

## LEPAC Minutes

Lochside Elementary Parents Advisory Committee – September 16, 2015

### **Call to Order 6:00**

#### **Welcome and Introductions**

Co-Presidents: Stephanie Kalabric & Kelly Perry

Vice President: Judy Payne

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

Lesley D.

Megan M.

Amar D.

Katie W.

Trish J-M

Jeff T.

Tracy W.

Raman B.

Paige M.

Melissa C.

William W.

Chansa M.

Tiffany C.

### **Approval of June Minutes 6:05**

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

### **Principal's Report 6:05-6:20**

#### **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.

The school plan is available on the school's website.

#### **A) School Start-Up**

- Start-up & Organization has gone smoothly, 2 full days last week and into this week
- Enrolment Multi-Age Classes – classes are full in terms of enrolment at 395 students with additional students on a waitlist from out of catchment. There are some multi-age classes, particularly with grades 4-5 and one grade 1-2.
- Parent Input – Class Composition – have worked through discussions with parents who have had questions
- Class Profile Meetings – every year there is a process of sharing information and planning with teachers regarding students. This process is currently ongoing.

## B) Information Items

- Peacekeepers & Lunch Monitors – this organization is occurring now and getting underway. The grade 4 and 5 students take on these responsibilities to get some leadership opportunities and help prepare them for middle school. There are 6 peacekeepers at lunchtime and recess to help outside. Over the year each division takes a turn for 4-5 weeks and then it becomes a volunteer opportunity for those students. Lunch monitors are also grade 4-5 students that go into the primary grades to help the younger students during lunch.
- Student Photo Day Wednesday, Sept. 23<sup>rd</sup>
- Grade 4/5 Firehall Visit Wednesday, October 2<sup>nd</sup>
- Terry Fox Run Sept. 25<sup>th</sup> – parents are welcome to join students for this run

## C) Other Items

- Welcome Back BBQ scheduled for Sept. 17<sup>th</sup> 5:30-7:00 pm – this is an opportunity to meet your child's teacher in an informal setting and visit their classroom
- Outdoor Learning Centre Opening – Joe thanked Stephanie and her family for all of their hard work on the Outdoor Learning Centre. We will have an opportunity to show appreciation for this and open the learning centre at the welcome back BBQ.
- The first point of contact for parents if they have questions or concerns is the classroom teacher. If you still have questions, you can always contact Joe or Joan.

## Important Dates

Wed. Sept. 23 <sup>rd</sup>	Student Photos
Fri. Sept. 25 <sup>th</sup>	Terry Fox Run
Mon. Oct. 12 <sup>th</sup>	Thanksgiving Holiday
Mon. Oct. 19 <sup>th</sup>	Federal Election
Fri. Oct. 23 <sup>rd</sup>	NID – Provincial Day
Fri. Oct. 30 <sup>th</sup>	Wacky Hair Day
	5:30 pm Halloween Family Dance
Nov. 3, 4 & 5 <sup>th</sup>	1:48 Early Dismissal
Tue. Nov. 10 <sup>th</sup>	10:00 Remembrance Day Assembly
Wed. Nov. 11 <sup>th</sup>	Remembrance Day
Thu. Nov. 12 <sup>th</sup>	Non-Instructional Day
Fri. Nov. 13 <sup>th</sup>	Non-Instructional Day
Dec. 1 – 10 <sup>th</sup>	Holiday Food Drive
Fri. Dec. 18 <sup>th</sup>	Last day before Winter Break

## Reports            6:24-6:40

a) President: Stephanie welcomed Reet to the executive as the Co-PACS rep and to Tina as one of the Healthy School Coordinators. Stephanie also thanked all those who helped with many of the tasks related to back to school as well as those who helped with the Outdoor Learning Centre.

b) Treasurer: Don made a presentation regarding the financial practices of the LEPAC. LEPAC is structured with clear guidelines through our constitution to ensure responsible oversight and timely reporting of accounts.

Noted below is a review of our finances as they have been accessed over the summer in the construction of our great new outdoor learning center. As well, we have provided an overview of the checks and balances employed in releasing and accounting of all funds. If you are interested in

learning more about how financial priorities are decided and how fundraising targets are identified, we invite you to attend LEPAC meeting throughout the year.

### **Accounts**

We would like to provide all members with a current account of LEPAC Funds.

At our fiscal year end (June 30) our account balances (held at BMO) were as follows:

General Account: \$44,377.83

Gaming Account: \$451.42

We are required by legislation to maintain a separate gaming account to hold monies from gaming.

At that point, there was still a budget available for the Outdoor Learning Centre of \$27,000, including our contingency funds.

As of our most recent BMO statement (August 15, 2015) our current account balances are as follows:

General Account: \$36,683.12

Gaming Account: \$448.92

We are continuing to receive invoices for the Outdoor Learning Centre, but expect to keep spending within the contingency allowance.

### **Processes**

Funds cannot be removed from either the LEPAC General Account, or the LEPAC Gaming account without 2 authorised signatures. The current four signing members are the two co-presidents Stephanie and Kelly, as well as Don as the Treasurer and Mary as the Volunteer Coordinator. Each month, when account statements are received, the Treasurer, reviews and accounts for each line item. When all credits and debits are accounted for, the Treasurer signs off on each bank statement and passes them along to the president / co-presidents for review and signature. At every LEPAC Meeting a budget statement is presented by the Treasurer. Should you require further information about our accounts, or our budgetary process, please speak to Don Mellings, LEPAC Treasurer, or Stephanie Kalabric or Kelly Perry, LEPAC Co-Presidents. [lochsidepac@sd63.bc.ca](mailto:lochsidepac@sd63.bc.ca). Two statements of the budget were circulated; one reflecting 2014-2015 and one for 2015-2016. The current account balance comes from a combination of provincial gaming funds and fundraising. A number of years ago, significant fundraising was done for playground equipment. After the equipment was installed, there was a change in government and the monies spent on the playground were refunded to LEPAC. We are anticipating starting this year's budget with approx. \$18,000 after the expenditures for the Outdoor Learning Centre. The budget for the project was \$35,000 and we are expecting to complete the project under this amount. Next month's LEPAC meeting will include a budget meeting in which there will be a proposal and discussion about what spending will look like for the year. The gaming request was submitted in May and those funds should be in soon. The application for the Smile Card program at Thrifty's was also submitted and we also participate in fundraising through Cobbs Bread. Don circulated bank statements at LEPAC meetings for parents to view.

c) Volunteer Coordinator: Mary indicated that it's going to be a busy year with lots of volunteer opportunities. The calendar that went home is an outline for parents of what the volunteer needs are as far out as possible so parents can plan. Feel free to ask Mary if you have any questions about any of the volunteer jobs. There is something for everyone regardless of what your schedule is. Please

encourage other parents to volunteer as every little bit helps and it does not have to be a continuous commitment.

d) Healthy Schools Coordinator: Last year the committee did an assessment of the school with student participation to look at what the committee could focus on. One of the big initiatives was Unplug & Play, which started in May and runs on Sundays from 1-3pm for students to come to the school and play with friends. This will continue until October 25 and hopefully pick up again in the spring. Jodi put together a healthy treat list for parents to consider other types of treats to bring to school. There is a Lochside Unplug & Play Facebook page and the healthy treats list is posted on there as well. The Walking School Bus will launch on Sept 23<sup>rd</sup> at McMinn Park and Emily Carr. Drop off is at 8:00-8:10 and the 'bus' will leave to walk the students to school. There will parent volunteers as bus conductors to escort the students. We are looking for 8 volunteers for each location so that there is only a volunteer commitment of once per month. At this point the Walking School Bus is intended for walking only but if more volunteers are involved we could expand to include bikes and scooters. We participate as a school in two fun runs a year – the first is on October 11<sup>th</sup> and the second is in April. A link to the October race information will be in the next weekly update.

e) COPACS Rep: Reet is planning to attend the meeting on the first Thursday of October. CO-PACS is the confederation of all of the co-pacs in the district. It's a good opportunity to find out what other schools are doing, learn about educational opportunities etc. Any parent can attend; you do not need to be a co-pacs rep to attend.

#### **General Business 6:40-7:14**

- a) Save Around Coupon Books – the books are anticipated to be ready by October 2<sup>nd</sup> and we are hoping that classroom reps will be able to assist with this. A request will be made for 5 volunteers to assist with this fundraiser.
- b) Halloween Dance – There will be a halloween dance this year and we would like to set up a halloween dance committee to organize and plan. On October 29<sup>th</sup>, there will be a big event at Royal Oak Middle School and on October 30<sup>th</sup> we will have our event at Lochside. Interested individuals should contact LEPAC to let us know.
- c) Overview of the LEPAC Calendar – Kelly touched on the role of classroom reps. This role acts as a liaison between the teacher and the parents for the class. We are also looking for volunteers for fun lunches. If you are interested in volunteering, please contact Mary at [lepacvolunteers@gmail.com](mailto:lepacvolunteers@gmail.com). Tiffany talked about the on-line volunteer form available for parents that can be accessed from the PAC page of the school website. Parents are reminded to sign up to receive emails from the school and LEPAC on the school website.
- d) Correspondence – This will be a standing item on future agendas and an opportunity to share any correspondence received by LEPAC executive.
- e) New Business – Don motioned to spend \$317.05 to Harlan Fairbanks for popcorn. Mary seconded the motion and the motion was approved. Don also motioned for approval for fun lunch expenditure to various suppliers including but not limited to Dean's Dairy at Your Door, Tin Kwan, Kelly Perry, and Lynn Hood for up to \$999.00 for food and supplies for the September fun lunch. Judy seconded the motion and the motion carried. Don advised that for all expenditures throughout the months of September and October up to our November PAC meeting, he will email PAC executive members regarding all budgetary expenses and will look for a majority vote by the executive. This is due to the budget not being passed yet. The budget will be presented in October with one month to circulate to parents and will be voted on in November's meeting.

**Next LEPAC meeting is October 21, 2015 at 6:00pm Meeting adjourned at 7:14pm**