

School Advisory Council (SAC) Meeting Minutes

Date: April 29, 2025

Time: 4:00 PM

Location: Library

Chair: [Name]

Minutes Recorded By: [Michelle Raine, AI Assisted Otter.io]

1. Call to Order & Agenda Review

- Meeting called to order at 4:00 PM.
 - Agenda distributed via email; no additions or amendments requested.
 - Agenda approved as presented.
 - New Code of Conduct will be discussed during the next meeting as the full principal report was deferred.
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2. Approval of Previous Minutes

- Previous meeting minutes shared by email.
 - No changes or errors identified.
 - Motion to adopt minutes passed unanimously.
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3. Principal's Report (Deferred)

- Full report to be shared at the next meeting.
 - Sarah reviewed the new Code of Conduct document; highlighted minor but meaningful changes.
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4. Kindness Campaign Recap

- Three-week school-wide initiative was a success:
 - Kindness "Gotchas" issued for positive behavior.
 - Certificates filled out and entered into a live draw.
 - "Put the 'I' in Kind" photo display featured throughout the school.
 - Students encouraged one another to participate.
 - Concluded with a celebratory dance.
 - Teacher recognitions included to enhance school community.
 - Proposal: Extend Gotcha campaign beyond kindness to include academics, behavior, etc.
 - Weekly draws may become a permanent feature.
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5. Record Destruction Protocol

- Reminder: Records must be kept for 7 years before destruction.
 - New checklist and process shared electronically.
 - Consider digitizing past meeting notes.
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6. Enrollment Configuration for 2025–2026

- Anticipated configuration:
 - Grade 6: 2 French Immersion + 6 English = 8 classes total
 - Expectation of small class sizes.

- Student body size remains steady, but numbers are shifting from junior high to Grade 6.
 - Class size caps:
 - Grades 3–6: 25 students (with flexibility)
 - Grades 7–9: 28 students (with flexibility)
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7. SAC Budget Update

- Current balance: \$3,605.05
 - Suggested prize items:
 - Sports balls
 - Fishing rods
 - Art supplies
 - Larger prizes to be displayed in glass cabinet
 - Discussion about sourcing from Amazon or similar platforms.
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8. Installation of Outdoor Upper Tables

- Delay due to concerns over underground utilities.
 - One screw pile installed; further digging paused for mapping and approvals.
 - Plan to proceed with concrete slabs and chain posts internally.
 - Potential free garbage can for area pending school board support.
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9. Education Week Planning

- Celebration ideas:
 - Extended Gotcha campaign
 - Teacher appreciation through student-issued Gotchas
 - Possibility of purchasing a collective staff gift
 - Action: Speak with Ian MacTavish and Tabish about proposal.
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10. SAC Membership for 2025–2026

- Sophie completing her final year.
 - Need to recruit new members for Grade 6 and Grade 7.
 - Suggestions made; recruitment efforts to begin immediately.
 - Action: Survey current members about their plans for next year.
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11. Code of Conduct Updates

- New behavior descriptors introduced:
 - Inappropriate Language
 - Interruption of Learning Environment
 - Threatening Behaviour
 - Aim is for more accurate and fair reporting.
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12. Student Voice & Success Survey

- Reinforced importance of student voice.

- Student Success Survey to continue as an evaluative tool.
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13. Next Meeting

- Rescheduled to **Tuesday, May 20, 2025**, at 4:00 PM.
 - Location to be confirmed.
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Action Items

Task	Responsible	Deadline
Speak with Ian MacTavish about teacher appreciation funding	[Designated Member]	May 20, 2025
Survey current SAC members about returning next year	Chair/Secretary	May 10, 2025
Recruit new members for Grade 6 & 7	All Members	Ongoing