|  |  |  |  |
| --- | --- | --- | --- |
| **1. Meeting Identification** | | | |
| Meeting Purpose: | November SAC Meeting | | |
| **Meeting Chair:** | Troy Smith | | |
| **Meeting Date:** | November 15th, 2023 | **Time:** | 3:15 p.m.- 4:15 p.m. |
| **Attendees** | Troy Smith, Principal  Andrea MacAulay, Vice Principal  Stacey Isenor, Staff Member  Melissa Bonnell, Chairperson/Parent  Jocelyn Archibald – Parent  Mickie McDow- Community Member | **Regrets** | Shanda Keddy - Teacher |

| **Agenda Items** | | | |
| --- | --- | --- | --- |
| **Item** | **Discussion** | **Action** | **RESPONSIBLE** |
| Bylaws/ Council Agreement | * The bylaws and agreement were circulated and reviewed to see if there were any changes that needed to be made. | None required |  |
| Membership | * Discussion took place with regards to the current terms of those on The Committee * Jose Villegas will be replacing Stacey - Thank you Stacey for your time and commitment to the SAC Committee. * Jose’s term will be until the end of June of 2026 * Melissa’s Term will end in June of 2024 * Jocelyn agreed to stay on until June of 2026 * Mickie agreed to stay on until June of 2026 * Troy will talk with Shanda regarding her term length. * There is a vacant position for a community Member. Troy put out a request and spoke to some who he thought would be a good fit. Stephanie Reid expressed interest; however, she is technically a HRCE employee. All agreed she would be an asset to the committee. * It was decided the Troy would put out one last call and if there was no response, he would ask Stephanie to attend the next meeting | * Speak to Shanda * Put out a plea for a community member. * Speak to Stephanie | Troy |
| Literacy | * Troy did a quick report on the literacy stats for the students. Those who were reading at grade level. * P: 11/ 12 ,Grade 1: 18/19, Grade 2: 11/24, Grade 3: 9/16, Grade 4: 13/16 Grade 5: 8/16, Grade: 6 7/15 |  |  |
| Web Site | * The Website will be updated with the SAC members names | Update website | Troy |
| Staffing | * There will be a Guidance Counselor coming to the school in January. He will be on a circuit. 2 days at MVEC, 2 days in Dutch Settlement and 1 day in Upper. * The Math Coach term at the school ends tomorrow. There has been great support given to teachers. * Troy is advocating for a Literacy Coach to come to the school to offer support | Advocate for a literacy coach | Troy |
| SAC Financial Report | * The current bank balance is $5578.82. * 5141.00 was given for funding for the 2023/2024 school year and the remaining money was left over from last year. * Reminder that funds are to be used for projects/ items the promote literacy, numeracy, and Policy Development within the school. * Decision was made that spending requests would be made via email to SAC members between meetings and voted on by email response | Account Balance to be attached to the minutes | Mickie/Troy |
| Up Coming Events | * **Christmas Concert** will be Dec 14th There will be a matinee rehearsal and evening performance. * **School Turkey Dinner** will be December 15th - Dexter’s construction has already given a $500.00 donation. Reids have committed to providing desert.   (cookies)  Donations letters have been sent out and Donations are welcomed.  Jocelyn asks that a letter be sent to her so that she may approach the company she works for.   * **Xmas Bazaar** will be held December 19th. This will be a free shopping event for all children in the school Volunteers will be needed for the wrapping stations. Children will be given fake money to make purchases. Discussions will take place in classrooms about who we buy for in our households etc. Mickie suggested that students make name tags in class for who they intend to buy for and bring them with them to the sale. | Send Donation letter to Jocelyn.  Start collecting new or gently used items to donate.  Consider volunteering the day of the any event | Troy  Everyone  Everyone |
| Future Meeting Dates | * Meeting will be held at the school at 3:15 p.m.   Feb 14th  March 6th  April 10th  May 15th |  |  |
| Past Events | * The October Monster Mash was well attended. Thank you to Andrea for heading this up. |  |  |
|  |  |  |  |