



# SAC Meeting Minutes

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Tuesday, October 15 · 6:00 – 7:00 pm · Google Meet

## Attendees:

David O'Brien – Principal (2024-2025)  
Melanie Connors-Blades - Teacher Representative (2024-2025)  
Lauren Bowes - Support Staff Representative (2024-2025)  
Heather Napoli - Parent Representative (2024-2027)  
Liz Hallett - Parent Representative (2024-2027)  
Shelly Mills – Community Representative (2023-2025)

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## Election of Officers for 2024-2025

1. Chair - eligible members according to ESM SAC bylaws: Heather Napoli, Liz Hallett, Shelley Mills
  - a. Heather Napoli, who previously served as Vice-Chair, said she would be willing to serve as Chair
  - b. The committee accepted the nomination and voted unanimously in favor of Heather Napoli serving as SAC Chair for 2024-2025
2. Vice-Chair - eligible members according to ESM SAC bylaws: Liz Hallett, Shelley Mills, Melanie Connors-Blades, Lauren Bowes
  - a. Liz Hallett said she would be willing to serve as Vice-Chair
  - b. The committee accepted the nomination and voted unanimously in favor of Liz Hallett serving as SAC Vice-Chair for 2024-2025
3. Secretary - eligible members according to ESM SAC bylaws: Shelley Mills, Melanie Connors-Blades, Lauren Bowes
  - a. Shelley Mills nominated Lauren Bowes to serve as Secretary; Lauren accepted the nomination
  - b. The committee accepted the nomination and voted unanimously in favor of Lauren Bowes serving as SAC Secretary for 2024-2025

The membership of the 2024-2025 School Advisory Council is as follows:

Heather Napoli, Chair  
Liz Hallett, Vice-Chair  
Lauren Bowes, Secretary  
David O'Brien, Principal  
Melanie Connors-Blades, Teacher Representative  
Shelley Mills, Community Representative

## Approval of Year End Report for 2023-2024

The report was shared with the council as it was submitted on June 23, 2024.

The funding for school supplies was not included in the Year End Report as the request was approved after the Year End Report was drafted. The request from David O'Brien was for \$40

per student for 65 students for a total of \$2640.00. Lauren Bowes proposed we increase the number of students to 70 to account for any fluctuation in enrollment, and a final total of \$2800.00 was approved by all members of the council. The funding will be included in the 2024-2025 Year End Report.

The motion to approve the Year End Report for 2023-2024 was presented by Liz Hallett and seconded by Shelley Mills. There was no discussion, and the motion passed unanimously.

### **Approval of Future Meeting Dates and Times**

The following dates have been scheduled for SAC meetings this school year and a Google Meet link has been created and sent to members of the SAC.

November 12, 2024 - Virtual at 6 pm  
January 14, 2025 - Virtual at 6 pm  
February 11, 2025 - Virtual at 6 pm  
April 8, 2025 - Virtual at 6 pm  
May 6, 2025 - Virtual at 6 pm  
June 3, 2024 (if needed) - Virtual at 6 pm

Shelley is unavailable to attend the November 12 meeting, so any vote that is required will be presented to her via email either prior to the meeting or directly after the meeting.

*\*Edit - October 17, 2024 - Shelley Mills will be able to attend the November 12, 2024 meeting.*

The committee voted unanimously in favor of the meeting dates/times as scheduled.

### **Principal's Report to the SAC**

- The current school population is 73 students in Pre-Primary to Grade 6, an increase of 12.3% of last year's enrollment, and a 21.67% increase since David O'Brien's first year as Principal.
- Academics
  - Grade 6 students wrote the Grade 6 Provincial Math & Literacy Assessment at the beginning of October. The assessment measures their levels at Grade 5 and provides the Province with data on student achievement as well as where any gaps may be in student learning. The school also benefits from the data because it allows teachers to see the gaps and provide instruction accordingly. Grade 3 students will be assessed in the spring.
  - Teachers in all grades are well underway with reading and writing workshops. Additionally, 30 minutes per day of math fluency/mental math is also happening in all grades.
  - TST (Teachers Supporting Teachers) Meetings have been completed for all grade levels. TST Meetings allow teachers to work collaboratively to share best practices on a number of topics.
- Maintenance and Safety
  - New rail installed on front porch
  - Report made to HRCE regarding PA system gaps during lockdown and hold & secure drills
    - There are no speakers in the hallway or bathrooms, so students who find themselves in the hallway or bathrooms when the announcement is made to go into lockdown or hold & secure do not receive the notification.
  - Lockdown, Hold & Secure, and Fire drills have all been completed successfully.
    - Heather Napoli asked what the procedure is for students who find themselves in the bathroom during lockdown. David O'Brien responded

that students are instructed to lock their stall door and hide. However, we recognize that is not the best/safest solution, so we have submitted a work order for deadbolts to be installed on the main bathroom doors, which would allow students to close the door and lock it before hiding in the stall. The deadbolt would be accessible by classroom key, so students could not mischievously lock themselves into the bathroom.

- Seabright Fire Station 55 visited ESM during Fire Prevention Week
- Relocation Sites: Rhubarb and The Whale's Back
  - Should we ever have to evacuate the school in an emergency, we will relocate the students first to the Rhubarb and then on to The Whale's Back
- Changes to Staffing
  - Margaret MacEachern (Peggi) - Grade 5/6
  - Colleen Cavanaugh - Early Literacy Support and Resource
    - The Early Literacy Support Teacher (ELST) is a new position this year, and ESM was granted 50%, which was combined with Resource to provide a 100% position.
  - Sandra Clark - Learning Support
    - Often, when one position is granted, another is lost, but we are lucky that we were able to retain this support for the 2024-25 school year, especially with the expertise that Sandra provides.
- School Data
  - 2023-2024 Grade 3 Provincial Assessment data has been received and will be distributed to parents.
- Donations
  - Knights of Columbus - offer of winter coats for students
  - Lions Club - support for families/students in need of food; \$ amount TBD
  - Firefighters Association of Seabright - \$1000 to be deposited into a new Community Support Fund, which will allow us to use funding as needed on a case-by-case basis.
- Significant Purchases
  - LCD projectors have been installed in the French/Music room and Art room, and a third has been ordered for the Learning Centre.
  - New pull down screens have been installed in the French/Music room, Art room, and Gymnasium.
  - New flexible seating (stools, wobble seats, bouncy bands, etc) has been installed in many rooms.
- Breakfast Program
  - We have a full complement of volunteers serving breakfast to our Primary-6 students every morning.
- New [Cell Phone Directive](#)
- New [School Lunch Announcement by the Province](#)
  - The first round of ordering will begin on October 18 and will close October 23
  - Deliveries will begin the week of October 28
  - Lunches will cost \$0-\$6.50; it's set up as a "pay what you can" and payments are anonymous. No one at the vendor or school level will know what payment option was chosen.
- Home & School Events and Fundraisers
  - Halloween Dance - October 24, 2024
  - Green Christmas - December 18, 2024
- Professional Development
  - Grade P-2: [New English Language Arts Curriculum](#)

- Grade 3/4: Math Fluency
- Grade 5/6: Writing
- SAC Conference Update - David O'Brien and Shelley Mills
  - ESM will be receiving \$5073 in additional SAC funding for the 2024-2025 school year. The funds will be credited to our RBC bank account. Each school receives \$5000 + an additional \$1/student, so ESM actually does better than a lot of schools per student.
  - Shelley was pleased with the conference and was happy to go. She particularly enjoyed the Keynote Address by Dr. Sam Hicock who spoke about the difference between mental distress and mental health. In Nova Scotia, it takes someone 18-24 months to receive the support they require for mental healthcare/addiction care.
  - Dr. Strang did a presentation on the new School Lunch Program and the positive effects it should have to ease the strain of childhood poverty/food scarcity.
- Other Great Stuff
  - We held our first Ribbon Assembly to celebrate student achievement and well-being on October 15. These monthly assemblies are a great way to connect as a school community.
  - New School Updates: a new Bayview High School feeder school is being built in Timberlea on Maple Grove Avenue
  - Curriculum Night and our Home & School Ice Cream Social were held on September 3 prior to the first day of school on September 5.
    - Heather Napoli reported that her family liked having the opportunity to come to school before school started. She said the days leading up to the first day of school are always very busy, so she wasn't initially sure about it, but in the end it worked out well.
    - Shelley Mills reported that she's a firm believer in getting comfortable with your surroundings, so she thought it was a wonderful idea to allow the students to see their new classrooms and meet their new teachers ahead of the school year. She said ESM is really like an extended family - children and families feel welcome, and we are so blessed to have the staff we have.
    - Melanie Connors-Blades and Lauren Bowes reported from a staff perspective that initially the idea sounded great, and staff was totally on board with having Curriculum Night before the first day of school. Leading up to the night, there was a lot of stress and everyone was very busy trying to get everything done before the event. In those moments, everyone questioned the decision. However, once it was all said and done, it was a great success, and we were all happy to see everyone back on campus before the school year began.

### **Proposals for Purchasing**

- David requested \$3200 in SAC funds for Teacher Classroom Funds
  - \$400 stipend for classroom needs to be granted to each of the following teachers:
    - Grade Primary
    - Grade ½
    - Grade ¾
    - Grade ⅘
    - Resource/Learning Centre
    - Physical Education

- Library
  - \$200 stipend for classroom needs to be granted to each of the following:
    - French
    - Music

Heather Napoli moved to approve the above funding. Shelley Mills seconded the motion. Liz Hallett requested budget information prior to approval. Lauren Bowes provided a rough estimate of the account minus funds that had already been earmarked for spending. The account is healthy at this time, but the SAC will need Home & School to begin contributing to fund requests now that Home & School activities have resumed. Lauren Bowes said that proper numbers would be provided at the next meeting. There was no further discussion and the council voted unanimously to approve the requested funds.

- Driveway Repair

Lauren Bowes reported that a message was received from a parent regarding the deteriorating condition of the driveway/parking lot. The parent noted that the condition of the driveway/parking lot was a provincial responsibility, and a previous message had been sent to our MLA Danielle Barkhouse. The response from Barkhouse was that the condition of the driveway had been noted by her as well, and she had put in a request to have the driveway fixed. However, Barkhouse suggested that the more messages received the more likely it would be that the work would be completed. There is strength in numbers. Heather Napoli did notice the poor condition of the driveway/parking lot, but she assumed if it was a known issue, it would be fixed without input. If input is required, Heather is on board with being a squeaky wheel. The question was posed to the council - what does a squeaky wheel look like? A petition? A letter from the SAC? Requesting emails from families? Shelley Mills suggested we send a letter on behalf of the SAC with the backup document of a petition. Heather Napoli suggested we could pass the petition at the Halloween Dance. David O'Brien suggested that while the petition might be an easy way to get a lot of names, 50 emails into Barkhouse's inbox would have greater influence than 50 names on a sheet of paper. Liz Hallett suggested we draft a letter that could be copy/pasted by the school community. Lauren Bowes said that she could draft the letter to be presented to the SAC at the next meeting for approval. Since Shelley Mills will be absent, the letter will be shared with her via email prior to the meeting for her approval.

*\*Edit - October 17, 2024 - Shelley Mills will be able to attend the November 12, 2024 meeting.*

- Potential Field Trips

- Swim Program - the lack of swim instructors during the school day has made it difficult to get the Swimming Program up and running again post-Covid. We did have a positive response near the end of last school year, so it is possible we may be able to get this going again this year. The council agreed that we can continue to pursue this program using SAC funds and gave approval to begin pricing.
- Skate Program - we have now had two years of successful skating outings as a school community with staff, students, and families gathering for 3 sessions each year. The council agreed we should continue this program using SAC funds and gave approval to begin pricing.
- Grade 5 End of Year Field Trip - Bayside Camp in Sambro Head

Liz Hallett made the motion to adjourn. The motion was seconded by Lauren Bowes. The meeting was adjourned at 7:15 pm.