



Chartwell Parent Advisory Council

## **Monthly General Meeting Agenda**

**Date:** Wednesday December 12th 2018

**Time:** 7:00 – 8.15PM

### **Attendees:**

**Meeting Called to order 7:06pm**

### **Attendees:**

Tamzyn Jones (Chair)  
Chantal Trudeau (Principal)  
Alysha Karson (Vice Principal)  
Lisa DeSalvo Harris (Secretary)  
Ness Van Bergen (Past Chair)  
Grace Huang  
Caroline Yuen  
Rola Priatel  
Annie Westcott  
Laurel Klotz  
Brenda Weeks  
Farzaneh Adelkhani  
Yaser Abdolazimi  
Erica Long  
Mark Cosyn  
Abir Saadi Cosyn  
Mehrddad Aliasghar  
Jing Zhao  
Juanzhen Lou

### **Regrets:**

Sergio Trevino (Treasurer)  
Viki Williams (DPAC Representative)

### **Welcome - Tamzyn Jones**

- Adoption of minutes
  - Approved: Brenda Weeks
  - Seconded by: Mark Cosyn
- Adoption of agenda for meeting
  - Approved: Rola Priatel
  - Seconded by: Laurel Klotz
- Tamzyn Jones – 2 mins

### **Questions and Business arising from last meetings minutes**

- **No questions arose**

## **Officer's Reports**

### **Chair's Report – Tamzyn Jones**

There is a whirlwind of activity leading up to the holidays. The garage sale is tomorrow, thank you to all of those who have volunteered to support the set up and for all the donations brought in over the past couple of weeks. This event forms part of the Leadership teams participating in the WE schools program.

Students and schools who are part of this program are stepping up and making a difference in their neighborhood and world at large. Through WE Schools, students gain an understanding of the root causes of pressing issues like hunger, poverty and access to education, as they explore how they can make positive impacts. They also plan and carry out at least one local and one global action to improve their communities and the world.

There is a huge amount of work going into to organizing Alysoun's retirement celebrations to include a video montage and a hardbound book of appreciation. The PAC will be presenting her with flowers and something bubbly in the assembly next week. Parents are welcome to join us in the Learning Commons after morning drop off for refreshments and to take the opportunity to say goodbye in person to Alysoun before the assembly. We will be organizing a gift through the class parents right after the holidays and this will be presented on behalf of the entire parent body at an event at the end of January. We hope to purchase travel vouchers with the combined monies collected so she can enjoy the start of her retirement.

Class parents have done an amazing job of organizing combined gifts for their teachers - thank you for sending out the e-mails and rounding up contributions. The staff will appreciate the thought and effort that has gone into this.

We have launched our Facebook and Instagram posts. These social media channels will be utilized more frequently to celebrate, communicate needs, and highlight parent opportunities. Remember to hit like / follow to see us in your feed!

There will be no DPAC report this month as our DPAC rep was unable to attend the meeting due to illness, but I will add the minutes once available and circulate through our various social channels.

I would like to wish everyone a happy and restful holiday season. Thank you all for your support in the past few months.

### **Principal's Report – Madame Trudeau**

Term 1 is officially over. Starting Term 2 this week. Report cards going home on Friday December 14th. All reports were prepared on FreshGrade so parents will notice a change in format, but content is same as last year to reflect revised curriculum and competencies.

Enrolment: we have 272 students as of tomorrow with 2 new students joining our Chartwell family.

FSAs were sent home with grade 4 and 7 students last Friday. We are pleased with the results. Students worked very hard on preparing and writing the exams.

Basketball season very successful. Boys and girls teams had 3 wins and 2 losses at the district tournament. Volleyball season starts early February. Practices will start mid-January. We're pleased to have enthusiastic coaches on our staff.

Soccer balls have been ordered and received. Thank you to PAC.

Family Grouping activity: Thursday Dec. 6th we are making cards for a homeless shelter.

Field trips in December, with 6/7s going to the climbing gym and the choir going to Park Royal and ICBC to perform.

Garage Sale on December 13th. Nice job by Ms. Johnston and LC. We raised funds for WE club.

Special assembly Dec. 21st at 9:30 for sing along and presentation to Ms. McKayLee. Retirement celebration will be on January 31<sup>st</sup>.

New Admin Assistant will start Jan 7 - one day transition with Alysoun.

**DPAC Report – Minutes attached below for Vicki William's absence**

**Treasurer's Report – Nessa Van Bergen for Sergio Trevino**

- Please find the details in the attachments

## **Committee Reports**

### **Hot Lunch Report - Brenda Weeks**

- Open for ordering on Sunday - Friday for Spring Season Jan-March 14 (Spring Break)
- Adding a fourth day, Tues-Friday
  - o Adding Chinese food vendor, adding Persian vendor for Tuesday
  - o Need more parent volunteers
- We would like to have at least 2 volunteers per day at least 2 weeks in advance
- If we don't get enough volunteers will have to eliminate 4<sup>th</sup> day
- It will be opened up again in January for parents that left the country prior to when ordering was available
- Nessa made suggestion to extend hot lunch orders past week of a break to ensure the majority of the school community had the opportunity to order
- Reminder that there will not be disposable cutlery, parents need to send cutlery with their child to school

## **Spirit Wear - Nessa Van Bergen**

- Umbrellas on back order will keep us posted, but will receive Spirit wear order sometime next week
- Hopefully it will be handed out before Holiday Break
- Will need to start inventorying any extra spirit wear to account for it on our end
- Keep in mind that for online ordering there are fees involved for website (3%) and paypal (3%)
- First Spirit Day is first Friday back from Winter Break
- Financials will be reported when we receive actual invoice

## **Grade 7 Farewell – Rola Priatel for Joanne Warburton**

- Trying to make as stress free as possible
- Meeting with kids to decide what they want so it's fun and memorable for them
- Cutlery sales sold 85 sets, and now have 35 on hand in office for sale
- Going forward, want to only sell cutlery in the office with cash to avoid online fees, or increase price to cover online fees
  - o \$8.00 in person or \$8.50 online
  - o Give back to hot lunch going forward and will no longer be a grade 7 fundraiser
- Jen to go around Friday to make sure all kids sign the template for the sweatshirts
  - o Sending out email directly to parents of Grade 7 as a reminder to order grade 7 sweatshirts

## **New Business**

### **Traffic & Parking Safety - Laurel Klotz**

- WV, city and district do traffic blitz happening in January  
We are not included, but can vote to be included in the future
- District is pushing drive to 5min. Park 5 min away and walk children into school
- Suggestion to possibly start Student Valet – older kids walk kids out and help them get into the car (open the door) especially kindergarten age children
- January, district is sending out parent survey and then will come out with report of results of the survey
- At Chartwell, numbered spots – 26-31 are for parents, NO OTHER spots are designated for parents. All other numbered spots are for teachers. Even if it is open parents CAN NOT park in ANY other spots beside 26-31.
- District is putting together walking maps for each school and adding to children's planners next year
- Committee from municipality has confirmed removal of the bush impeding line of sight at the top of school driveway
- Nessa asked about if we are getting lights at the

crosswalks. Answer: still unknown. Madame Trudeau will bring it up to municipality

- facilities to look into more street lights on Chartwell Dr.

### **Lunar New Year Celebrations - Jenny Yu**

- Slide show presentation – see attachment
- Need volunteers from parents. Parents will be able to sign up online

### **School Garden – Tamzyn Jones**

#### **Harvest Bin Project proposal from BC Fruits & Veggies Program**

- Planning and harvesting a school garden is a hands-on, place-based learning opportunity, offering direct connections to Food Science/Home Economics curriculum, along with cross-curriculum connections to Life Skills, Science, Art, Social Studies, and Sustainable Resources.
- Students connect directly with a local farmer, their local garden centre, and local agribusinesses, reinforcing the role of agriculture in their communities.
- It allows teachers to take the classroom outdoors, giving them resources and tools to initiate a school garden as a long-term project.

To get started with the garden, each school is provided with the following:

- Harvest Bin Project teacher's guide with planting and growing tips
- 5 portable raised beds — heavy blue plastic bins, each 1.2 M x 1.2 M x 0.6 M
- A gift card to take to a local garden centre to buy 2 yards of soil, plants, seeds and items to get started.

At the start of the project, a BCAITC representative, along with a farmer, will visit your school to conduct a start-up workshop to demonstrate how the project works and to get you and your students up and running with your garden.

Once you and your students have decided what you want to plant, you then plan an excursion to your local garden centre to purchase seeds using your BCAITC gift card. You are given the freedom to plan your own garden, which gives students the complete farm experience, as every harvest offers its own challenges and rewards.

Teachers are asked to submit mid-season growing highlights with photos, and in June, a year-end report on the project

- 3 - year commitment from school administration
- Teacher led team (minimum 2 people)
- Outdoor space + water source
- Parent/student volunteers to water over the summer
- We have to apply by Dec 15<sup>th</sup> at 5pm
- Have a spot, but are unsure if it is big enough
- We have \$3000 already ear-marked for a garden project, but this program is free. We could potentially use that money for collaboration time for teachers who are leading these groups

- What grades and when, will be determined. There will possibly be a buddy program system with the older and younger kids

### **Meeting Adjournment 8:17 pm**

#### **Next CPAC General Body Meeting**

Date: Wednesday January 16, 2019 Time: 9:00 to 10:15AM Venue: Learning Commons

## **Chartwell PAC Treasurer's Report: December 11, 2018**

### **Summary:**

The balance of the CPAC accounts as at December 11, 2018 are:

RBC General Account: **\$5,755.45**  
+ RBC Investment account: **\$40,190.47**

RBC Casino Account: **\$21,926.58**  
Paypal Account: **\$3,164.90**

#### **Deposits since Nov 13, 2018 in General Account:**

Library Commons: **\$500.00**

#### **Deposits since Nov 13, 2018 in Paypal Account:**

Spirit Wear: **\$2,964.69**

#### **Payments since Nov 13, 2018 in General Account:**

Budget 2018/2019 Parts 1 & 2: **\$22,700.00**  
SD45: **\$15,031.74** Hot Lunch  
Logo Design: **\$150.00**

#### **Payments since Nov 13, 2018 in Casino Account:**

SD#45: **\$111.67** - Basketballs

All Electronic records are updated and reconciled.

Thank you,

Sergio Trevino  
Chartwell PAC Treasurer

**Balance Sheet Dec-11-2018 - As of 2018-12-11**  
(in Canadian Dollars) (Cash Basis)

2018-12-11

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| Account                               | 2018-12-11<br>Balance |
|---------------------------------------|-----------------------|
| <b>ASSETS</b>                         |                       |
| <b>Cash and Bank Accounts</b>         |                       |
| CPAC Casino Account                   | 21,926.58             |
| CPAC General Account                  | 5,755.45              |
| Funds Held in Trust - Donations       | 0.00                  |
| Paypal Account                        | 3,164.90              |
| RBC GIC - 00940177229 001             | 40,190.47             |
| School Board Trust Fund # 85480       | 0.00                  |
| <b>TOTAL Cash and Bank Accounts</b>   | <b>71,037.40</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>71,135.24</b>      |
| <b>LIABILITIES &amp; EQUITY</b>       |                       |
| <b>LIABILITIES</b>                    |                       |
| <b>Other Liabilities</b>              |                       |
| Chinese Community                     | 0.00                  |
| Persian - New Year                    | 683.65                |
| <b>TOTAL Other Liabilities</b>        | <b>683.65</b>         |
| <b>TOTAL LIABILITIES</b>              | <b>683.65</b>         |
| <b>EQUITY</b>                         | <b>70,451.59</b>      |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>71,135.24</b>      |



# CPAC - Current Budget VS Actual - 2018/2019 - December 11, 2018 (in CAD)

2018-12-11

|   | Category | 2018-2019<br>Budget | 2018-2019<br>Actual | Difference   |
|---|----------|---------------------|---------------------|--------------|
| <b>REVENUE</b>  |          |                     |                     |              |
| Fund Raising  |          | \$41,600.00         | \$22,986.56         | -\$18,613.44 |
| Athletic Programming (Badminton)                            |          | 350.00              | 400.00              | 50.00        |
| Gr. 7 Grad:   |          |                     |                     | 0.00         |
| Movie Night   |          |                     |                     | 0.00         |
| Freezie   |          |                     |                     | 0.00         |
| Hot Dog Days  |          |                     |                     | 0.00         |
| Hoodies   |          |                     |                     | 0.00         |
| Hot Chocolate   |          |                     |                     | 0.00         |
| Other (Gr. 7 Grad. Expenses)                                |          |                     | -450.00             | -450.00      |
| Halloween Dance   |          | 1,200.00            | 2,106.72            | 906.72       |
| Hot Lunch   |          | 35,000.00           | 16,440.07           | -18,559.93   |
| Multicultural Night   |          | 3,500.00            |                     | -3,500.00    |
| Spirit Wear   |          | 450.00              | 3,196.30            | 2,746.30     |
| Parent/Family Education Events                              |          | 500.00              | 603.00              | 103.00       |
| School Board Contribution                                   |          | 160.00              |                     | -160.00      |
| Interest earned from investment                             |          | 440.00              | 190.47              | -249.53      |
| Library Commons   |          | -8,500.00           | *17/1 500.00        | 9,000.00     |
|   | Category | Budget              | Actual              | Difference   |
| <b>EXPENSES</b>   |          |                     |                     |              |
|   |          | 46,050.00           | \$22,407.35         | \$23,642.65  |
| Office  |          | 200.00              |                     | 200.00       |
| Petty cash (Babysitting)                                    |          | 400.00              |                     | 400.00       |
| Bad Debt  |          |                     |                     | 0.00         |
| Bank Services Fee   |          | 100.00              | 38.94               | 61.06        |
| CPAC Activity Refreshments and Food                         |          | 200.00              |                     | 200.00       |
| Kitchen Supplies  |          | 1,400.00            | 282.96              | 1,117.04     |
| Teacher Year End Gift                                       |          | 900.00              |                     | 900.00       |
| Welcome Tea   |          | 100.00              | 53.54               | 46.46        |
| Mutual Appreciation Lunch                                   |          | 500.00              |                     | 500.00       |
| Administration / General expenses                           |          | 1,300.00            | -998.46             | 2,298.46     |
| World Teachers Day  |          | 250.00              | 330.37              | -80.37       |
| Playground (To move the primary equipment)                  |          | 15,000.00           |                     |              |
| School Garden Project                                       |          | 3,000.00            |                     |              |
| 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  |          | 1,500.00            | 1,500.00            | 0.00         |
| Social Media Education/Digital Safety                       |          | 600.00              | 600.00              | 0.00         |
| 21st Century Learning Initiative                            |          | 3,000.00            | 3,000.00            | 0.00         |
| Digital Literacy Education Fund                             |          | 3,000.00            | 3,000.00            | 0.00         |
| Site Enhancement Fund                                       |          |                     |                     | 0.00         |
| First Nations Education & Enhancement                       |          | 500.00              | 500.00              | 0.00         |
| Revenue - Expenses  |          | -\$4,450.00         | \$579.21            | \$5,029.21   |

**West Vancouver DPAC General Meeting  
Inglewood Learning Centre  
Wednesday, December 5th, 2018**

**School Attendance:**

All West Vancouver parents and guardians are invited to General DPAC meetings. Please try to send at least one representative to meetings.

Representatives present from the following schools:

|                 |               |              |
|-----------------|---------------|--------------|
| Pauline Johnson | Cedardale     | Rockridge    |
| Sentinel        | Westcot       | WVSS         |
| Hollyburn       | Eagle Harbour | Lions Bay    |
| Irwin Park      | West Bay      | Ridgeview    |
| Caulfeild       | Gleneagles    | Cypress Park |

**Regrets:**

**Absent: Bowen Island, Chartwell**

**Welcome and Call to Order: 9:18 am**

**Adoption of Agenda: Kristi and Kelly**

**Amendment/Approval of Minutes: November minutes approved.**

**President's Report – Danielle Katerberg**

**PAC Traffic Meeting**

- On Monday, December 10th, 9:30 - 11:00, there will be a follow-up PAC Traffic meeting here at the Inglewood Learning Centre. We had reps from about 10 schools last time; it would be great to have someone from each school! Deanna will have more on this in her report.

**North Shore Young Citizens' Forum**

- A project has been launched by North Shore Community Resources aimed at getting young citizens more engaged with civic issues and local Government. The North Shore Young Citizens Forum will be made up of young citizens (between the ages of 20 and 40), who either live or work on the North Shore. Applications are open until tomorrow, December 6th. All three municipalities are involved in the promotion of the Forum and they are hoping to have some participants representing West Vancouver. More information is available on the Forum website.  
([http://nscr.bc.ca/wordpress/?page\\_id=508&mc\\_cid=b918cdec2&mc\\_eid=b972ba6507](http://nscr.bc.ca/wordpress/?page_id=508&mc_cid=b918cdec2&mc_eid=b972ba6507))

**Exploring School Meals**

- You might be interested in this "Exploring School Meals" event tomorrow, Thursday December 6th, 4-6 pm, organized by Farm to School BC Vancouver Network. If you are interested in attending, then please register:
- <https://farmtoschoolbc.ca/event/vancouver-network-gathering-exploring-school-meals/>

### **Craft Fair @ West Bay**

- West Bay School is holding a holiday craft fair in support of BC Children's Hospital on Friday, December 7th from 3-4:30 pm. All are welcome.

### **Luncheon**

- Please stay after the meeting for a little holiday lunch. Several West Vancouver School district staff and Trustees will be joining us. Many thanks to Kyra Williams Smiljanic for making the arrangements.

### **DPAC/Administrator/Trustee Liaison Meeting – Wednesday, January 9th**

- \*\*Please note that next month, in lieu of a General DPAC Meeting, we will be meeting at the Kay Meek Studio Theatre along with District Administrators and Trustees.
- We will discuss how PACs and Administrators work together when it comes to budget planning, volunteer recruitment and succession planning, and what contributes to the success of a PAC. Each PAC can send up to 3 representatives, ex PAC Chairs, Treasurers, and DPAC Reps.

### **Next DPAC Meeting**

- Our next general DPAC meeting back here at the Inglewood Learning Centre will be on Wednesday, February 6th. Maureen Lee will come in to present and discuss Sleep Survey/Week.

### **UPCOMING EVENTS**

- West Bay School Craft Fair - Friday, Dec 7, 3:00-4:30
- West Van School Traffic Safety Sharing Session – Monday, Dec 10, 2018, 9:30-11:00 AM,
- West Vancouver School Board Meeting - Tuesday, Dec 18, 7:00 pm
- DPAC/Administrator/Trustee Liaison Meeting - Wed. Jan 9, 9:15 @ Kay Meek
- West Vancouver DPAC General Meeting - Wednesday, Feb 6, 9:15 am

### **Treasurer's Report – Nina Cheema**

#### **General Chequing Account**

Balance Forward \$8,910.12

No Deposits

No Expenses

Current Balance \$8,910.12

#### **Gaming Account**

Balance Forward \$2,504.23

No Deposits

Expenses of \$ 75.00 PAC fees, \$156.42 October Luncheon

Current Balance \$2,272.81

### **Committee Reports**

#### **Human Resources – Andy Franks**

##### **Bargaining 2019**

- Both the WVTA and WVMEA union agreements expire on June 30, 2019 and that either party could force the other to commence bargaining as early as the end of February, 2019.

#### **a. Support Staff**

- On the support staff side, the Provincial Framework Agreement has been completed and agreed at the provincial level. Now local unions will choose to incorporate that framework into their local bargaining discussions. The Board had approved of their support staff bargaining plan that morning and that it would now be submitted to BCPSEA for approval. Once the approvals are received, the hope is to commence and conclude support staff bargaining as expeditiously as possible.
- The provincial framework agreement has a provision which allows support staff members to honour a teacher picket line and still receive 75% of their wages. However, for this provision to come into effect, the support staff collective agreement must be concluded. This obviously causes a great deal of anxiety for our support staff and we would like to have a signed agreement to alleviate this concern.

#### **b. Teacher**

- The BCTF has been requesting that the parties commence bargaining early. However, many new trustees were recently elected and do not have much of a frame of reference for the bargaining process or issues. BCPSEA is holding its Annual General Meeting in January. At that meeting, trustees will be provided with information about the bargaining plan. Provincial bargaining will not commence until the conclusion of the AGM.
- There is no ability to conclude a collective agreement locally with teachers. This right lies with the designated bargaining agents at the provincial level. For this reason, locally we will only start bargaining after the commencement of provincial bargaining.

#### **Teacher Recruitment:**

- Current teacher recruitment is related to current or new absences. All of our full year positions have been filled. For teachers, we have future maternity leaves and medical leaves.
- We are continuing with our TTOC recruitment. To date, we have not had any shortages but we are continuing to add TTOCs to our list to ensure we are able to meet demands.
- Support staff recruitment is similar to teacher recruitment. The vacancies we have now are a result of new leaves/resignations. We continue to recruit casuals for Education Assistant, custodial and clerical positions.

#### **Other Recruitment:**

- New Facilities Manager – Dmitri Eliasov. Dmitri brings a wealth of knowledge of facilities management experience, having worked as a Mechanical Engineer and a ticketed plumber.
- Temporary Communications Officer – Jessica La. Tricia Buckley continues to oversee communications. Tricia will retain some of the role but Jessica to focus primarily on social media aspect of what Ms. Pausche did.
- Elementary Principal interviews this week. There are no current vacancies but this will create a pool of potential candidates in the event of retirements or staff changes.

#### **Traffic and Safety –Deanna McDonald**

##### **School Traffic Safety Sharing Meeting**

- 10 schools represented

- Was to meet with WVS Director of Facilities Wade Hickey, but he is on leave, WVS is determining who is the “next best” person to meet with
- Parent survey in January
- Please attend the second meeting of Parents interested in Improving School Traffic Safety in West Vancouver. These meetings are held to provide an effective way to share ideas and gather information for further discussion or action. An update on actions addressing previously tabled issues will be given and a representative from the West Vancouver District will present upcoming initiatives such as the January Traffic Blitzes and District Parent Survey.
  - West Van School Traffic Safety Sharing Session
  - Monday, December 10, 2018, 9:30-11:00 AM,
  - Inglewood Learning Centre, 1735 Inglewood Ave., West Vancouver BC
- Please reply to let us know how many representatives from your school will be attending. RSVP to dpac@wvschools.ca

#### **Choice Consultative – Tanya Mah**

- The Committee met on November 27<sup>th</sup>
- A total of three proposals were presented. After discussion, all were approved to move on to the next phase with the District Leadership Team. From there, proposals will be submitted to the Board for approval.

#### **Parent Education - Kelly Richter**

- Parent Education Save the Date: February 27<sup>th</sup>
- Poster and ticketing link being finalized and will be distributed next week.
- Push for ticket sales will begin after the holidays

#### **Comprehensive School Health – Kelly Richter**

- Planning for Sleep Week (week of Feb 18) continuing
- Participated in the MDI results presentation for North & West Vancouver school districts on Monday; Sleep and Nutrition scored low by grade 4 & 7 students self-assessment in both districts.
- Maureen Lee will present the sleep survey results and outline sleep week activities and initiatives at the February 6th DPAC general meeting
- Current planning around launch at WVCC on Monday February 18 (Family Day), which will include free activities and information booths; Tuesday (Electronics), Wednesday (Environment), Thursday ( Food & Drink) and Friday (Exercise). Each themed day will include both educational components for parents and kids, contests, activities and hopefully prizes as well. Considering a district wide pajama day.

#### **PAC Followup – Sharing of Ideas and Resources**

##### **Kyra and Amy**

What are some of the tools, strategies, resources or habits, that create a welcoming or healthy PAC?  
What might they have in common?

- Talk, pair, share (like this)
- Introductions and name tags and roles
- Having PAC meetings at different times

- Usually morning or evenings
- Be flexible to accommodate all who wish to attend
- Evening meetings may not be well attended and harder for executive members
- Offer childcare, stick to a schedule
- Communications
  - Social media, ebulletins, face-to-face
  - Executive should be visible and available. Put up photos of exec so they are more easily identified
  - Apps like sign up genius, slack, mail chimp
  - Scheduling meeting times on Doodle
- If PAC pays for something, make sure parents know so they know where their money is going

*Take a moment to review the ideas you generated from our first topic, considering both the items your PAC currently utilizes as well as those that might be your wish list.*

What might those resources say about the values or beliefs of your PAC? What inferences might you draw about the purpose or mission of your school's PAC?

- Invitation to post feedback and sharing on Slack app

### **Board of Trustees Report – Nicole Brown**

#### **Congratulations to West Vancouver Community Award winners from last Thursday night (Nov 29).**

- Kyra Smiljanic and Victoria Mendes won for their efforts to develop PJ Outdoor Learning Park.
- Hey Jung Choi was also recognized for her volunteerism throughout our community and our schools with her wonderful talent as a pianist.

#### **BCSTA – BC School Trustee Association had its first Conference since the election.**

- Approximately 47% board turnover so the focus of this 3-day session was heavily on orientation.
  - Presentations by various employee associations such as BCASBO (Assoc. of School Board Officials), FNEESC (First Nations Education Steering Committee), BCSSA (School Superintendents Assoc.), etc.
  - Sessions on parliamentary procedures, conflict of interest, improving media relations, motion submissions, etc.
  - WV Board of Education also has a new trustee: Lynne Block
- Minister of Education Rob Fleming and Deputy Minister Scott MacDonald both attended.
- Ministry of Education Funding Review – update from the Ministry on the status of the funding model review process. Review of the three key themes identified by the independent review panel:
  - 1) Financial Management
  - 2) Equity of Opportunity – how monies are used to support student achievement and tracking practices
  - 3) Accountability – clear understanding of where we are going and how to move forward as a system. Discussions about not just how much money in the system but how well students are doing in it.

- From our West Vancouver Board perspective – we want to have input about the new model and be able to share it with our stakeholders and identify challenges before it is implemented. So far, we have not seen a proposal, there has just been discussions. We shall see...
- **Trustee School assignments have been posted**

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

### **Superintendent's Report – Chris Kennedy**

#### **DPAC/Administrator/Trustee Liaison Meeting – Wednesday, January 9th**

- Asking for teams of 4 people per school: principal/vice principal, pac chair, Dpac rep, other?
- SD Executive team will be in attendance
- School trustees have been invited
- Presentations to be made by PJ, BICS, Sentinel, Rockridge and Cedardale – What is done at your school?
- ie, Money in budget items – budget decisions, wish lists, different ways that build confidence in the community
- What are expectations of school districts vs. PACs
- -who pays for what?

#### **Enrollment Report**

- About 76% of students enrolled are from West Vancouver, Bowen Island and Lions Bay. Remainder from other districts such in the Lower mainland.

#### **International Students**

- decision made in 2015/16 and renewed for subsequent years to decrease enrollment for international students.
- Current enrollment is 529 students, which is 7.2% of the student population

- Challenge to find homestays, other accommodations
- Current numbers of international students manageable, good ratio of international students and local students in schools.

### **Trends**

- Every year, enrollment down for in-district students in West Vancouver
- We are retaining more students over independent schools
- Overall numbers are going down due to housing, affordability, housing, etc. there are fewer young families
- We are the only district in the province to start with the fewer kindergarten students, and then enrollment goes up as parents can afford to move here
- North Vancouver enrollment in the district has been going up over the years
- Closer to Taylor Way, more diverse the population (increased number of out-of-district)
- As one moves west, increasing numbers of West Vancouver only population
- Families will travel for French immersion or Montessori
- We would need to close 4 schools if we only relied on West Vancouver population

### **Discussions with community partners**

Staff challenges – affordability for teachers to live on North Shore

Childcare can be addressed

Usually teachers can get their children in their school, no “special” consideration, apply as out of catchment or out of district

### **Presentation – International Education Programs – Michael Frankowski District Administrator and Rebecca Rowley, Vice Principal**

- Video – West Vancouver Schools – Our Story
  - good general video used overseas, student story
- Oldest program in Canada, began in 1982
- Team – full service administrative team
  - Handles marketing and recruitment, admission, homestay, custodianship, med insurance, exit requirements, provides school support
- Benefits: \$8.0M+ revenue to the District, additional \$11M to the community
- Internationalizes our campuses, supports Canada’s reputation overseas
- Supplies the post-secondary system with high-performing students
- International Education Programs office handles both foreign nationals that pay full program fees and foreign nationals that are exempt from full fees by federal government permits
- Exempt: work permit, study permit, diplomat, refugee. Exempt status require paperwork approval and monitoring
- Fee paying foreign nationals are invited to Canada by West Vancouver Schools and permitted by federal government
- May study 5 months, 1 year, many years
- Diversity of markets: South Korea was major trend in 1990s-2000s, China is the mega-trend, Italy Vietnam, Brazil, Japan, Germany are important diversity markets
- Approximately 80 students enrolled at the elementary level, approximately 450 students at the secondary level



- We have an English requirement for students in high school – IL (test for students wishing to graduate)
- Assessment –reassess English language skills and what courses most suitable
- 5 month minimum time commitment for students
- Early intervention with homestays and school adaption
- 37 different countries
- Decline in fee paying students, blend of ages, genders, good size for program now
- Ideal mix of students (country pie chart)
- International students do not displace domestic students – local students first priority
- Does not include fundable students
- Balance programming, availability, vs international students
- International secondary students can choose to have a homestay through the WVS international ed program office or choose private accommodation
- International elementary students must have a parent staying with them
- WV Program fee is \$15,400 is program fee, Vancouver fees are highest
- Any questions, contact international school office
- Homestay process/accommodations -2 coordinators (in house homestay and private accommodations)

**HAPPY HOLIDAYS EVERYONE!!!**

**Adjournment: 11:20 am**