

LEPAC Minutes – Annual General Meeting – May 18, 2016
Lochside Elementary Parents Advisory Committee

Call to Order 6:05

Welcome and Introductions

Co-President: Kelly Perry
Vice President: Judy Payne
Treasurer: Don Mellings
Secretary: Tiffany Voorberg
COPAC representative: Reet Dangerfield
Co-Healthy Schools Coordinator: Tina Lazaruk
Volunteer Coordinator: Mary Brookes
Directors at Large: Megan Mbao & Trish Jackson
Principal: Joe Grewal
Vice Principal: Joan O'Leary
Heather Caul
Nicole Whitsitt
Marissa Cameron
William Wu
Regrets:
Co-President: Stephanie Kalabric
Co-Healthy Schools Coordinator: Jodi Holland

Approval of 2015 AGM Minutes 6:05

The minutes from the 2015 AGM were reviewed. No amendments were made and the minutes were adopted.

President's Report 6:06

The president's written report (see attached) was presented by Kelly. The report will be posted on-line.

Committee Reports 6:15

Constitutional Review Committee report – The constitutional committee only has to meet every 2 years, so did not need to meet this year. Next year they will meet with the incoming vice president and will present a report at next year's AGM.

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

Treasurer's Report – Don presented the Treasurer's report which included a budget summary, revenue/expenditure report, budget statement and budget proposal (see attached).

Volunteer Coordinator's Report – Mary shared her appreciation for all of the volunteers that came together to help with the various events throughout the school year. It is lovely to see the commitment of the volunteers. Mary has been our volunteer coordinator for 6 years and we thank her for her dedication to this role!

Healthy Schools Committee report – presented by Tina on behalf of the committee (see attached).

COPACS report – presented by Reet (see attached).

2016/17 Executive elections 6:33

The nominating committee has a slate as follows:

Co-Presidents: Stephanie Kalabric & Kelly Perry
Vice President: Nicole Whitsitt

Treasurer: Don Mellings

Co-Volunteer Coordinators: Lynn Hood & Megan Mba

Secretary: Tiffany Voorberg

Healthy Schools: Jodi Holland & Tina Lazaruk

COPACS: Reet Dangerfield

Directors at large (2): Trish Jackson & Marissa Cameron

A request was made for other nominations. No further nominations were made. All positions were acclaimed.

Other Business - none

AGM adjourned at 6:34

LEPAC Co-Presidents' 2015/2016 Report

The Lochside Elementary Parent Advisory Committee (LEPAC) had a very rewarding 2015/2016 school year.

The council held executive and general meetings on:

September 16, 2015
October 21, 2015; and

General meetings on:

November 18, 2015
January 20, 2016
February 17, 2016
March 9, 2016
April 20, 2016
May 18, 2016.

Our last meeting of the year is scheduled for June 15, 2016.

LEPAC meetings are open to all parents and guardians with students at 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. It has been a terrific year because of our many sponsored activities, contributions to the school community, amazing volunteers and how fortunate we are to have had the funds to support our school community and students as follows:

Halloween Dance;
Classroom expendables \$200 per classroom;
Field Trips \$5850;
Providing new tablets;
\$1200 for the Seaquarium;
Learning Centre \$1000 for furniture recommended;
\$300 to the Triathlon Club;
Emergency Lunches \$300;
Joy Paquin Scholarship \$500;
Earthquake supplies \$400;
Science Venture \$1200;
Orff Instrument Renewal \$1000;
Reflex Math \$2500;
Lexia Reading Program \$1000;
Music Education Program (Gill Chater) \$2500;
Staff Appreciation Week; and
Year End BBQ.

Activities

We have hosted amazing events such as the Halloween party in October where not only families from our school attended, but other families within the community as well. We held a "Fill the House Food Drive" and were able to provide complete hampers that included dry goods, gift certificates for fresh produce and wish list toys to 8 families in our own school community, as well as a house full of food

donations to the Mustard Seed Food Bank. We are also looking forward to hosting the year end BBQ where Lochside families come together one last time 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 not happen without them. From fun lunch once a month, to the Halloween dance, Scholastic book fairs, staff appreciation week and barbeques – it would never happen without our volunteers. Volunteer 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 could not support the school as we do!

Special thanks are due to the following individuals who worked tirelessly behind the scenes and throughout the school year:

- Coupon Books - Scarlet Yum;
- Halloween Dance - Kelly Perry and all volunteers;
- Forgotten Lunch Programs - Kristy Hooker;
- Fun Lunch Coordinator - Tin Kwan and all volunteers;
- Healthy Fruit and Veggies Coordinator - Kelly Perry;
- Morning Watch Coordinator - Carolyn Phillips, Mark Creswick and all volunteers;
- Popcorn Day volunteer - Mary Brookes;
- Scholastic Book Fair Coordinator - Kelly Perry and all the volunteers;
- Fill the House Food Drive Coordinators - Kelly Perry, Nicole Whitsitt and all the volunteers;
- Holiday Book Shop - Alysha Boss and Jenni Erickson;
- Grade 5 Year Book Committee - Audrey Hayes, Tamara Poppitt, Yvonne Deis, Jeff Thom and Stephanie Kalabric;
- “Spa Day” (Head lice check) - Scarlet Yum, Moira Fitzpatrick, Carolyn Phillips and Stephanie Kalabric;
- Salsa Dancing – Marie Guenther;
- Gently Used Clothing Sale Coordinator - Lynn and Dave Hood and all volunteers;
- Staff Appreciate Coordinator - Stephanie Kalabric and all volunteers;
- Fresh to You Fundraiser - Jodi Holland, Tina Lazaruk, Kerry Walsh and all volunteers;
- Unplug and Play - Tina Lazaruk, Jodi Holland, Heather Galey and all the volunteers;
- TC Family Run - Tina Lazaruk, Amy Mills-Guest and Christy Hryhorch;
- Triathlon Club - Tina Lazaruk, Kelly Guest and Alison Spencelayh;
- Thrifty Foods Smile Card Program - Reet Dangerfield;
- Movie Nights - Mary Brookes, Don Mellings, Megan Mbaao, Trish Jackson and all volunteers;
- Earthquake Preparedness – Kevin Shields and Bernhard Spalteholz;
- School Supplies – Marlana Monteiro; and
- Weekly updates and tech support - Tiffany Voorberg.

We are also very grateful for the hard work and dedication of this year’s executive. Special thanks are due to the following executive members of the LEPAC.

- Vice President - Judy Payne
- Treasurer - Don Mellings
- Volunteer Coordinator - Mary Brookes
- Secretary - Tiffany Voorberg
- COPAC Representative - Reet Dangerfield
- Healthy Schools Committee - Jodi Holland and Tina Lazaruk
- Directors at Large - Megan Mbaao and Trish Jackson

We would like to thank a couple executive PAC members who have decided to step down this year after many years of hard work and dedication. A big thank you to both Judy Payne and to Mary Brookes for everything you have brought to our PAC and to school. Your time and efforts will always be appreciated. Thank you for everything.

Lochside Elementary is an amazing school. Our children enjoy a warm, friendly and supportive learning environment because of our wonderful teachers and staff, not to mention 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 & Kelly Perry
Co- Presidents, LEPAC 2015/2016

2015 - 2016 Nominating Committee

Membership: Stephanie Kalabric & Kelly Perry

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 2016/17 school year, as follows:

LEPAC General Meetings: March 9 and April 20

Lochside Newsletter: May

Lochside PAC Weekly Updates: March 6 and April 24

The committee is delighted to present this year's list of nominees for 2016/17 LEPAC Executive:

Co-Presidents: Stephanie Kalabric & Kelly Perry

Vice President: Nicole Whitsitt

Treasurer: Don Mellings

Volunteer Co-Coordinator: Megan Mbao and Lynn Hood

Secretary: Tiffany Voorberg

Healthy Schools: Jodi Holland & Tina Lazurak

COPACS: Reet Dangerfield

Directors at large: Trish Jackson & Marissa Cameron

Sincerely,

Stephanie Kalabric & Kelly Perry

Revenue / Expenditure Report

Gaming Account				General Account			
				15-Dec-15		\$ 41,791.42	Closing Balance
16-Dec-15	\$ 5,423.92			16-Dec-15	\$ 41,791.42		Opening Balance
		\$5,423.92	Closing Balance		\$ (133.30)		Fun Lunch Sales
15-Jan-16	\$ 5,423.92				\$ (150.00)		Outdoor learning Centre
		\$5,423.92	Closing Balance		\$ (315.46)		Off Instruments
15-Feb-16	\$ 5,423.92			\$ 1,075.99	\$ (1,165.27)		Grade 5 Fundraiser
		\$5,423.92	Closing Balance		\$ (19.79)		Scholastic Book Fair
15-Mar-16	\$ 5,423.92				\$ (125.09)		Classroom Budget
		\$5,423.92	Closing Balance		\$ (500.00)		Joy Paquin Scholarship
15-Apr-16	\$ 5,423.92			\$ 25.00	\$ (2,182.50)		Entertainment Books
	\$ 770.00		Additional Gaming	\$ 10.00			Treat Sales (Popcorn)
		\$ 6,193.92	Closing Balance	\$ 288.70			Holiday book Shop
					\$ (1,500.00)		Technology (Tablets)
					\$ 415.53		Smile Cards
				15-Jan-16		\$37,515.23	Closing Balance
				16-Jan-16	\$ 37,515.23		Opening Balance
					\$ 1,037.50	-\$2,746.37	Fun Lunch Sales
					\$ 233.78	-\$44.54	Admin
						-\$53.90	Treat Sales (Popcorn)
					\$ 75.00		Coupon Books
						-\$40.00	Child Minding
						-\$57.89	Movie Night
						-\$62.81	Emergency Lunches
					\$ 763.05		Grade 5 Fundraiser
					\$ 368.00		Smile Cards
						-\$96.89	Classroom Budget
				15-Feb-16		\$ 36,890.16	Closing Balance
				16-Feb-16	\$ 36,890.16		Opening Balance
						-\$912.94	197.25 Fun Lunch Sales
						-\$40.00	Child Minding
						-\$1,000.00	Lexia Reading
						-\$284.63	Movie Night
						438.55	School Supplies
						329.75	Smile Cards
				15-Mar-16		\$ 35,618.14	Closing Balance
				16-Mar-16	\$ 35,618.14		Opening Balance
					\$ (333.84)	\$ 31.00	Fun Lunch Sales
					\$ (3.80)		Bank Fees
					\$ (92.61)		Classroom Budget
					\$ (28.55)		Treat Sales (Popcorn)
					\$ (540.00)	\$ 480.00	Admin
					\$ (680.00)	\$ 1,000.00	Fresh to You Fundraiser
						\$ 352.50	Smile Cards
						\$ 35,822.84	Closing Balance

Lochside Elementary Parents Advisory Council					Approved:
Budget Statement (unaudited)					
General Operating Account					
LEPAC Budget		2014-2015	2014-2015		
		Requested/Proposed	Actual-To-Date	Variance	Comments
Revenue					
Hallowe'en Dance	One Time	\$ 2,000.00	\$2,049.33	\$ 49.33	
Entertainment Books	Annual	\$ 2,000.00	\$2,892.81	\$ 892.81	
Fun Lunch Sales	Annual	\$ 6,500.00	\$9,214.38	\$ 2,714.38	Estimate of \$1200 expenditure remaining - June
School Supplies	Annual	\$ 600.00	\$438.55	\$ (161.45)	
Interest	Monthly	\$ -			
Holiday Book Shop	Seasonal	\$ -	\$288.70	\$ 288.70	
Spiritwear Sales	Annual	\$ 500.00	\$ 170.00	\$ (330.00)	
Treat Sales	Annual	\$ 1,000.00	\$1,366.69	\$ 366.69	Estimate of \$300 expenditure for more supplies
Thrifty Smile Cards	Annual	\$ 2,500.00	\$1,984.08	\$ (515.92)	projected to meet proposal
Misc Fundraising - Cobbs, Tru Value, Mabels	Annual	\$ 100.00	\$410.90	\$ 310.90	Used clothing sale (Cobbs forthcoming)
Scholastic Bookfair	Annual	\$ 1,200.00	\$2,375.31	\$ 1,175.31	
Movie Nights (x2)	Annual	\$ 500.00	\$742.90	\$ 242.90	
Fresh to you fundraiser (Seasonal)	Annual	\$ 1,000.00	\$1,424.95	\$ 424.95	
End-of-Year BBQ	Annual	\$ -	\$0.00	\$ -	
Sub-Total		\$ 17,900.00	\$23,358.60	\$ 5,458.60	\$18,758.35 Last Year
Expenses					
Admin/General Expenses	Annual	\$ 1,000.00	\$161.47	\$ (838.53)	
Emergency Lunches	Annual	\$ 300.00	\$224.44	\$ (75.56)	
Volunteer Appreciation	Annual	\$ 250.00	\$0.00	\$ (250.00)	
Student in Need Coverage	Annual	\$ 500.00	\$0.00	\$ (500.00)	
Joy Paquin Scholarship Fund	Annual	\$ 500.00	\$500.00	\$ -	
Earthquake Supplies	Annual	\$ 500.00	\$ 434.00	\$ (66.00)	
Year Books	Annual	\$ 200.00	\$ -	\$ (200.00)	
Principal's Fund	Annual	\$ 300.00	\$300.00	\$ -	
Lochside Guest Speakers - Parent Education	Annual	\$ 500.00	\$ -	\$ (500.00)	
LEPAC Mtg Childminding	Annual	\$ 500.00	\$240.00	\$ (260.00)	
Staff Appreciation	Annual	\$ 500.00	\$505.53	\$ 5.53	
Club Support	Annual	\$ 300.00	-\$189.00	\$ (489.00)	
Grade 5 Luncheon	Annual	\$ 500.00	\$0.00	\$ (500.00)	
Science Venture	Wishlist	\$ 1,200.00	\$1,200.00	\$ -	
Classroom Activity Budget	Wishlist	\$ 3,600.00	\$1,103.99	\$ (2,496.01)	
Food for community building events	Annual	\$ 500.00	\$156.01	\$ (343.99)	
Courtyard / Garden	Wish List	\$ 800.00	\$60.00	\$ (740.00)	
Seaquaria	Wishlist	\$1,200.00	\$1,200.00	\$ -	
Orff Instrument Maintenance and Replacement	Wishlist	\$800.00	\$1,033.43	\$ 233.43	
Technology	Wishlist	\$1,500.00	\$1,500.00	\$ -	
Reflex Math		\$2,500.00	\$2,500.00	\$ -	
Lexia License		\$1,000.00	\$1,000.00	\$ -	
Education Field Trips in BC	Wishlist	\$500.00	\$0.00	\$ (500.00)	Along with \$5350 from gaming funds
Hot Lunch Reservation System	Wishlist	\$315.00	\$0.00	\$ (315.00)	
Outdoor Classroom **	Wishlist		\$412.50	\$ 412.50	
Subtotal - All expenditures		\$ 19,765.00	\$ 12,342.37	\$ (6,922.63)	
Gaming Account					
		2015-2016	2015-2016		Comments
		Budget	Actual To Date	Variance	
Revenue					
Interest Income		\$ -		\$ -	
Gaming Income for the Period		\$ 7,480.00	\$ 7,480.00	\$ -	\$20/student @ 374 students
Supplemental gaming funds		\$ 770.00	\$ 770.00	\$ -	
Carry-Over		\$ 448.92	\$ 448.92	\$ -	
Sub-total		\$ 8,698.92	\$ 8,698.92	\$ -	
Expenses					
Artist In Residence	Wishlist				
Artist in Residence	Wishlist	\$ 2,500.00	\$ 2,500.00	\$ -	
Education Field Trips in BC	Wishlist/Ann	\$ 5,350.00			\$15 per student (390 students)
Bank Fees			\$ 5.00		
Sub-total		\$ 7,850.00	\$ 2,505.00	\$ -	
Current Bank Balances at April 15, 2016					
LEPAC		\$ 35,822.84			
LEPAC - Gaming		\$ 6,193.92			
Updated:					
	16-May-16				

Lochside Elementary Parents Advisory Council			Budget 2015-2016	
For Immediate Release			PASSED:	
LEPAC Budget		2015-2016		
		Requested/Proposed		
Revenue				
Hallowe'en Dance	One Time	\$	2,000.00	
Entertainment Books	Annual	\$	2,000.00	
Fun Lunch Sales	Annual	\$	6,500.00	
School Supplies	Annual	\$	600.00	
Fresh to You Fundraiser	One Time	\$	1,000.00	
Spiritwear Sales	Annual	\$	500.00	
Treat Sales (Popcorn)	Annual	\$	1,000.00	
Thrifty Smile Cards	Annual	\$	2,500.00	
Misc Fundraising - Cobbs, Tru Value, Mabels	Annual	\$	100.00	
Scholastic Bookfair	Annual	\$	1,200.00	
Movie Nights (x2)	Annual	\$	500.00	
End-of-Year BBQ	Annual	\$	-	Revenue Neutral?
Gaming Funds	Annual	\$	7,480.00	
Sub-Total - all revenue expectations		\$	25,380.00	26338.35 Last year
Expenses				
Admin/General Expenses	Annual	\$	1,000.00	
LEPAC Mtg Childminding	Annual	\$	500.00	
Emergency Lunches	Annual	\$	300.00	
Student in need coverage	Annual	\$	500.00	
Lochside Guest Speakers - Parent Education	Annual	\$	500.00	
Joy Paquin Scholarship Fund	Annual	\$	500.00	Amount pursuant to Constitution.
Earthquake Supplies	Annual	\$	500.00	
Principal's Fund	Annual	\$	300.00	Amount pursuant to Constitution. Sect. XVI
Volunteer Appreciation	Annual	\$	250.00	
Staff Appreciation	Annual	\$	500.00	spring lunch
Food for community building events	Annual	\$	500.00	Coffee/muffins, Christmas concert, New K Parents
Club Support	Annual	\$	300.00	
Year Books Grade 5	Annual	\$	200.00	
Hot Lunch Reservation System	Annual	\$	315.00	
Grade 5 Luncheon	Annual	\$	500.00	
Subtotal Annual Expenses				\$ 6,665.00
Classroom Activity Budget	Wishlist	\$	3,600.00	\$200 per division incl french/integration support rooms Last year w
Field Trip Support	Wishlist	\$	6,850.00	\$15 per student (390 students) Request is
Technology	Wishlist	\$	1,500.00	Ipads
Reflex Math	Wishlist	\$	2,500.00	Increase fro
Lexia License	Wishlist	\$	1,000.00	
Science Venture	Wishlist	\$	1,200.00	
Outdoor Learning Centre Furniture/Seating	Wishlist			\$1000 #8 on wishlist
Maple Man - French Cultural Workshop	Wishlist			\$1000 #9 on wishlist
Seaquaria	Wishlist	\$	1,200.00	
Artist in Residence - Music Gill Chater	Wishlist	\$	2,500.00	
Books for Schools	Wishlist			\$2000 Cr 1&2 Home Reading / \$600 Intermediate #10 on wish
Courtyard / Garden	Wishlist	\$	800.00	#7 on wish list
Orff Instrument Upgrades	Wishlist	\$	800.00	# 6 on wish list
Subtotal Wishlist items				\$ 20,950.00
		\$	-	
Subtotal - All expenditure Requests		\$	27,615.00	

Health Committee Summary – 2015-2016

Meetings: 2015 - Sept 2nd & 14th; Oct. 25th - 2016 - Jan 6th & 14th, Mar. 4th; April 1st & 4th

Areas of Focus and Summary:

1. Walking School Bus: This event ran from Sept – Jan every Wednesday leaving from two locations; Emily Carr Park and McMinn Park. Two volunteers per site met at 8:10am and walked student to school. Approx., 2-10 students showed up per site. In January it was decided that we would cancel the program due to limited numbers and retry again in the spring. So far this initiative has not been restarted. Thanks to the many volunteers that made this happen.

2. Health Treats List: made by dietician Jodi Holland was distributed to all Kindergarten kids in Sept. It was also posted on Lochside's Facebook page. Thanks Jodi for this great form, we hope to have it as part of the Kindy package again next year.

3. Unplug and Play Sundays 1-3pm:

April –Oct 25, 2015: Location: Lochside Playground

Was advertised most weeks in the Monday update, Monthly newsletter and posters around school; turnout ranged from 4-12 students/Sunday.

April 2016 – current: Location: McMinn Park

Decision to change locations based the following: more variety of play options for kids of all ages, (playground equipment, hockey area, tennis courts, forest); washroom available; Saanich Playbox; community building with Cordova Bay School. Advertising done by volunteers Christy Hryhorck & Kerry Welsh, - small posters distributed in backpacks & small discussion with grade 4/5 classes at lunchtime. So far turnout has been at least double that of last years. Will continue throughout the summer until October 2016. We also sent the poster to Cordova Bay PAC for advertising there.

Huge thank-you to Heather Galey for the incredible posters and organizing the Saanich Playbox for McMinn Park.

4. Thrifty Food Fun Runs:

October 11th, 2015 Goodlife - Lochside had a team of about 20 kids

April 24th – TC 10 K kids run – we did not meet the min. but those students who signed up raced as individuals.

Thank-you to Christy Hryhorck and Amy Mills-Guest for practicing with the students at lunch.

5. Fresh to you Fundraiser: Opportunity for families to purchase a “bundle” of local veggies at a reduced price.

Fall fundraiser raised \$1000.

Spring?

Thank-you Jodi Holland for organizing this great healthy fundraiser!!

6. Mental Health: Discussed supporting the current initiative Zones of Regulation, over a long-term period, ie. 3 years. Possible funding from HSN Grant to support a mental health initiative?

7. Triathlon Club: Approximately 20 students are involved; swim practices on Mondays with bike/run practices on Sat afternoons. Goal race being the Victoria Youth Triathlon June 5th.

Huge thank-you to coach Kelly Guest & Allison Spencelayh for providing students an opportunity to participate in this great sport!!

8. Run Club: There has been some discussion about starting a run club before school starting Sept 2016. Thank you Christy for this fabulous idea!!

COPACS Report for 2015/2016 presented at LEPAC 18May2016

Representative: Reet Dangerfield

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:

October 1, 2015

December 3, 2015

January 7, 2016

February 4, 2016

Two of these were COPACS “roadshows” (one at Lochside and one at Cordova Bay)

Plus the District Budget Meeting April 28, 2016

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:

Supported and organized many Parent Education Nights (ie Internet Safety and Digital Stewardship and Childhood Anxiety)

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

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

Information sharing around implementation of the New Curriculum

Information sharing around strategic planning for Vision 2020

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.