

**LEPAC Minutes – Annual General Meeting – May 20, 2015**  
Lochside Elementary Parents Advisory Committee

**Call to Order            6:10**

**Welcome and Introductions**

Vice President: Judy Payne  
Past President: Rachel Calder  
Treasurer: Don Mellings  
Secretary: Tiffany Voorberg  
Co-COPAC representative: Jodi Holland  
Co-COPAC representative: Kelly Perry  
Tina Lazaruk  
Marie Gunther  
Reet Dangerfield  
Principal: Joe Grewal  
Vice Principal: Joan O'Leary  
Regrets:  
Co-President: Stephanie Kalabric  
Co-President: Mike Brooks  
Healthy Schools Coordinator: Kerry Walsh  
Volunteer Coordinator: Mary Brookes

**Approval of 2014 AGM Minutes   6:10**

The minutes from the 2014 AGM were reviewed and passed at the June meeting in 2014, so did not need to be motioned at this meeting. There will be separate AGM and May meeting minutes this year.

**President's Report   6:12**

The president's written report (see attached) was presented by Judy on behalf of Stephanie and Mike, who were unable to attend. The report will be posted on-line and through a Monday Update.

**Committee Reports   6:15**

**Constitutional Review Committee report** – presented by Judy on behalf of the committee (see attached). Anyone interested in participating on this committee, please let Judy know.

**Nominating Committee report** – presented by Judy on behalf of the committee (see attached).

**Treasurer's Report** – Don presented the Treasurer's report which included a budget summary, budget statement and several helpful graphs. Our year to date revenues and expenses are in-line with projections.

**Healthy Schools Committee report** – presented by Jodi on behalf of the committee (see attached). The committee will develop a summary of the health assessment survey that was conducted to be included in a future Monday update.

**COPACS report** – presented by Jodi (see attached).

**2015/16 Executive elections   6:33**

The nominating committee has a slate as follows:

**Co-Presidents:** Stephanie Kalabric & Kelly Perry

**Vice President:** Judy Payne

**Treasurer:** Don Mellings

**Volunteer Coordinator:** Mary Brookes

**Secretary:** Tiffany Voorberg

**Healthy Schools:** Jodi Holland & Tina Lazaruk

**COPACS:** Reet Dangerfield

**Directors at large (2):** vacant

A request was made for other nominations. No further nominations were made. No opposition, slate was carried.

**Other Business** - none

**AGM adjourned at 6:38**

## LEPAC Co-Presidents' 2014/2015 Report

The Lochside Elementary Parent Advisory Committee (LEPAC) had a very rewarding 2014/2015.

The council held executive and general meetings on:

September 17, 2014

October 15, 2014

November 19, 2014

January 21, 2015

February 18, 2015

March 25, 2015

April 15, 2015

May 20, 2015.

Our last meeting of the year is scheduled for June 17, 2015.

LEPAC meetings are open to all parents and guardians with students at the Lochside School and we encourage input from all members of the Lochside school community.

As this year comes to a close, we would like to reflect upon what a terrific year we have had.

We say it has been a terrific year because of so many reasons. In particular, many of our sponsored activities and contributions to school community, the amazing volunteers we have at our school and how fortunate we are to have the funds to begin a legacy project this year.

### **Activities**

We have hosted such amazing events such as the Halloween party in October where not only families from our school attended, but even other families within the community joined us. Although we haven't hosted the end of the year BBQ yet, we look forward to it. This is where the families within the school come together one last time in the year to enjoy the outdoors with some good food, fun games and sense of community.

### **Volunteers**

The volunteers here at Lochside are amazing!!! All the events that LEPAC puts on could never been done without them. From fun lunch once a month, to the Halloween dance, staff appreciation week and barbeques – it would never work without our volunteers. Your support is greatly valued and much appreciated by the staff, parents and students at Lochside Elementary School. Thank you to all our volunteers – without you we, we could not support the school as we do!

We are also very grateful for the hard work and dedication of this year's executive.

### **Outdoor Learning Center**

Lochside is very fortunate to have the funds to build a legacy project this year. This year we decided to build an outdoor learning center for the school to enjoy. It has taken many months to get this project underway, but we will be starting the building process soon and LEPAC couldn't be any more excited.

Our school is such an amazing place. All our children are in such a warm and friendly learning environment, not only because of our wonderful teachers and staff (they are a very big part of it), but also because of all our families. We are so proud of our amazing school and community.

Thank you for another great year Lochside Elementary School!

Yours sincerely,

Stephanie Kalabric & Michael Brooks  
Co- Presidents, LEPAC 2014/2015

## 2014 /15 Constitutional Review Committee – Annual Report

Membership: Judy Payne (Chair), Don Mellings, Mike Brooks

The purpose of the Constitutional Review Committee is to review the LEPAC Constitution and Bylaws, and make recommendations, at least every two years.

The current committee began its work in the 2013/14 school year, concluding in 2014/15 with the recommendation that the LEPAC Bylaws be amended.

At the January 2015 LEPAC General Meeting, the membership supported the recommendation and voted to amend the bylaws including:

### Executive

- making the President one of four signing authorities,
- describing the role of the Healthy Schools Coordinator and including them as a member of the executive
- adding two Directors at Large positions
- clarifying that any executive position can be shared by two people with the exception of the Treasurer
- providing that if one elected officer is unable to act, the executive can appoint someone else to act until the executive's return or until the next AGM

### Committees

- clarifying that committees report to the executive
- codifying that committee chairs are expected to provide a written report at the AGM in May and must keep agendas and minutes

### Financial Reporting

- requiring monthly financial statements to come in monthly
- clarifying that the Treasurer has a requirement to notify the executive immediately if the bank balance falls below a certain amount

### Miscellaneous

- streamlining the organizations name, mission and objectives
- clarifying that voting will be done by show of hands unless otherwise dictated by the School Act
- making a number of housekeeping changes

The Committee identified the opportunity for next year's Constitutional Review Committee to consider the notice provisions in the Bylaws. Anyone interested in participating on the committee should contact Judy Payne at [paynejudy@shaw.ca](mailto:paynejudy@shaw.ca)

Yours sincerely,

Judy Payne

## 2014/15 Nominating Committee

Membership: Stephanie Kalabric & Judy Payne

Lochside is fortunate to have a strong and dedicated group of parents and guardians who play an active role in supporting the school community.

LEPAC is dedicated to the education and well-being of Lochside students. Its primary mandate is to enhance student success. Promoting effective communication between home and school, the LEPAC executive liaises with the Lochside Elementary School administration, encourages parent participation in school activities, supports the school's goals, and pursues opportunities for educational enhancement.

The purpose of the Nominating Committee is to identify candidates and recommend nominees for executive positions on LEPAC. We endeavour to identify candidates with a view to the orderly succession of members and a balance between experienced and new executive members.

The committee issued calls for nominations for the LEPAC executive for the 2015/16 school year, as follows:

LEPAC General Meetings: Jan 21, Feb 18, Mar 25, Apr 15

Lochside Newsletter: May 2015

Lochside PAC Monday Updates: Jan 26, Feb 9, Feb 16, Feb 23, Mar 2, Apr 6

The committee is delighted to present this year's list of nominees for 2015/16 LEPAC Executive:

**Co-Presidents:** Stephanie Kalabric & Kelly Perry

**Vice President:** Judy Payne

**Treasurer:** Don Mellings

**Volunteer Coordinator:** Mary Brookes

**Secretary:** Tiffany Voorberg

**Healthy Schools:** Jodi Holland & Tina Lazaruk

**COPACS:** Reet Dangerfield

**Directors at large (2):** vacant

Yours sincerely,

Stephanie Kalabric & Judy Payne

## 2014/2015 Healthy Schools Committee Report

Members: Kerry Walsh, Jodi Holland, Tina Lazaruk, Heather Galey

Committee Purpose: The Healthy School Committee strives to create initiatives to promote physical, nutritional, emotional and social wellness for all members of the school.

### Meetings-2014-2015

November 3/14  
December 15/14  
February 6/15  
March 6/15  
April 1/15  
April 20/15  
April 27/15

### Initiatives over the past year:

Activity Circuit in basketball court – July 2014  
International Walk to School (iWalk) – October 2014  
Thrifty Kids Run – October 2014  
TC 10K Kids Run – April 2015  
Health Assessment Surveys & Lunch Assessments – April 2015  
Fresh to You Fundraiser  
101 bundles of veggies sold raising \$976 plus \$67 in donations (Thanks Jodi!)

### Future Opportunities:

**“Unplug & Play”** – Playtime/date  
Starting Sunday May 31st and continuing every Sunday all summer long from 1-3pm for all Lochside families (parent participation)

### **Healthy Treats List**

Healthy treat options for parents for celebrations (birthdays, Halloween, Valentine’s Day)  
Include in Newsletter, Monday Update and Kindergarten backpacks in mid-Sept  
Target Kindergarten to start healthy ‘culture’ around celebrations.

### **Walking Wheeling School Bus – Mid-Sept 2015**

Create a pamphlet/flyer summarizing the walking school bus with benefits; maps; locations; expectations etc.  
Advertise daily the first two weeks of school in September targeting parents dropping off in the parking lot; newsletter and Monday update, posters  
Goal to shut the parking lot off to traffic one Wednesday morning in October with police assistance.  
16 volunteers for the year (8 for each site)- call out by Mary Brookes &/or part of Sept. parent sign up form.  
Some discussion around using Seniors in the community to volunteer

### **Health Fair – April 2016**

Form sub-committee in fall 2015  
A focus on Mental Health and including community partners

Thank you to all Healthy Schools Committee members and volunteers for your efforts in promoting health and wellness to all students and parents of Lochside Elementary.

Sincerely,

Kerry Walsh, Jodi Holland, Tina Lazaruk and Heather Galey

## **COPACS Report for 2014/15**

**Representatives:** Kelly Perry and Jodi Holland

COPACS is the Confederation of Parent Advisory Councils for Saanich. There are 10 COPACS meetings each year, one per month from September through June. Lochside Elementary School had representation at the following meetings:

September 4, 2014

October 2, 2014

November 6, 2014

February 5, 2015

March 5, 2015

Plus the Policy 1100 Night on January 27, 2015.

At the monthly COPACS meetings there is representation from District administration, CUPE, Saanich Teachers Association, and our School Board Trustees. It is a great opportunity to exchange views and find out what is happening at a district level from the key players of our school district. The meeting also provides an opportunity to meet parents from other schools, and to learn about their initiatives and resources.

### **Some of the main initiatives this year included the following:**

During the Teacher's Strike, this group was helpful in sharing information and resources, while encouraging parents to get involved, no matter their view on the situation.

Plan to develop a district wide plan for Earthquake Preparedness.

Supported and organized many Parent Education Nights.

Gathered ideas to increase parental and community engagement in public education.

Requested ideas on how COPACS can better support individual PAC's.

### **Future opportunities include the following:**

Possible opportunities for bulk purchasing (with other PACs) for resources (including earthquake supplies).

Ongoing opportunity to learn about what other schools are doing, and what they have found to be successful.

Opportunity to connect with administration and School Board Trustees to highlight our school's priorities and/or concerns.