



Chartwell Parents Advisory Council (CPAC)

**Annual General Meeting Minutes**

May 3<sup>rd</sup>, 2018

7:00pm – 8:15pm

Learning Commons

**Attendees:**

Nessa van Bergen (Co-Chair)  
Tamzyn Jones (Co-Chair)  
Chantal Trudeau (Principal)  
Alysha Karsan (Vice Principal)  
Joanne Warburton (Secretary)  
Sergio Trevino (Treasurer)  
Neelke Kruger-Logan (DPAC Representative)  
Natalia Rosales (Hot Lunch Chair)  
Stephanie Gregory (Member at Large)  
Nima Sheikhy  
Farzaneh Adelkhani  
Rola Priatel  
William Wu  
Caroline Ynen  
Victoria Williams  
Faisal Latif  
Sehr Bokari Latif  
Naghmeh Niakan  
Xueru Hu  
Jenny Yu  
Brenda Weeks

**Regrets:**

Jennifer Kwong (Member at Large)

**Welcome**

**Nessa Van Bergen**

**Meeting called to order at: 7.04pm**

**Amendments to the Minutes** – Add Rola Priatel in attendance at April GM

**Adoption of the Agenda:**

Proposed by: Stephanie Gregory

Seconded by: Faisal Latif

**Adoption of the Minutes:**

Proposed by: Neelke Kruger-Logan

Seconded by: Rola Priatel

**Liz Hill – District Co-Coordinating Principal**

**Introduced by Nessa Van Bergen:** Liz Hill is the District Coordinating Principal and a member of the District Leadership Team. As part of her assignment she oversees the Sentinel Family of Schools,



including Chartwell. Other areas in her portfolio include curriculum and assessment, French Programs, Career Education and Student Leadership. Prior to assuming this position in January, Liz was the Principal at Irwin Park, and prior to that was Principal at Westcot Elementary. Liz is not only in a leadership position in our schools, but she is also a parent with the West Vancouver School District.

Liz is grateful for an opportunity to meet parents of Chartwell and introduce herself. She works with District portfolios within the WVSD; she is involved with curriculum instruction, federal grants for the French curriculum, high school transition of the new curriculum amongst other things.

Rola Priatel asked if Liz had a new position? Liz confirmed that her role is new following a restructure by – Chris Kennedy that took place at Christmas. Now there are two Associate Superintendents, a Director of Instruction and a District Co-coordinating Principal which is Liz Hill's role. Any curriculum related questions can be directed to Liz Hill.

### **Martina Brazeau – Homestay Manager at the Internationals Program**

Martina is fairly new to her role which puts her in charge of recruiting and supporting new families to host homestay students from abroad. The process is very simple, there are a few necessary steps such as criminal record checks and paperwork necessary to make placements happen but Marina is able to assist those interested in this very straightforward process.

Martina is part of a team of 9 that recruit new students and placements, started in 1982. Bringing in students from over 26 countries. International students are a considerable revenue generator for the schools in West Vancouver, with approximately 600 students per year coming into our schools helping to secure teachers jobs. Why are we so successful? We pride ourselves in giving the best overall Canadian experience both in and outside of the classroom to the candidates.

It's easy to become a host, maybe you are interested or even know someone who would be interested in hosting. Misconceptions are that you start being a host parent and you will be committed indefinitely, this isn't accurate and you are encouraged to try it for a semester and see how it goes. The steps are simple, there is an application, a police check and a home visit.

Students come from all over the world, 50% are Asian and 50% come from Italy, Germany, Brazil and lots of other countries.

Each student has a designated home stay coordinator that helps with organization of extra curriculum activities. It's the legal responsibility of the custodian to sign contracts for the student not the homestay families. You would not be liable. There is financial compensation for the hosting family, it won't make you rich but it will be a good assistance and help to cover extra expenses incurred.

Rola asked the age of the students. - Students tend to be from Grade 8-12, elementary students have to come with a parent or guardian.

Nessa mentioned that there are some short term placements. – Martina concurred that there is one short program and it is a group from Japan that come for 2 weeks.

A parent asked how many international students we have at Chartwell, Chantal confirmed that we have 13 or 14 students currently enrolled.

Liz Hill mentioned that we have more applicants than places available in the district as we like to keep a good balance and therefore cap the number of international students / year. Martina thanked us for the opportunity to present at our meeting tonight.

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

**Welcome to our Annual General Meeting!**

**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.)

### **Chair Report – May 3<sup>rd</sup> 2018 AGM**

**Essay Sun and Jing Zhao** have stepped down as the Chinese Community Liaison. On behalf of the entire PAC, I would like to thank them both for their dedication and service to the community and school. They have both been excellent advocates.

What a year we have had so far, with many, many accomplishments.

First I would like to say how wonderful it has been to have a Vice Principal this year to support Mme. Trudeau and the staff at Chartwell. Alysha and Chantal have hit their stride and the communication and organization at Chartwell has only gotten better. It has also been fantastic to see the added support in our sports teams through Alysha as well.

Our Music department has one of the largest participation rates of all the elementary schools in West Vancouver. In fact our Grade 6/7 Band is performing tonight as we speak.

Halloween Dance was well attended and lots of fun! We are the only public school in West Vancouver that has a Halloween Dance.

The Winter Concert was another fantastic production that was standing room-only and was hugely supported by staff members: Ms. Poh and Ms. Mackay-Lee.

Hot Lunch was 3 days per week from the first term and Natalia, Grace, and Lina have been managing the program and volunteers with great success. We really appreciate all of the parents who have come out every week since September and volunteered their time on delivery days.

We had 2 hugely successful Education opportunities this year: first with the Red Cross Babysitting course which we offered on the October Pro-D Day. The second event being our recent presentation from Sharon Selby on Anxiety with 45 tickets sold, which produced a small profit. We will also be receiving a commission cheque for a portion of the book sales from the evening as well.

I'm sure we are all very much looking forward to another successful Multicultural Night that is coming up next week and the Grade 7 Farewell Ceremony and Luncheon on June 27<sup>th</sup>.

Lastly, the completion of our Library Commons project was the culmination of a 2.5 year journey for students and family of Chartwell. There additional tables and chairs that have been delayed and should arrive at the end of the month. The artist attribution plaques will be installed by year's end as well and a few more flourishes of paint.

I am also excited to announce that our next fundraising project starting in the new school year will be for a new playground and upgraded grounds surrounding it. Stay tuned for more information that!

**We are still in need of Hot Lunch volunteers in May and June for many of the days.**

Please go online and see where you might be able to help: <http://signup.com/go/DHAEAPT>

Lastly, we are working on the Budget for the 2018-2019 school year. If you have a program you would like to see in the school or an area where you would like monies to be spent, please email your ideas or comments by May 31<sup>st</sup> to Tamzyn Jones at [tamzyn@marcjones.net](mailto:tamzyn@marcjones.net)

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

**Principal's Report - see attachments**

**Treasurer's Report – see attachments**

### **DPAC Report – Neelke Kruger-Logan**

- Parent Support & Education Group at the Foundry—for families of youth with mental health and substance use concerns. The group will be starting on Thursday May 3rd from 6-8pm. Registration is now open.
- Thank you to everyone who attended the screening of Angst at the Kay Meek Centre. It was a great success. The purpose of the event was not to raise money, but rather to spend the cash in bank on a parent education event to the benefit of the school community.
- Upgrade work to be done at Irwin Park and Sentinel this summer.
- Traffic and Safety: if you are interested to see the top 4 submissions to the student video contest, do a YouTube search for "iamtraffic".
- Registration is now open for Summer Learning. There is a link the Chartwell this Week.
- If you would like to enter a float for the Community Parade, the deadline has been extended to May 4th.
- Significant efforts are being made towards staff retention and conversion. Low retirement numbers. All principals in the district are optimistic about staff levels at their schools.
- All schools pretty much at capacity.
- Only Hollyburn and Lions Bay have rooms to add divisions.
- Coding Quest Arcade at the West Vancouver Memorial Library on May 31st. Grade 4 - 7. An interactive showcase of student designed video games. 11 schools are participating this year.
- Hacker Gal was held on May 2nd for the first time. Grade 6 - 9 girls coding in Python.
- Indigenous Education: Lynne Tomlinson, Director of Instruction. Spoke about the importance of indigenous Education for non-indigenous kids. Our non-indigenous kids will be working with wealthy, well-educated indigenous people when they enter the workplace, and in order for them to enjoy a good working relationship, they should have the knowledge and skills to navigate such relationships. There are currently 95 indigenous students in West Vancouver schools. In answer to a question as to why our kids don't learn Squamish language, we were told that there are only 2 fluent Squamish speakers left. But they are looking at documenting and teaching the language so perhaps eventually, they will teach Squamish in our schools. All schools in West Vancouver now have Squamish names (see list). These will not become official school names unless the School Board agrees and it is something that that school community would like to pursue.

### **Multicultural Night – Neelke Kruger-Logan**

- Farzaneh and Neelke are both chairing Multicultural night this year.
- Thanks to everyone for volunteering and buying tickets – the event planning is well underway.
- \$1455 collected so far which is more than the total from last year and this doesn't include the tickets which will be sold on the night!
- New addition of a washing up station this year, **please bring re-useable plates and tupperware to reduce the waste.**
- Maker station – Mothers day cards
- Photo booth – 2 tickets for 1 picture or **1 free photograph if you wear your national dress**
- Dessert Café will be run by the Chartwell Teachers
- Tables so far - Iran, Korea, China, UK, USA, Mexico, Mediterranean, South African, UN

### **Grade 7 Farewell – Faisal Latif**

- Fundraising is on target – freezies sales are going well
- At this rate we would be looking to charge approximately \$45 for 3 tickets

- Ceremony will be at Sentinel Theatre
- Lunch will be held in the Chartwell gymnasium
- 47 students are graduating – expectation is 150 – 175 guests in total with parents.
- Tickets need to be purchased in order to attend so please return the forms and payment promptly.
- Yearbook planning is going well

### **Special Orders of Business – Rola Priatel Voting to elect positions (2018-2019)**

#### **Executive Positions**

Co – Chairperson - Tamzyn Jones  
Co – Chairperson – Vacant  
Past Chair – Nessa van Bergen  
Secretary – Vacant  
Treasurer – Sergio Trevino (temp)  
DPAC Representative – Viki Williams  
Member at Large – Neelke Kruger Logan  
Member at Large – Natalia Rosales  
Member at Large – Vacant  
Community Liaisons:  
Chinese – Vacant  
Korean – Vacant  
Persian – Nima Sheikhy  
Hot Lunch Chair – Brenda Weeks  
Hot Lunch Volunteer Coordinators – Lisa DeSalvo Harris and Grace Huang

#### **Committee Chairs**

Were elected by Acclamation.

Halloween Dance Co-Coordinators x2: Vacant Position  
Multicultural Night Co-Coordinators x2: Vacant Position  
B.C. Fruit & Vegetable Program: Brenda Weeks  
Grade 7 Farewell Co-Coordinators: Rola Priatel, Joanne Warburton, Jen Kwong  
Emergency Preparedness: Vacant Position  
Spirit Wear: Nessa van Bergen  
Family Photo Night: Vacant Position  
Badminton Club: Serena Lim  
Coffee/Breakfast Club: Vacant Position  
Palyground Fundraising: Nessa van Bergen

Nessa thanked Rola for running the nominations so efficiently.

Nessa asked if anyone had any new business?

Nessa mentioned that the Scholastic book fair will be run by Farzaneh and will take place following Multicultural night.

*Date for the diary – Parent/Staff Appreciation Lunch (Pot Luck) June 13<sup>th</sup>.*

**Nessa thanked everyone for coming.**

**Meeting adjourned at: 8.23pm**

**Next CPAC Meeting:** June 3rd 2018, 7.00 - 8.15pm in the Library Commons (Budget Meeting)

# FSAs and the Fraser Institute Rankings

A closer look at the data from 2016-17

# The Fraser Institute's Elementary Schools Report Card

- The Report Card uses Grade 4 and 7 Foundation Skills Assessment (FSA) results to calculate each school's overall rating out of 10. The provincial average is 6. There are 946 schools included in the Elementary Report Card, including all private schools. There are 17 groups of schools with a higher score in the province.
- The results from the FSAs are used to determine a ranking for each school in the province. Points are given for significant improvements. Points are taken away for gender gap, and students not writing the exams (excluded).
- There are three components in the Foundation Skills Assessment: Reading, Writing, Numeracy.

\*The Fraser Institute “report card” published in April 2018 is based on the results from the spring of 2017.

# Trends

The data indicates that our “raw scores” have been rather consistent in all 3 categories both Grade 4 and 7 from 2015 to 2017. There are some peaks and valleys over time but our overall standing is steady.

Chartwell received a score of 8.7 in 2015, a score of 9.8 in 2016, and a score of 8.2 in 2017, based on 2016-17 FSA results. The gender gap appears to be a significant factor, which means more girls or more boys perform better in a category.

Additionally, we lose points for the number of students who are excluded (i.e. that is who do not write the exams due to learning needs, ELL levels, or parent permission).



# Trends - 2

We had a very high number of new families joining the school. In September 2016, we had 48 new students come to Chartwell from other schools/districts/countries. Those students who were in Grade 4 and 7 who wrote the exams had received their education outside of our school and did not benefit from the intensive literacy support in all our primary classrooms, nor from the extensive ELL support that our students benefit from at Chartwell.

# Trends - 3

There was a very high number of excluded students in Grade 4 and 7 last year. ELL level 1 and 2 learners are excluded from writing the exams, as well as designated students with special needs. This had a significant impact on our overall score.

This article from the [North Shore News](#) mentioned the ELL factor at Chartwell.

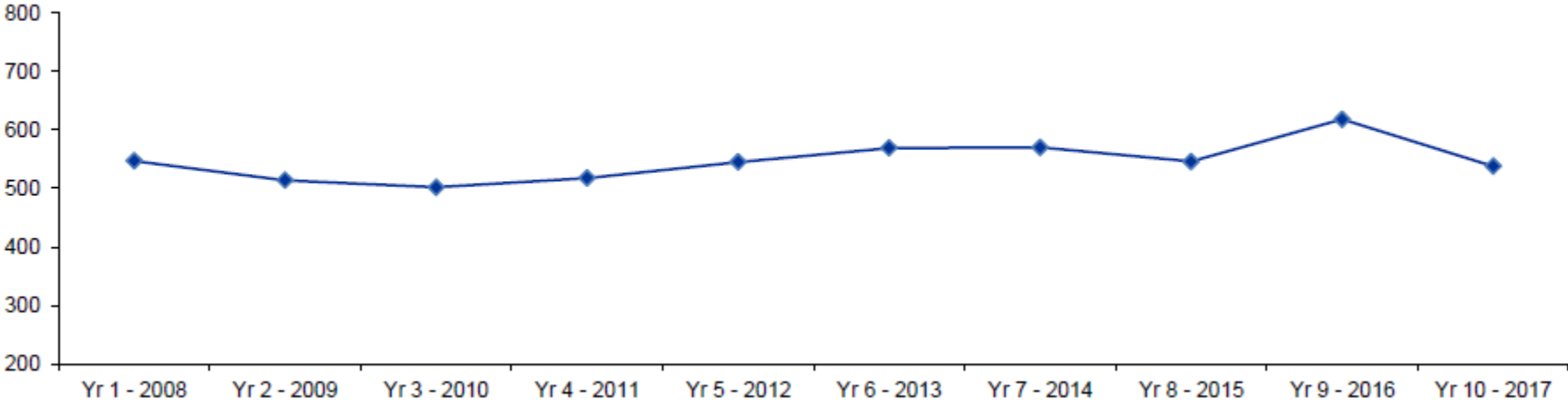
# Foundation Skills Assessment - 2016/17

## 04545030 - Chartwell Elementary - Writers Only

### Grade 4 - 2016/17

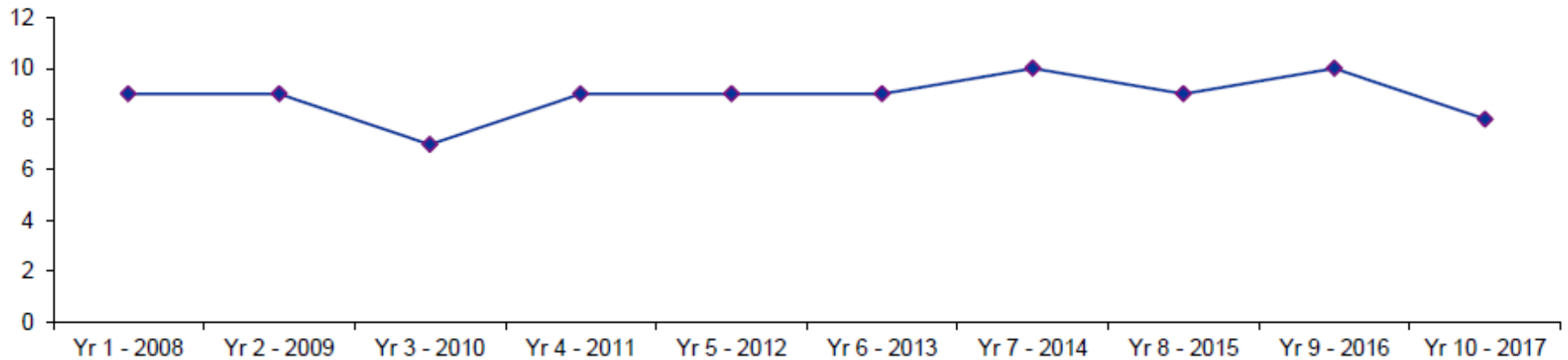
Reading		Participation Rate		Not Yet Meeting		Meeting		Exceeding	
		#	%	#	%	#	%	#	%
	<b>Writers Only</b>	<b>18</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>72</b>	<b>5</b>	<b>28</b>
	Female	10	67	0	0	8	80	2	20
	Male	8	62	0	0	5	63	3	38
	Aboriginal	0	-	0	-	0	-	0	-
	ELL	9	53	0	0	8	89	1	11
	Special Needs*	0	-	0	-	0	-	0	-

Average FSA Scaled Score - Grade 4 Reading

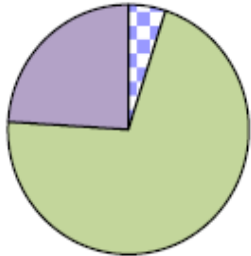


Writing		Participation Rate		Not Yet Meeting		Meeting		Exceeding		
		#	%	#	%	#	%	#	%	
		<b>Writers Only</b>	<b>18</b>	<b>64</b>	<b>3</b>	<b>17</b>	<b>13</b>	<b>72</b>	<b>2</b>	<b>11</b>
		Female	10	67	2	20	7	70	1	10
		Male	8	62	1	13	6	75	1	13
		Aboriginal	0	-	0	-	0	-	0	-
		ELL	9	53	3	33	6	67	0	0
		Special Needs*	0	-	0	-	0	-	0	-

Average FSA Score - Grade 4 Writing



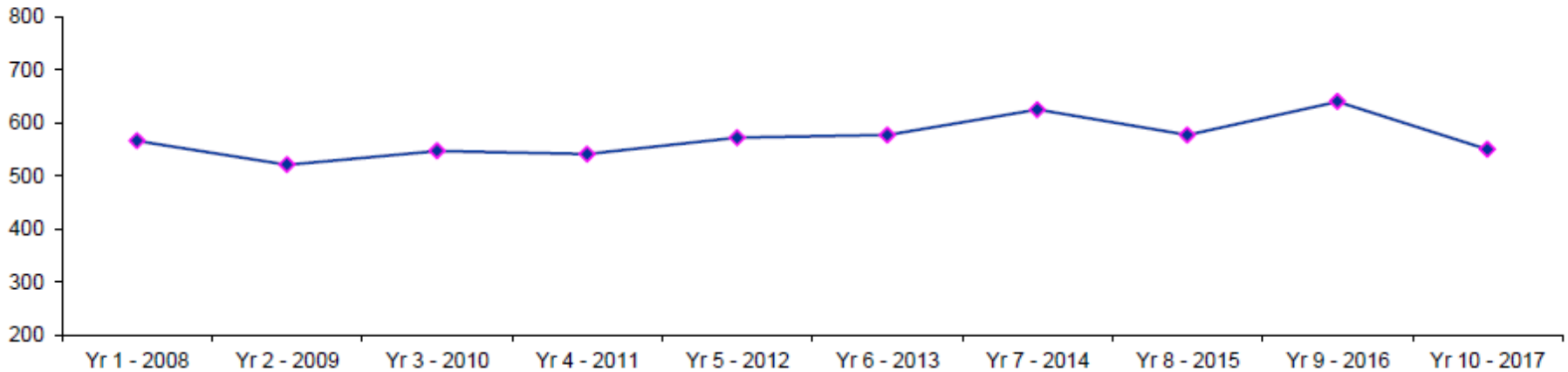
Numeracy		Participation Rate		Not Yet Meeting		Meeting		Exceeding	
		#	%	#	%	#	%	#	%
<b>Writers Only</b>		<b>21</b>	<b>75</b>	<b>1</b>	<b>5</b>	<b>15</b>	<b>71</b>	<b>5</b>	<b>24</b>
Female		11	73	1	9	8	73	2	18
Male		10	77	0	0	7	70	3	30
Aboriginal		0	-	0	-	0	-	0	-
ELL		12	71	0	0	9	75	3	25
Special Needs*		0	-	0	-	0	-	0	-



Not Yet Meeting
  Meeting
  Exceeding

\*Note: Special Needs includes Sensory Disabilities, Learning Disabilities and Behaviour Disabilities.

**Average FSA Scaled Score - Grade 4 Numeracy**



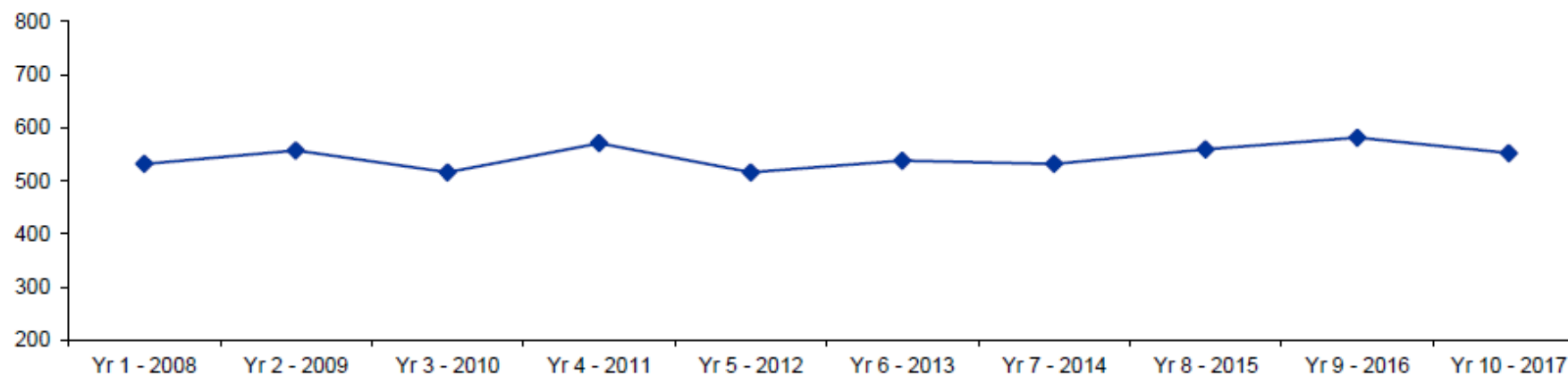
# Foundation Skills Assessment - 2016/17

## 04545030 - Chartwell Elementary - Writers Only

### Grade 7 - 2016/17

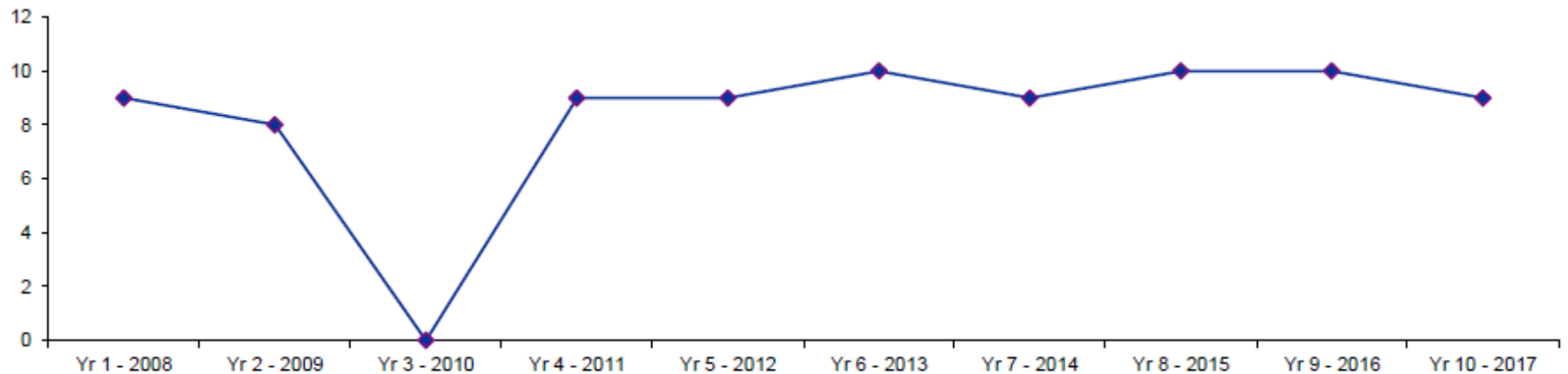
Reading		Participation Rate		Not Yet Meeting		Meeting		Exceeding	
		#	%	#	%	#	%	#	%
		<b>31</b>	<b>86</b>	<b>1</b>	<b>3</b>	<b>22</b>	<b>71</b>	<b>8</b>	<b>26</b>
Writers Only		31	86	1	3	22	71	8	26
Female		13	93	0	0	11	85	2	15
Male		18	82	1	6	11	61	6	33
Aboriginal		0	-	0	-	0	-	0	-
ELL		9	69	1	11	8	89	0	0
Special Needs*		0	-	0	-	0	-	0	-

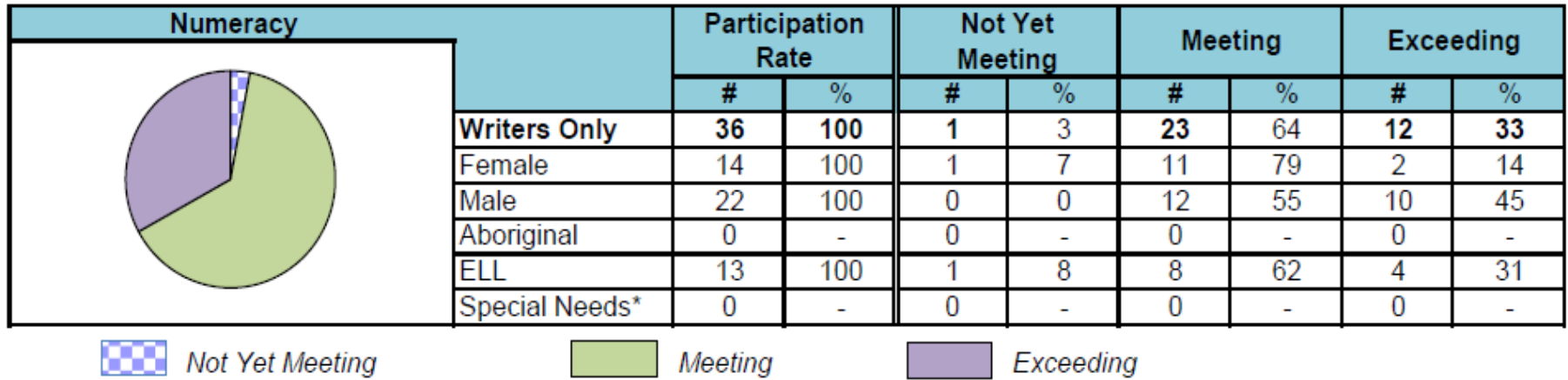
Average FSA Scaled Score - Grade 7 Reading



Writing		Participation Rate		Not Yet Meeting		Meeting		Exceeding		
		#	%	#	%	#	%	#	%	
		<b>Writers Only</b>	<b>30</b>	<b>83</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>83</b>	<b>5</b>	<b>17</b>
		Female	12	86	0	0	8	67	4	33
		Male	18	82	0	0	17	94	1	6
		Aboriginal	0	-	0	-	0	-	0	-
		ELL	9	69	0	0	9	100	0	0
		Special Needs*	0	-	0	-	0	-	0	-

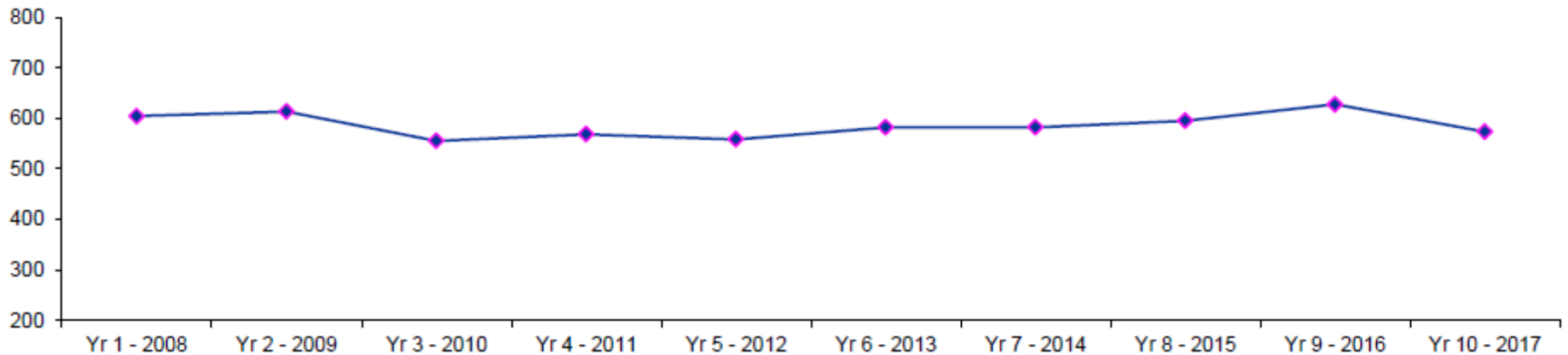
Average FSA Score - Grade 7 Writing





\*Note: Special Needs includes Sensory Disabilities, Learning Disabilities and Behaviour Disabilities.

**Average FSA Scaled Score - Grade 7 Numeracy**





# Possible reasons for drop in rankings

- Significant change in the demographic of the student population with a 60% current rate of ELL learners
- In and out of students from year to year and during the school year

# Staff Input

- A closer look at the FSA exam format and content
- A review of Literacy and Numeracy resources and teaching strategies
- Interventions for students requiring support
- Continue to celebrate the successes of our students

# In conclusion

. This is one assessment based on literacy and numeracy and it is important to think about the full educational experience of every child. Chartwell offers learning opportunities that address every aspect of the child's learning. The range and diversity of the educational experience is not represented in the rankings.

# Chartwell's Profile and Reputation

Let us not forget that the FSAs are a snapshot of very limited scope that varies from year to year since it reflects the cohort of students at that time. Other aspects tell the story too:

- Self-Regulation and Social and Emotional Learning (SEL)
- Google Classrooms and Google Apps for Education
- Inquiry-Based Learning and Project-based Learning- Capstone Connect is a shining light
- School-Wide Events, family groups, assemblies
- Rights Respecting School status is important to us
- Strong Music programs
- Many Leadership opportunities for students

# A school is more than a number

The information and data from the Fraser Institute is important, to guide our practice, but what is more important is knowing how each one of our students is doing, and planning accordingly. When we look at the results, they are where we expect them to be, there were no surprises.

Quote from a new Grade 7 student this year:

“To be honest, this is the only school I felt like a home and felt like I belong here.”

## Chartwell PAC Treasurer's Report: May 3, 2018

### Summary:

The balance of the CPAC accounts as at May 3, 2018 are:

RBC General Account: **\$35,186.95**  
+ RBC Investment account: **\$40,362.85**

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

### **Deposits since last meeting April 10, 2018 in General Account:**

Frezzie: **\$577.90**  
Hot Dog Days: **\$1,040.25**  
Parent Ed. Nights: **\$230.00** (Eventbrite)

### **Payments since last meeting April 10, 2018 in General Account:**

Pabs Photomagic; **\$288.75** – Photo Boot  
Freezie Supplies: **\$157.40**  
Library Commons: **\$3,798.49** – Cube & Office Chairs  
Library Commons: **\$1,000.00** – Library Mural Artwork (Sarah Bennett)  
Hot Dog Days Expenses: **\$568.21**  
PCard – Hot Lunch invoices – April 2018: **\$6,316.66** (SD#45)

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino  
Chartwell PAC Treasurer

**CPAC - Current Budget VS Actual - 2017/2018 - May 3, 2018 (in CAD)**

2018-5-3

	2017-2018	2017-2018	
Category	Budget	Actual	Difference
<b>REVENUE</b>			
Fund Raising	\$37,705.00	\$33,698.48	-\$4,006.52
Athletic Programming (Badminton)	1,000.00	191.00	-809.00
Family Photo Night	250.00	320.00	70.00
Gr. 7 Grad:		100.00	100.00
Movie Night		1,980.96	1,980.96
Freezie		420.50	420.50
Hot Dog Days		1,519.94	1,519.94
Hoodies		579.66	579.66
Hot Chocolate		711.48	711.48
Other (Gr. 7 Grad. Expenses)		-512.75	-512.75
Halloween Dance	1,200.00	1,442.47	242.47
Hot Lunch	30,000.00	55,779.11	25,779.11
Multicultural Night	3,700.00		-3,700.00
Principal for a Day	250.00		-250.00
Spirit Wear	450.00	244.70	-205.30
Parent/Family Education Events	500.00	750.79	250.79
School Board Contribution	155.00	159.82	4.82
Interest earned from investment	200.00	362.85	162.85
Library Commons Project		-30,352.05	-30,352.05
<b>Category</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference</b>
<b>EXPENSES</b>	<b>22,450.00</b>	<b>\$19,117.00</b>	<b>\$3,333.00</b>
Office	200.00	202.68	-2.68
Petty cash (Babysitting)	200.00	200.00	0.00
Bad Debt			0.00
Bank Services Fee	100.00	273.88	-173.88
CPAC Activity Refreshments and Food	200.00	0.00	200.00
Kitchen Supplies	400.00	262.12	137.88
Teacher Year End Gift	800.00		800.00
Welcome Tea	100.00	52.67	47.33
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
<b>Revenue - Expenses</b>	<b>\$15,255.00</b>	<b>\$14,581.48</b>	<b>\$673.52</b>

Balance Sheet 05032018 - As of 2018-05-02

(in Canadian Dollars) (Cash Basis)

2018-05-02

Page 1

Account	2018-05-02 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
CPAC Casino Account	16,774.14
CPAC General Account	35,186.95
Funds Held in Trust - Donations	312.35
Paypal Account	0.00
RBC GIC - 00940177229 001	40,362.85
School Board Trust Fund # 85480	0.00
<b>TOTAL Cash and Bank Accounts</b>	<b>92,636.29</b>
<b>Other Assets</b>	
Cash Box for Gr.7 Float	46.71
Kitchen Equipment	0.00
Other Receivables	51.13
<b>TOTAL Other Assets</b>	<b>97.84</b>
<b>TOTAL ASSETS</b>	<b>92,734.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
<b>Other Liabilities</b>	
Chinese Community	312.35
Persian - New Year	683.65
<b>TOTAL Other Liabilities</b>	<b>996.00</b>
<b>TOTAL LIABILITIES</b>	<b>996.00</b>
<b>EQUITY</b>	<b>91,738.13</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>92,734.13</b>