



## School Advisory Council

### Meeting Minutes

#### School Advisory Council Meeting Notes

**Date:** March 6th

**Time:** 6:00 pm

**Location:** Via Zoom

#### Attendance

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Name	Role	Email
Katie Battcock	Chairperson	katiebattcock@gmail.com
Sara Walker	Principal	swalker@hrce.ca
Craig Nelson	On leave	
Jennifer Falkenham	Parent Member	falkenham.j@gmail.com
Beth MacLellan	Parent Member	bethmaclellan@hotmail.com
Mike Murray	Teacher Rep.	Hugh.Murray@hrce.ca
Richard Michaud	Teacher Rep.	rmichaud@hrce.ca

Glenda Tran	Parent member	glendatran@gmail.com
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**Regrets:**

- Craig Nelson (Vice Principal - on leave)

**1. Call to Order and Introductions**

The meeting was called to order. Attendees introduced themselves. Special introductions were made for:

- New members joining the School Advisory Council.
- The newly appointed Chairperson, Katie Battcock.

**2. Principal's Report (Sara Walker)**

- **SAC Composition:** The Principal noted that the School Advisory Council still requires a community member to join.
- **Funding Requests:** Three different teachers have submitted formal funding requests.
- **Dissemination of Information:** Teacher Representative Mike Murray previously sent an email detailing all the information regarding these funding requests to the SAC members.

**3. Discussion and Decisions**

**Teacher Funding Requests**

- **Proposal for Voting:** Members suggested reviewing the submitted funding requests.
- **Voting Procedure:** The council agreed to conduct the vote to authorize funding for these proposals via **proxy** after everyone has had the chance to review the attached details.

**4. Updates and Action Items**

**School Website and SAC Page**

- **Responsible Member:** Richard Michaud.
- **Action:** Richard will begin updating the school website and the dedicated SAC page.

**Protocol and Procedure**

- **Responsible Parties:** Chairperson Katie Battcock and Principal Sara Walker.
- **Action:** They will schedule a meeting to review the SAC handbook and discuss official protocols and procedures for conducting SAC meetings going forward.

**Next Meeting**

- **Responsible Party:** Sara Walker.
- **Action:** Sara will send out a notification confirming the date and time of the next School Advisory Council meeting.

**5. Adjournment**

The meeting was adjourned.

 [SAC Proposal - Munro - Emily Munro \(Band\).pdf](#)

 [SAC Funding Request \(White\).pdf](#)

 [SAC Renewal Request for Everyday Speech Program \(MacDonald Gillis\).pdf](#)