



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

October 13, 2020

Present:

Co-Presidents: Nicole Whitsitt & Megan Mba
Treasurer: Mei Wang
Co-Secretary: Heather Galey
Internet Safety Coordinator: Trish Jackson Mitchell & Susan Taylor
Members at Large: Anya Rodenburgh Yang & Krista Henzie
Principal: Tom Vickers
Vice Principal: Joan O'Leary
Tracy Wong
Kelsey Norlund
Meghan Birch

Zoom:

COPAC Representative: Reet Dangerfield & Leanne Quon-Turle
Volunteer Coordinator: Amy Campbell
Member at Large: Chad Linger
Emmanuel Greco
Daine Rose Pacariem

Regrets:

Vice President: Liz Matthews
Co-Secretary: Brian Farrell

Call to Order: 7:05pm

Welcome, Introduction & Thanks

- Thank you to all the parents who volunteered putting together the packages of school paperwork
- Thank you to the LEPAC Executive for attending extra meetings, in particular to review the budget
- Thank you to the school administration for meeting with the executive to discuss the budget
- Thank you to Susan for posting information on the LEPAC Facebook page

Correspondence

- Nicole read a thank you card from Saanich Neighbourhood Place
 - o Funds that would usually have been spent for the staff appreciation were donated



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to this local organization

Approval of June and September 2020 Minutes

Approval of June 2020 Minutes

Moved – Amy Campbell

Seconded – Heather Galey

Passed and approved.

Approval of September 2020 Minutes

Moved – Susan Taylor

Seconded – Leanne Quon-Turple

Passed and approved.

Administration Report

Calendar

October	November - January
13 Staff Mtg 3:10 pm PAC Meeting 6:30 pm 14 EA Mtg 8:00 am 15 ShakeOut BC 23 NID - Provincial 29 Photo Retakes 30 Pumpkin Run 31 Halloween (Saturday)	11 Remembrance Day Holiday 20 NID - Reporting 25,26 Early Dismissal @ 1:48 Dec 18 Last Day of class before Winter Break Jan 4, 2021 First Day back after Winter Break.
<i>Please note: This calendar is in process – there will be updates going forward</i>	

Appreciations	Appreciation was expressed for Megan and Nicole's years of service as well as the service of all the outgoing LEPAC Executive members
School Goals	<ul style="list-style-type: none">• Writing - one idea on our school plan toward improving writing was to have school-wide or grade-wide writes or a poetry cafe/day school wide• SEL - we are learning about zones and learning about growth mindset - one action was to place mindfulness into our daily routines in each classroom - how are we doing, what resources do we need? or do we want to focus on an intrapersonal skill



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	specifically like being kind to yourself...		
Teacher Budget Allocation		Amount Per Student	Amount Per Classroom
	Learning Resources	\$15	
	Admin	\$5	
	PAC Consumables		\$250
	PAC Field Trips & Transportation	\$15	
Learning Resources Criteria	<p>Our school policy on spending Learning Resources \$\$\$:</p> <ul style="list-style-type: none"> • Spending aligns with school goals and the current revised curriculum • Consider other budgets that could be used for the purchase - e.g. library, tech, PAC funds • These funds are dedicated to buying materials that are going to be used directly for learning; examples are math manipulatives, social studies materials, home reading books • Note: Teacher ProD funds cover books that support the teacher's own pedagogy; examples are Reading Power, The Power of Inquiry, etc. ProD funds don't cover story books for kids to read. • Admin contribution of \$5 per student can be used for craft supplies, storage bins, story workshop bins,... 		
Budget	<p>Here is a message we received from our Secretary Treasurer in August:</p> <p>Hello Tom,</p> <p>This email is to confirm that your budget carryforward going into this school year is \$0. This reflected the \$75/FTE reduction (discussed last spring).</p>		
Class Lists for Parent Use	<p>Individual teachers may wish to provide a contact list so families within the class can organize playdates. If so, parents in the class are sent a permission letter so they can give signed consent for their information to be shared. Parent reps can discuss this option with the classroom teacher.</p>		
Boundary Catchment Review & Survey	<p>Here is the link for the school catchment boundary review. It will be open until October 21.</p> <p>This is a snapshot of our current registrations. You will see an</p>		



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	<p>increase in “out of district students” in grade 3-5. With the adjustment we will only be accepting kids in our catchment area (unless we have space at that grade level) and we will not be accepting any out of district students.</p> <table><tr><td>School</td><td>K</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>C-Bay</td><td>5</td><td>6</td><td>9</td><td>7</td><td>11</td><td>9</td></tr><tr><td>P-Lake</td><td>7</td><td>6</td><td>9</td><td>4</td><td>10</td><td>5</td></tr><tr><td>Out of District – Victoria</td><td>0</td><td>0</td><td>4</td><td>12</td><td>11</td><td>11</td></tr><tr><td>Out of District - Sooke</td><td>0</td><td>0</td><td>1</td><td>1</td><td>2</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	School	K	1	2	3	4	5	C-Bay	5	6	9	7	11	9	P-Lake	7	6	9	4	10	5	Out of District – Victoria	0	0	4	12	11	11	Out of District - Sooke	0	0	1	1	2	0							
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Green Spinner	With the approval from H&S, PAC and Admin our Green Spinner will be removed in the coming weeks and delivered to Bayside Middle School.																																										
Criminal Record Checks	<p>Volunteers working with students in school, accompanying classes on a field trip, or acting as a volunteer driver with students are required to complete a Criminal Record Check for the school district every three years. A list of approved volunteers is maintained by the district and schools have access to check names to ensure that a valid CRC is in place.</p> <p>School Volunteer Information Here is the link: https://www.sd63.bc.ca/parents-students/school-volunteer-information</p>																																										
Doors, Windows & HVAC	<ul style="list-style-type: none">• Our HVAC system has been upgraded to pump 50% more fresh air through the building, which is filtered with a high quality hepa filter. Filters are changed monthly.• The 50% more fresh air is going to make for cooler conditions inside, as the fresh air being cycled in is cooler and will soon be just plain cold!• Please close doors and windows whenever possible to mitigate the load on the HVAC system.																																										
Pumpkin Run	<p>Weather permitting we will be having a Pumpkin Run for any classes interested on October 31st. Similar format to the Terry Fox Run where classes will run with their cohort.</p> <p>We are looking for 20 pumpkins to be donated for this run.</p>																																										



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Pokemon / Cards	Wednesday is a day our students are permitted to bring cards to school. Please emphasize that there is to be "NO" trading.
Shakeout Day Oct 15	<p>International ShakeOut Day is always the third Thursday of October (this year: October 15). While COVID-19 has brought many uncertainties and challenges, one thing's for sure: ShakeOut is still happening this year!</p> <p>Here is the link for more information on COVID 19 ShakeOut.</p>
Access to forgotten school items	Parents, please be aware that cleaning of our building begins promptly after dismissal. If your child has forgotten items at school, please do not come into the building with your child. Call us at the office and we will arrange for your child to come in the front doors and go retrieve things without also having parents in the building.
Daily Health Check & Reporting Absences by Email	<p>Thank-you for continuing to do the Daily Health Check. We appreciate that families are working hard to ensure safety at Lochside.</p> <ul style="list-style-type: none"> • If your child is away, please remember to email your child's classroom teacher and to copy lochside_attendance@saanichschools.ca • Clarification: If your child is unwell with a cough or sniffles and you have followed the steps outlined on the health check, when the symptoms have essentially resolved please do come back to school. If symptoms once again worsen during the school day, we will call home for pick-up.
Snow Closure / Weather Advisory Checklist – Oct 2020	<p>Director of Facilities (Rob Lumb) and Superintendent consult regarding weather challenges and the need to plan for the next morning. If there are concerns, Dave emails the system to advise that everyone should listen to local radio stations in the morning.</p> <ul style="list-style-type: none"> • 3:45am – Director of Transportation (Gord Bridges) & Director of Facilities tour the district to determine road conditions. Gord contacts police, road contractors, BC Hydro, our grounds crew and Environment Canada. • 5:00 – 5:30am – Gord, Rob and Dave discuss road and weather conditions to prepare an overview and recommendations for transportation and school operation. • 5:30 – 5:45am – Gord, Rob and Dave review the information and discuss the recommendations. Dave makes the final decision regarding the operation of schools. Recommendations from Gord regarding transportation will be followed. 5:45 – 6:15

Discussion Items



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Halloween	<p>Leadership team has recommended that this year we provide for the fun element of celebrating Halloween and invite staff and students to dress us in costumes, or wacky hair, or orange and black - whatever is the best fit for each person. The rationale for this change is to fill the gap in our community as we will not have the Halloween Dance and likely many kids will not go out trick-or-treating.</p> <p>We will have a Pumpkin Run in the same format as the Terry Fox run, by cohort.</p>
Halloween Costume Criteria	<ul style="list-style-type: none">• Costumes you can move in. Students will need to be active as we are offering a Pumpkin Run• Nothing covering your face (other than a health mask)• Nothing that will distract from your learning or the learning of others.• Optional "Wacky Hair" or "Orange & Black"• No trading of costumes• Nothing in hands (Weapons, wands etc)• Sometimes there is entertainment value in scary images, but at the elementary school this has the potential to frighten our 4-6 year olds. Please choose costumes not intended to frighten.

Reports / General Business

President's Report: Megan Mbao & Nicole Whitsitt

- Nicole and Megan said farewell to everyone and thanked everyone for all their time on LEPAC and making their term so wonderful.
- They said that it has been an honour to serve this wonderful community and school and welcomed Anya and Heather to the role.
- They are happy to continue in an advisory role for the coming year but are excited to see what the new LEPAC Executive brings to the role

Treasurer's Report: Mei Wang

- Proposed budget for 2020-2021 was presented (attached as an appendix)
- The proposed budget has \$15,000 from savings being allocated to cover annual expenses. The amount taken from the current account balance will depend on the success of the proposed fundraisers.
 - o This is primarily from surplus fun lunch revenues from last year and makes up the bulk of the proposed revenue for the coming year



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- About 90% of revenue sources from previous years are not currently possible due to COVID (fun lunch, Hallowe'en Dance, book fairs, year-end BBQ, etc)
 - The budget will be reviewed throughout the year as the situation changes - more change than usual is expected this year
 - Fun lunch from last year:
 - Approx. \$7,000 being held as a credit
 - Depending on whether fun lunch is able to happen this year, a portion of this money may end up coming to LEPAC as donations
 - About \$2,000 was refunded
 - Over \$1,000 was donated to LEPAC
 - Bottle depot account & Thrifty's smile cards are fundraisers that will continue this year
 - Expenses are primarily wish list items from admin and staff as well as wish list items from the parent community as well as ongoing annual expenses.
 - Classroom budgets were increased this year to \$250 for classroom teachers (from \$200)
 - As many items as possible have been moved to the gaming account funds as we have last year's funds and the current year funds to use
 - Large expense item this year would be to purchase 10 silent indoor bikes for the school – 5 from gaming and 5 from the general account
 - Welcome pole has had funds allocated but it is uncertain whether that can happen this year

Motion to bring the proposed budget as presented forward for voting at the next meeting – Anya Rodenburgh Yang
Seconded – Meghan Birch
Passed.

The budget will be posted for review and then voted on at the general meeting in November.

Nicole offered her thanks to everyone who worked on the budget.

Internet Safety Committee's Report: Trish Jackson Mitchell & Susan Taylor

- Nothing to report

Volunteer Coordinator's Report: Amy Campbell

- Reminder to parents to get their criminal record checks (needed every 3 years, can be done online) as they are required to volunteer at the school for everything (trail walks, field trips, help in class, etc)
 - Hopefully volunteer opportunities will increase as the year progresses so it would be great to have a group of parents with criminal record checks in place so that



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they are ready to go rather than scrambling for them at the last minute.

COPACS Rep's Report: Reet Dangerfield & Leanne Quon-Turple

- Boundary review was discussed at the meeting, parents are strongly encouraged to participate in the survey, which is open until October 21st.
 - If boundaries change, families will be grandfathered to have siblings remain at the same school.
- Remote learning is continuing, there will be transition dates later in the year
- Some schools will be used for the upcoming election but voters will have outside access only and safety protocols will be in place
- Turnaround times for COVID tests were discussed – 24-48 hours is the estimated time currently
- District is exploring upgrading filters in the HVAC systems at all schools so they are the equivalent of what is used in labs
 - Schools are trying to leave windows and doors open for additional ventilation and as the weather cools parents may want to send warmer clothing for their children
- First Monday of every month there will be mental health resources posted on the District website

Other Business

- Fundraising Ideas
 - Anya will activate a Purdy's account for chocolate fundraising in time for Xmas
 - Country Grocer reducing their contribution from 2% to 1% in the New Year
 - Need to push to get receipts in before December
 - Kids can bring them in and put them in the envelopes posted by each classroom
 - We'll find a way to collect them in consultation with Tom & Joan
 - Info to be included in an upcoming Weekly Update
 - Further items deferred to next month's meeting
- Allergy Letter
 - Deferred to next month
- Spirit Wear / Grade 5 Apparel
 - Stores should open tomorrow – both regular and Grade 5
 - Trish will send out info to be emailed to families, posted on Facebook, etc
- New Business
 - None
- Next Meeting: November 10, 2020

Meeting Adjourned: 8:20pm