

LEPAC Minutes

Lochside Elementary Parents Advisory Committee – November 18, 2015

Call to Order

Welcome and Introductions

Co-President: Kelly Perry
Treasurer: Don Mellings
Secretary: Tiffany Voorberg
Volunteer Coordinator: Mary Brookes
Healthy Schools Coordinators: Tina Lazaruk & Jodi Holland
COPAC Representative: Reet Dangerfield
Principal: Joe Grewal
Vice Principal: Joan O'Leary
Teacher Librarian Cindy Heppel
Directors at Large: Trish Jackson Mitchell & Megan Mba
Regrets:
Co-President: Stephanie Kalabric
Vice President: Judy Payne

Correspondence

Nothing to review.

Approval of October Minutes

October minutes were reviewed. A motion was made by Kelly to approve and seconded by Jodi. Minutes were approved.

Principal's Report

School Goals

- Goal #1 To meet the diverse learning needs of all students.
- Goal #2 To improve students' ability to communicate clearly through their writing.

A) Successes

- Indoor Soccer Jamboree was very successful at Claremont.
- Parent/Teacher Conferences have concluded and went well. If parents have questions, teachers are the first contact. Joan and Joe are available as well.
- Zones of Regulation

B) Information Items

- Student Safety - safety is a focus at the school, particularly at recess and lunch time. Joan leads a safety committee and regular inspections are done of hallways, classrooms, etc. as well as fire and emergency drills. There are 5 adult supervisors at lunch outside making sure things are safe and 3 or 4 other adults with designated students. Peacekeepers are also involved and are told to get an adult if there is a safety concern or injury. There are 2 first aid trained staff members available when needed. If there's a serious injury, the school would err on the side of caution and call an ambulance if appropriate. For students with serious allergies, there is a meeting that occurs at the beginning of the school year and there is a process around medications, roles and responsibilities of both students and parents. A board is up in the office and staff room identifying students with serious allergies. Staff are trained to use epi pens and to assist with other student health needs as well, i.e. diabetes.

- Winter Concerts are coming up on Dec. 15th and 16th. More information to come.
- Learning Commons/Teacher Librarian – Cincy Heppel did a presentation about some of the changes that have been ongoing in the library. There is a 3 year plan looking at the program to assist students in engaging in meaningful ways and develop the skills they need. The plan includes 3 areas of focus: 1) Changing the perception of the library so that it becomes a place to bring wonder, a place where engaging activities occur and where technology is used to support learning. This change includes a renaming to Library Learning Commons. 2) Another area of focus is using technology to improve student engagement and learning. Technology has been integrated through things like the Saanich reading club, digital book trailers, recorded book reviews and student created movies. 3) The third area of focus is about moving to a culture of inquiry. Thanks to Cindy for such an informative presentation about the exciting direction the library learning commons is moving! The presentation will be posted on the school website in future.
- New curriculum – work is ongoing to determine how best to implement the new curriculum.

DATES TO NOTE

Nov. 20 – 24 th	Monster Scholastic Book Fair
Wed. Nov. 25 th	9:30 Grades 4/5 going to Kaleidoscope Theatre
Fri. Nov. 27 th	5:45 Movie Night
Nov. 30-Dec. 4 th	Reporting Week
Thur. Dec. 3 rd	COPACS Meeting @ Lochside Elementary
Dec. 1 – 11 th	Food Drive
Dec. 15 th & 16 th	1:30 pm Winter Concerts # 1 & 2
Fri. Dec. 18 th	Last day before Winter Break & Intermediate Swim (PM)
Mon. Jan. 4 th	School Re-Opens

Reports

- a) President: Kelly extended a big thanks to Jodi, Mary and Kerry for the fresh to you fundraiser and pick up yesterday.
- b) Treasurer: Don shared the treasurer's report and circulated the bank statements. Gaming funds have been received and are in the gaming account. We are required to maintain a separate gaming account for those funds and there are specific requirements around how those funds can be spent. All other funds are kept in the general account. A highlight of this month's report is the revenue from the halloween dance which brought in \$2000!
- c) Volunteer Coordinator: Thanks to the volunteers who came out to help with the fresh to you pick up. The next big need is for the book fair; another request will go into the next weekly update. Movie night is another need and we have had 3 volunteers offer to assist.
- d) Healthy Schools Coordinator: The walking school bus is continuing. Plans will be made to meet with Joan to discuss plans around supporting mental health. The fresh to you fundraiser was a big success!
- e) COPACS Rep: We have agreed to host the next COPACS meeting at Lochside on December 3rd. The format is that the first half hour is left to the school to do a presentation of some kind. Ideas include Cindy Heppel's presentation and information about the Outdoor Learning Centre. The library learning commons will be used for this meeting.

General Business

- a) 2015-16 Budget – The proposed budget was reviewed. The projections are \$25,380 in revenue and expenses of \$27,615, resulting in a deficit budget of approximately \$2000. It is anticipated however, that the budget will likely end up as cost neutral. If revenues are higher than expected, some expense items may be revisited as the year progresses. A motion was made by Don to pass the budget as presented. Kelly seconded the motion. The motion was voted and passed.

- b) Scholastic Book Fair Update – set up will begin tomorrow. Volunteers are set for Friday but some are still needed for Monday and Tuesday. There are plans for a teacher sneak peek the day before. Kelly proposed to provide refreshments up to a cost of \$40 for this event. No concerns were raised.
- c) Fill the House Food Drive – begins Nov 27th. Next Thurs/Fri will be building the house and paper bags are being donated by Thriftys. We would like to consider opening up donations to include toys and monetary donations as well as dry food donations. We will also be collecting to create hampers and fill wish lists for some Lochside families. Information will go home to parents soon. There was also some discussion about a possible holiday book fair. A note will go in the next weekly update asking for 3 volunteers to step forward to organize this event.
- d) Outdoor Learning Centre – Some discussion has taken place about putting a thank you into the Saanich News to acknowledge all of the support received from local businesses and volunteers. The next step would be to research the cost, review from a constitutional perspective and then have more discussion about whether it is something that could be supported by LEPAC.
- e) December COPACS Meeting – already discussed in COPACS report.
- f) Spring Carnival – Discussions are ongoing to coordinate with Lochside's 50th anniversary on May 19/20th. Ideas include an open house for Lochside grads on May 19th and the carnival on May 20th. Another idea is to start a facebook page for graduates of Lochside to collect photos and invite to the event and to create a permanent display at the school of older pictures.
- g) Movie Night – is November 27th showing Inside Out.
- h) New Business – Classroom funds process is changing and going forward teachers will be asked to submit receipts for reimbursement. Monies for field trips will be handled in the same way.
- i) A vote was taken to cancel the December meeting and was passed.

Next LEPAC meeting is January 20, 2015 at 6:00pm Meeting adjourned at 7:30pm