



**Lochside Elementary Parents Advisory Council (LEPAC)**  
**Minutes**  
**1145 Royal Oak Drive**

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**December 8, 2020**

**Present:**

Co-Presidents: Anya Rodenburgh Yang & Heather Galey

Vice President: Priyanka Gupta

Treasurer: Mei Wang

Secretary: Trish Jackson Mitchell

Volunteer Coordinator: Krista Henzie

Wellness & Digital Safety: Susan Taylor

COPAC Representative: Leanne Quon-Turple

Members at Large: Tracy Wong, Kelsey Norlund, Lindsay Brydon

Principal: Tom Vickers

Vice Principal: Joan O'Leary

**Regrets:**

Member at Large: Meghan Birch

**Call to Order: 6:35pm**

**Welcome & Introduction**

- Heather gave a territorial acknowledgement and welcomed everyone to the meeting
- Everyone present at the meeting introduced themselves

**Approval of November 2020 Minutes**

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Moved – Leanne Quon-Turple

Seconded – Tracy Wong



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**Administration Report**

**December 8, 2020**

<b>CALENDAR</b>  <u><b>January</b></u> 04 First day back 12 Staff meeting 12 LEPAC meeting 13 CR4YC	<b>Dec 7 - Dec 11</b>		<b>Dec 14 - Dec 18</b>	
	Mon 07	<ul style="list-style-type: none"> <li>Report cards go home this week</li> <li>Strong Start 9:30 - 10:30 am</li> </ul>	Mon 14	<ul style="list-style-type: none"> <li>Strong Start 9:30 - 10:30</li> </ul>
	Tues 08	<ul style="list-style-type: none"> <li>Learning Services Meeting 2:00 pm</li> <li>Staff Meeting 3:00 pm</li> <li>LEPAC Meeting 6:30 pm</li> </ul>	Tues 15	
	Wed 09	<ul style="list-style-type: none"> <li>Wellness Wednesday</li> <li>Strong Start 9:30 - 10:30 am</li> <li>EA Meeting 3:30 pm</li> </ul>	Wed 16	<ul style="list-style-type: none"> <li>Wellness Wednesday Lunch</li> <li>Strong Start 9:30 - 10:30</li> </ul>
	Thu 10	<ul style="list-style-type: none"> <li></li> </ul>	Thu 17	
	Fri 11	<ul style="list-style-type: none"> <li>Strong Start 9:30 - 10:30</li> </ul>	Fri 18	<ul style="list-style-type: none"> <li>Theme Day</li> <li>Jingle Bell Run</li> <li>Strong Start 9:30 - 10:30</li> <li>Last day before break</li> </ul>



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**Information Items:**

<b>Appreciations</b>	<ul style="list-style-type: none"> <li>• A huge thank you to the LEPAC for purchasing the yellow bikes for the school. They are getting lots of use already and are appreciated by the staff and students alike.</li> <li>• Appreciation for the teachers - November is a challenging month with assessments and reporting and was extra challenging both due to COVID and changing the system used for reporting. They rose to the occasion and have put in lots of hard work!</li> <li>• Thank you to the office staff - we have two new people in the role - Tracy and Stephanie. Kitlin has also generously come back to mentor the new team.</li> <li>• Thank you to Joan for her leadership and her expertise, it is a joy to work together on the admin team.</li> <li>• Thank you to the parents and guardians for your patience and support. It feels like we are building the plane as we are flying it and we are thankful for the support and flexibility you have shown as things change.</li> <li>• Thank you to all the parents volunteering their time - the spirit wear and Purdy's are a great support to the school.</li> <li>• To Heather and Anya, thank you for meeting with the school admin each week and ensuring that we have consistent communication between the school and the parent community.</li> <li>• Thank you to the Galey family for their support in donating a vehicle for the food drive, the bins to collect the food, the pumpkins for Halloween, the donation of their space for the Purdy's sorting and more!</li> <li>• Thank you to LEPAC for organizing the virtual wish tree and food drive.</li> </ul>
<b>Active Health Check</b>	<ul style="list-style-type: none"> <li>• In follow-up to the recent Ministry Q&amp;A document release, we are now required to perform "active" health checks in our buildings.</li> <li>• Active health checks mean that "the employee must confirm with their employer that they have reviewed the complete list of entry requirements and none of the prohibited criteria apply to them."</li> <li>• We will be creating a Google Doc for all staff to check in daily before 9:00 am</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• New Head Custodian, Yuri, will join our team</li> <li>• Provincial Health Orders are reviewed and revised every two weeks; this continues to be the year of "un" - unprecedented, uncertain, unpredictable. But...we are doing well! Kind thanks to all for working together for safety - doing the daily health check, rocking the masks, using the hand sanitizer,... and more.</li> <li>• Please remember protocols for adults -</li> </ul>



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	<ul style="list-style-type: none"> <li>○ on arrival at school maintain 2 metres distance from folks not in your family</li> <li>○ drop off your child and leave the grounds promptly</li> <li>○ when picking up avoid congregating as you wait</li> <li>○ if you need help from the office, please call our school number when you arrive and our office staff will assist you</li> </ul>
<b>Lochside Angels - School-based Champions</b>	<ul style="list-style-type: none"> <li>● "When I approach a child, he inspires in me two sentiments — tenderness for what he is and respect for what he may become." — <i>Louis Pasteur, French chemist and microbiologist</i></li> <li>● Some of our kids need a variety of adults who greet them each day, get to know them, invite them to share and celebrate their quirks and small successes. These students need lots of encouragement and positive energy. This is a chance for multiple staff to connect with a child not in their class and make a big difference.</li> </ul>
<b>Food Drive</b>	<ul style="list-style-type: none"> <li>● We will be collecting non-perishable food items on December 10<sup>th</sup> and 11<sup>th</sup>!</li> <li>● We will ask parents/guardians to send non-perishable food items the morning of December 10<sup>th</sup> or 11<sup>th</sup>.</li> <li>● These will be placed in a yellow basket outside your classroom door. We will determine spots for classrooms without an outside door.</li> <li>● This food will go to Lochside families in need as well as the Mustard Seed. We thank you in advance for your help in supporting this important community resource.</li> </ul>
<b>Virtual Wish Tree</b>	<ul style="list-style-type: none"> <li>● We are excited to announce that families will have the opportunity to fulfill holiday gift wish items for Lochside Families in need again this year. However, this year it looks a little different as we are going virtual.</li> <li>● After a family has filled a wish students will bring the unwrapped gift in a bag and drop it off at the office</li> <li>● <b>OR</b> they could contact <a href="mailto:lochsidepac63@gmail.com">lochsidepac63@gmail.com</a> to arrange for a Covid safe drop off.</li> <li>● The Virtual Tree is live now, and all wishes must be <b>returned to Lochside by Tuesday December 15<sup>th</sup></b> at 3pm.  <a href="https://www.signupgenius.com/go/4090E4FADA729A7FF2-virtual">https://www.signupgenius.com/go/4090E4FADA729A7FF2-virtual</a></li> </ul>
<b>Jingle Bell Run</b>	<ul style="list-style-type: none"> <li>● A Jingle Bell Run will be set up for December 18th for any cohort that would be interested in participating.</li> </ul>



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|  | <ul style="list-style-type: none"><li>• We will follow the same format as our Pumpkin Run.</li></ul> |
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**Discussion Items**

<b>Reporting</b>	<ul style="list-style-type: none"><li>• Envelopes &amp; distribution. A reminder to ensure envelopes are returned to school signed so the staff can be sure they have been received.</li><li>• Committee Work - District has committees in place to cement the language used in reporting to provide clarity to parents on the terminology being used.</li></ul>
<b>Community Building - Celebrations</b>	<ul style="list-style-type: none"><li>• We won't be having assemblies...what other ways can we have a sense of celebration with our community of learners?</li><li>• Red &amp; White Day, Tacky Christmas Sweater...</li><li>• The school plans to do an outdoor dance party by cohort during recess time</li><li>• A K class has decorated a tree in the Beyond the Fence area as a surprise for other classes to find</li></ul>

**Reports / General Business**

**President's Report: Anya Rodenburgh Yang & Heather Galey**

- Thank yous
  - o Thank you to Anya for organizing the very successful Purdy's fundraiser
  - o Thank you to everyone for attending the meeting even in these crazy times!
  - o Thank you to Reet for her years of service, we appreciate all your time, energy and input.
- Holiday Food / Giving Drive
  - o Kids will bring food Dec 10th and 11th and drop it off in yellow bins outside their classroom
  - o Wish tree currently has everything filled except for one item. Joan has had a few calls with families so there will be some more items added and LEPAC will send around a note to the parent community to let them know the list has been updated.
- Fundraising (Purdy's)
  - o Huge success! Over \$12,000 in chocolate was sold so over \$3,000 was raised for the school from 100 orders.
  - o Some bonus items were also received - the gift cards were given to Joan to include in the hampers



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- o Boxes of chocolates were given to the volunteers who helped sort - thank you to Tracy, Meghan, Krista, Trish, Anya and Heather for spending the time to put the orders together.
- COVID Update
  - o Fun lunch on hold until further notice to focus on health and safety and to minimize on all extra touch points
- COPACS Rep Update
  - o As Reet has stepped down from LEPAC we are seeking a co-COPACs rep to support Leanne in the role
  - o COPACs meetings happen once per month and are currently virtual
  - o Great way to find out about what's happening around the district at every level
  - o Do not have to be a member of the LEPAC exec to step into this role

**Treasurer's Report: Mei Wang**

- Cash balance is healthy. Details are as follows:
  - o Gift Cards - Country Grocer \$166.58
  - o Petty Cash \$400 Float
  - o Gaming account \$15,343.42
  - o General account \$18,490.37.
    - (Cleared \$30,219.65 less outstanding transactions of \$\$4,455.23 . Fun Lunch Credits 7,274.05)
- Current year budget expenses from General \$7,094.96.
- Current year budget expenses from Gaming grant \$5,387.50.
- Cheque was received from Monk for the school supplies fundraiser of over \$900.

**Volunteer Coordinator's Report: Krista Henzie**

- Nothing to report

**Wellness & Digital Safety Report: Susan Taylor**

- Susan has been posting resources to the Facebook page.
- Thank you to Joan for sharing some good links!
- Will include any particularly good resources in the Weekly Update going forward.

**COPACS Rep's Report: Leanne Quon-Turple**



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- Last meeting was in November
  - o Superintendent had visited half the schools in the District and was attempting to visit each school before the Christmas break
  - o Feeling in the schools was positive overall with some anxiety about
  - o Registration numbers for next year are expected to be lower. 3 times as many students have registered for SIDES and some students are registering out of District.
  - o Feedback on the boundary review was positive and supported the proposed changes.
  - o Unsure of what remote learning will look like in next school year as the availability of that program depends on federal funding

**Other Business**

- Update on apparel sales
  - o Sales went very well and we were lucky to get some extra Grade 5 items that Trish will work with the Grade 5 teachers on distributing.
- Thriftys
  - o No new information but will look into it for the next meeting
- Country Grocer
  - o Tracy has all the receipts entered and has made contact with the appropriate people at Country Grocer
  - o We have about \$2,000 in receipts at the moment which doesn't meet the minimum but Country Grocer will give us the 2% anyway as that will be changing in the New Year.
  - o Will refresh the envelopes outside of classrooms and remind students to bring them in. Tracy will have her kids collect them once a month.
  - o A reminder will go in the Weekly Update to get receipts in before Dec 18.
- New Business
  - o Suggestions from admin for how to send remote teachers a holiday gift?
    - Tom suggested asking the teacher by email how best to get something to them.
  - o Bottle Depot account set up? Susan tried to bring bottles but they couldn't find the account.
    - Heather will set the account up ASAP.
- Next Meeting: January 12, 2021

**Meeting Adjourned: 7:32pm**