

Springvale Elementary SAC Meeting Minutes - Tuesday Sept 24, 2024 at 6pm, Springvale School Library

In Attendance:

Michelle Lamont (Principal), Laurie Slaunwhite (Vice-Principal), Mona Atkins (Support Staff), Kassandra Knight (PTA VP/Parent), Barbara Wheeler (Co-Vice-Chair/Parent), Tracy McFeters (Teacher), Jill Zhang (Teacher), Jean Robertson (Teacher), Heather Dodge (Co-Vice Chair/Community Member), Katie Kirkpatrick (Parent)

Regrets:

Sheila Doucet (Community Member), Pam Boyd (Community Member), Ariane Savi (Parent)

1. **Call To Order:** 6:04pm.

Welcome and introductions: Welcome from the Principal. Attendees introduced themselves

Previous meeting minutes approved: Jill Zhang moved that May 2024 meeting minutes be approved. Kassandra Knight seconded motion. Motion passed unanimously.

2. About the SAC:

a) Overview: School Advisory Council is a group of school stakeholder and individuals from local communities who share an interest in promoting student success. Provides a voice for parents, school staff, community members and where appropriate, students, to influence decisions that have an impact on student learning and well-being.

Further information about a SAC's duties and responsibilities is available on the Springvale website.

b) Membership and bylaws - The aim is that membership is 1/3 staff, 1/3 parents, 1/3 community members. Membership and bylaws should be updated yearly.

c) Grant - Approved expenditures using the Annual SAC Grant of \$5000 should apply to one of three categories:

- 1) supporting the school improvement plan (e.g. providing resources to support math and literacy instruction).
- 2) Supporting policy development and implementation (e.g. supporting and promoting new policies).
- 3) Covering operational expense - up to 20% - to encourage and support member participation.

3. Principal's Report

a) Configuration and Enrolment. current configuration works right now. Full at Primary and Gr. 6. Room in all other grades for movement in, which is required by HRCE and explain combined class configurations. Cut off time of Sept 30. After this the class cap does not apply. If we were full at every grade and every class, HRCE would look at hiring another teacher and creating a new class, but this is unlikely. Mid-year moving in and out doesn't occur very often at Springvale. 330 students- including pre-primary. 310 without Pre-Primary.

b) Operations - dehumidifiers and fans were in all summer - no mold developed over summer. Lines done in parking lot. Screens put into some windows. Re-painted some walls which got scuffed. Fixing Front door, which does not close properly, and overhang dripping issues, will begin tomorrow, Sept 25.

c) Staffing - Fully staffed right now. Sub for French for Gr. 4-6.

d) Bussing - There have been late morning and afternoon buses due to construction on the roads.

e) New lunch program launches on Oct 28 - Michelle checked out the ordering platform - one adds 'diner' profiles; order for 2 weeks ahead of time. Principal has the ability to access profiles confidentially and add meals if necessary. There are vegetarian and meat options everyday. Gluten and allergy consideration cannot be accommodated at this time, but there are plans to include this in time. Food vendor is Flenjor. Prepped off-site and delivered.

f) Increased safety training and Emergency Management procedures - threat assessment training. The school will now implement a fire drill during non-instructional time, so arising issues can be troubleshooted.

g) Student Success Plan

- i. Literacy tracking P-2. Four cycles. Plan not yet in place. New ELST & Resource teachers are currently determining small group instruction.
- ii. Will likely focus on EAL students - as we have had an influx of EAL families this year.
- iii. Likely upper elementary grades will concentrate on writing as they were above average on assessments, but not as high as reading and math.
- iv. Math fact fluency - This will be part of our first goal. Grades 4-6 have had PD, but P-3 have not and are still scheduling this into their day. A goal that would support implementation would be wise.

h) Gr 6 assessment dates - Oct 3, 8, 10, 17. Oct 3 conflicts with a major Jewish holiday (Rosh Hashanah - Oct 3 and Oct 4). This information has been shared with HRCE & EECD, so more schools can keep this in mind in future.

i) Field Trips - Some teachers have planned these already. Examples include the NS Art Gallery, Pottery Lab.

J) SAC Conference - Friday Sept 27 - All day at the Convention Centre - Cassandra will attend with Michelle.

4. Financial Information - We have a balance of \$2,284.46 from last year's funds.

a) There have been requests to buy some early chapter books for the 2/3 classroom and STEM items to support our new relief teacher for days when she cannot take the students outside. Unanimous consensus that this is approved.

b) Discussion of decision-making regarding spending - Agreed that the Principal will order resources in accordance with the SAC requirements for resources, instead of waiting for a SAC meeting, so that teachers can access requested resources as soon as possible.

5. We need a Chair - Cassandra is happy to do this if no one else is interested. Barbara is unable to be Chair as an HRCE employee.

6. Bylaws, membership agreement - please review agreement and send feedback to Michelle.

7. Future Meeting Dates:

Tues Oct 15, 2024

Tues Nov 19, 2024

No Meeting in December

Tues Jan 21, 2025

Feb 18, 2025

No Meeting in March

April 15, 2025

May 20, 2025

Extra meeting scheduled in case of weather/illness/unforeseen circumstances.

8. Meeting Adjournment - 6:51pm

Next Meeting Tuesday Oct 15, 6pm. Springvale School Library.