



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

**November 9, 2021**

**Present:**

Co-President: Anya Rodenburgh Yang  
Vice President: Priyanka Gupta  
Treasurer: Melissa Joyce  
Volunteer Coordinator: Krista Henzie  
Wellness & Digital Safety:

Members at Large: Mei Wang, Leanne Quon-Turple  
Principal: Tom Vickers  
Vice Principal: Leila Sinclair-Wise

**Regrets:**

Co-President: Heather Galey  
Secretary: Trish Jackson Mitchell  
Communications Coordinator: Kelsey Norlund  
COPAC Rep: Eva Castelsky

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

**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 October 2021 Minutes**

- Missed

**Correspondence**

- No Correspondence



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**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

## November 9th, 2021

<b>CALENDAR</b> <b>November</b> 24 Early Dismissal 1:48 25 Deadline for cards for Residence at Cairnsmore Place 25 Early Dismissal 1:48 29 Fruit/veggie delivery 29-03 Report card drafts  <b>December</b> 1 Core Team Meeting 2 Elementary Mgmt Team Meeting 2 Mgmt Team Meeting 2 Leadership Team Meeting 2 Reading Recovery 6 Food Drive Starts 6-10 Report cards out 8 Core Team Meeting 8 Popcorn Day 8-9 Holiday Bookshop 10 Fun Lunch - Pizza 14 Staff Meeting 15 Core Team Meeting 15 EA Meeting 20-31 Winter Break	November 8 - 12		November 15 - 19	
	Mon 8	<ul style="list-style-type: none"> <li>Leadership Mgmt Meeting 3:45 - 5:00 (Tom &amp; Leila attended)</li> </ul>	Mon 15	<ul style="list-style-type: none"> <li>Fruit/veggie Delivery</li> <li>WE club 11:30 - 12:00</li> <li>Virtual Wish Tree</li> </ul>
	Tues 9	<ul style="list-style-type: none"> <li>Gym was closed 8:40 - 11:15 for filming of CBC Video</li> <li>LEPAC Meeting 6-8</li> </ul>	Tues 16	<ul style="list-style-type: none"> <li>Dave Eberwein visit 11-11:30</li> <li>TAPA Tuesday 3:00 in Learning Commons</li> </ul>
	Wed 10	<ul style="list-style-type: none"> <li>Core Team Meeting 11-11:30</li> <li>Poppies and donation tins delivered to classrooms</li> <li>EA Meeting 3:15</li> </ul>	Wed 17	<ul style="list-style-type: none"> <li>Core Team Meeting 11:00 - 11:30</li> </ul>
	Thu 11	<ul style="list-style-type: none"> <li>Remembrance Day</li> </ul>	Thu 18	<ul style="list-style-type: none"> <li>Staff Book Club 3:15-4:15</li> </ul>
	Fri 12	<ul style="list-style-type: none"> <li>NID</li> </ul>	Fri 19	<ul style="list-style-type: none"> <li></li> <li>Fun Lunch - Subway</li> </ul>



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<b><u>January 2022</u></b> 3 Stat Holiday 4 School Re-opens 5 Core Team 6 Leadership Team Meeting 10-11 Reading Recovery 11 Staff Meeting 12 Core Team Meeting 12 EA Meeting 14 Reading Recovery 18 Reading Recovery				
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**Schedules, Sign Up & Resources**

Schedules	Sign Up	Resources
<ul style="list-style-type: none"> <li>• <a href="#">2021 Supervision Schedule</a></li> <li>• <a href="#">French Schedule</a></li> <li>• <a href="#">Gym Schedule</a></li> <li>• <a href="#">Open Gym Schedule</a></li> <li>• <a href="#">Music Schedule</a></li> <li>• <a href="#">EA Schedules</a></li> <li>• <a href="#">Mini-Maid Schedule</a></li> <li>• <a href="#">Reading Recovery Schedule</a></li> <li>• <a href="#">Committee Reps &amp; Volunteers</a></li> <li>• <a href="#">Staff Meeting Goodies</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Outdoor Education Sign Up</a></li> <li>• <a href="#">Lochside Tech Calendar</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Social/Emotional Resources</a></li> <li>• <a href="#">EASE Online Resource</a></li> <li>• <a href="#">SOGI Resource Guide</a></li> </ul>

**Information Items:**

<b>Appreciations</b>	<ul style="list-style-type: none"> <li>• Hannah and Lisa volunteering to help Ashley with the WE Club.</li> <li>• Jenica and Matt for volunteering to help with indoor soccer.</li> <li>• Thank you to teachers for discussing expectations for Halloween.</li> </ul>
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	<ul style="list-style-type: none"> <li>● Pumpkin Run was good- teachers enjoyed the run in two groups.</li> <li>● Thank you to Lisa for taking the lead in the Remembrance Day virtual ceremony,</li> <li>● To all staff for helping collect forms for our CBC song</li> <li>● Ashley Walker for filming all morning</li> <li>● Cathy Sihoe, Joanne Frappell and Angelina Baim for extra practices and conducting with the kids.</li> <li>● The team who helped with risers</li> <li>● Colin Plant at Claremont for lending us equipment.</li> <li>● IST for daily triage of EA shortage</li> </ul>
<b>Remembrance Day Format</b>	<ul style="list-style-type: none"> <li>● Our Lochside Remembrance Day video will be sent to you Wednesday morning.</li> <li>● It will be between 10-15 minutes</li> <li>● Poppies will be delivered Wednesday morning. Please remind parents/guardians that donations are appreciated</li> <li>● You can show the video and deliver poppies to students at the best time that works for your classroom</li> </ul>
<b>Field Trip Package with New Forms &amp; Rycor</b>	<ul style="list-style-type: none"> <li>● Kitlin has prepared an orange Field Trip package that contains everything you need to apply for a F/T.</li> <li>● There is a field trip checklist and 2 NEW forms: Field Trip Payment Record and Request for Fee Addition (if fees are charged). These forms help the office to facilitate entries in Rycor. Rycor is the new software for managing school fees, it was launched by the District in the fall.</li> </ul>
<b>Lochside Olympics November 17th</b>	<ul style="list-style-type: none"> <li>● Admin will be hosting the Lochside Olympics. Claremont students and EA's will be supporting our students during the Olympic events.</li> <li>● Please sign up for a time and where possible please sign up as a grade group. <a href="#">Here is the link to sign up.</a></li> <li>● This is an opportunity for teachers to collaborate and review colleague report cards.</li> </ul>
<b>TAPA Tuesday November 16th</b>	<ul style="list-style-type: none"> <li>● The topic will be Report Card Writing.</li> </ul>



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	<ul style="list-style-type: none"><li>● November 16th @ 3:00 pm in the Learning Commons</li></ul>
<b>Mathletics</b>	<ul style="list-style-type: none"><li>● Hitting a bit of a roadblock.</li><li>● The district is vetting it right now and we are going through the steps for final approval.</li></ul>
<b>Staff Book Club</b>	<ul style="list-style-type: none"><li>● If you are part of our Book Club, please read up to Page 77 for the Nov. 18th discussion.</li></ul>
<b>Cultural Competency</b>	<ul style="list-style-type: none"><li>● All district staff must receive this training. Sharlyn MacRae from our Indigenous Ed Department will lead this session</li><li>● Booked for March Staff Meeting</li></ul>
<b>CORE</b>	<ul style="list-style-type: none"><li>● An after school reading program for emerging readers. This would be offered Tuesday, Wednesday &amp; Thursday after school and be led by UVic tutors.</li><li>● Hopefully the program will start by the end of November.</li><li>● Bussing is in place.</li><li>● Students will get a snack and work through literacy ideas.</li></ul>
<b>Volunteer Reading Program</b>	<ul style="list-style-type: none"><li>● We are working with Peninsula Literacy to find volunteers that are retired professionals to come into Lochside and read with students on a regular basis.</li></ul>
<b>Donated Board Games</b>	<ul style="list-style-type: none"><li>● Every school in Saanich, Victoria and Sooke have received a class set of several board games.</li><li>● These are Pick-Omino, and Kingdomino. What is neat about this donation, is that there are enough copies to allow you to play just one of the games with the whole class. I recommend that you show the students the video instead of trying to teach the games yourself.</li><li>● The instruction videos are on YouTube, but are hidden, therefore you will need the direct link to the videos. You will not find them by searching on YouTube. There will be links to videos on how to teach the games in the student links section in the near future.</li><li>● Scoring of the games require the use of basic multiplication</li></ul>



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facts and some 2 digit by 2 digit addition.

- Don Peterson has the games in his class right now.

### **Discussion Items**

<b>Budget</b>	<ul style="list-style-type: none"><li>● Photocopier, Equipment &amp; Technology Replacement</li></ul>
<b>Literacy Assessment</b>	<ul style="list-style-type: none"><li>● <a href="https://hub.sd63.bc.ca/mod/resource/view.php?id=8665">https://hub.sd63.bc.ca/mod/resource/view.php?id=8665</a></li></ul>
<b>Report Card Information</b>	<ul style="list-style-type: none"><li>● Share information on the HUB.</li><li>● Tapa Tuesday on Nov. 16th for anyone interested.</li></ul>

### **Reports / General Business**

#### **President's Report: Anya Rodenburgh Yang**

- Pumpkin Hunt Update
  - o Great turn out and weather cooperated; downfall of outdoor events is dependency on weather
  - o If this is planned for a future event, suggest starting a half hour earlier
- December Events
  - o Food Drive week of Dec 6 - collection will be outside as last year
  - o Holiday Book Shop - Dec 8th and 9th
    - there will be a box in the foyer for book donations and PAC to connect with the TC for leftover NewsPrint as wrapping - will need 16 volunteers (4 volunteers/shift, 2 shift/day over 2 days)
  - o Holiday Giving Tree will be available Nov 15th and is virtual
  - o Purdy's - Sorting Dec 7 and Distribution Dec 8

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

- Thrifty's Card - \$100 was received - to be donated?
- STEAM Fair - Will revisit in the new year



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**Treasurer's Report: Melissa Joyce**

- Gaming Grant has been received
- Fun Lunch has earned over \$7,000 in revenue, with net over \$6,000 to date
- Current bank balance is over \$30,000; we are expecting confirmation regarding the Gaming Grant funds soon
- 2021-2022 Budget
  - Deficit budget is being presented as fundraising revenue is expecting to be less this year, there are some funds that were pre-committed in previous years that need to be allocated this year (eg the welcome pole), LEPAC also has a very healthy bank balance that is better spent to benefit the school
  - Trish moved to accept the budget as presented, all in favour (10), none opposed.

**Volunteer Coordinator: Krista Henzie**

- Class reps should reach out to the teacher via email to introduce themselves.
- Playdate, party connections can be done via an online document with parent contacts - this can be sent to the teacher who will forward along to families

**Wellness & Digital Safety Report:**

- Position is currently vacant. Nothing to report.

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

- Update on recent meeting - letter of support for vaccine mandate - LEPAC has a neutral stand point
- Allison Rees - a series of session will be presented by Allison Rees free to parents via COPACS and Keating PAC. Email Keating PAC for registration

**Other Business**

- Litter on School Grounds - Leila is looking for the picker upper things so that classes can start picking up litter again. This was on hold due to COVID
- Next Meeting: December 14, 2021

**Meeting Adjourned: 7:13pm**