School Advisory Council • Sackville Heights Junior High

**Meeting Summary**

October 14, 2020 6:00 pm

1. Call to Order

* Meeting was held via zoom
* Meeting was called to order at 6:02 pm by Tanya Mercer
* Attendance: Paula Fairbairn, Jeff Carruthers, Tanya Mercer, Kimberley Best-Janes (arrived at 6:15 pm), Jill Cormier, Becky Payzant, Sarah Greenham, Grace Greenham, Jen Knight, Bella Duffley, Rhonda Cox
* Regrets: n/a

1. Introduction of Members

* Members introduced themselves and their connection to SHJH

1. Approval of Agenda

* Becky Payzant approved the agenda

1. Approval of Previous Meeting Summary - Nov 25, 2019

* Rhonda Cox approved meeting minutes dated Nov 25, 2019 but past committee members indicated that there was a meeting prior to Covid (end of February) but not enough members in attendance for decision making. Admin does not have those meeting minutes.

1. Business Arising from Previous Meeting Summary

* Student Fees remaining in School Cash $1764.52 – school is waiting on direction for use of these funds
* No student fees, band fees, athletic fees etc. collected this year

1. School Improvement Plan/Student Success Plan (standing agenda item)

* Admin discussed the school goals with the committee.
* Literacy Goal: To improve student achievement in writing with a focus on expanding their thoughts and ideas.
* Math Goal: To improve student achievement in the area of number sense in a variety of contexts.
* No SSP report this year.
* Addition of student wellness goal.
* Continued PD for staff in these areas.

1. New Business
2. SAC agreement and bylaws

* Agreement and bylaws were attached to first SAC email

1. Membership roles

* Principal: Paula Fairbairn
* Three Parents: Becky Payzant (Millwood Elementary feeder), Jill Cormier (Harry R Hamilton feeder), Sarah Greenham (Millwood Elementary feeder)
* Two Students: Grade 8 Grace Greenham, *Grade 7 rep vacant position*
* Three staff (2 teachers and 1 support staff): Tanya Mercer, Kimberley Best Janes, Jen Knight (alternate Bella Duffley)
* Two Community Members: Rhonda Cox (chair) (Sackville Elementary feeder), *Community member rep vacant position*

1. SAC grant

* $5000 + $1 per student
* Spending guidelines (All expenditures must fit into one of three categories: resources for Math and literacy, supporting/promoting new policies, operational expenses to support member participation)
* March to March fiscal year for budget
* Proposed expenditures – squiggle park (reading online program) and desk bands (put on desk legs to allow students to bounce their feet)
* Committee approved squiggle park and desk bands
* Committee agreed to principal sourcing other alternate seating options as an expenditure
* Jill Cormier asked about other students having access to squiggle park – Ms. Best will follow up as may be very useful to students in the LC. Committee agreed to this expenditure.

1. Admin Report

* **School start up:**
* 631 students
* 24 homerooms (8 grade 6s, 7 grade 7s and 9 grade 8s)
* *Parents on committee expressed how happy they are that students are back to school – even with Covid protocols.*
* **Covid protocols**
* Following all public health guidelines
* Lunch time procedures (classroom cohorts/outside time after, cafeteria opened Sept 21 “food to kids, not kids to food)
* **School Supports/Specialists:**
* Five Pre-service teachers
* Specialists were assigned to home schools but are now starting to start circuits
* **Curriculum Night:**
* Virtual event
* *Parents of the school community expressed to admin they liked the virtual option and being able to watch/view the presentations on their own time.*
* **Staff Professional Development:**
* September 25: Anti Black Racism PD and student services programming PD
* **Emergency Management:**
* Fire drill
* Lockdown drill
* Hold and Secure drill
* Relocation (primary: St John Vianney and secondary: Sackville Heights Elementary)
* All staff are required to watch the fire safety video
* WHMIS training for all staff for cleaning solution
* JOHSC
* **Communication:**
* School Web site
* Twitter
* Teacher emails (up to 2 days to respond)
* Friday school community emails
* **School Clubs and Athletics:**
* *COVID GUIDELINES*
* Cross Country
* GSA
* Kindness Club
* Social Justice Club
* **School Presentations/Guests:**
* No in person guests
* MADD Canada for specific classes
* Guidance: online safety and homophobic presentations to classes

1. Public Input

* Link for future SAC meetings will be shared with the school community in case observers want to attend.

1. Next Meeting

* Meetings will be Wednesdays
* One hour in length
* 6 meetings a year
* **Meeting dates**: Nov 25, 2020/Jan 27, 2021/Mar 3, 2021/Apr 28, 2021/June 16, 2021

1. Adjournment

* Meeting adjourned at 6:48 pm by Jill Cormier