

St. Stephen's Elementary School

School Advisory Council (SAC)

SAC Meeting - MINUTES

November 13th, 2018 Meeting

5:15PM, School Library

Meeting called by: Jennifer McKeane, Interim Chair and Frances Waterman-O'Connell, Principal

Attendees: Cheryl Aubie, Katherine Orlik, Julia Grady, Jennifer Dell, Suzanne Tucker, Kelly Dodge, Kate Macleod, Ryan Tully, Kathy Summers, Donna Denney, Roslyn Young, Frances Waterman-O'Connell

Regrets Sent: John Hiles

1. Welcome, Introductions,	Jennifer McKeane Motion: Katherine motioned to approve Agenda. Kathy Summers seconded. Agenda approved.
2. Approval of minutes from October 9th 2018 meeting	Jennifer McKeane Motion: Suzanne Tucker motioned to approve minutes. Julia Grady seconded. Minutes approved.
3. Administration Update	Roslyn and Frances provided, see attached document. Covered: PEBS Assembly, Remembrance day Assembly, Lunch Time Junior Leaders, P.A.L.S. Program (teaching fair play), Provincial Assessments, School Success Plan (Demonstrating mathematical thinking, and literacy goal re: learners processing text (critical thinking)), P.D. (Oct. 17 th and Oct. 26th Provincial Conference Day (various topics) and another Reading P.D. Recent Field Trips / Guest Presentations (Grade 4-6), New lunchtime programs: Judo-Mondays (gr4-6), Dance-Fridays (gr3) organized through HRCE. Also Chess Club-Fridays After-School programs (Basketball-Tuesdays). H.O.O.Ps on Monday before school, and Open Gym – Fridays (GrP-3) 8:30-8:55am Also Intermurals Tuesdays at lunch (soccer, volleyball, basketball). Dates given for upcoming events incl Dec 6 (No School) AM (PD Day) and PM (Parent / Teacher meetings) Holiday Concerts Dec. 11 th (10:15-11:55am and 1:00-2:55pm) Annual Turkey Dinner Dec 13 th Last day of school before holiday break Dec 21 st Also mentioned school fundraisers: Halloween Sock Hop, Book Fair, Nourish your Roots.

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<p>4. Consultation on Supervision of Extracurricular Activities Policy</p>	<p>Draft Policy Introduced (See Document) and initial discussion / feedback collected:</p> <ul style="list-style-type: none"> - Need clarity on student chaperone ratios and how this is different for P-3, 4-6, Junior High and High School. - Would an NSTU staff person need to be in attendance (this was a previous requirement) - Risk and Risk Management considerations need to be outlined - What certifications will be required for supervising particular activities and experience required in working with youth? - Need to know what were the policy gaps that led to this new policy being introduced. What policies currently exist at an HRCE (former HRSB) level? There is currently HRCE guidelines for supervising for coaching and requirements for working with students (i.e. Criminal Record and Child Abuse checks). - Questions on who will have access to giving feedback on this survey? - Feedback requested by NSEECD by Dec 21, 2018 -Upcoming meeting this month during the Administrators Association meeting will discuss the draft policy. - Discussed application of this new policy. Would it apply to fee based programs operating on school property, but not connected with school e.g. Mad Science, or would it only apply to activities organized by the school? Need clarification. - Also discussed why this policy is being introduced now? What need does it hope to solve? <p>Action: Jennifer McKeane to work with Frances to determine best way to formally access link to submit feedback to this policy.</p>
<p>5. SAC PD Event Report</p>	<p>Jennifer McKeane opened discussion about SAC PD meeting (See Handouts from SAC PD meeting):</p> <p>Discussed how we might use the S.A.C. budget of \$5000 + \$1 per student. To be used by March 31st.</p> <p>Ideas: Waterbottle Fountains, Paying for volunteer Criminal Record Checks, Documentary / Movie Subscription for use in class and for fundraisers, Mindful Room (a space to do academic work in a quiet setting), lunch monitors (2 per room), Making SAC Accessible to members: Transportation, meals, babysitters / babysitting costs. What budget items could help support the School Success Plan in literacy and math e.g. offering math tutors for grade 5 & 6. Also discussed making enrichment programs available – e.g. Waterloo Math Contest etc.</p>

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	<p>Action: Request that School Administration and Teacher / Support Staff reps submit ideas for use of budget before holiday break, so that when SAC convenes in January, we can make budget decisions.</p>
<p>6. SAC Bylaws-Changes and</p> <p>7. SAC Membership and Roles</p>	<p>Jennifer McKeane</p> <p>Changes have been incorporated by Jennifer McKeane in document (attached)</p> <p>Support Staff: Need at least one support staff to be on SAC.</p> <p>Action: Frances to check with Tish Levering to see if she is able to participate in the SAC.</p> <p><u>Review of Election Protocol by J.M.</u></p> <ul style="list-style-type: none"> -Teachers and support staff to elect their own members. -General discussion about numbers of elected members. <p><u>Vacancy concerns</u></p> <ul style="list-style-type: none"> -Equal numbers of representatives are expected on SAC. There should not be more than a third of the membership from any one group i.e. Parent, Community, Teaching Staff, Support Staff -There are currently 5 parents participating, but it is expected that no more than 4 teaching staff will be able to participate. Possible solutions discussed: <ol style="list-style-type: none"> 1. Sharing attendance among parent members (i.e. elected member and their alternate) so that we can reduce max parent members to 4. 2. Perhaps parent chair could be a non-voting position. <p>Action: Frances to check on the possibility of both of above options.</p> <p>Action: Vote on bylaws either at next meeting (January), or by email if required sooner.</p> <p>Julia Grady expressed interest in being a Secretary. Cheryl Aubie expressed interest in being Treasurer. Jennifer McKeane expressed interest in being Chair.</p> <p>Motion: Kathy Sommers motioned to approve above positions on SAC (pending confirmation and clarification over number of members), Suzanne Tucker seconded. Motion passed.</p> <p>Motion: _____ motioned to appoint Donna Denney as a Community Rep to the SAC. Seconded by _____. Motion passed.</p>

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8. Other

Next Meeting: January 15, 2018
5:15pm, School Library

Motion: Julia Grady put forward motion to adjourn meeting, Kelly Dodge seconded it. Motion passed.