



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

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**November 8, 2022**

**Present:**

Co-Presidents: Anya Rodenburgh Yang &  
Eva Castelsky  
Secretary: Trish Jackson Mitchell  
Treasurer: Melissa Joyce  
COPAC Representative: Amy Wang

Members at Large: Kelsey Norlund  
Vice Principal: Leila Sinclair-Wise  
Guests: Tiffany Congdon; Ernestine Fagel,  
Homestay Manager, Saanich International  
Program

**Regrets:**

Vice President: Priyanka Gupta  
Members at Large: Kaylee Szakacs  
Wellness & Digital Safety: Michelle Birtwell

Volunteer Coordinator: Krista Henzie  
Communications Coordinator: Vacant  
Principal: Louie Scigliano

**Call to Order: 6:31pm**

**Welcome, Introduction & Thank Yous**

- Anya welcomed everyone present to the meeting and gave a territorial acknowledgement
- Everyone present at the meeting introduced themselves
- Huge thank you to the custodial team for cleaning up after the Halloween event

**Approval of October 2022 Minutes**

Moved – Melissa Joyce

Seconded – Tiffany Congdon

**Correspondence**

- Email from Mrs. McDonnell is promoting water conservation in the courtyard. She has acquired a rain barrel and is requesting funds for a pump / plumbing supplies to hook up to the rain barrel. PAC approved reimbursement for the expenses

**Administration Report**

CALENDAR	November 7 - 11th		November 14 - 18th	
	Mon 7	•	Mon 14	<ul style="list-style-type: none"><li>• Non Instructional Day</li><li>• Can be used for Reporting</li></ul>
<b><u>November</u></b> 14 Non-Instructional				



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Day 15 EA Meeting 16 Popcorn Day 16 Photo retake 18 Fun Lunch 28 Reports to Admin  <u><b>December</b></u> 5 Reports home this week 9 Fun Lunch 14 Popcorn Day 19-30 Winter Break  <u><b>January 2023</b></u> 3 School reopens 10 LEPAC Meeting @ 6:30 11 Popcorn Day 13 Fun Lunch 27 Fun Lunch  <u><b>February</b></u> 26 Bottle Drive	Tue 8	<ul style="list-style-type: none"> <li>• Staff Meeting</li> <li>• LEPAC Meeting at 6:30 pm</li> </ul>	Tue 15	<ul style="list-style-type: none"> <li>• EA Meeting- 3:00 pm</li> </ul>
	Wed 9	<ul style="list-style-type: none"> <li>•</li> </ul>	Wed 16	<ul style="list-style-type: none"> <li>• Popcorn Day</li> <li>• Photo Re-takes</li> </ul>
	Thu 10	<ul style="list-style-type: none"> <li>• Remembrance Day Assembly at 10:15 AM</li> </ul>	Thu 17	<ul style="list-style-type: none"> <li>•</li> </ul>
	Fri 11	<ul style="list-style-type: none"> <li>• No School</li> <li>• Remembrance Day STAT Holiday</li> </ul>	Fri 18	<ul style="list-style-type: none"> <li>• Fun Lunch</li> </ul>

**Information Items:**

<b>Appreciations</b>	<ul style="list-style-type: none"> <li>• Thank you from Louie to all the staff for your kindness</li> <li>• Thank you to the person who “boo’ed” the staff</li> <li>• Thank you to Min for helping Sarah and Jenni with their literacy work</li> <li>• Thank you to Carolin for buying the wreaths and stands for the classes</li> <li>• Matt for helping with papier mache ideas</li> </ul>
<b>Reporting Timelines</b>	<ul style="list-style-type: none"> <li>• Rough Drafts to Admin by November 28th- earlier is appreciated. 😊</li> <li>• Reports will go out the week of December 5-9th</li> </ul>



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<b>FSA</b>	<ul style="list-style-type: none"> <li>FSA's are now complete. District marking has occurred. Results will be to us in 2-3 weeks.</li> </ul>
<b>Soccer Jamboree</b>	<ul style="list-style-type: none"> <li>Nov. 25th at PISE- turf field</li> <li>Asking for parent drivers</li> </ul>
<b>Literacy Bingo</b>	<ul style="list-style-type: none"> <li>Bingo cards going home this week</li> <li>Return date of Nov. 25th</li> <li>Pencils for all who return a card</li> <li>Main prize draws- K/1, <math>\frac{2}{3}</math> and <math>\frac{4}{5}</math>- \$25 gift card to Chapters</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>We received 10 new chromebooks to replace older chromebooks that we had.</li> </ul>

<b>Supporting Families through the SAF Fund</b>	<ul style="list-style-type: none"> <li>How Lochside is using the money</li> </ul>
<b>Christmas at Lochside LEPAC Initiatives</b>	<ul style="list-style-type: none"> <li>Bookshop- first week of December... date still to be determined</li> <li>Food Drive-</li> <li>Virtual Giving Tree</li> </ul>
<b>Remembrance Day Assembly Update</b>	<ul style="list-style-type: none"> <li>Start at 10:15 am.</li> <li>Grade 1's have created a video on peace</li> <li>K Classes</li> <li>2 wreath bearers from each class</li> <li>Leila/Lisa's class- Flander's Fields</li> <li>Matt O's class- song</li> </ul>
<b>Winter Concert</b>	<ul style="list-style-type: none"> <li>Concert A and Concert B- 10 classes in each</li> <li>December 13- Concert A- 1:30 pm</li> <li>December 14- Concert B- 1:30 pm</li> <li>Classroom teachers will let parents know of their performance date</li> </ul>

- Feedback from parents to give more notice for the Remembrance Day ceremony regarding student participation so they can book time off work if desired
- Leila gave an overview on the arson attempt at the school. Temporary security cameras are now in place at the school to try to catch the perpetrators.
  - There was no damage aside from the Kindergarten doors. New doors will be installed as soon as possible.



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**Reports / General Business**

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

- Halloween Event, was a big success and raised over \$1,100
  - Huge thank you to Sean and Melissa for organizing the event and to all the volunteers who helped out
  - Thank you to Leila for stepping in to MC at the last minute
  - Thank you to all the families who attended
  - Would be great to have a couple of other rooms to use for next year so there was some more space, for example for the cupcake walk
  - Would buy a pizza for the Key Club volunteers next year rather than paying for the food truck
  - More lighting for the outside area would have been great
  - Food truck was great, look into other options for some variety and possibly a lower cost
- Holiday bookshop to be held Dec 7 and 8
- Holiday food drive / giving tree to start early December
  - A class will decorate the house and other decorations will go out the week of Nov 28
  - Leila to provide a list of items for the giving tree / wish list
  - End the food drive on Dec 14 so we can encourage families to bring a non-perishable food item to the concert
    - Volunteers for after school on the 14th to assemble hampers for Lochside families. Estimates we'll need 30 hampers.
    - Mustard seed to pick up the remaining items on the 15th
    - Suggest that each division bring a specific item or items - include the items on the gingerbread people that go home with students
- Jar raffle in December as a fundraiser? Or perhaps in the Spring?
- Year end picnic will be June 23rd, planning to start in January
- Bottle drive went well, weather was not overly cooperative
  - Thank you to all the volunteers!
  - Have not found out how much we made as of yet
- Card Project
  - Has been doing very well. Orders open until Nov 20th



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- Purdy's Fundraiser
  - Catalogues have not arrived but sales have started
  - Orders open until November 20
  - Volunteer ask coming for the order sorting
- Classroom budgets
  - Each division will get \$300
  - ELL, Library, French, Learning Support will all get \$480

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

- Nothing to report

**Treasurer's Report: Melissa Joyce**

- Nothing to report.

**Volunteer Coordinator: Krista Henzie**

- Reached out to all class rep volunteers and has notified all the teachers
  - Only 1 vacancy for Division 13
- Possible to get a list of grandparents who would like to volunteer?
  - Something for the Class reps to coordinate for their classes?
- Parking along Lochside Drive has gotten really bad again
  - Leila will look into the liaison officer coming again

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

- Has been working on the hiking map and has a sample ready to share with families
  - Form will be distributed to families soon

**COPACS Rep Report: Amy Wang**

- COPAC is organizing some new committees if anyone is interested in participating
  - eg Parent Education, Climate Change, etc.
- Discussions were held at the last meeting on the affordability fund, FSAs and the success of the nature wagon program that has been implemented at a couple of the schools in the district



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**Other Business**

- Ernestine Fagel from the International Program came by to talk about the program and the ongoing need for homestay families and how to get the word out among the Lochside community
  - She gave an overview of what's involved in being a homestay family
- Grade 5s - Tiffany Congdon
  - January 7 - bottle drive and tree chipping fundraiser
- Spirit Wear
  - Regular spirit wear store opened today and goes until November 20
- Next Meeting: January 10, 2022

**Meeting Adjourned: 8:28pm**