



LEPAC Minutes- June 17, 2020 6:30-8:00pm

Megan Mbao Co-President
Brian Farrell Co-Secretary
Clay Webb from Power to Be
Priyanka Gupta
Chad Linger Member at Large
Marissa Cameron
Trish Jackson Mitchell Internet Safety Committee
Kirsty Hooker Fun Lunch Coordinator
Anya Rodenburgh Yang member at Large
Joan O'Leary Vice Principle
Tom Vickers Principal
Susan Taylor Internet Safety Committee
Krista Henzie Member at Large
Mei Wang Treasurer
Amy Campbell Volunteer coordinator
Nicole Whitsitt Co-President
Erika Weide
Jane ?
Lisa Perkins
Leanne Quon-Turtle- Co-CoPacs rep
Heather Galey
Reet Dangerfield Co-CoPacs rep

- 6:30** 1) Welcome, Introductions and Thank you's
- Thank you to parents and staff for all the work that went into this strange and challenging year. We have such an amazing community of families and staff!
 - Thank you so much to Admin for meeting with us every week through all of this and keeping us up to date on everything and always giving opportunity for the parent voice to be heard.
- 6:35** 2) Correspondence
- The Mustard Seed sent us a thank-you for all of our help throughout the year. Also outlining the changes in procedures for donations. This Christmas, they may take cash only.
- 6:40** 3) Approval of February 2020 minutes
Motion to approve by Susan, seconded by Heather Galey.
- 6:45** 4) Guest Speaker – Clay Webb from Power To Be

Mr Vickers has worked with this group on previous projects. Considering a pilot project between the school and the PTB organization. Obvious challenges with the pandemic. Maybe try to coordinate something during the beginning of year welcome BBQ.

Power to Be is a non-profit that tries to provide opportunities to people facing challenges through outdoors and nature. Adaptive recreation, all ages. Nature based programs. Wilderness school programs for youth with financial or social barriers.

Power To Play is a fundraiser adventure race. Physical and mental challenges.

Suggesting they create a portable course, that they can bring to Lochside. Family event. Work through 10 stations with a fundraising component. This would be the first time they have tried this sort of school based fundraiser. Maybe an 80/20% split of profits

Clay Webb will work with Tom Vickers to help develop the concept, hoping to target September.

7:00 4) Administration Report: Tom Vickers and Joan O'Leary- See attached

7:30 5) Reports/General Business

- **President:** Megan Mbaio and Nicole Whitsitt
 - Kindergarten Orientation
 - Parent Voice- a reminder for parents- if they have a concern, feel free to approach your Child's Teacher, the school Principal/VP, or the LEPAC leadership if you need help!
 - School Supplies
 - AGM postponed
- **Treasurer:** Mei Wang
 - Financial update- Please see attached
We have not used any of our gaming grant funds yet- some question if we could use it towards the Welcome Pole
- **Internet Safety Committee:** Trish Jackson/Susan Taylor
 - No news
- **Volunteer Coordinator:** Amy Campbell
 - Thanks to all volunteers throughout the year
- **Healthy Schools Coordinator:** Areli Hermanson
 - No report
- **COPAC Rep:** Reet Dangerfield and Leanne Turple
 - Meeting next week

7:50 6) Other Business

The Baptist Church is going through get licensing process to be able to provide after school care. Joan will let us know when this goes through so that we can let school families know.

Executive need to prepare short job descriptions to help with the election process in September. Please have in 2 weeks.

Budget Update June 17 2020

Overview:

1. Cash balance is healthy. Details are as follows:
 - Gift Cards - Country Grocer **\$792.58**. (please help me to update the cards info)
 - Petty Cash **\$400** Float
 - Gaming account **\$8,650.92**. (haven't been expensed any items this year)
 - General account **\$32,758.69**. (Cleared \$35,166.87 less outstanding transactions of \$2,408.18)
 - Fun Lunch Program- Total net proceeds received less expenses to date total **\$16,050.97**. (Fun Lunch Refunded to 59 families **\$2,616.00**. Received donations of **\$1,015.25**. And there is **\$7,274.05** Credits left at PAC Bank account for families in next year's Fun Lunch order.)
2. Total current cash of **\$33,158.69**.
3. Expenses - net outflow of **\$7,959.94**
 - Admin/General Expenses \$204.91
 - Emergency Lunches \$113.47
 - Students in need coverage \$920.00
 - Joy Paquin Scholarship Fund \$500.00 (From Grant-TD)
 - Earthquake Supplies \$480.75
 - LEPAC Mtg Childminding \$200.00
 - Staff Appreciation \$75.00
 - Food for community building events \$561.85 + \$950 (from Country Grocer Gift Cards)
 - Classroom Activity Budget \$1,851.46
 - Reflex Math \$2,395.00
 - Indigenous Honorarium \$157.50
 - Forest Learning Area \$1,000.00
4. Over 18 items haven't been expensed this year. Estimated **\$13,700.00**
5. Estimated ending cash balance for the year of **\$33,158.00**. Opening balance was **\$12,768.00**.

June 2020

Information Items:

Appreciations	•
What We Know About Our Next Steps	<ul style="list-style-type: none"> • End of June there will be a preliminary announcement from the Minister of Education • Mid August there will be details announced about September. <ol style="list-style-type: none"> 1. Remote Learning/ In-class learning 2. Teacher Support Materials 3. Updated H&S Guidelines 4. Student Attendance Expectations • Late August we will be refining plans for September
What We Don't Know	<ul style="list-style-type: none"> • What stage we will be in • Percent of in-class instruction • Specifics around hybrid learning model
District Remote Survey (out this week)	<ul style="list-style-type: none"> • This is a survey for Students / Parents / Staff. • Introductory Video & Survey Link: https://www.sd63.bc.ca/c19-review <i>(The survey will stay open until Wed. June 24th @ 9:00 am.)</i> • Data can be sorted by school • Questions: <ol style="list-style-type: none"> 1. Overall learning experience? 2. What worked well? 3. What has not worked well? 4. Hopes moving forward? 5. Anything else that may assist our planning for September?

**Class
Configuration
s**

We will have the following class configuration for
2020 - 21

**Grade
of division**
Kindergarten
3
K / Gr.1
1
Grade 1
3
Grade 2
3
Grade 3
4
Grade 4/5
6

Class Building Process

Overall Goals

To create safe, purposeful and powerful learning environments in order that all students can think critically, create, collaborate, contribute and learn.

For teachers - to create:

- Workable instructional groups
- Positive social groups
- Balanced classes/equitable workload

Guiding Principles for Placement

- Honour diversity - each class will reflect the diversity of our school and society; e.g. individuals with unique needs along with individuals who are leaders
- Collaborative decision making involving classroom teacher, ELL, IST, Counsellor, Admin
- Strengths-based language
- Groupings of 2-3 students
- After first draft complete, consult and honour the sending teacher before making any changes
- Parent requests: we acknowledge and honour that each teacher has unique strengths. It is not ethically sound to prefer one teacher over another based solely on a parental request for Mrs. X.

Steps

Step 1

Designated students placed - collaborative decision including IST, classroom teachers, and admin

Step 2

Friends of designated students added - group of 1-2

Step 3

All students Placed (groups of 2-3)

June Schedule	<ul style="list-style-type: none"> • Last day of class will be Wednesday June 24th allowing for a remote learning pick up day on June 25th • Cohort 1 takes home report cards and belongings on Tuesday, June 23 • Cohort 2 takes home report cards and belongings on Wednesday, June 24 • Remote learning--opportunity to pick up report cards & belongings on Thursday, June 25 • No report cards are to be sent electronically--if not picked up, then the school will mail them on Friday, July 3rd
Early Dismissal Days 1:48 pm	<p>November 25 & 26 March 3 & 4</p>
Non Instructional Days	<p>September 28 - District Based - Ministry Priority Day for Aboriginal Education - learning about Reconciliation October 23 - Provincial November 20 - Reporting February 12 - Tri-District April 23 - School Based May 21 - School Based or Day in Lieu</p>
Custodial Time	<ul style="list-style-type: none"> • We have a day custodian at Lochside from 9 to 1:30pm. • Our two regular custodians work 2:00 - 10:30pm

Update from the Director of Facilities

- Delivery of the modular building for our new daycare facilities has been delayed at the manufacturer. We are expecting delivery in September and opening of space in late September, early October.
- Building permit is underway, but there have been some changes to timing of the original plan. Saanich has indicated that we will be able to add parking at the portable location only if we upgrade Lochside Trail from Royal Oak Drive from to the entrance gate. This includes about 180m of road widening, sidewalks etc. There are no funds in the project to cover these costs. Because of this we are required to carve out 6 new parking spots from existing areas. These parking stall locations are going to be temporary until we add parking at the new daycare location, which will be a temporary gravel lot on our property.
- We have been in contact with the developer who is still planning on completing their development down Lochside road, but they will not be starting this summer. Once they obtain approval to start their project they will be widening Lochside Road, building the turnaround area and paving the temp gravel parking lot area.
- We are still planning on installing the new blacktop area this summer that we discussed earlier.
- Also this summer we will be upgrading the water service from Gordon Head road to the school through the existing parking lot. We will also be trenching services from the school to the new daycare modulares.

Class Supplies	<ul style="list-style-type: none"> • Kindergarten teachers will now be collecting \$35 per student to purchase supplies for their class for the 2020-21 school year. • We have proposed a new model that staff will continue to discuss for the 2021-22 school years. • A basic package of 8-10 essential items can be ordered in advance of the school year. A charge will be determined for the rest of the supplies and classroom teachers will purchase the remainder of the supplies
Kindergarten Orientation	<ul style="list-style-type: none"> • Unfortunately we needed to postpone the kindergarten orientation originally planned for this week, while we work district-wide to plan for September 8th. We have asked families to complete an electronic information sheet as well as contact us if they have any specific concerns about their child's transition to Kindergarten.
Farewells	<p>We would like to thank and say goodbye to the following staff:</p> <ul style="list-style-type: none"> • Matt Lurie (Gr. 2) • Prestlee Miller (Gr. 3) • Chelsea Howells (Gr. 4⁵) • Sherry Seabrooke (Retirement) • Hannah Watson (Core French) • Tara Barwis (Educational Assistant) • Joan Belanger (Educational Assistant) • Andrea McKain (Educational Assistant) • Lisa Murray (Educational Assistant) • Julie Schure (Educational Assistant) • Christine Houston (Educational Assistant)

Community Resources for Mental Wellness	<p>This snapshot will provide staff and families with key information for a variety of Community Resources:</p> <ul style="list-style-type: none"> • Counselling and Health Care • Immigrant and Refugee Resources • Community Recreation Centres and Outdoor Opportunities • Crisis and Support Lines • Websites and Further Resources <p><u>June Snapshot</u></p>
Working Together for Safety Mitigating risks of COVID-19	<p>Action Plan if Symptoms Arise at School:</p> <ul style="list-style-type: none"> • Staff will promptly go home • Student will be kept safely separated from others and cared for; parents/caregivers will be asked to promptly pick up their child • Students and Staff may return once: <ul style="list-style-type: none"> ◦ The individual consults with family doctor or with 8-1-1 and follows the advice given; such advice to be shared with Mr. Vickers and/or Mrs. O’Leary ◦ A negative COVID-19 test is shared with the Principal <p><u>Thrive BC digital self-assessment tool</u></p> <p><u>BC Covid 19 Data Dashboard</u></p> <p>Symptoms of COVID-19 include:</p> <ul style="list-style-type: none"> • Fever • Chills • Cough • Shortness of breath • Sore throat and painful swallowing • Stuffy or runny nose • Loss of sense of smell • Headache • Muscle aches • Fatigue • Loss of appetite

Special Mentions	We would like to thank Alysha Boss and Jodi Holland for their advocacy towards Lochside Elementary ranging from Popcorn Days to Healthy Schools. Your time, effort and energy have been appreciated
PAC Meeting Night - Change of Day	<ul style="list-style-type: none"> Joan and I would respectfully like to request a change in our PAC meeting night. We are hoping to align it with our Staff Meeting day which falls on the second Tuesday of each month. We are hoping with advance notice this request could be considered.

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