

# St. Stephen's Elementary School

## School Advisory Council (SAC)

### SAC Meeting – Draft MINUTES

October 9, 2018

5:15PM-6:30PM, School Library

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

**Attendees:** Julia Grady, Jennifer Dell (Minutes), Kathy Summers, Ryan Tully, John Hiles, Frances Waterman-O'Connell, Kate MacLeod, Roslyn Young, Suzanne Tucker, Kelly Dodge.

**Observers:** Tung Wen (Alexander)

**Regrets Sent:** Cheryl Aubie and Katherine Orlik

1. Welcome, Introductions,	Jennifer McKeane Kathy Summers motioned to approve Agenda. Roslyn Young seconded. Frances requested to add item re: replacement of equipment. Added to agenda. All favoured.
2. Approval of minutes from September 11, 2018 meeting	Jennifer McKeane Agenda approved by Jennifer Dell. Roslyn Young seconded. All favoured. Minutes approved.
3. Report on Special Vote – Former SAC re: Class size – Grade 4	Jennifer McKeane Reported that Interim Chair contacted the SAC members from last year <b>by email</b> (as we hadn't yet voted in 2018/19 members), to vote on a <b>motion</b> for: "the SAC to support a recommendation of the Principal to accept the over hard-cap classroom size in Ms. Dodge's Grade 4 classroom for 2017/18". Derek Fenton seconded the motion. The motion passed by over 2/3 of members voting and a simple majority supporting the motion by way of email vote (decision-making as per process in Letter of Agreement 2017/18).
4. Administration Update	Roslyn provided, see attached handout: Administrative Report. Frances mentioned the upcoming PD, all staff (except custodians) will be attending training on Oct. 17. Remembrance Day assembly likely to be on November 8, as the 10 <sup>th</sup> is on the weekend.
5. SAC PD	Frances Waterman-O'Connell Scheduled for November 1 and 8 (SAC Members invited to attend one), Frances advised that she will be attending a meeting on Thursday Oct 11, and will have some additional info to share. Frances offered to send out an email and/or forward any handouts that may

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	come out of this meeting. Sessions will include orientation about SAC.
6. SAC Bylaws	<p>Jennifer McKeane See handout. Jennifer provided overview of proposed changes that address concerns about the voting process that some parents had about previous process, and well as adding flexibility for participation of principal and vice principal. Teachers and support staff to elect their own members. General call for interest suggested to fill community vacancies. When there are vacancies, interested parents to self-nominate, be reviewed by Administration and SAC Chair, and be approved through motion at SAC meeting.</p> <p>Some additional edits requested:</p> <ol style="list-style-type: none"> <li>1. adding representation from LGBTQ community in the diversity statement, and</li> <li>2. to ensure we have wording correct on diversity statement (to check with HRCE).</li> <li>3. Discussion re: 2/3 of membership is needed to make SAC decisions, but to include wording which would allow decisions to be conducted by email / electronically if quorum not met at a meeting and where a decision cannot wait until next scheduled meeting.</li> <li>4. Allow for establishment of member and alternate roles where there is more interest from category of membership.</li> </ol> <p><b>Motion:</b> Roslyn Young motioned to approve Bylaws as presented, with changes as suggested, seconded by Julia Grady. All favoured.</p> <p><b>Actions:</b> Jen McKeane to update bylaws as per motion prior to November 13 meeting for final review before sending to HRCE and NS EECD for signature.</p>
7. SAC Membership	<p>Jennifer McKeane See handout of proposed membership and length of time. Discussion re: length of time staff serves. Roslyn proposed 2-year term for staff. Julia had idea for potential community members- Needham preschool and/or Veith house. Ryan Tully may have someone who could act as a Community member. Kathy asked Chair to check with Derek Fenton to clarify if he was hoping to be a parent member.</p>

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	<p>Still need some more community and staff representatives to match # of parent reps. Suggestion since SAC is parent heavy, perhaps a parent could be observer/or share a position (Member and Alternate). Also option for Members and Alternates to all attend meetings, but if member present, only they would vote. Also consideration about timing of meetings may cause obstacles for some valuable potential members. Option to ask for feedback on policies online from those interested in membership who can't attend meetings. Consider having policy discussion groups open to school community.</p> <p><b>Motion:</b> Kathy Summers put forward motion to approve slate of members as presented with the addition of Kate MacLeod and Ryan Tully as teacher members for 2-year terms, Roslyn Young seconded. All favoured.</p> <p><b>Action:</b> Jen McKeane to contact Donna Denny to see if she is interested in being a community member.</p>
8. Other	<p><b>Support for Replacement of Equipment:</b> Frances Waterman-O'Connell:</p> <p>Some items have been damaged by students, and require replacement. Some are owned by school, some by teachers. This will cause the school to move monies around to put aside funds to replace damaged equipment. Would want to come up with something collaboratively to support these efforts. Some of these materials have been purchased for the class, or students. Most times its been funded out of pocket in the past to replace items, sometimes its reported, sometimes it's not. Suggestion that funds should come out of school to cover these damaged items.</p> <p>Visual timers needed for classrooms. Frances requested to put this out for thought, when she attends meeting next week, to seek feedback.</p> <p>Discussion around use of SAC funds potentially for self-regulation teacher PD opportunities supported by SAC Funds and suggestion of new second mindful room, more academically set up. Not voting occurred on these suggestions at this time. Defer to future meeting once we have clarity over use of SAC funds.</p>

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Further discussion that school also needs funds for more lunch monitors also, but hard to find funds for these. SAC requested information to understand parameters for SAC funds versus Instructional Funds.

Agreement to continue conversation at a future meeting.

**Motion:** Julia put forward motion to adjourn meeting, Kelly seconded it. All favoured.

Thank you!

Next Meeting: November 13, 2018  
5:15pm, School Library