

Nov 19, 2025

# WPAC Meeting

Invited Nick Mao Cory Masters leila Jessie Li Mo Alnaeb  
Ana Barreira - WPAC treasurer Sarah Wong Stina Martinez Juan Wang  
Lindsay Morton Payam Sabzmejdani

Attachments 📎 WPAC Meeting

Meeting records 📺 Recording

## Summary

Stina Martinez and Lindsay provided updates, including thanks for successful fundraising events led by Cory Masters and program news such as hip-hop being booked for term three, alongside an enrollment update regarding Grade 7 students' secondary school choices. Stina Martinez detailed staffing changes, successful cultural events like the canoe sleep ceremony, and upcoming events, including the Holiday Showcase, while also discussing facilities improvements such as the fixed playground swing, a new PA system pilot, and plans to convert a 10-minute parking zone back to a drop-off zone. Juan Wang reported that the hot lunch program's revenue is over \$55,000, and Nazli Mohajer suggested offering tax receipts for donations above a certain amount, a good idea Cory Masters committed to exploring. Jessie Li reported on DPAC updates, including progress in teacher union collective bargaining, while Samaneh Hashemi inquired about the budget for Westcot's HVAC system update, to which Stina Martinez confirmed the school is in line for updates based on need.

## Details

*Notes Length: Standard*

- Principal's Report: Thank You and Program Updates** Stina Martinez and Lindsay opened the meeting with thank yous for the successful winter flower sale, led by Cory Masters, and the book fair, which raised \$3,000 for the library through \$8,000 in sales. Lindsay expressed appreciation for the created by kids program and confirmed that hip-hop is being booked for term three.
- Enrollment, Staffing, and School Updates** Stina Martinez provided an enrollment update, reminding Grade 7 students that they do not need to take action yet but will receive a form in January to select Westbank Secondary or Sentinel. They announced staffing changes, including Mrs. Kim, who is pursuing a teacher librarianship diploma, taking over the Thursday library slot, and Mrs. Marshall teaching the Grade 5 class during that time, ensuring a seamless transition. Stina Martinez also reported on the successful "canoe sleep ceremony" held yesterday with Squamish Nation member Bob Baker and District Principal Ian Kennedy, which included drumming and songs, leading up to the pro D day on the 24th focused on indigenous values.
- Athletics, Emergency Drills, and Family Teams** Stina Martinez confirmed that the volleyball season is nearing its end, with jamborees on November 26th for boys and November 27th for girls, noting the teams' success and sportsmanship. Basketball season is scheduled to start on January 6th, and the school successfully completed a Shakeout BC drill, with a lockdown drill being planned in consultation with the West Vancouver Police Department for December. Family Teams recently held a photo event and the next meeting will focus on holiday decor.
- Academic Programs and Upcoming Events** Stina Martinez discussed the upcoming Reading Link Challenge for Grade 4 and 5 students, which involves reading six books and competing in a trivia event at the West Van Memorial Library. They also mentioned that the school will host the Gaus math contest in February for Grades 5, 6, and 7, with Grade 4 students welcome to challenge it, and Grade 7 students will participate in the babysitters course as part of their leadership training. The Holiday Showcase for Kindergarten to Grade 4, featuring the Grade 7 band playing interludes, will be held at 9:15 a.m., with tickets going on sale soon for \$5 with a two-per-family maximum to start, and the sing-along will take place at 11:00 a.m. on the last day before winter break.
- Facilities and Traffic Updates** Stina Martinez reported that the second swing on the playground has been fixed, and a leak in the music portable has been sealed. They announced that the school is the first in the district to pilot a new PA

system, which is crucial for safety and communication. Regarding traffic, they met with the city of West Vancouver and discussed converting the current 10-minute parking zone in front of the garbage bin back to a drop-off zone to ease congestion and garbage collection issues. Stina Martinez also stressed the importance of using designated drop-off zones safely, avoiding blocking driveways and sidewalks, and refraining from entering the staff driveway unless accessing accessible parking spots, noting the need to keep that area clear for emergency vehicles.

- **Accessible Parking and Playground Update** Stina Martinez informed the meeting that the school is adding a third accessible parking space to meet community needs, and requested that the school district paint the new spot in line with the existing two. They are meeting with Russell, the head of facilities, today to discuss the primary playground project, which is looking at quotes from two vendors. Stina Martinez is also planning to inquire with Russell about the HVAC system update, noting that the boiler system was fully upgraded in the last two years.
- **PAC Fundraiser Updates and Hot Lunch Performance** Cory Masters provided a quick update on the holiday plant sale, which yielded \$250 in profit from \$1,100 in sales, and mentioned the possibility of a spring seed fundraiser. They are still selling Westcot hoodies from the available inventory. Juan Wang reported that hot lunch revenue is over \$55,000, with an estimated profit of \$10,000 in term one, placing the program ahead of projection. Juan Wang noted that Boston Pizza and Westbot are the top two hot lunch vendors in terms of sales, with the Monday taco vendor being the lowest.
- **Donations and Tax Receipts** Juan Wang brought up that some parents who do not participate in hot lunch or events wish to donate directly to the school, asking if a direct cash donation channel could be opened. Cory Masters confirmed that the PAC always accepts donations via check made out to the Westcot Parent Advisory Council. Nazli Mohajer suggested that the PAC could replicate a previous successful initiative by offering tax receipts for donations above a certain amount and looking into corporate matching programs. Cory Masters acknowledged this as a very good idea and committed to looking into the process for providing tax receipts.
- **PAC Administration and DPAC Updates** Juan Wang noted that due to Miriam and Anna gradually stepping out of their treasurer roles, one to two new authorized check signers are needed, following the DPAC recommendation of three to four

authorized signatories. Cory Masters agreed to send an email to the PAC executive to seek volunteers for the bank trip required to add signatures. Jessie Li, reporting on the DPAC meeting, highlighted that the collective bargaining for the teacher union is progressing well, with no foreseen job action this year by West Vancouver district teachers. Jessie Li also mentioned that the district pack email setup is being pursued to access district tools like OneDrive and Keva.

- **Enrollment and Facilities Questions** Samaneh Hashemi asked for an update on a reported budget allocation for Westcot to update its 56-year-old ventilation and HVAC system, as noted in the October DPAC minutes. Jessie Li clarified that the DPAC notes for November did not cover financial updates but confirmed that Westcot is in the search consideration tier for updating the heater boiler. Stina Martinez confirmed that the school is in line for HVAC updates based on need in the next few years and offered to inquire with the head of facilities today. Stina Martinez also confirmed that Wescott's enrollment is full at every grade level with waitlists and is trending upwards, which counters the overall predicted decline, and they will look into how revenue from international students is allocated.

## Suggested next steps

- ☐ Stina Martinez will inquire with Russell, the head of facilities, for more details about the HVAC update and the exact process of where the revenue from international students goes, and get back to the group at the next meeting.
- ☐ Cory Masters will send an email out to PAC to ask for volunteers to run the volunteer table at the holiday singalong and to ask for volunteers to go to the bank to add their signatures for authorized check signers.
- ☐ Cory Masters will look into the process for providing tax receipts for donations above a certain amount.
- ☐ Nick Mao will look at the performance for individual hot lunch vendors.
- ☐ jessie li will send the required information to set up the PAC email from the district.
- ☐ Cory Masters will coordinate with Stina Martinez on getting a table for the volunteer table at the holiday singalong.
- ☐ Cory Masters will update PAC once they know how they are going to proceed with the teacher holiday gifts.

- ☐ Cory Masters and Sarah will evaluate the profit versus the time taken to organize the plants to decide on whether to continue the plant sale fundraiser in subsequent years.
- ☐ Cory Masters and Juan Wang will discuss the exact timing of the check writing campaign at the next meeting, considering doing it in the new year.

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