

Harbour View Elementary School

School Advisory Council (SAC) Meeting Minutes

Date: Tuesday, March 3, 2026 **Location:** Harbour View Elementary

1. **Call to Order** The meeting was called to order.

2. Attendance

- **Administration:** Dan Fournier (Principal), Abby Stewart (Vice-Principal/Note-taking)
- **Teachers:** Madelyn Horne, Leanne McPhee
- **Parents:** Kim Dares (Chair), Haley Robicheau

3. **Approval of Agenda/Previous Minutes** Agenda and minutes reviewed.

4. Principal's Report

- **ELST (Early Literacy Support Teacher) Update:** A "pause and reflect" session was held.
- **Teacher Feedback:** Teachers shared positive feedback regarding their collaboration with literacy coaches.
- **Student Data:** Coaches presented concrete data demonstrating improved student achievement over the current block.

5. SAC Business & Innovation Grant

- **Goal Setting:** The council reviewed innovation grant projects from other schools to build momentum for Harbour View goals.
- **Recurring Item:** This will remain a recurring agenda item to ensure ongoing progress.

6. **Operations & Safety**

- **Parking Lot Safety:** Discussion regarding roping off the lot during peak times.
 - **Action:** Roping off is not possible; however, cones will be placed to block the entryway during drop-off and pick-up.
 - **Action:** Principal Fournier will investigate "No Authorized Vehicles between 8:00–3:00" signage.
- **Crosswalks:** Noted that additional crosswalks would be beneficial; a request will be made to the City Councillor.

7. **Community Engagement & Fundraising**

- **Dominos Fundraising:** A low-risk option was discussed where every special purchased provides a \$5 kickback to the school.
 - **Action:** Kim Dares to reach out to Dominos to secure a date.

- **Parent-Teacher Night:** Discussed engaging older students to sell items or escort families to classrooms.
- **Leadership Group:** Concept of creating a student leadership group at the school was introduced.
- **Spring Fling Update:** Planning is underway.
 - Entertainment is booked and deposits are paid.
 - Lunch vendor (Upward Mobility) has offered food assistance.

8. SAC Funds & Proposals

- **Teacher Supply Budget:** A request to increase the budget was denied as the guidelines for spending have been reached and funds are fully allocated.
- **Approved Proposal:** Cassadie Day requested approximately \$150 for fine-tip whiteboard markers, a printing line stamp, and pencil grips to support UFLI letter formation instruction. **Approved.**

9. Open Forum

- **Scheduling:** Discussion regarding an earlier meeting time for future sessions to accommodate more members.

10. Adjournment Meeting adjourned.

Next Meeting: Tuesday, April 21, 2026