



**Lochside Elementary Parents Advisory Council (LEPAC)
Minutes
1145 Royal Oak Drive
Annual General Meeting**

May 15, 2019

Attendance:

Co-Presidents: Megan Mbao, Nicole Whitsitt
 Treasurer: Chad Linger
 Secretary: Heather Gale
 Healthy School Coordinators: Tina Lazaruk
 COPAC Representative: Marissa Cameron, Reet Dangerfield
 Internet Safety Coordinator: Trish Jackson Mitchell
 Volunteer Coordinator: Amy Campbell
 Directors at Large: Liz Matthews
 Principal: Tom Vickers
 Vice Principal: Joan O’Leary
 Areli Hermanson
 Mei Wang
 Joanne Lum
 Susan Taylor
 Morgan Fankboner

Regrets:

Healthy School Coordinators: Jodi Holland
 Vice President: Kirsty Hooker

Guests:

Call to Order <<6:35>>

Items to Discuss	Action Items
Welcome & Introductions	
Approval of May 2018 AGM Minutes Motioned – Amy Campbell Seconded – Trish Jackson Mitchell Decision – Approved	
Reports/General Business	
<p>President’s Report: Megan Mbao & Nicole Whitsitt LEPAC President’s Report 2018-2019</p> <p>It has been a privilege and an honor to serve Lochside as LEPAC co-presidents for the school year of 2018-2019. We would like to thank the parents and staff at Lochside for their continued support and dedication of their time and energy to building our community and supporting all students at Lochside. We are so proud to be a part of such an amazing team.</p> <p>One of the most important roles as a PAC is representing the voice of parents in our children’s education. We have worked hard as a team creating a safe and respectful environment where important topics are discussed, different opinions shared and are able to come together as a united voice. As presidents, we participated in monthly</p>	



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meetings with school administration as well as meetings with COPAC exec, COPAC President and District Superintendent. With the support of LEPAC, we were honored to represent our voice at the BCCPAC conference in May by presenting our research surrounding internet safety in schools to the parent leaders from all over BC.

Another important role PAC has is building community and supporting our Lochside staff. We would like to acknowledge all those who led LEPAC initiatives for 2018-2019.

- Morning Watch- Carolyn Phillips
- Coupon Book Sale- Liz Matthews
- Popcorn Day- Alysha Boss, Lynn Rae McCaLder, Nicole Peulen
- Walking Wheeling Wednesday- Jodi Holland, Tina Lazaruk
- Games in the Gym- Jodi Holland, Tina Lazaruk, Heather Galey
- Unplug & Play- Jodi Holland, Tina Lazaruk
- Fun Lunch- Kirsty Hooker, Christy Hryhoruk
- Country Grocer fundraiser- Reet Dangerfield
- Halloween Dance- Alysha Boss, Nicole Peulen, Nicole Whitsitt
- Fresh to You Veggie Fundraiser- Jodi Holland
- 2 Scholastic Book Fairs- Megan Mbaio, Jamie Spreen, Danielle Rados
- Movie Night- Samantha Brachat
- Fill the Gingerbread House Food Hamper- Marissa Cameron
- Christmas Tree Wishlist- Kirsty Hooker
- Holiday Book Sale- Alysha Boss and Jenni Erickson
- Winter Concert Recording- Lindsay Shields, Nicole Whitsitt
- Fruits and Veggie Program- Jodi Holland
- Used Clothing Sale- Lynn Hood
- Staff Appreciation Week- Stephanie Kalabric
- TC 10K Kids Run- Tina Lazaruk
- Kindergarten Orientation- Megan Mbaio and Nicole Whitsitt
- Year End BBQ- Tracy Wong

We were also fortunate to have had the funds to support our school community in the following way:

- Emergency Lunches
- Volunteer Appreciation
- Student in Need Coverage
- Earthquake supplies
- Staff Appreciation
- Seaquarium
- Science Venture
- Field Trips
- Classroom Activity Budget
- Home Reading Program
- Artist In Residence



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- Reflex Math
- Swan Lake School Program
- Reading A-Z
- Club Support
- Principals Fund
- Gaga ball courts
- Body Science Education support
- Audio system

We also would like to thank all executive members for their time and sacrifice. Each member brought so many amazing ideas and initiatives to our PAC this year. You truly are parents who not only have amazing ideas but also have the skills and abilities to put your ideas into action. We are so lucky to have you!! They are:

- Co-Presidents- Megan Mbao and Nicole Whitsitt
- VP- Kirsty Hooker
- Secretary- Heather Galey
- Treasurer- Chad Linger
- COPACS Rep- Reet Dangerfield and Marissa Cameron
- Volunteer Coordinator- Amy Campbell
- Healthy School Committee- Jodi Holland and Tina Lazaruk
- Internet Safety Committee- Trish Jackson Mitchell
- Members at large- Liz Matthews and Leanne Turple

It is with a deep sense of gratitude that we extend a special thanks and best wishes to Jodi Holland, Tina Lazaruk, Marissa Cameron, Kirsty Hooker and Chad Linger. Each person has given of their time, energy and heart to our school and LEPAC initiatives. You have truly made an impact in not only our children's lives but our lives as well and for that we thank you.

Sincerely,

Megan Mbao and Nicole Whitsitt
LEPAC Co-Presidents, 2018-2019

Constitution Report

No update, as constitution does not need updating.

Treasurer: Chad Linger

AGM Report 2019

1. Based on the the events completed this year and a projection of the remaining expenditures, financially LEPAC has had a successful year.
2. Fundraising activities related specifically to the Fun Lunch Program, Halloween Dance and the Book fair have been very successful due to the dedication of the volunteers that put the events on.



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3. Projections have the current year financial results at a break even which is what the current year budget goal was.
4. Proceeds received will be in excess of what was budgeted (removing expected fundraising goals for the AV system) which has allowed LEPAC to help fund and additional \$3,000 from the current year surplus towards the installation of the Gaga Ball courts.
5. Only significant variation in the budget was funding for the AV system for the Gym. \$10,000 was budgeted as fund to be raised with an expenditure of \$10,000 - A grant LEPAC was hopeful to receive was denied therefore there were no significant funds raised. Expenditure for the AV system at this time will be the \$1,600 projected to be raised from the Thrifty's Smile Cards.
6. Expected cash balance at the end of the year is expected to be just over \$12,000. Balance at the beginning of the year was \$12,564.
7. Year to date Financials attached to AGM minutes

**Internet Safety Advisory Council: Trish Jackson Mitchell
Internet Safety Committee Report
2018-2019**

Internet Safety Coordinator: Trish Jackson Mitchell

Committee Members: Nicole Whitsitt, Megan Mbaou, Amy Louie, Susan Taylor, Marissa Cameron

- October 2018 the committee reached out to Gregg Ferrie (IT Director for the District) regarding the domain name changes and rebranding to "Saanich Schools" to see if there was any impact on security / safety as a result of these changes.
 - He indicated that the changes had no impact of security but informed the committee that the District had hired a new Manager of Information of Technology who would be working on reviewing existing systems and developing ways to ensure greater rigour around internet security
- Over the fall of 2018 the committee worked with school administration and Telus WISE to arrange for presentations on internet safety and cyberbullying for Grade 4-5 students as well as for parents. The presentations took place and the end of January 2019.
- In November / December 2018 the committee was made aware of a safety audit conducted by parents that resulted in accessing pornography on school computers. The committee engaged parent contacts and administration and was successful in having increased filtering put in place by the District.
 - An audit conducted in December 2018 as a follow up revealed that inappropriate images were no longer easily accessible.
 - The committee followed up with Gregg Ferrie to get a high-level overview of the technical changes that were made that resulted in this positive result.



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<ul style="list-style-type: none"> ▪ The District implemented a DNS (server based) configuration, which instructs Google, Bing and YouTube to serve up exclusively “Safe-Search” results to any device on our network. • In January 2019 the committee had a meeting to discuss priorities for the remainder of the school year. The committee also commenced monthly meetings with school administration to discuss technology. • In early 2019 the committee was pleased to hear via our COPAC rep that the District had engaged consultants to do a full audit of technology at the District, including looking at safety and security for students. • In February 2019 the Internet Committee expressed their support for school administration sending out information on the Momo challenge that had been provided by the District. This valuable information was a great benefit to parents at Lochside. • In April 2019 the committee had discussions with school administration around concerns about the level of filtering at Lochside and it being different from that at other schools in the District. <ul style="list-style-type: none"> ○ There is some inconvenience to staff as a result of the higher level of filtering and some educational material is no longer accessible - primarily YouTube videos. ○ This issue will be discussed further with the committee to assess whether a different level of filtering would resolve the issue while still providing a level of safety for students that parents find acceptable. • In May 2019, the committee had a meeting this month with administration and members of the teacher technology committee to discuss their work around creating a scope and sequence for technology use by grade level as well as a vision and some guiding principles around technology use at Lochside. <ul style="list-style-type: none"> ○ These guiding principles will be shared with the PAC Executive for their feedback and input. ○ District IT staff were unable to attend this meeting due to a District wide Internet outage so a meeting with them will be rescheduled so we can have an update on the results of the technology audit. • May 2019 Shannon Husk from the BC Government did both student and parent presentations of the impact of media on children and families, in particular screen and gaming addiction. <ul style="list-style-type: none"> ○ The presentation was arranged by school administration, and the presentation was excellent and the Internet Committee would like to arrange for Shannon to come and present to parents again in the new school year. <ul style="list-style-type: none"> ▪ A fall date would hopefully have better attendance. 	
<p>Volunteer Coordinator – Amy Campbell 2018/2019 PAC Volunteer Coordinator Report</p>	



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Here is a list of the activities where we had to find volunteers for this school year. I would like to take this opportunity to send a big thank you to all the parents that volunteered their time to help at these events. Without all the helpers these activities would not be made possible.

1. Class Representative
2. Harry Potter Halloween Party
3. Scholastic Fall Book Fair
4. Student Holiday Book Fair
5. Signup for Internet Safety Presentation
6. Scholastic Spring Book Fair
7. Skip-a-thon
8. Camp Thunderbird Fund Raising Opportunities
9. Fun Lunch Helpers
10. Game on the Green
11. BC Fruit and Vegetable Program
12. A few other smaller school based activities (terry fox run, back to school bbq, etc)

Healthy School Coordinators: Jodi Holland & Tina Lazaruk

Lochside Healthy School Committee, 2018-19 Year-end Summary

Participants: Tina Lazaruk, Jodi Holland, Jen Massullo, Heather Ruperto, Sarah De Rham

Teacher Health Champion:

Meetings:

September 10, 2018

October 16, 2018

January 24, 2019

April 2, 2019

The following initiatives were supported this year:

1. Facebook Page: Continue to use to provide information and sharing of PAC initiatives to Lochside families.

2. Walk and Wheel to School Week (October 1-5, 2018). As our school participated in the Active Routes to School program in the Spring of 2018, the CRD and Public Health offered to host Celebration Stations on Wednesday, October 3, 2018. We had staff, parents and students handing out stickers each morning and students could place their sticker on our tracking poster. We tracked 630 active travelers during this week and have registered with the CRD to participate in Walk and Wheel to School Week in October 2019. We also continued to promote Walking & Wheeling Wednesdays throughout the school year on our Facebook page and through the Weekly Update.

Suggestions for next year:

- Create a banner to use during this week and for use on all Walking & Wheeling Wednesdays.



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- Suggest add 'Waste-free' as an initiative for Wednesdays as well (i.e. for lunches and snacks).

3. Fresh To You Fundraiser (October/November 2018): We pre-sold 24 produce bundles plus \$363 worth of produce on and after our delivery day. Total earnings were \$559.80 with half of the amount supporting the Grade 5 Camp Thunderbird trip.

Suggestions for next year:

- Jodi is willing to help coordinate this fundraiser for 2019.
- We would like to use the PAC Square on delivery day, as many people do not carry cash.
- We would like the produce bundles taken to classrooms for parents to pick up there, to decrease our demand for volunteers on delivery/pick-up day.

4. Games on the Green changed to Games in the Gym this year as we had difficulty recruiting parent volunteers for structured activity outside, 2 mornings/week, before school. Games in the Gym was ran from January 8 to March 14th and April 2 to 30th on Tuesdays and Thursdays from 8-8:30 am. We used Sign-Up Genius to recruit 3 parent volunteers/shift, to help supervise the

unstructured play. Kindergarten students were escorted to their classrooms after each session. We continued to have trouble recruiting adequate parent volunteers for this initiative.

Suggestion for next year:

- Offer this before school active opportunity daily as a staff-led initiative.

5. BC School Fruit & Vegetable Nutritional Program: Supported this program by washing and distributing produce to classrooms 1-2x/month. We need to recruit a new coordinator for next year. The coordinator needs their Food Safe Level 1 certification.

6. SPUD Fruit & Vegetable Fundraiser was promoted in the Weekly Update as an ongoing fundraiser. This has not been a successful fundraiser, but does not require additional volunteers. The SPUD Fundraising Coordinator is Sebastian Mather (c. 604 215 7783 x250 | e. sebastian@spud.ca). He can provide promotional materials or donations if this fundraiser continues next year.

7. This has been the second year that we were unable to support a Triathlon Club for grades 3-5 due to no parent volunteers for a club manager and coach. Cordova Bay Elementary offers this club as a staff-led option.

8. Promoted World Cups Youth Soccer Festival (April 19-20, 2019). Our school came 3rd in the school registration challenge.

9. Unplug & Play: Promoted as a school-wide playdate on Sunday afternoons at McMinn Park from April 28 – October 20, 2019.



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10. A school team for the TC 10k Thrifty Foods Kids Run (April 28th) was organized. We only had 2 students register.

11. Promoted Screen Free Week (April 29-May 5) for time outside of school. Provided a list of screen-free activities plus ballots to enter a daily draw for prizes including donated books, toys and recreation centre passes. Over 250 entries were collected over the week.

12. Promoted Bike to School Week (May 27-31, 2019).

13. Will organize races and games for school year-end BBQ. We have sporting equipment stored outside in the green bin by the upper basketball court and will provide the keys to the new coordinators.

Considerations for the 2019-20 School Year:

1. Try to recruit new members by providing information about the committee's initiatives to new Kindergarten families and include in the PAC's Welcome Package.

2. Consider organizing a Family Games in the Gym Night in the winter, as an active alternative to a movie night. The gym could be opened up for unstructured play plus games (i.e. dodgeball, basketball, floor hockey, etc.)

3. Connect with a 'Health Champion' teacher to help share initiatives with other staff members.

COPAC Rep: Reet Dangerfield & Marissa Cameron

COPACS is the Confederation of Parent Advisory Councils for Saanich. There were 8 COPACS meetings this year, one per month from September through to June with the exceptions of December and March. Lochside has had representation at each one of the meetings.

At the monthly COPACS meetings there is representation from the District administration, CUPE, Saanich Teachers Association, and Saanich School Board Trustees. There was a presentation by Tara Logan from Lotus Village on mindfulness teaching in schools, a presentation by Carly Hunter, Director of Instruction on online resources that are available to support the new curriculum and a presentation by Superintendent Dave Eberwein on a new French Immersion entry lottery system that was implemented this year.

COPACS meetings are a great opportunity to exchange views and find out what is happening with other schools in SD63 as well as what is happening at a district level from the key players in our school district. The meetings also provide an opportunity to meet other parents from our district and learn about their initiatives and resources.

This year was an election year for the SD63 Board Trustees. As such, a large



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part of the year was dedicated to the election and getting the new candidates oriented.

Some of the initiatives this year include the following:

Lochside's Beyond the Fence project proposal presentation at Educational Directions Committee Day

Trustee Candidates forum held October 15th

New trustees voted in:

District of North Saanich

Elsie McMurphy

Sheila Stelck

Town of Sidney

Nola Silzer

District of Central Saanich

Timothy Dunford

Alicia Holman

District of Saanich

Victoria Martin

Teri VanWell

District underwent risk management assessment to develop strategic plan for risk priorities.

District underwent a district-wide technology review and launched communication tool Sangha

Meeting with Lana Popham and all South Zone school PAC presidents

Funding request to support a parent education night on Body Science at Lochside – TBC.

Internet Safety Committee Report

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 - A fall date would hopefully have better attendance.

Nomination Committee Report

The nominee list for the 2019/20 school year was presented at the LEPAC meeting on April 17 2019, and in the LEPAC Weekly Update sent on April 22 2019.

The committee is pleased to present the nominees for 2019/20 LEPAC Executive:

- Co-Presidents – Nicole Whitsitt, Megan Mbao
- Vice President – Liz Matthews
- Co-Secretaries – Heather Galey, Brian Farrell
- Treasurer – Mei Wang
- COPACS – Leanne Turple, Reet Dangerfield
- Healthy Schools – Morgan Fankboner, Areli Hermanson
- Co-Internet Safety – Trish Jackson Mitchell, Susan Taylor
- Volunteer Coordinator – Amy Campbell
- Member at Large – Chad Linger, Krista Henzie, Anya Yang

2019-2020 Executive Elections

- Co-Presidents – Nicole Whitsitt, Megan Mbao
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- Treasurer – Mei Wang
- COPACS – Leanne Turple, Reet Dangerfield
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- Co-Internet Safety – Trish Jackson Mitchell, Susan Taylor
- Volunteer Coordinator – Amy Campbell
- Member at Large – Chad Linger, Krista Henzie, Anya Yang

Decision to approve the executive nominees as presented: Approved. All in favour, none opposed.

For – 13

Against -0

Motional Passed

Other Business

New Business

- None

Motion to Adjourn – Tina

Second – Trish Jackson Mitchell



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Next AGM Meeting – Wednesday May 16, 2020 @ 6:30pm

Adjourn 5:58pm