DPAC gifts and luncheon.

### **Committee Reports:**

**Parent Education:** Tentative plan is for a panel of speakers. Date will be Tuesday May, 2, 2017 at 7p.m. at the Kay Meek. More information to come in the next few weeks. We will be looking to PACs to assist with promoting and selling tickets.

**Finance and Facilities:** Standing Committee of the Board. Minutes are posted on the West Vancouver Schools Website. Committee generally meets once per month (Tuesday morning at the School Board Office) a week in advance of the Board of Education meeting. Anyone is welcome to the public portion of the meeting.

**Traffic and Safety:** West Van District committee established to improve pedestrian, cyclist and vehicular safety and movement around schools. Terron Falk from West Bay represents DPAC at the committee. Please forward any traffic concerns to Abbie and she will forward to Terron. The Committee meets the first Wednesday of every second month starting in September.

**Comprehensive School Health Committee:** Meets three times a year. All issues that are health related for students. The first meeting is Oct. 17<sup>th</sup> and will be reported on at the next DPAC General Meeting (November 2<sup>nd</sup>). DPAC is represented through Karen Tidball although alternatives are required.

**Calendar Committee :** Will not be meeting this year.

**Human Resources:** Standing Committee of the Board. Minutes are posted on the West Vancouver Schools Website. Committee generally meets four times per year or as required. Anyone is welcome to the public portion of the meeting. Andy Franks represents DPAC at the meetings.

**Choice Consultative:** This is where teachers bring courses forward for consideration. The committee meets as required with the first meeting scheduled for Tuesday November 22<sup>nd</sup>. DPAC is represented through Tanya Mah and Michelle Frezell.

**Technology and Digital Learning:** Meets two or three times per year. Tanya Mah and Andy Franks represent DPAC.

PAC Chairs and Treasurers are to note the DPAC Treasurers' Meeting is coming up Oct 27<sup>th</sup> as stated above.

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

- Carolyn thanked everyone who came to the Luncheon last week.
- Acknowledged that today, Oct. 5<sup>th</sup> is National Teachers Day.
- Role of Trustee – service 17 schools in the District supporting, reviewing and providing input on areas such as budgeting and program direction. Keeping the perspective on what is good for all the students in the school District. Trustees sit on many of the same committees that DPAC sits on.
- Transportation Grant opportunity came up for us to apply for rural transport. Have applied to help transport to and from Bowen Island Community School.
- Vital Statistics report has come out. Available copies at the Rec. Centre. Encouraged to pick up and review.
- Commented on news media coverage of Vancouver School Board situation. Assurances that WV is not connected to that experience and that we are very fortunate to have a collaborative and supportive relationship between the Trustees, Administration and all the education partners including DPAC. Not every school district is fortunate to have a relationship where the Superintendent and Chair of the Board of Education sit at every DPAC General Meeting.

**WVSD Superintendent's Report:**

- Seventh year as Superintendent in West Vancouver District.
- District Staff are assigned to different schools and portfolios. If working on any events in your schools please speak with your Principals and they will connect you with the appropriate Director/District Staff.
- Enrollment is up this year. Local student numbers are high and out of District numbers continue to grow. Elementary School enrollment is constant. Saw an increase in enrollment in the Secondary level especially in grades 8, 9 and 10.
- There is a real challenge in the District to find home stays for our International students. Encouraged attendees to make this opportunity known in our community.
- Academies are very successful. Robotics is new this year; 50 students in robotics. Sports Academies are doing very well e.g. Field Hockey 31 students.
- French Immersion records are continuing to break with increased enrollment.
- About 70 Aboriginal students. Increased number of ELL students. Continuing to see increasing cultural mixes in our community. We are continuing to stay on top of how to support and integrate these students and families.
- Coding. There is a push Provincially to increase this area of learning.
- West Vancouver Place for Sport – project for the redevelopment of the WVSS track. Has a \$5 – 6 Million fundraising goal. There are funding commitments from various sources. There will be a project-updating meeting on Thursday October 27<sup>th</sup> at 9:15 a.m. at ILC for PAC representatives and Principals and Vice Principals.

- Key issues this year in terms of education will be on reporting and exams (secondary). Take the opportunity to connect with your Principals about plans in reporting for this year. There will be consistency throughout the District. There will be a PAC/DPAC/Administration session after the first reporting period to review and discuss the report cards.
- Fresh Grade is a technology that some schools are embarking upon this year.
- In terms of changes to exams, this is a topic that will largely get decided at the Provincial level
- Sexual Preference and Gender identification work is being done to support our students in this area. Our work in this area is very important and we will continue to stay on top of it.
- Drug use and abuse. We are staying connected with Mental Health and WV Police to stay on top of Fentanyl. However in this community, alcohol continues to be the major issue.
- Stan Kutcher who is a leader in Youth Mental Health will be coming to work with our District. Stan Kutcher will be doing a Parent Education session on Tuesday December 6<sup>th</sup> at 7:00 p.m. at the Kay Meek Centre. on Dec. 9<sup>th</sup>
- There will be a comprehensive report on enrollment at the next meeting.

#### **Digital Updates/Pac Websites (Sean Nosek , Director of Instruction, Learning and Innovation,):**

- School websites have now been updated and launched. Along with that are new opportunities for PACs and the parent portion of the websites.
- Discuss with your principals the process for sharing and posting information. It will vary at each school as to who has responsibility to access, approve and post information.
- **NOTE:** Sonya Adloff, (Communications Assistant, West Vancouver Schools) will be offering a session for school PAC reps (two maximum per school please) responsible for posting minutes/agendas/PAC announcements on Tuesday November 1 at 9:00 a.m. at ILC. The training will focus primarily on uploading documents and adding messages/announcements.
- A reminder that each PAC has an email address to use for PAC communication. (example – [dpac@wvschools.ca](mailto:dpac@wvschools.ca))
- PAC reps must log in to their webmail accounts through the following link: <https://mail45.sd45.bc.ca/owa>
- If PAC reps are unsure of their email account, or forget the password, school principals have the necessary information.

#### **PAC 101:**

- BC Confederation of Parent Advisory Councils (BCCPAC) has a wealth of information on PACs, including a leadership manual and a treasurer's powerpoint presentation. Please go to [bccpac.bc.ca](http://bccpac.bc.ca) for further information.
- General Points for PAC Meetings:
  - o Make meetings purposeful and effective
  - o Stay on time
  - o Have a standard and manageable agenda

- Invite your School Trustee to a meeting
- Address what the concerns and interests are for your school. Each school is unique
- Invite your principal to each of your meetings and ask him/her to do a regular update
- Plan your time appropriately
- Don't let single issues hijack the agenda. Respectfully "park" those items for further individual conversation.
- PAC meetings are not the place for parents to raise issues specific to their child. (Parents should be directed to the classroom teacher and then the principal).
- Ensure the agenda presents opportunity for other items, questions and concerns.
- Honour your speakers by watching the room to see if parents are waning and wanting to move on.
- If a topic is of particular interest with a lot of questions, generate a speakers list so everyone has a chance to ask their question and the meeting stays orderly.
- Send out the agenda in advance to all parents through school e-bulletin and/or website
- PAC is a partnership with the school administration – always work with your principal and confirm best means of communication with the parent community (may be a variety of communication methods).
- Have speakers that will encourage parents to come to PAC meetings - find out what is of most interest and/or topical at your school. Get ideas and share ideas with other PACs
- Try and conduct PAC business in the first 30 minutes of meeting and then present speaker.
- Volunteers: the demographics of our schools are changing so we need to change the way we recruit and support our volunteers.
- Communication: need to be increasingly creative with communication to keep parents informed. Explore what is most effective at your school (and consider sharing with other PACs). The purpose of communication is building relationships amongst your parent community, mobilizing parents and volunteers and sharing information.
- PAC Chairs:
  - responsible to ensure meeting runs smoothly and respectfully
  - Be familiar with all financial records and reconciliations
- Treasurer:
  - responsible for preparing regular financial reports.
  - Presents income and expenses at each meeting
  - Report transactions since last meeting/report
  - Only spend money in accordance with by-laws and approved budget