

St. Stephen's Elementary School

School Advisory Council (SAC)

SAC Meeting – Minutes

September 17, 2019

5:15PM, School Kitchen

Meeting called by: Jennifer McKeane, Chair

Attendees: Cheryl Aubie, Julia Grady, Suzanne Tucker, Kelly Dodge, Donna Denney, Frances Waterman-O'Connell, Julie Delnegro, Jenn Brine, Ryan Tully, Roslyn Young

Regrets Sent: Kathy Summers, Jennifer Dell

1. Welcome, Introductions,	<p>Jennifer McKeane</p> <p>Addition to the Agenda: Sensory Hallway update from Julie Delnegro</p> <p>Motion: Motion to approve the agenda by Julie Delnegro. Seconded by Donna Denney. Motion carried.</p> <p>Jenn Brine is joining the SAC as a teacher representative.</p>
2. Approval of minutes from February 5, 2019 meeting (Please read in advance)	<p>Jennifer McKeane</p> <p>Motion: Motion to Approve Minutes from June 11, 2019 (including an update to the amended agenda) by Suzanne Tucker. Seconded by Donna Denney. Motion Carried.</p>
3. Administration Update	<p>Frances Waterman-O'Connell/Roslyn Young</p> <p>Enrollment: School enrollment has increased to 243 (including pre-primary).</p> <p>Preprimary 16, Grade Primary 38, Grade One 31, Grade Two 24, Grade Three 26, Grade Four 32, Grade Five 44, Grade Six 32. Class configurations seem to be consistent, and not expecting any changes.</p> <p>Staff updates: Karen Armstrong, Jenn Brine, Leanne Chisholm, Ashley Collings, Rebecca Hart, Jennifer Imlay, Andrea Jeffrey (music), Helen Johnstone, Lisa Clarke, Pam Raymond, Natalie Sato, Caroline Smith, Angelina Rowe, Eric Lang have all joined the staff of SSES this year, or have changed positions within the school.</p> <p>Paving update: There was a letter sent to families with an update on the paving project over the summer. The coordinator of the project has been in touch to confirm that the project continues to move forward.</p>

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	<p>The Professional Development day in September was used to discuss how to build positive relationships and to work on a vision statement (which is remains in progress).</p> <p>Curriculum night is September 26. September 27 is a PD day focused on Student Success Plan and time for teachers to review TIENET.</p> <p>The Emergency Plan has been updated and remains the same. One fire drill has been completed. Hold and Secure drill will be held the week of September 16, and a lockdown drill will be held the week of September 23.</p> <p>The Grade Six Leadership team will have a slightly different format this year, and a notice will go home to explain to students and their families.</p> <p>LCD projector installation project has been delayed and will be undertaken as soon as possible. Projectors will be installed in the grade ¾ classroom, music/French room, and P-3 Learning Centre.</p> <p>Bikes with desks have been installed in each classroom, thanks to PTA funds.</p>
4. Student Success Plan Update	<p>Frances Waterman-O'Connell</p> <p>SSP data presented. These data shows that the writing goal has not been achieved, and the school staff will likely choose to continue with a writing goal for the next SSP cycle.</p>
5. SAC Budget Discussion	<p>Frances Waterman-O'Connell / Cheryl Aubie</p> <p>Discussion about budget and how the PTA budget and the SAC budget can be differentiated. Will invite the PTA executive to the next SAC meeting for further discussion about delineation of the funds.</p>
6. SAC Governance and Documents	<p>Frances Waterman-O'Connell</p> <p>SAC documents have been approved by the NSEECD, and once signed by the HRCE Executive Director and Minister of Education and Early Childhood Development, the documents will be sent to the SAC for the signature of the Chair of the SAC.</p>
7. SAC Vacancies and Election Planning	<p>Jennifer McKeane</p> <p>Jennifer McKeane's term is ending and she is therefore stepping down from the Chair position. Suzanne Tucker and Kelly Dodge are also completing</p>

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	<p>their terms as teacher representatives. John Hiles is stepping down as community representative. A chair will need to be appointed at the next meeting in October. Elections for parent rep may not be necessary, but will be determined.</p>
8. Upcoming SAC PD	<p>Jennifer McKeane</p> <p>Note that there is an opportunity for PD for the new SAC Chair in November.</p>
9. Departing SAC member recognition	<p>Thank you to the members of the SAC who have completed their terms are departing the SAC, including Suzanne Tucker, Kelly Dodge, Kathy Summers, Kate MacLeod, and Johnny Hiles.</p>
10. Other business	<p>Sensory Hallway update deferred to October meeting.</p>
11. Upcoming Meetings and Adjournment	<p>Motion: Motion to adjourn Julia Grady. Seconded by Cheryl Aubie.</p> <p>Next meeting is October 8, 5:15pm.</p>