



## **LEPAC Minutes - January 11, 2022 6:30 - 8:00pm (MS Teams)**

### **Present**

Co-Presidents: Anya Rodenburgh Yang & Heather Galey  
Treasurer: Melissa Joyce  
COPAC Representative: Eva Castelsky  
Communications Coordinator: Kelsey Norlund  
Members at Large: Leanne Quon-Turple, Lindsay Bryden  
Principal: Tom Vickers  
Vice Principal: Leila Sinclair-Wise

### **Regrets**

Vice-President: Priyanka Gupta  
Secretary: Trish Jackson Mitchell  
Volunteer Coordinator: Krista Henzie  
Members at Large: Meghan Birch, Mei Wang

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

### **Welcome and Territorial Acknowledgement**

- Anya welcomed everyone present at the meeting and gave a territorial acknowledgement

### **Approval of December Minutes**

- Approval of December 2021 minutes
- Moved: Eva Castelsky
- Seconded: Leanne Quon-Turple

### **Correspondence**

- BCCPAC webinar February 10 7 pm: how PACs work – to be presented by the President of BCCPAC,
  - o Anya plans to attend

## 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

<b>CALENDAR</b> <b><u>Please Note: This calendar is in process - there will be updates going forward</u></b>		
<b><u>February</u></b> 8 Fun Lunch 14 Valentine's Day 16 Ready Set Learn 18 Non-Instructional Day 21 BC Family Day Stat. Holiday 22 Fun Lunch	<b><u>March</u></b> 2 Early Dismissal 1:48 3 Early Dismissal 1:48 21 School Closed - Spring Break	<b><u>April</u></b> 4 School Reopens 15 Good Friday 18 Easter Monday 25 Non-Instructional Day

## **Information Items:**

<b>Appreciations</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Success Club</b>	<ul style="list-style-type: none"> <li>• Our school reading program for emerging readers will restart at the end of January. This will continue to be offered Tuesday, Wednesday &amp; Thursday after school and be led by UVic tutors.</li> </ul>
<b>PAC Appreciation</b>	<ul style="list-style-type: none"> <li>• A huge thank you to our PAC for organizing all of our December events and the volunteers who helped run them!</li> <li>• We were able to provide a van full of food and \$407 donation.</li> </ul>
<b>Mathletics</b>	<ul style="list-style-type: none"> <li>• We have received district approval and are now piloting the program with two intermediate classes.</li> </ul>
<b>Masks in Gym</b>	<ul style="list-style-type: none"> <li>• Students may remove their masks in the gym ONLY IF they are in a high cardio/intensity game or activity. If a class is playing soccer, masks may be removed while playing but players on the bench must wear masks. If your students are participating in some passing drills/games etc, students should be wearing their masks. This has created confusion with LASP as students are giving conflicting</li> </ul>

	<p>messages about wearing the masks to the leaders. Please check in with me if you have a question around mask use in the gym.</p>
<b>Mask Exemptions</b>	<ul style="list-style-type: none"> <li>• There may be some staff or students that are exempt from wearing a mask. Documentation is NOT needed to show that there is a mask exemption.... we must take their work for it. However, there are a couple of really good links that have been put out by the government. It would be beneficial for you to take some time and review the documents.</li> <li>• Mask Exemption Doc - <a href="https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/covid-19-planning-mask-exemptions.pdf">https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/covid-19-planning-mask-exemptions.pdf</a></li> <li>• Communicable Disease Doc - Mask section - <a href="https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf">https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf</a></li> </ul>
<b>Student Absenteeism</b>	<ul style="list-style-type: none"> <li>• Student absenteeism entered into MyEd BC as soon as possible - Absent coding is essential: If the child is sick, record as "Illness".</li> <li>• The province is tracking these entries.</li> <li>• Parents choosing to keep their children home for other reasons should be recorded as "Excused Absence".</li> <li>• School administration will contact their Zonal Exec Team member when: <ul style="list-style-type: none"> <li>• &gt;10% increase in school absence (due to illness) over normal absences.</li> <li>• &lt;75% attendance in a particular grade.</li> </ul> </li> <li>• The School District &amp; Island Health will determine next steps (e.g., Public Health Information, testing guidance, Health Closure).</li> </ul>
<b>Staff Absenteeism</b>	<ul style="list-style-type: none"> <li>• ESS absenteeism indicates a Potential Activity Signal for a Functional School Closure (inability to adequately staff school to maintain student safety).</li> <li>• Administration follows the Communicable Disease Communication Flow Chart.</li> <li>• A determination about reaching the required Activity Signal is determined by the Superintendent / Exec Team.</li> <li>• If conditions are met, a Functional School Closure is enacted.</li> </ul>
<b>BC Health Check</b>	<ul style="list-style-type: none"> <li>• Here <a href="#">is the link to the THRIVE Health Check App and Self-Assessment App</a></li> </ul>
<b>Contact 811</b>	<ul style="list-style-type: none"> <li>• A reminder that parents/guardians notify the school office if a student will be absent due to any illness. We also ask you to contact 811 to get further direction on handling symptoms.</li> </ul>
<b>Continued Best Practice</b>	<ul style="list-style-type: none"> <li>• Students and staff are required to wear a mask while inside the school or on buses.</li> <li>• Everyone should do their best to remain socially distanced from one another.</li> <li>• Here <a href="#">is the link to the THRIVE Health Check App and Self-Assessment App</a> Staff and students continue to do the health check daily.</li> <li>• Practice good hand hygiene with consistent hand washing and sanitizing throughout the day.</li> </ul>

	<ul style="list-style-type: none"> <li>● Students need to enter the school by using the outer door that is closest to their classroom if they do not have an exterior door.</li> <li>● School bus transportation will run at regular times before and after school with increased protocols for mask-wearing and keeping spaced with seating.</li> <li>● Lunchtime divided into intermediate and primary</li> <li>● Allow for as much distance as possible between students in the classroom.</li> </ul>
<b>Extras Added</b>	<ul style="list-style-type: none"> <li>● Hallway movement- counter clockwise direction</li> <li>● Second recess- Playground divided into intermediate and primary to minimize crowding.</li> <li>● Morning Action Break Times- 5 classes maximum at a time</li> <li>● Decreasing whole group carpet time where possible in classrooms.</li> </ul>

### Discussion Items

<b>Snow Removal</b>	<ul style="list-style-type: none"> <li>●</li> </ul>
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### **Reports & General Business**

- **President:** Heather Galey and Anya Rodenburgh Yang
  - Thank yous
    - To the Lochside staff and admin for preparations during the first week of school
  - Events over the rest of the year
    - Fun Lunches: plan to go ahead, next one Friday January 14
    - Popcorn days: January 12 has been cancelled, but planning to be back in February
    - Spirit wear: plan to go ahead
    - Staff Appreciation in May: too far in advance to make firm plans; champion needed (Anya plans to help out)
    - Book Fair (before spring break): usually Learning Commons, usually Scholastic; Scholastic book fair may be fun for kids, but Russell books might offer better quality content, although more expensive. Would require parent volunteers, however, individual classes could be managed in the Learning Commons. Recommendation to plan a virtual Book Fair but see if it could be changed to Scholastic if health and safety allows.
    - STEAM fair: additional conversation with intermediate team could go forward. Interesting to explore, but may not be ready for a whole school event.

- Bottle drive: could be very easy, provide a date, then depot drops off bags and will come and pick up ½ hour before bottle drive finished. Could set it up as a drive thru with different areas for drop off to keep traffic moving; recommendation to keep drop off away from main roads. Approval from the district to have bottle drop off at school.
- Return-It bin at school – is more than one bin required? Approval from the district to have bins.
- End of year BBQ: letter to Grade 5 families regarding yearbook, end of year BBQ, Camp Thunderbird, but events may not be possible. Grade 5 committee is separate from PAC.
- Purdy's fundraiser for Easter: decision to not proceed as does not fit with a healthy school theme
- Fresh to You fundraiser as part of the fruit and veggie program, Leila and Anya to investigate
- Something fun:
  - online event?
  - Park scavenger hunt in partnership with Parks n Rec for McMinn and Outerbridge?
  - Community gathering when allowed.
  - Easter Egg rock hunt, if children painted them and PAC hid around school grounds? Analogous to pumpkin hunt event
- **Treasurer:** Melissa Joyce
  - Budgeted \$25,000 in fundraising, currently \$19,000 earned
  - Budgeted \$32,000 in expenses, currently \$12,000 spent
  - Generally on track
  - Likelihood of field trips which come from gaming grant? Maybe in spring.
  - Welcome pole: \$2,500 a foot with an interested artist
- **Volunteer Coordinator:** Krista Henzie
  - Regrets
- **Wellness and Digital Safety:** Vacant
- **COPACS Rep:** Eva Castelsky
  - Time to eat: some parents express concern about the duration of eating. 20-minute eating window, with 10-minute window for transition. School has learned that

intermediates do not use that time while primary students may need more time.  
May be opportunity in some classes to eat more after outdoor time.

### **Other Business**

- Open Floor
- With absence monitoring with the District, how will that be communicated to parents?
  - Information will not be shared with parents.
- Next Meeting - February 8, 2022;
- plan to skip the March meeting;
- May 10 will be AGM