



School Advisory Council  
**Minutes**  
Meeting of November 9, 2017

**Attendees:** Emily Quigley (Principal), Dave Moorhouse (Co-Chair/ Parent Rep), Alix Robinson (Parent Rep), Mary Beth Ross (Community Rep), Lynne MacKinnon (Teacher Rep), Brian Psooy (Parent Rep)

**Regrets:** Ashley Matthews-Duffett (Community Rep); Jennifer Cholock-Whitty (Staff Rep)

---

**1. Call to Order**

- Meeting called to order at 6:06 pm

**2. Approval of Minutes**

- Motion: to approve the minutes of the meeting of October 12, 2017 as circulated
  - Moved by Caroline; Seconded by Brian: Motion carried.

**3. Business Arising from Minutes:**

- Fencing Along Purcell's Cove Road
  - Emily reported that she contacted HRSB for guidance on steps for installing fence where school yard borders PCR near the playground
  - HRSB has requested that we provide them with quotes received for the fence
  - Council discussed the likely further need to have HRM involved to provide consent re placement of fence
  - Council discussed the factor of obtaining consent for installing the fence as exclusive of any ask for funding
    - Brian agreed to draft a letter to HRSB solely seeking consent to proceed in case funding can be secured independent of HRSB contribution
  - In the interim, lunch monitors are expected to continue having someone standing in that area of the schoolyard
- Milk Program, general update (Emily)
  - Emily expressed her concerns about the amount of milk being wasted due to many students not drinking it, with some only drinking a small amount, and other not taking it at all.
  - Council discussed the possible solution being to sell the milk out of the office, where only those students who want it will come to the office to purchase.
  - Council discussed the challenges with a program that is seen by many parents as beneficial for their kids (if they drink it) vs. whether parents are aware of their kids not drinking the milk vs. the subsidized cost making it of little concern either way.
- Snow and ice at JWM and FT Sites:
  - Emily confirmed they received two quotes for the work, and a contractor had been out to the JWM site and marked off where work was expected to be completed.
  - The date for the work to be completed is unknown, but hoped to be before significant snowfall.

- School Website Improvements
  - Council discussed possible improvements that could be made to the school website that may improve communications with parents
  - Council acknowledged the importance for parents to get information they need from the official school website
  - Council discussed the idea of looking to the Facebook Group as a source for some of the more common questions that are repeatedly asked, like:
    - Who cheques should be made out to for various payments. Is it the school?
    - Can a family send in one cheque to pay for more than one child? Does it matter if the kids attend at different sites?
  - Ultimately, the Council will be looking to develop a helpful FAQ as a starting point.

#### 4. Principal's Report: Emily Quigley

- Grades/ Report Cards
  - Preparation for report cards underway with teachers having meetings to ensure continuity across classrooms
  - Also preparing a communication to parents to explain how the grades are determined, and how they should be interpreted.
- Remembrance Day Assembly held
- Grants – school received two grants:
  - From our Guidance Counsellor Lisa Wall:
    - social emotional wellness- books and games for children.
    - She also organized the presentation from Dr Chorney on Tuesday with a great turn out.
  - Performance Grant - African Dance to be taught to classes in February.
- Concerns over significant substitute teacher shortage (especially for French Immersion).
- Holiday Concerts – to be divided between a P-2 show at 5:30 pm, followed by 3-6 show at 7 pm. Matinees for each grouping will also be held.
- School Success Planning –  
**SSP- School Success Plan-** we have established two goals for the school and we are working on our strategies to support these goals. So far, we have strategies in place for literacy goal.

Literacy: To improve student achievement in writing in the areas of ideas, organization, language use and conventions.

Instructional Strategy: focus on writing workshop on a regular basis and conferencing and sharing strategies.

Assessment: through conferencing providing descriptive feedback showing them what they are doing well and what they can do to improve as writers.

Collaborative Teams: Teachers will use the writing continuum, rubrics and writing samples to identify students who are not meeting benchmarks, plan interventions in a timely manner and reflect on the effectiveness of these interventions.

Mathematics: To improve our student's achievement in number sense with an emphasis on partitioning and representing numbers in a variety of ways.

We are working on developing strategies to meet these goals.

## **5. New Business**

- SAC Chair/ Secretary for 2017/18

With new SAC terms underway, Council looked to determine who would sit as Chair and Secretary.

- David Moorhouse re-offered to remain as chair, was unopposed, and appointed as Chair by default.
- With no Council Members offering for the position of Secretary, Council decided to defer a decision until the next meeting.

## **6. Adjournment**

- Meeting adjourned at 7:05 pm
- Next meeting January 11, 2018 at 6pm.