



## LFA Meeting Notes on 5<sup>th</sup> December 2018

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### In Attendance

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**LFA Parents:** Fabienne, Jeff, Paola, EunYoung, Birte, Lilian, Sheila, Lee Cher, Chris, Florence, and Virginia

**Faculty:** Mr. Mindorff, Mr. Richard, Mr. Steven, Ms. Michele, Ms. Emma, Ms. Maude and Mr. Jarrett

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### Upcoming Events

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- Santa coming to Léman on December 7<sup>th</sup>
  - 10-11:45am will be Kempinski Hotel's Santa (film crew may be present?)
  - Afternoon will be Mr. Julian in better disguise than last year
  - School photographer will be present
- January 15<sup>th</sup> there will be a New Family Orientation probably in the MFR. It will be a casual way for new families to meet with veteran families.
- January 18<sup>th</sup> will be a bowling night for teachers and parents
- January 22<sup>nd</sup> the LFA will likely host a bake sale while CISA Volleyball takes place on campus
- January 25<sup>th</sup> will be the Chinese New Year celebration on campus

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### Bus Issues

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LFA mentioned that there have been a number of issues with bus drop off in Luxe Hills when students were coming from events other than school-based events. Some students have been dropped at the wrong stops. The drivers don't know the exact location of the drop points and Luxe Hills can be quite confusing to new drivers. Mr. Mindorff indicated that bus monitors have been added to the buses to assist the drivers who are unfamiliar with Luxe Hills. The route information sent to parents will include the telephone number of the bus monitor.

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### Identification Cards

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The LFA inquired about when student identification cards will be ready. Mr. Mindorff mentioned that while teacher identification cards have just been issued, it will take some extra time to finish the student cards. He projected this will be finished in the coming new year.

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### Communication via Homeroom Parents

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The LFA was concerned that homeroom parents are sending many school flyers and announcements that perhaps should be sent by the classroom teacher or the administration. Ms. Emma thought that this was the preferred route of sending messages. Mr. Mindorff noted that it is possible for teachers to post their own flyers

or for Ms. Vera/Ms. Yiyi to post to all the chats at once reducing the amount of work needed to communicate in the forums. the case and will ensure proper routes of sending school notices.

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## Library

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LFA inquired about the process of stocking books in the library. They wanted to know how often and how many books are purchased for the school library and whether or not parents are allowed to borrow any books. Mr. Richard confirmed that two book shipments are received each school year as well as any scholastic bonus books given to the school. Generally, the school receives about 100 books in the middle of the school year, in addition to at least 100 scholastic books. The library order at the end of the year is based on teacher requests. In addition, Mr. Richard places an order. The most recent order focused on more picture books for the early years.

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## After School Clubs

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The LFA indicated that parents need a longer period of notice regarding which after school club their child has been enrolled in. Mr. Mindorff agreed that the notification needs to be much sooner and will work with Mr. Paul to ensure that more advance notice will be given for the third session of clubs.

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## Restrooms

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LFA noted that some parents have noticed restrooms, especially near the swimming pool, are not very clean. Mr. Mindorff shared the cleaning schedule of the ayi's and showed that each bathroom on campus is cleaned 6 times or more per day. He mentioned that on days where there are many visitors on campus for sports tournaments it is quite possible that the pool bathrooms become untidy more quickly but the ayi's will definitely clean it regularly.

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## Sex Education

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LFA inquired whether sex education is being taught, and when, at Léman. Mr. Richard shared that it is a part of Léman curriculum for grade 5 and 7. He also mentioned that in grade 5 it is mostly a hygiene lesson for children's maturing bodies, and grade 7 is more biological (i.e. How the body functions). The school is reviewing this subject for future years. A standing committee is in place that is working on enhancing our social emotional education framework..

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## Seesaw

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LFA inquired about the Seesaw program that is being used in some of the primary school classrooms. Specifically, they wanted to see if it could be used more so their child's work could be seen. Mr. Richard disclosed that Seesaw has been a trial this year in some of the classrooms and by this time next year he expects it will be used from PreK to Grade 5.

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## Open Class

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LFA asked about whether more open classes can be implemented so parents can come to the school and see how students are learning. Mr. Richard said that this is up to the classroom teacher but that he will encourage the teachers to do this as possible.

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### Cafeteria Display

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LFA shared that if a display would be placed on the door to the cafeteria showing what was available for lunch that day, the cafeteria traffic flow would improve. They also stated that parents would like the youngest students to have more choice and older students to be able to eat as many servings as they would like. Mr. Zaur agreed to get a menu display by the door. He also said that the older students are able to eat as much as they want, with the exception of the noodles, which is just a one-serving dish. Ms. Maude shared that having the youngest students select their own menu is not practical to do same-day. Parents are able to see the menu online and can choose to have their child eat school lunch or send a lunch from home. A wide variety of food is given for the set menu.

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### School Security

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LFA informed us of an instance when parents arrive to campus with their driver, the driver was given the parent visitor badge. Mr. Richard agreed to speak to the security so this will not happen again. Security will stop all visitors to ask the purpose of their visit. Parents are asked to wear their visitor badge on campus. In the interest of safety, staff and teachers alike are encouraged to stop and question any adult that is not displaying a badge.

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### Safety Protocol

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LFA shared that many parents don't know the procedures for emergencies on campus. Ms. Emma explained that the students are trained for three different types of emergency: fire, earthquake, and lockdown situations. When the fire alarm sounds, all students know to travel by class to the lower field. During an earthquake alarm, students crouch down like a turtle until the all-clear is given which is when they will go to the lower field. In a lockdown, teachers lock the door and cover the windows while students sit down on the floor and stay quiet. Léman staff and students have frequent drills for all of these types of emergencies. In the event of an actual emergency, Mr. Mindorff said, messages would be sent to parents.

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### Gymnasium Air Quality

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Mr. Mindorff shared that since the vestibules were added at the gym entrance, air quality has been 25% better in the gymnasium compared to outside. Léman has investigated placing a central air purifier in the gym, but due to the large volume of the gym has not as yet found a company capable of producing a purifier that could be accommodated within the space practically. We have recently approached a new company.

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### Class Distribution of Students

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The LFA stated that parents are questioning the method of placing students in classes. They inquired regarding the process that Léman follows. Mr. Richard informed that many variables are at work in determining classroom diversity: gender, academic levels, nationalities, level of English language, and friendships are a few. He also shared that teachers make recommendations based on how well students get along (or do not get along) from previous school years. As children change and grow each school year, he noted that it is possible that they don't

always get it right. But, he wanted to let the parents be aware that it is not a haphazard process, and much thought and planning goes into it.

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## Report Cards

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LFA suggested that the report cards for primary were too simple- just four categories to tell if a child is doing well in a subject. Mr. Richard explained that while the four categories may seem like too few, it provides an accurate indication of a student's level, especially when coupled with teacher comments. He also noted that teachers of special subjects cannot comment many things on each student's report as they have many students. Finally, the first term report card is complimented by the first term PLP and the first term Measures of Academic Progress (MAP) assessment.

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## School Photos

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The LFA shared that many parents were unhappy with the school photography this year- both selection of poses and quality of the photo itself. There was also just one package available for purchase which was an issue for some parents. This was the same photographer used last year. Mr. Mindorff mentioned that many parents were unhappy this year with the photos and stated that Léman will seek another photographer for upcoming years.

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## Student Health

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LFA asked about yearly health checks that had been done in previous years by Global Doctors, checking height, weight, eyesight, etc. They also inquired about the school nurse and what happens when she is not available. Mr. Richard stated that Global Doctors will indeed do an optional health check this year at the school. He also said that if Ms. Fuyang is not available, students proceed to the primary office. We have a number of staff members who are first aide trained. During Ms. Fuyang's extended abse

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## LFA Meeting

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The meeting began at 11:00am and ended at 12:30pm.