

School Advisory Council (SAC) Meeting Minutes

Date: Tuesday, October 6, 2026

Time: 6:00 PM

Location: Harbour View School

1. Attendance & Regrets

- **Present:**
 - Dan Fournier (Principal)
 - Abby Stewart (Vice Principal)
 - Madelyn Horne (Teacher)
 - Erin Power (Teacher)
 - Leanne McPhee (Teacher)
 - Kim Dares (Chair)
 - Haley Robichaud (Chair)
 - Amanda Dowling (Community Member)
 - Isabelle Hodder (Community Member)
- **Regrets/Absent:**
 - Bec Spicer (Community Member)

2. Principal's Report

Staffing

- Low staff turnover this year has provided strong consistency for the school environment.
- **New Hires:** 3 new teachers, 1 Early Childhood Educator (ECE), and 2 Educational Program Assistants (EPAs).
- **Leaves & Outreach:** The School Counsellor and Community Outreach workers are currently on a leave of absence; 1 ELST is on maternity leave. These positions are unfilled.

Enrollment & Class Distribution

- **Total Enrollment:** 315 students.
- **Classrooms:** 13 elementary classrooms and 2 Pre-Primary (PP) classrooms.
- Enrollment has decreased by 1 classroom compared to last year.

Assessments

- **RWM6 (Reading, Writing, and Mathematics in Grade 6):** Provincial assessment is scheduled for October 19–29, 2026. Staff and students are actively preparing.

Fundraising & Grants

- **Indigo Love of Reading:** The fundraiser was successful and raised a significant amount of money. Funds can be used for purchasing books, classroom furniture, games, and other resources.
- **SAC Innovation Fund Grant & Park People Grant:** Exploring potential grant opportunities to enhance school grounds. Discussed potential partnerships with local community groups such as the Boys and Girls Club and The North Grove.

Harbour View School Improvement Goals Review

- Engaging in short-cycle planning of an academic model.
- Data is being collected as evidence to establish clear, targeted goals for student improvement in Literacy, Mathematics, and Well-Being.

3. Committee Updates & Community Engagement

Events Committee & Home and School Association (HSA)

- Establishing an HSA/Events Committee to assist with planning school activities. Historically, the workload fell largely on two parents and staff.
- **Action Plan for Volunteer Engagement:**
 - Schedule an Events Committee Open House meeting on **November 3, 2026, at 6:00 PM** to outline the year's events.
 - Promote the Open House via PowerSchool emails, classroom teachers, paper invitations, and outreach to local community organizations.
 - Offer flexible volunteer opportunities for parents/guardians who cannot attend planning meetings in person.
- **Teacher Survey:** The SAC will issue a survey to teachers to identify specific area/classroom needs where volunteer support would be most beneficial.

4. Purchasing & Resource Requests

- **Word Origins Resource Purchase Request:**
 - **Details:** Proposed by Beth Stuart for Grades 4–6 to support the UFLI literacy progression.
 - **Cost:** Approximately \$400 per kit (Requesting 2 kits).
 - **Status:** **APPROVED** by SAC.
- **Math Resources Discussion:**
 - The council noted that while literacy resources are frequently reviewed and approved, math resources are typically distributed directly by HRCE or purchased using Book Bureau funds (e.g., fact fluency tools).

5. School Safety Updates

- **Parking Lot Safety:** Large donated cones placed at the end of the driveway have

- successfully reduced traffic flow during instructional hours.
- **Request:** 2 additional cones requested for the bus lane area.

6. Meeting Schedule & Next Steps

- **Meeting Schedule:** Confirmed that Tuesdays at 6:00 PM work well for all SAC members.
- **Next SAC Meeting:** Tuesday, November 24, 2026, at 6:00 PM.