



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

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**September 13, 2022**

**Present:**

Co-Presidents: Anya Rodenburgh Yang & Eva Castelsky  
Vice President: Priyanka Gupta  
Secretary: Trish Jackson Mitchell  
COPAC Representative: Amy Wang  
Members at Large: Kelsey Norlund, Kaylee Szakacs

Wellness & Digital Safety: Michelle Birtwell  
Vice Principal: Leila Sinclair-Wise  
Guests: Bahar Janadi, Skye Dunic, Tammy Uppenborn, Ivan Chevelev, Tiffany Dongdon, Morgan Clark, William Wu, Katya Zemliachenko

**Regrets:**

Volunteer Coordinator: Krista Henzie  
Treasurer: Melissa Joyce

Communications Coordinator: Vacant  
Members at Large: Lindsay Bryden  
Principal: Tom Vickers

**Call to Order: 6:34pm**

**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 June 2022 Minutes**

Moved – Eva Castelsky  
Seconded – Tiffany Congdon

**Correspondence**

- None

**Administration Report**

**September 13, 2022**

<b>CALENDAR</b> <b><u>September</u></b>	<b>September 12 - 16</b>		<b>September 19 -23</b>	
	Mon 12	•	Mon 19	• Day of mourning for Queen



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<b>October</b> 4&5 Grade 5 Fire and Safety Expo starting at 9:30 6&7 Everyone Rides (intermediate) 8 Terry Fox Run/Walk 10 Thanksgiving Day Stat. 21 Non-Instructional Day  <b>November</b> 11 Remembrance Day 14 Non-Instructional Day				Elizabeth - no school
	Tue 13	<ul style="list-style-type: none"> <li>Staff Meeting 3:00pm</li> <li>LEPAC Meeting 6:30 pm</li> </ul>	Tue 20	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>
	Wed 14	<ul style="list-style-type: none"> <li>Full day for K's</li> <li>EA Meeting 3:00pm</li> </ul>	Wed 21	<ul style="list-style-type: none"> <li></li> </ul>
	Thu 15	<ul style="list-style-type: none"> <li></li> </ul>	Thu 22	<ul style="list-style-type: none"> <li></li> </ul>
	Fri 16	<ul style="list-style-type: none"> <li>Staff Social</li> </ul>	Fri 23	<ul style="list-style-type: none"> <li>Non-Instructional Day (@ Claremont 8:45 - 2:30)</li> </ul>

**Information Items:**

<b>Mission Statement</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Lochside Core Values</b>	<ul style="list-style-type: none"> <li>Respect, <b>Honesty</b>, Belonging, Compassion, Responsibility, Courage &amp; Fairness</li> </ul>
<b>School Goals</b>	<ul style="list-style-type: none"> <li>To foster the mental well-being and emotional literacy of all staff and students through positive relationships and core competency skill development within personal and social responsibility.</li> <li>All students and staff will strengthen connections to and develop an understanding of Indigenous traditions, cultures, histories, and ways of knowing.</li> <li>To foster literacy development with a focus on achieving reading and writing proficiency by supporting students in their emerging literacy skills</li> </ul>
<b>School Population</b>	<ul style="list-style-type: none"> <li>We are currently at 436 students with 20 divisions.</li> </ul>



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Policy 1360 Complaints & Concerns	<ul style="list-style-type: none"><li>Here is the link to the procedures that the Board has enacted to deal with concerns are described in Policy 1360, "<a href="#">Complaints regarding Personnel, Programs or Procedures</a>"</li></ul>															
Drop Off & Pick Up	<ul style="list-style-type: none"><li>Parents are strongly encouraged to drop off and pick up at one of the “drive to five” locations sent out with our recent newsletters</li><li>If parents are coming on site to pick up children, we ask them to physically distance from each other and from children not their own</li></ul>															
Teacher Budget Allocation	<table><tr><td></td><td>Amount Per Student</td><td>Amount Per Classroom</td></tr><tr><td>Learning Resources</td><td>\$15 (\$3)</td><td></td></tr><tr><td>Admin</td><td>\$5</td><td></td></tr><tr><td>PAC Consumables</td><td></td><td>\$300</td></tr><tr><td>PAC FieldTrips &amp; Transportation</td><td>\$15</td><td></td></tr></table>		Amount Per Student	Amount Per Classroom	Learning Resources	\$15 (\$3)		Admin	\$5		PAC Consumables		\$300	PAC FieldTrips & Transportation	\$15	
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Terry Fox Run	<ul style="list-style-type: none"><li>Friday, Oct 7, 2022</li><li>Media for this = books, DVDS, are available in the library - Thank you Mary-Anne and Laura for setting this up!</li><li>We will also send out information with additional info regarding fundraising (Toonies for Terry etc.). If anyone wants to help with this, let Matt know 😊</li></ul>															
Grade 2/3 Lunch	<ul style="list-style-type: none"><li>Trying to accommodate these mixed age classes due to K-2 going outside first and eating second and grade 3-5 eating first and then going outside. Desire is for both grades to be able to have recess with their peers</li></ul>															
2022-2023 District Calendar	<ul style="list-style-type: none"><li>Here <a href="#">is the link to the District Planning Calendar</a></li><li>Our Early Dismissal Days will be: Oct 19 &amp; 20 Mar 2 &amp; 3</li></ul>															



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<b>Christmas Card Project</b>	<ul style="list-style-type: none"> <li>• LEPAC is interested in doing another Card Project but this card would be created for Christmas.</li> <li>• In order for cards to be ready the artwork would need to be submitted by <b>Friday, Oct 7, 2022</b></li> </ul>
<b>Criminal Record Checks</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>School Volunteer Information.</b> Here is the link:  <a href="https://www.sd63.bc.ca/parents-students/school-volunteer-information">https://www.sd63.bc.ca/parents-students/school-volunteer-information</a></p>

**Discussion Items**

<b>Welcome Back Picnic (What does it look like)</b>	<ul style="list-style-type: none"> <li>• September 22nd</li> <li>• What does it look like?</li> <li>• Rain?</li> </ul>
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- Grade 2 is a very large cohort so created some challenges in creating the divisions. Plan was for 7 4-5 classes and ended up being 6 with one 3-4 mixed age class
  - Total enrollment is 436 with 20 divisions
  - Pretty close to the maximum in all divisions
- No school on the coming Monday for the day of mourning for the Queen.
- Lucky to have a police liaison officer again this year, shared between 9 schools. He'll be coming to do crossing guard training
- Parent visitors will be welcome for the Terry Fox Run this year
  - If possible, LEPAC will do fruit for the students and will get volunteers for this.
- Staff are keen to support the Card Project again this year in time for Xmas; Anya will send out some details for any new staff members with guidelines for the art work and how the fundraiser works.
- Staff will do the welcome back picnic on Sept 22:
  - 4:30 - 6:30
    - Teachers in their classes from 4:30 to 5:30 for families to have a tour, meet the staff in their classes
    - Picnic between 5:30 and 6:30 (families to bring their own)
      - Eva will look into Mr Tube Steak to see if they might be available to come



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- Individual teachers will email their families to let them know if they'll be participating or not
- OK for LEPAC to offer orange shirts for sale and to have a presence at the picnic.

### **Reports / General Business**

#### **President's Report: Anya Rodenburgh Yang & Eva Castelsky**

- Halloween Event, TBC if we can find a coordinator. Would be on Oct 20th
  - Have done elaborate events in the past (pre-COVID).
  - Last year a simpler, outdoor event was held to find pumpkins to unscramble a phrase with pizza available for sale. Hoping to do something similar this year.
    - Well-attended but finding volunteers was challenging
    - Currently no one on Exec to coordinate so seeking a parent to take this on. Stay tuned for a Sign-Up Genius
- Child Minding
  - If we are able to find a babysitter LEPAC will look into offering child minding again for PAC meetings.
  - Have a lead and Leila kindly offered her classroom to use if needed.
- Card Project
  - Each child will do a piece of art that will be printed on a card and other items. Has to be ready for October 14
  - Ordering from Oct 28 to November 6
  - Cards / items delivered at the end of November
  - Anya will be coordinating this with help from Amy
- Purdy's Fundraiser
  - Will happen November 6-20
  - Orders sorted late Nov / early Dec
  - Delivery in early December
- December Events - Sign Up Genius for these coming!
  - Food Drive & Wish Tree
  - Holiday Book Shop
    - Families donate books & gift wrap and the kids come and shop for their family members and volunteers wrap the books
  - Winter concert may happen, still TBC, but if so LEPAC will look into recording it
- Book Fair
  - Will be in person this year through Russell Books
  - Will be in the Spring so the kids have new books to read for Spring Break



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- Home Alone
  - LEPAC will look into booking this for the Spring

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

- Nothing to report

**Treasurer's Report: Melissa Joyce (regrets)**

- Anya presented the proposed budget, a deficit of about \$7,000 is proposed to bring down our bank account balance. LEPAC has a very healthy savings and would like to see the funds go to the school community.
- Note to adjust the revenue from Monk's to reflect the actuals
  - Feedback to communicate to families that the list has been streamlined to increase participation for next year.
  - Some parents present commented that they had opted out so as not to have so many unused items come home as they were not aware that the lists had been pared down.
- Adjust the classroom budgets to include French, Music, ELL and Inclusion Support teachers as well
- Reduce the amount for earthquake supplies as only some water will need to be replaced this year
- No Seaquaria program this year, on a one-year pause so will look into something else for the aquarium instead to use those gaming account funds (\$1,700).
  - Leila will consult with Tom about options for those funds

**Volunteer Coordinator: Krista Henzie (Regrets)**

- Watch for updates and Sign Up Genius about upcoming events and call outs for volunteers
- Would like to spend some money for a LEPAC sign to be used at events.
  - Trish to investigate options
- Class Reps will be recruited this year again - Sign Up Genius for this role to come



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**Wellness & Digital Safety: Cam and Michelle Birtwell**

- Ideas for the year ahead:
  - Marathon & TC 10K - do Lochside teams for the kids runs at these events
  - Favourite family hike - have families vote / send in suggestions and offer a resource for the community
  - Families send in recipes and make a Lochside cookbook
    - Possible fundraiser?
- Probably time to do an audit of the digital safety at the school.
  - Leila will reach out to Cody (Director of IT at the District) to coordinate one.

**COPACS Rep Report: Amy Wang**

- First meeting is on Thursday, nothing to report at this time

**Other Business**

- Still looking for a Communications Coordinator if anyone knows someone, send them our way!
- Spirit Wear
  - Do the Grade 5 grad wear ASAP! Trish will get the signature template to start going around among the classes.
  - Regular store will be in early November so items here in time for Xmas
  - Orange shirts will be made available at the welcome back picnic for \$20 - brought in a small run in a variety of sizes
- Cards / gift cards to be sent to some Lochside families going through a hard time
- Bottle drive, perhaps after Halloween and another in the Spring
- Grade 5 fundraiser - possibly a bottle drive and tree chipping in January
  - LEPAC will plan bottle drives in our calendar accordingly
- Grade 5 yearbook - Tiffany and Chelsea plan to start right away and will spearhead this initiative
  - Leila will reach out to Kitlin and Amy about getting contacts to Tiffany and Chelsea out of the school system and will also support LEPAC in getting one for the whole school.
- Thunderbird for Grade 4-5
  - TBD if it will be an overnight trip this year or not



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- Whether it will be both Grade 4 and 5s together is also TBD - parents noted that it is a financial burden on families to do it 2 years in a row
  - Camp Lochside that was done for the Grade 4s pre-COVID was also a hit
- Question from a parent - Possible to start a choir at the school, perhaps in the Spring?  
Came from Strawberry Vale where there was a very active choir for Grades 3-5
  - Leila will ask if a staff member might be willing to take that on
- Sports and clubs for the year are still TBD and will be announced as staff sign up to spearhead these.
- Next Meeting: October 11, 2022

**Meeting Adjourned: 7:54pm**