School Advisory Council

Meeting Minutes

School Advisory Council (SAC) — Meeting Minutes

Date: September 22, 2026

Time: 5:30 PM – 6:30 PM

Location: School Homeech Room

Meeting Chair: Katie Battcock

Minute Taker: Jamie Eliasson

Attendance & Quorum

Name	Role / Position	Status
Katie Battcock	Chair / Parent Member	Present
Jay Jarvis	Principal	Present
Craig Nelson	Vice-Principal	Regrets

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Tanya Conrad	Parent Member	Present
Katherine Blunden	Parent Member	Present
Jamie Eliasson	Parent Member	Present
Richard Michaud	Teacher Representative	Present
Mike Murray	Teacher Representative	Pending Confirmation
Jennifer Falkenham	Community Member	Pending Confirmation
Glenda Tran	Community Member	Pending Confirmation

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Agenda Items

1. Approvals & Administrative Business

- **Agenda Approval:** Agenda approved as presented.
- **Public Input:** No members of the public requested to speak.
- **Membership Review:**
    - Richard Michaud to confirm Mike Murray's status or recruit a replacement teacher representative.
    - Katie Battcock to contact Jennifer Falkenham and Glenda Tran to confirm community membership.
- **Minute Taker:** Jamie Eliasson designated as minute taker for the meeting.

2. Principal's Report

- **General:** Jay Jarvis welcomed members to the first meeting of the school year as incoming Principal.
- **Staff & Operational Updates:**
    - Pre school year staff training completed in Fire Safety and Diabetes Management.
    - Upcoming PD Day (Sept 25) focused on "Safe Schools." Updated Emergency Management Plan (EMP) details new evacuation muster sites: Captain William Spry Centre and Rockingstone Heights School (providing two distinct directions). Full EMP to be presented at the next SAC meeting.
    - First full staff meeting held September 22.
    - Amazon account set up per school board guidelines (Canadian suppliers only). Accounts with Costco and Sobeys Spryfield being established to support the breakfast program.
- **School-Wide Programs:**
    - Learning Centre student coffee cart operational daily.
    - The pre primary program expanded into modulars (currently 3 classrooms, potential 4th needed).
    - Terry Fox Run scheduled for Sept 24; volunteer targets met under Mr. Baglole's leadership.
    - Ongoing busing delays managed via walkie talkie and text coordination system among staff.
    - Student cell phone policy implemented.
- **Student & Academic Updates (School Success Plan):**
    - **Junior High:** Code of Conduct assemblies completed day one; soccer season underway.
    - **Elementary:** Early literacy reviews underway; math fluency data being analyzed to inform the School Success Plan. Term 1–3 goals in development.

3. SAC Budget & Funding

- **Funding Allocation:** Annual HRCE SAC grant consists of $5,000 baseline plus $1/student$(~5,638 total based on ~638 enrolled students).
- **Carryover Funds:** Final allocation of remaining prior year funds for school supplies are being processed.
- **Funding Requests:** Teachers presenting funding requests will be required to pitch proposals in person at an upcoming SAC meeting.

4. Other Business & PTA Updates

- **Upcoming PTA Events:**
    - Family Bingo — November 19, 2026
    - Family Dance — April 29, 2027
    - Spring Fair — May 2027 (TBD)

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Action Items

Action Item	Person Responsible	Target Date / Status
Confirm teacher rep status (Mike Murray) or recruit replacement	Richard Michaud	Next Meeting
Confirm community member interest (Jennifer & Glenda)	Katie Battcock	Next Meeting
Present Emergency Management Plan (EMP) to SAC	Jay Jarvis	October 27, 2026

Next Meeting & Adjournment

- **Next Meeting:** October 27, 2026 @ 5:45 PM
- **Future Meetings:** November, Early February, April, May
- **Adjournment:** Meeting adjourned at 6:45 PM by Katie Battcock.

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