



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

**ANNUAL GENERAL MEETING**

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**May 10, 2022**

**Present:**

Co-Presidents: Anya Rodenburgh Yang & Heather Galey

Treasurer: Melissa Joyce

COPACS Representatives: Eva Castelsky and Leanne Quon-Turple

Volunteer Coordinator: Krista Henzie

Communications Coordinator: Kelsey Norlund

Members at Large: Mei Wang

Principal: Tom Vickers

Vice Principal: Leila Sinclair-Wise

**Regrets:**

Vice President: Priyanka Gupta

Wellness & Digital Safety: Vacant

Secretary: Trish Jackson Mitchell

Members at Large: Lindsay Bryden

**Call to Order: 6:30pm**

**Welcome, Introductions and Thank you's**

- Heather welcomed everyone present at the meeting and gave a territorial acknowledgement
- No introductions were necessary

**Approval of 2021 AGM Minutes**

Motioned - Melissa Joyce

Seconded - Krista Henzie

Decision - Approved

**Reports**

**Co-Presidents' Report: Heather Galey and Anya Rodenburgh Yang**

It has been a great privilege to serve once again as your LEPAC Co-Presidents this 2021-22 school year. This year we started to see some return to normalcy while still navigating twists and turns of our second year into the pandemic. Being able to hold meetings in person, and attend some large events were big highlights for us. As co-presidents we continued to work closely with the school administrators and welcomed some new partners including Leila, our



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new Vice Principal. We feel very fortunate to have had such a cooperative and positive relationship between our administration and LEPAC.

Over this past school year, LEPAC has run the following initiatives and fundraisers:

Fun Lunches, Save-a-Tape program, community bottle bin, Popcorn Days and the Fruit and Veggie Program. These programs could not have run without our wonderful parent volunteers.

Parent Packages were put together in September with the help of a small team of volunteers. One item that we could not include in the package due to the unknown was our usual calendar of events. Next year we can expect a normal year again (knock on wood) and should definitely try to have a calendar planned out before our final LEPAC meeting in June this year.

The Great Pumpkin Hunt in October was our first school and family wide LEPAC hosted event since 2019. We held the event outdoors and kept things simple with minimal contact. Overall, we would say the event was successful. The loudspeaker playing music, volunteers serving popcorn and pizza, and pumpkins donated by Galey Farms were what really brought the event together. We are grateful to the community businesses who donated prizes: Floyd's Diner, Fireside Grill, Nezza Naturals, and Thrifty Foods. A couple things that didn't go in our favor were the high winds, quickly darkening skies and the lack of lighting in the outdoor learning space where the contest tickets and food were being distributed from. All in all, it was a successful event with maybe around 300 people in attendance.

Also in October was our first Spirit Wear sale of the school year. Trish was able to organize with staff and get the Grade 5 signatures ready in time for their grad wear order as well. Spirit wear sales were also held again in February with an unplanned reopening of the Grad Wear as well. This showed us we need to somehow improve how our communication gets home to families. One thought could be through utilizing our Class Rep network more. Passion Sports was once again a great local vendor to work with.

In November LEPAC ran the Card Project and Purdy's Chocolate fundraisers again. The Card Project showed increased sales over the previous year's successful launch. This could be due to the fact that last year's experience was so positive and that we changed the date so that orders could be ready for the holidays. Purdy's showed reduced sales by about half possibly because we didn't send out the paper order forms like we did last year. Many



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thanks to the volunteers who helped with sorting the orders. It was nice to be able to do this in the school again to save on transport time.

Our events for December were the Virtual Giving Tree, Holiday Book Shop, and a Food Drive. All events were positive but there seemed to be less food donated this year. This could be due to lack of communication or perhaps people are spread more thinly these days. In previous years we had picked up paper bags and stapled paper Gingerbread folks for the children to decorate. We might want to bring that part back next year along with decorating the foyer with either a gingerbread house or something else festive. The holiday bookshop was a success but children preferred the donated wrapping paper over the newsprint donated to us by Victoria News.

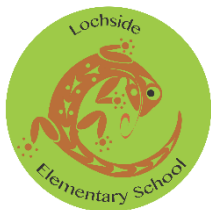
In February LEPAC ran a no-sort bottle drive through the Bottle Depot. We advertised through email and a print-out posted on the school doors. The event required only a handful of volunteers and was a quiet but successful event. We can definitely look into this again next year and perhaps look into investing in some reusable signage for future fundraising events.

Another small event was our virtual Book Fair through Russell Books. The event is mostly to help support a love of reading and all proceeds were in the form of credit towards our Learning Commons. Russell Books donated an extra \$500 in store credit towards our cause which was very generous considering we only generated about \$200 ourselves. It was noted that an in person book fair would likely provide more sales and bring more enthusiasm from students and families.

February was also Kindness Month. LEPAC ran a kindness bingo sheet for a small prize.

In March our Community Collection Bin arrived from the Bottle Depot. It has been filling up quite quickly but at the time of writing this we have not received a cheque for it. The bin does require a couple of volunteers to keep their eye on it to ensure it does not start to accumulate junk dumped around it (which has already happened from time to time). The bin also needs to be emptied more frequently than it does. Time will tell if we will want to continue with this bin.

To wrap up the school year, LEPAC plans on holding a Staff Appreciation Week at the end of May. Around this time, we will also be speaking at the Welcome to Kindergarten meeting to help welcome new students and their families to Lochside.



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In June, LEPAC will be hosting a Summer Picnic to wrap up the school year and helping to sponsor some Grade 5 events to send them off in style.

I'll leave the details to our Treasurer but through LEPAC and the families who support us, along with our Community Gaming Grant Money, we were able to help provide the school with the following:

- classroom expense money for teachers
- A deposit towards a welcome pole
- Mathletics learning platform
- Cultural and educational events
- Home Reading Books
- Contribute to a district-wide scholarship program
- Earthquake supplies
- Musical Instrument Repair
- Maintenance for outdoor learning area
- Assist students in need
- Provide emergency lunches
- Place based learning
- Principal's support fund
- Funds towards a Friendship Bench
- A Grade 5 Graduation Speaker
- Seaquaria
- Swan Lake Education Programs
- Money for clubs and field trips
- Welcome Pole

We have felt very much this year that one of the greatest gifts that can be given is our time. All of these events have taken time given by our community. We want to extend our warmest thanks to the many parents, staff and community members who have assisted in our endeavors this year.

Thank you to our LEPAC Executive members: Priyanka our Vice President, Melissa our treasurer, Trish our Secretary, Krista our Volunteer Coordinator, Kelsey our Communications Coordinator, Eva and Leanne our COPACS Representatives, and Lindsay and Mei our Members at Large.



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Our Executive team has attended regular meetings, fulfilled their executive roles, and put in a huge amount of volunteer time with the items we listed earlier. Thank you for sharing your ideas, concerns, passion and commitment to the children.

Thank you to our classroom representatives. Thank you to the parents who attended our meetings even just once in a while.

Thank you to Tom and Leila for always having such great communication with us and for being receptive to our ideas and concerns.

Thank you Stephanie, Amy, Kitlin and Tracy who are always so helpful with our questions and requests.

Thank you to the volunteers who step up on a regular basis for our recurring events:

Kirsty, thank you so much for keeping our Fun Lunch program running these last few years. Your dedication and commitment to this much-loved program has helped bring so many smiles into the school. This is Kirsty's last year coordinating the fun lunch program. She's gone above and beyond and we are so thankful for everything she's done.

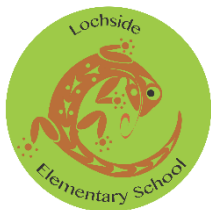
Jaime and Nicole, thank you so much for stepping up this year to run our Popcorn Days.

Michelle, Lindsay, Chris and Leila, thank you for running our Fruit and Veggie Program.

We have two LEPAC Exec members who will be leaving at the end of this year: Mei Wang has been part of our Exec for 3 years and has been our past treasurer and Member at Large. Thank you so much Mei for everything you've done! Heather has been part of Exec for many years and now that her youngest is finishing up grade 5, Heather is going to take a well-deserved break. Thank you so much Heather, it's been so nice to work with you and we wish you all the best.

Have we forgotten to acknowledge anyone or anything? Please let me know because we'd like it to be on the record. It's not due to lack of appreciation but looking back on this past year is such a blur...

This 2021-2022 year has been an emerging year for LEPAC, we are really getting back into the swing of things after the transitions of closures and restrictions. Now that we have gotten used to pivoting and being flexible we think the 2022-23 year holds lots of opportunities that we can start to plan for. Thank you.



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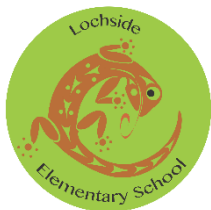
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Sincerely Submitted by

Anya Rodenburg Yang & Heather Galey

**Treasurer's Report: Melissa Joyce**

<b>LEPAC - Savings Account</b>		
<b>Operating Statement - Savings</b>		
<b>July 1, 2021 - April 30, 2022</b>		
	<b>Budget</b>	<b>Total</b>
<b><u>Revenue</u></b>		
Fun Lunch	<b>14,500.00</b>	<b>28,032.31</b>
Fun Lunch Donations		<b>1,560.00</b>
Popcorn	<b>1,500.00</b>	<b>1,854.00</b>
Pumpkin Hunt		<b>1,416.17</b>
Spiritwear Sales	<b>200.00</b>	<b>40.00</b>
Christmas Book Sales		<b>407.10</b>
Sobeys		<b>25.00</b>
Mabel's Labels		<b>180.44</b>
Monk's School Supply	<b>749.71</b>	<b>890.26</b>
Spiritwear Sales		-
Purdys Chocolates	<b>3,000.00</b>	<b>1,575.99</b>
Fresh to You	<b>1,500.00</b>	-
Card Project	<b>1,500.00</b>	<b>1,513.20</b>
Metal Recycling/Other	<b>1,000.00</b>	<b>619.20</b>



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Holiday Book Shop	<b>250.00</b>	-
Christmas Video	<b>1,000.00</b>	-
Donation		<b>140.00</b>
<b>Total Revenue</b>	<b>25,199.71</b>	<b>38,253.67</b>
<b><u>Expenses</u></b>		
Classroom Supplies	<b>6,000.00</b>	<b>3,376.14</b>
Fun Lunch Refund		<b>390.75</b>
Fun Lunch		<b>11,821.12</b>
Popcorn		<b>524.35</b>
Pumpkin Hunt		<b>145.00</b>
Bank Fees		<b>76.81</b>
Welcome Pole	<b>5,000.00</b>	<b>5,000.00</b>
Mathletics	<b>4,200.00</b>	<b>4,053.00</b>
Maple Man	<b>2,500.00</b>	-
Kindergarten Home Reading	<b>1,500.00</b>	-
PISE Programs	<b>1,500.00</b>	-
PA System	<b>1,207.48</b>	<b>1,149.24</b>
Science Venture	<b>1,200.00</b>	-
Christmas Concert Video	<b>1,000.00</b>	-
Joy Paquin Scholarship	<b>1,000.00</b>	-
Lochside Guest Speaker	<b>1,000.00</b>	<b>70.00</b>
Staff Appreciation	<b>800.00</b>	-



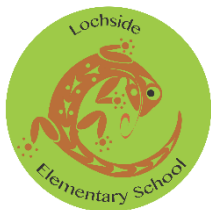
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Earthquake Supplies	<b>600.00</b>	-
Grade 5 Ceremony Lunch	<b>500.00</b>	-
Student Ceremonies	<b>500.00</b>	-
Musical Instrument Repair	<b>500.00</b>	-
Outdoor Learning Area	<b>500.00</b>	<b>179.19</b>
Admin/General	<b>500.00</b>	<b>75.00</b>
Students in Need	<b>500.00</b>	-
Gifts	<b>500.00</b>	-
Emergency Supplies	<b>500.00</b>	<b>183.12</b>
Place-Based Learning	<b>400.00</b>	-
LEPAC Childminding	<b>360.00</b>	-
Principal's Support Fund	<b>300.00</b>	-
Volunteer Appreciation	<b>250.00</b>	-
<b>Total Expenses</b>	<b>32,817.48</b>	<b>27,043.72</b>
<b>Surplus/(Deficit)</b>	<b>- 7,617.77</b>	<b>11,209.95</b>





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<b>Bank Balance - Main \$36,400.98</b>	
July 1, 2021	25,191.03
April 30, 2022	36,400.98
<b>Surplus</b>	11,209.95
Cheques to be cashed	2,308.67
<b>Adjusted Surplus</b>	<b>8,901.28</b>
<b>Bank Balance - Gaming Grant \$10,288.42</b>	
July 1, 2021	5,393.42
April 30, 2022	10,288.42
<b>*Note: 21/22 Gaming Grant</b>	<b>8,400.00</b>
<b><u>Recent Fundraisers</u></b>	
<b>Popcorn Day</b>	
Revenue	1,854.00
Expense	524.35
<b>Revenue to date</b>	<b>1,329.65</b>
<b>*Note: Prepaid for year - Add'l expenses to be incurred</b>	
<b>Fun Lunch - Sept 21 - Apr 22</b>	
Revenue	28,032.31
Expense	11,821.12
<b>Revenue to date</b>	<b>16,211.19</b>

**Wellness and Digital Safety Report: Vacant Position**

No report

**Communications Coordinator: Kelsey Norland**

This is a relatively new role to LEPAC and could be a great fit for someone with a lot of connections within the school or a communications / public engagement background.



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Activities this year largely consisted of posting to the Facebook group, often reposting Kitlin's messages to try to reach a different audience. 281 people follow the group and most posts reach about 130 followers.

**Volunteer Coordinator: Krista Henzie**

With more covid protocols lifted, our school was able to hold a few more events. The volunteer coordinator was responsible for seeking volunteers for various events held at the school including the pumpkin hunt, holiday bookshop etc. Responsible also for creating events through sign up genius so volunteers could sign up with ease.

Volunteer coordinator also organized classroom reps for each division. Correspondence with the reps to provide expectations and suggestions and provided updates to staff.

**2021-2022 Constitutional Review Committee Report**

**Membership: Priyanka Gupta, Anya Rodenburgh Yang, Trish Jackson Mitchell, Heather Galey**

The purpose of the Constitutional Review Committee is to review the constitution and bylaws, and make recommendations, at least every two years. The constitution and bylaws were last reviewed and amended in 2019-20.

The committee reviewed the Constitution and Bylaws of LEPAC and it was determined that no changes are necessary this year. We do recommend that LEPAC work together with the Lochside Administration to build a new Mission Statement over the next school year of 2022-23.

Sincerely,

Priyanka Gupta, Anya Rodenburgh Yang, Trish Jackson Mitchell and Heather Galey

**COPACS Reps: Eva Castelsky and Leanne Quon-Turple**  
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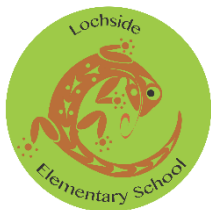
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2021-22 School Year Annual Report  
April 2022  
Kim Woodcock 1stVP, SD63 COPAC

- Throughout the school year monthly COPACs meetings continued to provide a conduit for PACs to hear important information which could be relayed to their schools/parent groups.
- COVID 19 remained a defining element for the beginning of the 2021-22 school year, with preventative measures such as masking continuing into the school year.
- With vaccination available, teacher and staff vaccination became a hot issue with parents within the school district 63 and across the Province.
- In response to the SD63 Board resolution to support and encourage, while not mandating vaccination for teachers and staff, COPACs brought forward a motion to voice the Parent's concerns and request a mandate.
- Though the motion was passed to write in favour of a vaccine mandate the COPACs meeting attendees did not feel it fully reflected the voice of the parents and proceeded with a motion to release a survey requesting input from SD63 parents directly. The results from the survey were presented to the Board in early 2022. The input from the parents was received but the Board chose to remain with their previous resolution going forward.
- The Board's new strategic plan was presented to COPACs and a draft was sent to the District parents for feedback. COPACs continues to support and advocate for parents and students through this process which should be complete at the end of this school year.
- COPACs has supported the following initiatives during the 2021-22 school year.
  - Keating PAC led Alison Reese parenting presentations.
  - Teacher created and PAC led Nature Wagon initiative.
- The Constitution committee which was formed last school year has completed the revisions to the constitution and will present the changes to the wider group in the coming months. Full adoption of any changes will be voted in at the 2022-23 AGM next year. Discussion regarding Executive responsibilities are currently ongoing and may affect the constitution as it currently stands.
- This year had many new challenges as the executive stepped up to support the President in her work.
- As we move into the 2022-23 school year and transition with new members to the Executive I will look to define my role and better serve the parents and students in this community. I intend to remain in an executive position, if elected, for one more term.
- For the coming year, COPACs will continue to advocate for parents and provide solid support for PAC initiatives throughout the District.
- Mental health of staff, teachers, students and their families should remain a priority as the strain of the past two years and the uncertainties of the future continue. COPACs Executive will need to determine how best to support and advocate for the SD63 community.



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**Nomination Committee Report**

We would like to thank the outgoing LEPAC for 2021/22 year. It was a fantastic year!  
We are still looking at a few more positions to fill. The following are the current nominations for the LEPAC 2022/2023 year:

Co-presidents	Anya Rodenburgh Yang & Eva Castelsky
Vice President	Priyanka Gupta
Secretary	Trish Jackson Mitchell
Treasurer	Melissa Joyce
Volunteer Coordinator	Krista Henzie
Members at Large	Kelsey Norland, Lindsay Bryden, Leanne Turple
COPACs Representative	vacant
Wellness and Digital Safety	vacant
Communications Coordinator	vacant
Member at Large (1)	vacant

**Decision to approve the executive nominees as presented:**

Moved: Heather Galey

Seconded: Leanne Quon-Turple

Approved. All in favour, none opposed.

**Motion to Adjourn**

Moved: Melissa Joyce

Seconded: Kelsey Norland

Adjourned 6:57pm

**Next AGM:** May 9, 2023 at 6:30pm