**Robert Kemp Turner**

**School Advisory Council**

**Meeting (via Zoom) Minutes**

**October 14th, 2021 at 7:00 p.m.**

**Attendance:**

Terra Crowe, Parent

Jenna Murphy, Staff

Crystal White, Staff

Danica Branscombe, Community member

Sarah Garnett, Potential community member

Chris White, Chair

Michelle Lamont, Principal

**Regrets:**

Kimberly Scheelar, Community member

Kayla Lambert, Parent

**Agenda:**

 Michelle provided the group with an agenda and a power point of the meetings talking points and will summarized below.

**SAC Agenda: Thursday, October 14th, 2021**

1. Welcome
2. Go over SAC Guidelines:
* What is the SAC?
* What are some of the Duties and Responsibilities of a School Advisory Council (SAC)?
* The SAC Agreement
* Define the operating procedures for the SAC
	+ Electing an executive, including a chair
	+ Determining a meeting schedule
	+ Establishing a decision-making structure
		- Consensus (preferred)
		- Consultation
		- Vote
* Membership
* Discussion of SAC Funds
1. Principal’s Report
2. Questions
3. Next meeting: date & time

**Welcome:**

Welcomed all returning members to our SAC this year. Discussed the type of year we have had so far and that our meetings this year will be virtual as long as there are Covid restrictions with the possibility to have in person meetings on certain occasions when needed or perhaps as a year end social meeting.

Duties and responsibilities of the SAC and members’ roles was discussed. From the slide show Michelle created plus the addition of items discussed:

* “SACs bring together school stakeholders and individuals from local communities who share an interest in promoting student success. They provide parents/guardians, school staff, community members and when appropriate, students, with a voice to influence decisions that have an impact on student learning and well-being. As advisory bodies, SAC’s bring partners together to provide principals and regional centers of education (RCE’s) with advice that reflects the best interests of students from the point of view of the school community. SACs receive their authority from the Education Act (2018).

**The duties and responsibilities of an SAC include:**

* Participating in the creation of the SAC Agreement and by-laws
* Collaborating to improve student achievement and well-being
	+ School improvement plan, possible PD opportunities for faculty and staff, workshops, class/ school field trip ideas
* Providing feedback on school practices and initiatives
* Providing feedback on provincial policies
	+ Rare but on occasion in the past SAC’s have been tasked on providing the province with input from its members to guide policy development
* Oversite for SAC grant spending decisions
	+ Always an important section and SAC welcomes new and unique ways to spend money for the students and or staff such as, equipment for well-being, in class materials and tools, educational fiend trips etc.

**The SAC Agreement** **will contain the following items:**

* membership structure of the SAC (including designated seats)
* decision-making structure (including quorum)
* SAC commitments
* Regional Centre for Education commitments
* Department of Education and Early Childhood Development commitments
* signatories to the agreement (the SAC Chair, the RED, and the Minister of EECD).

**Operation procedures for our SAC**

* + Electing an executive, including a chair
		- Chris White (last year in position unless reelected)
	+ Determining a meeting schedule
		- Every 3rd Thursday of the following months, (subject to change to accommodate members’ schedules)
		- Nov. 18th, 2021
		- Jan 20th, 2022
		- Feb 17th, 2022
		- April 21st, 2022
		- May 19th, 2022
		- June 16th, 2022
	+ Establishing a decision-making structure
		- Consensus (preferred)
		- Consultation
		- Vote

**Membership**

This year both Jennifer Collier and Kerri-Lee MacDonald expressed to Chris that if other parent members were able to join, they would like to step down as members but would stay on if need be to make quorum in the event no new members stepped forward. Both members have served for many years and represented the school during the School Options Committee review process under the previous government.

Two pre-primary parents expressed interest and joined the zoom call. Terra and Michelle clarified that because pre-primary functions in the school separate from the rest of the student population, the parents would be considered as community members.

**SAC Funds**

All expenditures must fit into one of the three spending categories below:

* supporting the school improvement plan (e.g., providing resources to support math and literacy instruction)
* supporting policy development and implementation (e.g., supporting and promoting new policies)
* covering operational expenses. Up to 20 % of provincial SAC funding may be used for SAC operational expenses, if necessary, to encourage and support member participation.
* All schools are provided $5000 plus 1 dollar per child at their school yearly
	+ Funds normally do not carry over but due to the pandemic last year unused funds were saved and carried over to the 2021-22 school year
* Current account balance after meeting was, $6919.77

**Principal’s Report:**

* School Success Plan & Regional Success Plan
	+ Focus on well-being goal
* P-2 Literacy
	+ September 8/33 (1 P, 3 in grade 1, 4 in grade 2)
		- Above’s numbers are of students not meeting expected reading benchmarks
* Grade 6 Assessments & Grade 3 Assessments in spring
* Covid-related procedures
	+ Soft start to the day was implemented, reducing the grouping of students near entrances and has been working well
	+ Mandatory vaccination for staff, volunteers, etc.
	+ What happens if there is an exposure at school?

Meeting adjourned approximately 1hr after commencing.

**Next Meeting:**

Thursday, Nov. 18th, 2021 6pm via Google Meet

Respectfully submitted,

Chris White