

SAINT MARY'S ELEMENTARY SCHOOL  
SCHOOL ADVISORY COMMITTEE  
MINUTES  
October 5, 2022

SAC Committee Members who attended the meeting:

Parent – Paul Khosla

Staff – Andrea Cordoba-Fields, Kate MacLeod, and Katrina Longard

Guest – Stacey Toth - School Administration Supervisor

1. WELCOME – PK

2. Approval of agenda - PK

3. PRINCIPAL'S REPORT - KL

- a. Enrolment / Class configurations - Current enrollment - 136
  - P - 16
  - 1/2 - 22
  - 2/3 - 24
  - 3/4 - 24
  - 4/5 - 25 (portable)
  - 5/6 - 25
- b. Staff Organization / PD Days
  - We discussed the HRCE priorities of well-being, equity, literacy and math
  - Sept. 2nd - The day was focused on the teacher growth and evaluation process, connected to our Inclusive Education Policy as well as the Regional Student Success Plan.
  - Sept. 6 - P-3 teachers remained on site and spent the day working on our literacy priority. Teachers in 4-6 were off site at math PD where the focus was on fact fluency.
- c. Curriculum Night
  - It was great to have families in person at the school.
  - Staff shared information on curriculum, assessment and ways of communication.
- d. Emergency Drills
  - We had our first fire drill, lockdown and hold/secure drills. The second fire drill will be held the week of October 11th.
  - Bus evacuation drills will be held on October 21st.
- e. Grade 6 Assessment
  - There will be a slight adjustment to the dates, due to Hurricane Fiona.
  - Oct 12th & 14th will be Literacy.

- Oct 18th & 19th will be Math.

#### 4. INFORMATION SHARING - ALL

- Our school administration supervisor Stacey Toth was with us.
- Four main concerns were raised..
  - 1) Size - in terms of total numbers and numbers in classrooms. Stacey spoke about how the number of new registrations was higher across the system and that HRCE staff are looking into why that is and what supports might be needed. Kate spoke about the classes being reconfigured and about the importance of consistency at the beginning of the school year.
  - 2) Resources/Funding - Necessary furniture and supplies (including books) were provided to classes to help support the reconfiguration. The SAC will continue to monitor space availability and classroom environments. Andrea asked about the possibility of a modular classroom and Stacey said that she would look into this.
  - 3) No VP - Stacey explained that VP allocations are provided based on the number of full time employees. She said that senior staff are working to support schools with no VP.
  - 4) Empowering our community to participate in SAC - We spoke about the need to increase our membership. The conversation focused on being culturally relevant (i.e. looking at having interpreters for families for whom communication in English is challenging). Katrina will send out a request for volunteers in the next school newsletter. Andrea mentioned reaching out to a specific parent/guardian to see if they would be interested in serving on the committee.

#### 5. ANY NEW BUSINESS – PK

6. NEXT MEETING: Tuesday, November 1, 2022 at 6:00pm via Zoom