

**Harbour View Elementary School
School Advisory Council (SAC)
Meeting Minutes**

Date: Monday, October 20

1. Call to Order

The meeting was called to order and members were welcomed.

2. Attendance

Staff:

- Dan Fournier, Principal
- Abigail Stewart, Vice-Principal
- Beth Stuart, ELST Teacher
- Madelyn Horne, Classroom Teacher
- Leanne McPhee, P-6 Physical Education Teacher

Parents:

- Kim Dares

Community Members:

- None recorded
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3. Approval of Agenda

Agenda approved as presented.

4. Approval of Previous Minutes

Minutes reviewed.

5. Principal's Report

Academics

- Overview of the new Early Literacy Intervention Model (Primary–Grade 2), including updated assessment and testing processes
- Academic supports: Increased resource support available for the current school year
- Grade 6 Assessment: Completed on this date, following four assessment days over the previous two weeks

Student Services & Programs

- Lunch Program Feedback: Improved quality compared to last year; concerns noted regarding repetition, food quantity, and food/garbage waste. Logistics have improved overall
- YMCA Before and After Program (BAP): Positive feedback received; noted as a welcome addition

Enrollment & Staffing

- Current Enrollment: Approximately 350 students
- Staffing Updates:
 - High level of returning staff contributing to a smoother start to the school year
 - Very few new teaching staff this year

Code of Conduct

- Review of the Code of Conduct matrix and vision statement
- Limited parent feedback received through the Google Form
- Discussion of the new behaviour response guide and expectations

Operations

- Installation of a new security system and improved exterior lighting
 - New roof identified as a capital project
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6. Old Business

SAC Membership and Engagement:

- Ongoing challenge with parent attendance and involvement
- Goal established to recruit an additional 3–4 parent members
- Strategies discussed: outreach during playground times, information table at Parent–Teacher Meetings, and scheduling meetings at times more accessible for families
- Community partnerships noted, including YMCA BAP and Boys & Girls programming

SAC Provincial Conference:

- Scheduled for Friday, November 28
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7. New Business

Community Events, School Climate, and Engagement:

- Discussion of the school’s historical hybrid SAC/PTA structure
- Interest expressed in hosting a “Spring Fling” event
- Introduction of the concept of Class Parents for communication and engagement

SAC Funds:

- Budget allocation of **\$100 per teacher** approved
- Future spending ideas discussed, including:
 - Postage for postcards
 - ELST literacy resources
 - Super Bee t-shirts
 - “Little Spot of Emotion” resources

PTA Discussion:

- Discussion initiated regarding the potential formation of a PTA

8. Open Forum

Members were invited to share additional questions, comments, or concerns.

9. Adjournment

Meeting adjourned.

Next Meeting: Monday, November 24 (to be confirmed)