



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

September 12, 2023

Present:

Co-Presidents: Anya Rodenburgh Yang &
Eva Castelsky
Secretary: Kelsey Norlund
COPAC Representative: vacant
Members at Large: Kaylee Szakacs, Megan
Madsen, Amy Wang

Volunteer Coordinator: Krista Henzie
Treasurer: Melissa Joyce
Wellness & Digital Safety: Michelle Birtwell
Principal: Helena Takhar
Vice Principal: Leila Sinclair-Wise
Guests: Andrea, Laura, Justine, Tera

Regrets:

Vice President: Priyanka Gupta

Call to Order: 6:34pm

Welcome, Introduction & Thank Yous

- Anya welcomed everyone present to the meeting and gave a territorial acknowledgement
- Everyone present at the meeting introduced themselves
- Thank you to the parents involved in the Monk's sale and distribution; Welcome Crew on first day of school
- Thank you to Admin on a good return to school

Approval of June 2023 Minutes

Moved – Kaylee
Seconded – Megan

Correspondence

- None

Administration Report

- **September 2023**

CALENDAR

Sept:

15 - Terry Fox Run 1:00

20 - Individual Photo Day



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**21 - School Open House 4:30-5:30pm in classrooms
22 - District Indigenous professional Development Day
25-29 - Indigenous Atlas of Canada at Lochside in the Gym
29 - Orange Shirt Day**

October:

**02 - STAT (Truth & Reconciliation Day)
04 & 05 - Early Dismissal at 1:48pm
04 & 05 - Book fair (Russells Books)
09 - Thanksgiving STAT
20 - Professional Development Day**

● **Information Items:**

| | |
|-----------------------------------|--|
| School Enrollment/Start up | <ul style="list-style-type: none"> ● Currently have 422 students ● 20 Divisions ● Successful transition to new classrooms on Thursday |
| Thank you to LEPAC | <ul style="list-style-type: none"> ● Staff would like to thank the LEPAC for their support of school initiatives and classroom/field trip funds |
| Crossing Guard | <ul style="list-style-type: none"> ● Meeting tomorrow for all grade 5 students interested ● Led by Mrs. Tara Rothwell |
| CARD PROJECT | <ul style="list-style-type: none"> ● All staff are aware of the Oct 13 art deadline and are keen for this project |
| Student Agendas | <ul style="list-style-type: none"> ● Agendas have been delayed ● Delivery date is yet to be determined ● Hold off on sending in \$7 as this cost may be reduced ● The school will let families know when they have arrived |
| Open House | <ul style="list-style-type: none"> ● Classroom based open house from 4:30-5:30pm to meet the teacher |



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|--|---|
| | <ul style="list-style-type: none"> • If parents would like an individual meeting to talk about their child please email the teacher to set up a time. The purpose of the open house will be to meet and greet and learn about the classroom and routines of the day/week |
| Terry Fox Run | <ul style="list-style-type: none"> • This Friday, Sept. 15 from 1:00-1:30pm • Is the PAC able to support a snack/fruit |
| Thank you to the PAC for supporting the staff wish list | |

- Collecting toonies for Terry, can also donate online; Parents are welcome to attend. K/1 running in the centre of the field; snacks to be provided by PAC (no citrus allergies this year)
- All divisions have space for students to come in
- Soccer for grades 4 and 5 will be starting soon
- Hopefully a swim club for grades 3, 4, and 5
- Wish list provided
- Welcome pole grant application submitted for \$10,000

Reports / General Business

President's Report: Anya Rodenburgh Yang & Eva Castelsky

- Calendar review until December (see below)
 - o Popcorn Day starting this week
 - o Meet the teacher and social night - working on food truck (Kattia's Kitchen), minimum spend OR pizza pre-order (on Fun Lunch site)
- Card Project
 - o Each child will do a piece of art that will be printed on a card and other items.
 - o Feedback: may not focus on winter art
- Bottle Drive early November?



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- Victoria Royals Night on November 13
- Board Game Night November 23 - booked
 - pizza?
- Other fundraising ideas:
 - Spring Dance?
 - Car Wash? Lochside parent could organize
- LEPAC package to come

Lochside Elementary 2023/2024 Schedule of Events

| Date | Event |
|---------------|--|
| Sept 5 | First Day of School |
| September 12 | LEPAC General meeting (6:30 – 8:00 pm) |
| September 13 | Popcorn Day |
| September 14 | COPACS General Meeting 7pm |
| September 15 | Terry Fox Run |
| September 18 | Fruit & Veg Delivery |
| September 20 | Individual Photo Day |
| September 21 | Meet the teacher and social night (4:30 onwards) |
| September 22 | Non Instructional Day |
| September 28 | (Coupon Book sale begins) |
| September 29 | First Fun Lunch |
| October 2 | Truth and Reconciliation Day (No School) |
| October 4 | Early Dismissal |
| October 4 & 5 | Russell Book Fair |
| October 9 | Thanksgiving (No School) |
| October 10 | LEPAC Exec and General meetings (6:30 – 8:00 pm) |
| October 11 | Popcorn Day |



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| October 13 | Fun Lunch |
| October 16 | Fruit & Veg Delivery |
| October 19 | COPACS General Meeting |
| October 19? | Halloween Fair |
| October 20 | NID |
| October 27 | Card Project Sales go live |
| October 30 | Fruit & Veg Delivery |
| November | Purdy's Fundraiser |
| November | Plant Fundraiser? |
| November 3 | Fun Lunch |
| November 8 | Popcorn Day |
| November 13 | Remembrance Day (No School) |
| November 14 | LEPAC Exec and General meetings (6:30 – 8:00 pm) |
| November 17 | Fun Lunch |
| November 20 | NID |
| November 23 | COPACS General Meeting and Potluck |
| November 23 | Board Game Night 6pm |
| November 23? | Early Dismissal 1:48pm |
| November 24? | Early Dismissal 1:48 pm |
| November 26 | Purdy's Order Deadline |
| November 28 | Fruit & Veg Delivery |
| Late Nov or Early Dec | Food Drive/ Christmas Hampers |
| December | (no LEPAC meeting) |
| December 1 | Fun Lunch |
| December 4 | Fruit & Veg Delivery |
| December 6 | Popcorn Day |
| December 7-8 | Holiday Book Shop |
| December 8 | Purdy's Delivery |
| December 15 | Fun Lunch |



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| December | Winter Concert |
| December 22 | Last day of school |

Vice President's Report: Priyanka Gupta

- Nothing to report
- Priyanka will be organizing two book fairs with Russell Books

Treasurer's Report: Melissa Joyce

- Budget forecast a deficit of \$16,000
 - bank balance of \$20,000
- Wish list to be organized according to priority
- Athletics may receive a District subsidy to reduce the rate
- Welcome Pole \$1000 may not be needed if grant received
- Foyer refresh \$3000 may not be needed as Sarah Jim is not available this year for a mural; Dodd's Furniture to provide updated furniture
- PISE programs an option
- Country Grocer receipts - organized by Amy Wang
 - pay for snacks for events
 - emergency lunches

Volunteer Coordinator: Krista Henzie

- Watch for updates and Sign Up Genius about upcoming events and call outs for volunteers
- Class Reps will be recruited this year again - Sign Up Genius for this role to come
- Volunteer Draw - four times per year collect names from parents who volunteer at the school and complete a draw for an appreciation gift

Wellness & Digital Safety: Cam and Michelle Birtwell

- Ideas for the year ahead:



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- o Try again Google Map of the favourite family hike - have families vote / send in suggestions and offer a resource for the community
- o TC10K sign-up
- o Victoria Marathon kids run?
- o Tour de Victoria kids event?

- Time to do an audit of the digital safety at the school.
 - o Leila will reach out to Cody (Director of IT at the District) to coordinate one.

COPACS Rep Report: vacant

- First meeting is on Thursday, nothing to report at this time

Other Business

- Still looking into a spinner replacement
- Next Meeting: October 10, 2023

Meeting Adjourned: 7:41 pm