



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

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**February 8, 2022**

**Present:**

Co-Presidents: Anya Rodenburgh Yang &  
Heather Galey  
Vice President: Priyanka Gupta  
Treasurer: Melissa Joyce  
Secretary: Trish Jackson Mitchell  
COPAC Representatives: Eva Castelsky  
Communications Coordinator: Kelsey  
Norlund

Members at Large: Mei Wang, Leanne  
Quon-Turple  
Volunteer Coordinator: Krista Henzie  
Principal: Tom Vickers  
Vice Principal: Leila Sinclair-Wise  
Guests: Michelle

**Regrets:**

Wellness & Digital Safety: Vacant  
Members at Large: Meghan Birch, Lindsay Bryden

**Call to Order: 6:33pm**

**Welcome, Introduction & Thank Yous**

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

**Approval of January 2022 Minutes**

Moved – Heather Galey  
Seconded – Leanne Quon-Turple

**Correspondence**

- None this month

**Administration Report**

**Mission Statement:** We foster an environment of respect and belonging, where we honour and value each child, building the skills and mindset to thrive in the world.

**Lochside Core Values:** Respect, Honesty, Belonging, Compassion, Responsibility, Courage & Fairness



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**February 8th, 2022**

<b>CALENDAR</b>  <b>February</b> 21 Family Day Stat. Hol. 22 Fun Lunch 22 OT in gym at lunch 23 <b>Pink Shirt Day</b> 23 Core Team Meeting 25 Fun Lunch - Subway 27 <b>LEPAC Bottle Drive</b> 28 Mgmt Comp Mtg 28 Kindness Bingo Draw 28-11 Book Fair  <b>March</b> 01 Success Club 02 Core Team Mtg 02 Early Dismissal 1:48 03 Leadership Team Mtg 03 Healthy Schools Mtg 03 Early Dismissal 08 Staff Meeting 09 Core Team Mtg 09 EA Meeting 15 Core Team Mtg 16 Report Cards go home 16 Elementary Team Mgt 16 Mgmt Team Mtg 21 SPRING BREAK WEEK 28 SCHOOL CLOSURE WEEK	February 7 - 11		February 14 - 18	
	Mon 7	<ul style="list-style-type: none"> <li>Gym Closed from</li> </ul>	Mon 14	<ul style="list-style-type: none"> <li><b>Valentine's Day</b></li> <li><b>Fruit and Veggie Day (Apples)</b></li> </ul>
	Tues 8	<ul style="list-style-type: none"> <li>Staff Meeting 3:00 pm</li> <li>Success Club 3:00</li> <li>LEPAC Mtg 6:30</li> </ul>	Tues 15	<ul style="list-style-type: none"> <li>Success Club 3:00</li> </ul>
	Wed 9	<ul style="list-style-type: none"> <li>Popcorn Day (Cancelled)</li> <li>Core Team Mtg 11:00</li> <li>Success Club 3:00</li> <li>EA Mtg 3:15</li> </ul>	Wed 16	<ul style="list-style-type: none"> <li>Core Team Mtg</li> <li>Success Club</li> <li>Ready Set Learn</li> <li>Board Mtg 7:00 pm</li> </ul>
	Thu 10	<ul style="list-style-type: none"> <li>Success Club 3:00</li> </ul>	Thu 17	<ul style="list-style-type: none"> <li>Random Acts of Kindness</li> <li>Success Club</li> </ul>
	Fri 11	<ul style="list-style-type: none"> <li>Fun Lunch (Pizza)</li> </ul>	Fri 18	<ul style="list-style-type: none"> <li>NID</li> </ul>

**Information Items:**

<b>Appreciations</b>	<ul style="list-style-type: none"> <li></li> </ul>
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<b>Lochside Gym</b>	<ul style="list-style-type: none"> <li>• We tested again yesterday morning and received the results in the evening. The levels have not improved in the west end of the gym by the stage.</li> <li>• Based on our clean up and multiple testing days we can confirm it is segregated to the west end. We have a call out to DGA to see if we can get them into space ASAP as they are professional remediators.</li> <li>• Unfortunately, we do not have a clear answer on when it will be open at this point, we are doing everything possible to get it open.</li> <li>• Any additional updates I will let you know, keep in mind it is very segregated and there is no risk in other parts of the school.</li> </ul>												
<b>Reporting Timelines</b>	<ul style="list-style-type: none"> <li>• Rough Drafts to Admin during the week of March 7 - March 11.</li> <li>• Reports will go out the week of March 14 - 17.</li> <li>• FreshGrade teachers please allow Admin access to view your portfolios Island Literacy Network</li> <li>• Helpful Resources: <ul style="list-style-type: none"> <li>○ <a href="#">Writing Continuum</a> - This is the Island Literacy Network Writing Continuum</li> <li>○ Reporting Resources <ul style="list-style-type: none"> <li>■ <a href="#">Primary</a></li> <li>■ <a href="#">Intermediate</a></li> </ul> </li> <li>○ <a href="#">Slides with details about Proficiency Scale</a>. Starting on Slide 14 there are helpful sentence starters to describe achievement and development.</li> </ul> </li> </ul>												
<b>School Based Report Card Data</b>	<table border="1" data-bbox="496 1392 956 1835"> <thead> <tr> <th></th><th>Language Arts # of emerging students</th></tr> </thead> <tbody> <tr> <td>1</td><td>6</td></tr> <tr> <td>2</td><td>16</td></tr> <tr> <td>3</td><td>12</td></tr> <tr> <td>4</td><td>8</td></tr> <tr> <td>5</td><td>3</td></tr> </tbody> </table>		Language Arts # of emerging students	1	6	2	16	3	12	4	8	5	3
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	<p>Conversations with Staff Key Questions:</p> <ol style="list-style-type: none"> <li>1. What programs and practices are you using for emerging/striving learners in literacy and numeracy?</li> <li>2. What interventions are already in place for emerging students?</li> <li>3. Is further intervention required? If so, what support would be most impactful?</li> <li>4. What is the plan to support the student in term 2?</li> </ol> <p>Admin Team Conversations:</p> <ol style="list-style-type: none"> <li>1. What trends are evident?</li> <li>2. What strategies would be most effective to understand those trends?</li> </ol>
<b>Reporting When Students Have an IEP</b>	<ul style="list-style-type: none"> <li>• A reminder to look at the student's goals and assess in relationship to the IEP goal. For example, if a student has a goal in literacy, they would not receive an emerging score in literacy... they would be assessed in relation to their literacy goal.</li> </ul>
<b>Learning Resources</b>	<ul style="list-style-type: none"> <li>• Just a reminder to submit any receipts you have used for classroom Learning Resources.</li> <li>• Please use your PAC money before using Learning Resource money.</li> </ul>
<b>Artist In Residence-Bear (Doug) Horne</b>	<ul style="list-style-type: none"> <li>• We are in our final steps of securing our log for our Lochside Welcome Pole.</li> <li>• Bear (Doug) Horne is son of master carver Doug Lafortune from Tsawout First Nation and Kathleen Horne from Pacheedaht First Nation. Doug has grown up in the Tsawout community, and since early childhood has been immersed in Coast Salish art, learning from his father, uncles and other family members who have generously shared their knowledge and expertise with him. Doug has dedicated over 25 years to creating Coast Salish art, and has worked in various art forms including carved house posts, poles, sculptures, masks, paddles, panels and jewelry, and has also created countless graphic designs.</li> </ul>
<b>Early Dismissal</b>	<ul style="list-style-type: none"> <li>• March 2 &amp; 3</li> <li>• We will follow the same format as our November Early Dismissal</li> </ul>



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<b>Field Trips</b>	<ul style="list-style-type: none"><li>• Just a note to confirm that Paul, in consultation with Health and Safety and Transportation, has given the go-ahead for field trips to Stelly's Climbing Wall and to Panorama Recreation. All trips are subject to availability of bussing.</li></ul>
<b>Grade 4- Student Learning Surveys</b>	<ul style="list-style-type: none"><li>• Will be administered on April 12th and 13th in the LLC by Tom or Leila. Schedule to follow.</li></ul>

**Discussion Items**

<b>Open Houses on Early Dismissal Days</b>	<ul style="list-style-type: none"><li>• Teachers who hope to be able to have an in-person open house for the early dismissal days in March will send around a sign up for families to tentatively reserve a time slot. Confirmation of whether an in-person event can happen will be closer to the time.</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>• School to receive some new technology carts with 24 new iPads (2 carts of 12)</li><li>• Also receive 12 new laptops for Grade 3, 4, 5</li><li>• 12 Chrome books were replaced by new laptops</li><li>• New technology carts also received to make the technology more portable</li><li>• School is in a good place for technology at the moment</li></ul>

**Reports / General Business**

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

- Thank yous
  - o Thank you to Tom and Leila for the amazing communication and the strong relationship between school admin and LEPAC
  - o Thank you to the fruit & veggie volunteers - Michelle, Shannon and Lyndsey
  - o Thank you to Kirsty for all her work on fun lunch
  - o Thank you to Trish for organizing the grad clothing
- Kindness Month – LEPAC Support
  - o Bingo card for kids to fill out with kindness activities they have completed
    - Any ideas for kindness activities to include in the card please let Heather or Anya now



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- Tom suggested tying the items into the Lochside core values to help reinforce them for the kids
  - o Completed cards will be entered into a draw for some prizes
- Bottle Drive
  - o Thanks to Leanne for organizing
  - o February 27 from 10 to 2
    - Need 4-6 volunteers, but should be straightforward as there is no sorting involved
  - o Have some kids do up some banners to announce it to the community?
    - Tom said he could coordinate that via the Helping Hands club
    - Possibly have flyers dropped off in the community when the kids are out on trail walks
  - o Able to have a bin on the school grounds for ongoing donations, Tom will inform all the staff this week in their staff newsletter
- Book Fair
  - o Anya reached out to Russell for a virtual book fair starting February 28
    - Order through the book fair website and in-store orders can count as well
    - Orders will be delivered to the school to come home with students
  - o 30% credit will come back to the school
  - o If the school librarian would like to help customize the offerings at our book fair, that is possible. She can either communicate through Anya or directly with the team at Russell
- Update on Grade 5 Planning
  - o 4 parents have volunteered for the end of year lunch
  - o No one has stepped forward for the year book yet
    - Anya will put a call out in the next weekly update
  - o Camp Thunderbird will likely be a day trip again this year, planning is in progress
- Home Alone Program
  - o Should be able to run this again next year
- Nominations Committee for LEPAC Exec next year
  - o Krista Henzie volunteered to chair this committee again this year
  - o Call for nominations to go out in the next few weekly updates

**Vice President's Report: Priyanka Gupta**



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- 2022 - 2024 Constitutional Review Committee
  - Trish & Anya will help Priyanka review the constitution in advance of the AGM
  - Done before the April PAC meeting so that any changes can be presented in advance of being voted on

**Treasurer's Report: Melissa Joyce**

- Healthy bank account balance - over \$35,000
- Total expenses to date are about \$10,600
  - There has been some classroom budget receipts come in recently
- Have raised about \$3,000 from fun lunch so far this year
- Purdy's fundraiser made a little over \$1,500
- No changes to gaming account

**Volunteer Coordinator: Krista Henzie**

- Volunteering for fun lunch has been going well
- There have been a few more opportunities for families to volunteer this year, with more to come

**Wellness & Digital Safety Report:**

- Position is currently vacant.

**COPACS Rep's Report: Eva Castelsky**

- Nothing to report, next meeting is later in February

**Other Business**

- Fruit & Veggie program - Michelle
  - Been very positive - produce is excellent quality and the students are excited to receive it
  - Only one delivery missed this year due to severe weather
  - Great to include the program in the weekly updates so families are aware that their kids may be coming home with produce
  - Have had lots left over some months - varies from time to time - have been leaving them in the staff room
    - Leila suggested dropping off extras to a hamper program done each week



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at the church on Royal Oak Drive

- Priyanka suggested possibly donating extras to the Community Fridge - further investigation needed as to where/when this program is run
- Screen Free Week - May 2-8
  - o Tom would be game to have LEPAC do some activities around this - he'll discuss ideas with the school's leadership team
- Next Meeting: April 12, 2022

**Meeting Adjourned: 7:33pm**