

Draft - MINUTES

LEPAC General Meeting
Lochside Elementary Parents Advisory Committee

January 18, 2011

LEPAC Executive Attendees:

President:	Jen Wilson
Treasurer:	Don Mellings
Past-Treasurer:	Danielle Cooper
Secretary:	Carmen W.
Vice President:	Vacant – filled by Mark Creswick

Regrets:

Healthy Schools Coordinator – Deborah McLellan, Volunteer Coordinator - Kathryn Watson,
COPACS Co-Representative(s): Vacant

LEPAC Attendees: Jennifer V., John M.

Guests:

Principal Joe Grewal, Vice-Principal Donna Collett, Healthy Edge Food Services – Aysha Ozcetin

I. Welcome

Everyone was welcomed by Jen at 6:30pm.

II. Healthy Edge Food Services Presentation and Food Sampling

- Local company providing easy to serve, healthy food options for hot lunch days
- Majority of packaging is 100% compostable, made of corn, goes into compost bin
- Delivery: 1 bin for cold, 1 bin for hot per classroom
- Samples were provided.
- **ACT:** Jen to review with Kelset PAC – what is their feedback as they've used Healthy Edge.

III. Approval of November Minutes

- **MOTION:** Danielle made a motion to approve the November Minutes, Seconded by Mark, voted and all in favour. Motion Carried.

IV. Vice-President

- Alix has resigned
- Mark C. appointed by Executive and as per constitution voting required at next General Meeting.
- Carmen made a motion "Mark to assume the position of LEPAC Vice-President for the remainder of Executive Term". Seconded by Don. Unanimously approved. Motion Carried.

V. Reports

A. President Report

- *Gift Shop* – Raised \$1109.59 with half (\$555) going to the Mustard Seed Food Bank and remainder to the Lochside playground fund.

- *Book Fair*- LEPAC purchased \$225 in books for the library and put \$1538.12 in the playground fund. Jen has requested the Half-Price Book Fair for May 11 – 13 and is waiting to hear back from Scholastic.
- *PCEC "1000 X 5"* – In the month of December, Lochside collected 3 large boxes of books for this great program. All books stay in the Saanich Peninsula area. Keep the donations coming.

B. Treasurer Report

- Don provided an update to the LEPAC budget
- Hot Lunch revenue is not as large as anticipated but the feedback to the new hot lunches is positive.
- School Supplies profit is showing a negative balance due to school supplies being ordered in last school-year to avoid paying the HST.

C. Playground Chair's Report

- Playground Chair is absent but Jen provided an overview.
- SD63 had approved the purchase and installation of 4 pieces of playground equipment but then changed it to only 3. Playground committee is currently working with Administration and SD63 maintenance staff with regard to installing all 4 pieces.
- Objective is to have installation done during spring break.

VI. General Business

A. Wi-Fi in Schools (Policy #3130)

- Review of Briefing Note "Wi-Fi"
- Joe and Donna provided an overview/background. Lochside previously had wi-fi but does not currently utilize wi-fi. The briefing note indicates, as per policy, that elementary schools could have up to 50% coverage. However, it is not seen as imminent. SD#63 is following World Health Organization and Canadian Health and Safety guidelines which indicate wi-fi is safe.

B. Water Fountains Safety

- Questions were raised by parents regarding the safety of the drinking water at Lochside.
- Joe indicated the last Health and Safety review was on February 3, 2009 and Lochside drinking water was deemed acceptable.
- **ACT:** Joe will check with the district regarding: How often is the water tested? At what time of the day is the water tested? Are all taps checked including those in the 'old wing'?
- All students and staff are reminded to flush water for 90 seconds every morning.

C. Changes to the Constitution

- The following 2 changes were discussed and will be voted on at the February LEPAC General Meeting.

1. Playground Maintenance Budget

- Facilities staff at SD63 would like a requirement within our constitution that states "2% of our yearly revenue to be put into a playground maintenance fund to a maximum of \$5,000."
- This will help to defray any costs associated with cut or broken ropes, repainting, etc.

2. Section V. 4 Vacancy on the Executive

- Currently says "If any officer resigns during a term of office or if any office is not filled at the time of elections, the executive may appoint a voting member of LEPAC to fill the vacancy until elections at the next General Meeting"
- The recommendation is made to insert the word "Annual" prior to "General Meeting" to more accurately reflect what is meant in the statement.

D. Upcoming Events

- March 4, Spring Fair – each class is responsible for providing a silent auction basket, organizing and hosting a game.
- Silent Auction – a flyer will be sent home shortly
- Spring Fair Coordinator Needed!!
- 3 or 4 options for dinner – butter chicken with basmati rice, chilli and bun, spaghetti and meatballs, sushi, beef dip, homemade mac and cheese, Caesar salad,
- **ACT:** Jen to speak with Leanne Hart, ESL potluck, for suggestions/foods that are popular.

VII. Principal Report – January 19, 2011

Transition – I met with all staff members individually during the week of December 13 – 17th to gain valuable information about students and staff at Lochside elementary.

Family Literacy Day Monday, January 31st Thank you to our Literacy Committee for organizing this day for families.

Lochside RAP – VP Donna Collett and Principal Joe Grewal are in the process of working with staff to update our Lochside Beliefs. We would like our Lochside RAP (Respect, Act Responsibly, and Play Safely) to incorporate ideas around restitution. We have had grade assemblies around our expectations for student s, outside play periods, hallway behaviour, etc. I will be visiting each classroom during this week to reinforce our expectations and get to know the students a little better.

Red Cedar Book Club – Teacher-Librarian Donna Wende has organized Book Club for students who are interested in reading books that are nominated for the Red Cedar Award for quality literature.

School Start Time: Staff members at Lochside Elementary are encouraging students to arrive on time so that classes get started on time. A number of students are coming in late in the morning which can be disruptive to classes who have already begun their daily routines in their classrooms.

Great BC Shakeout Earthquake Drill – On Wednesday, January 26th students at Lochside Elementary will be participating in an earthquake drill to reinforce what to do in case of an earthquake. Schools and many other organizations around BC will be involved in this drill.

Extra-Curricular Activities:

- Basketball – grades 4/5
- Chess Club
- Lego Club
- Swim Club
- Grade 2/3 hockey – Fridays in the gym

Ready Set Learn – Tuesday January 18th Preschoolers and parents are invited to our Open House to learn more about our school, get information about early learning and pick up some resources for their children. Approximately 20 families attended.

Kindergarten Information Evening and Registration – Information evening is scheduled for Tuesday, January 25th at 7pm at Keating Elementary. Meeting for French Immersion parents is being held on Thursday January 27th. Registration week is scheduled for the week of January 31st – February 4th for students coming into kindergarten from within the Saanich School District. Out-of-District parents can register their children in the following week at the School Board Office.

VIII. Discussion Items

A. Peacekeeper Jackets

- New peacekeeper jackets are needed. LEPAC is not in a financial position to purchase any new jackets this year.

B. Electronic Reception

- How many families actually read electronic transmissions? Is there a way to determine who is NOT reading the newsletters/emails? Very little is sent home by paper.
- **ACT:** Jen to follow-up with Classroom Reps and Joe to touch base with teachers.

C. Recess games and activities.

- **ACT:** LEPAC and Donna to work together to arrange for parents to 'teach' kids playground games – e.g. 4 square, marbles, California kick-ball, etc.
- Game lines need to be repainted.
- Plan for warmer weather.
- Perhaps it could be tied in with the Spring Fair???
- **ACT:** Kathryn to follow-up with volunteers

D. Artist-in-Residence/Scientist-in-Residence

- Currently no plans for either in current school year.
- LEPAC fundraising is going towards playground expenses.
- Joe raised Science Venture as a possibility – cost is \$1200 and potentially LEPAC could pay \$600 and school the other \$600.

VIII. President Jen adjourned the meeting at 8:12 pm

Next meeting - Wednesday, February 16, 2011 from 6:30 to 8pm.