



**WEST BAY**  
**ELEMENTARY**  
PARENT ADVISORY COUNCIL

**West Bay PAC Meeting Minutes-9:15am, September 16, 2022, Zoom Virtual Meeting**

Tanja Imhoff	Candice Montgomery	Bill Auyang
Kelly Chesko	Jatinder Sidhu	Olga Mihailova
Srabana Dasgupta	Yalda	Courtney Payne
Paris	Nikta Ardakani	Roxanna Pistol
Corinna Wolf-Jeske	Dani Renouf	Jane
Bill Sun	Heidi Chen	John Zhu
Sara Mohammadkhani	Emily Wing	Elmira Mansouri
Yenifer Daza	Karsten	Renee Boucher
Carol	Eileen Meng	Hebe Zeng
Jenny Hippel	Nicole McDonald	Renee Bouchier
Nasim	Melanie	

**Welcome and Call to Order:**

Minutes of June PAC AGM: Adopted by Kelly Chesko and Candice Montgomery

Agenda for September PAC Meeting: Adopted by Sara Mohammadkhani and Jenny Hippel

**1. Chair's Report: Tanja Imhoff**

**a. Introduction of PAC Executive Members 2022-2023:**

**Chair:** Tanja Imhoff

**Treasurer:** Katja Freitag  
Kelly Chesko

**Secretary:** Bill Au Yang  
Dani Renouf

**DPAC Rep:** Nikki Ardakani

**Members at Large**

Anita Algie  
Candice Montgomery  
Roxanna Pistol  
Sara Mohamadkhani  
Heather Fraser  
Vanessa Gill  
Srabana Dasgupta  
Heidi Chen  
Isabella Liu

Bill Sun  
Jatinder Sidhu

- b. **Welcome Back Coffee** was a great opportunity to meet and greet each other
- c. **Back to School BBQ** tonight, Vera's Catering and Desolation Sound Machine (Live Band) - tickets are available
- d. **Curriculum Night** - September 21st (in person) - an opportunity to meet the school principal and teachers; also an opportunity to meet the PAC Executive and order spirit wear (last day to order); Hot Lunch Menu tasting by Elmira available to parents under the intermediate wing
- e. **Apple Fundraiser:** Fresh Okanagan Apples. Order deadline Oct 8<sup>th</sup>, but also reorder chances in Nov and Dec as well. One of the most popular fundraiser last year.
- f. **Municipal election** Oct 15 and also school board elections are at the same time for school trustees - it is important to have your say and vote - please inform yourself on the District website; Oct 5 at Kay Meek to meet the delegates (Jatinder Sidhu is moderating)
- g. **PAC Meetings:** Feedback for meeting times and style of meeting, and parent education - survey has been sent out via PAC email (no responses for parent education - please reach out and let PAC know what you would like to provide feedback) - preference to meet in the morning and 50/50 choice (in person vs Zoom) to have hybrid meetings
- h. **Communication:** Note the weekly bulletin from Sue Barrie and from WB PAC; we have West Bay PAC WhatsApp for reminders. To join, please send an email to westbaypac@gmail.com with your name and kids div. we will send you the invitation link.
- i. **Outdoor Space:** it has been completed due to PAC Fundraising efforts over the years. Teachers can use it as a classroom
- j. **Class Reps:** Thanks to all who have stepped up. Please contact Sara Mohammadkhani to volunteer for Ms Ross' class (Grade 6), the only opening left.

## 2. Principal's Report: Michelle Labounty

**Introduction:** Has two children (university and high school); has worked in several schools in West Vancouver and quite experienced with IB curriculum; born and raised in North Vancouver and strong ties to the community. Education - BSc Science; Education; Masters and PhD in Education (believes in lifelong education)

- a. **Enrolment:** 398 - close to capacity - balance between here and Cypress Park - Cypress Park is full as well - Grade 4 and 7 have space, other classes on waitlist
- b. **Staff Changes** - Taylor Jones, Molly Cavenough (Grade 4), Megan Kay (Grade 1), Mrs Haver (Grade 5 and 6)

- c. **Open Door Policy:** please see principal any time that you need to speak to her (please call to set up a visit) - cell phone number at the bottom of each email
- d. **Traffic** - has been going well thus far; staff are helping out to load kids safely each afternoon - working with union to ensure staff continue to feel involved in this; finishing 3:10pm (average wait time 10-15 minutes) - all children loaded safely; if possible please come later if your children are older (3:15-3:20pm). There is next to no traffic after that time; ensure your younger children are safe, so please try to pick up younger children in a timely way

**Tips** for traffic:

- i. Please do not pass on the left (unless it is safe and you have picked up your child)
- ii. Please do not back up if you are close to the person in front of you as you might miss seeing a child (cameras may not have this view)
- iii. Younger children can be dropped off and walk to classroom on their own with staff support, rather than walking child down from Kindergarten parking lot
- iv. Drop off/Pick up: please stop in one of the marked cone spots labeled with a number only and once stopped, drop off your child; do not drop off your child before this area in the round about.

### 3. Treasurer's Report: Srabana Dasgupta

- a. **Gaming Grant** - We received a gaming grant of \$8,000 (specific expenses are covered)
- b. **Field trips** will be covered by parents, which is reflected in budget
- c. **\$60,000** required to continue to have a viable budget for future years. Current bank balance is healthy. We do need to make sure there is enough for some last minute items.
- d. **General contingency** fund added into budget as school budget does not cover many costs (including school projectors at \$2,500 per projector for total of \$5,000; emergency kits outside also cover this cost every few years)
- e. **Fundraising support:** We are always looking for parents to help support fundraising in: Hot Lunch, Spirit Wear, Purdy's, Poinsettias, Art Cards, bigger fundraiser for 2022/2023 (wish list items, silent auction, larger donations)
- f. **Specific Campaigns** can be setup for individual wishlist items. For example, \$300 worth of classroom supplies is needed for each classroom which works out to about \$6,000, which is a pretty large amount that requires such a fundraising effort

### 4. DPAC Report: Nikta Ardakani

- a. **DPAC meetings** are monthly. Any parent can attend. Please check West Vancouver School District DPAC website for meeting times and further information
- b. **DPAC increases knowledge** of not just elementary but high school programs - many excellent presentations on areas of art, sports, technology. You will get to ask Chris Kennedy, our superintendent direct questions.
- c. **Exec positions open** – We already have 2 co-chairs - Tanja Imhoff and Mary Bird (parents, background in education); still vacant positions (secretary, audit committee, EDI chair). Nikki is our DPAC rep.
- d. **First general meeting** – Oct 5 (virtual) - Nikki can connect you; presentation by Pauline Johnson; PAC 101 presentation to learn more with what PAC is about. Each meeting, Nikki will provide a summary to this group
- e. **Candidates Meeting** – Oct 5 also. All candidates for school trustees will be holding a meeting and Jatinder will be the moderator. We invite you to get involved

## 5. Hot Lunch: Elmira Mansouri

- a. **Additional Day** - We are able to add Friday so now hot lunch is Monday, Wednesday, Friday
  - i. One of the vendors moved from Wednesday to Friday
- b. **Order Changes** - Cut off is now 2 weeks rather than 10 days - good news for parents
- c. **Curriculum night** - Friday vendor will not be available but other vendors will be there; parents are welcome to sample the food
- d. Menu items still need to be added - suppliers have special containers which are not ready so menu needs to be adjusted to include hot items; sushi added on; Wednesdays; we no longer have deadlines (system is open) and you can adjust your hot lunch option as it is not finalized; there is a two week lag time between ordering and hot lunch service; on Monday's Statutory holiday, refunds will be issued eventually

## 6. Traffic: Jatinder Sidhu

- a. **Traffic video** filmed in 2022 school year - encourage you to watch to learn more about the traffic rules
- b. **Walk and Bike to school week**, and walking school bus on Wednesdays
  - i. All children to take the bus for free under the age of 12 years
- c. **Drive to 5** you park outside of school and walk in with kids or kids walk on own (Drive to 5 Maps) - West Bay website
- d. Most accidents happen within 200 metres of school so try to walk if possible, and if you have to drive, try to park elsewhere and walk

## 7. Committee Updates

- a.** Volunteers Grad Fundraising Fall Events – There will be calls throughout the year for volunteers. Please reach out to Sara if you are interested especially grade 7 parents.
- b.** After School Programs – some STEM programs had been done in the past, but new suggestions are welcome. Most likely there wont be any additional programs until everyone is settled in. The gym is typically reserved until 5pm for school sports teams
  - i.** Chess Club – For grade six