

**School Advisory Council (SAC) Meeting Minutes**  
**Colby Village Elementary School (CVES)**

October 16, 2024, 6 pm

Attendance: Naomi Kelloway (Acting Principal), Nicola Babstock (Staff), Heather Neish, Paul Bailey, Felecia MacRae, Amanda Crabtree

1. Opening

- Agenda reviewed. P. Bailey approved.
- Vacant Council positions reviewed and appointed as follows:
  - Chair – Felecia MacRae
  - Vice Chair – Paul Bailey
  - Secretary – Heather Neish

2. Approval of Minutes

- The June 2024 minutes were unavailable for approval.
- N. Kelloway provided an overview of SAC. A SAC handbook was emailed to members for review. In 2023-24, the SAC budget was used to purchase technological items, and the school has a sufficient number of chromebooks. SAC will meet 6 times per year.

3. Principal's Report

- Student population: 247, with 2 additional students joining the school next week. Total = 249 students.
  - CVES accepts out of area requests but not all are approved.
  - There are 10 classes: PP, P, P/1, 2/3 (x2), 3/4, 4, 5, 5/6, 6
  - Classroom caps: P-3: 20; 4-6: 25. There is a +2 allowance per class.
  - Classroom numbers are submitted to HRCE at the end of September.
  - SAC funding is \$5000/year + \$1 for every student which totals \$5247 for the 2024/25 school year.
- Curriculum night:
  - N. Kelloway shared that there was a good turnout of parents/guardians. She is planning to make the event more interactive next year and possibly host it on the same night as the Parent/Teacher Organization (PTO) ice cream social.
  - A. Crabtree and N. Babstock asked for the area schools (CVES, Astral Drive Junior High and Auburn High School) to coordinate and hold the curriculum nights on different days.

- Lunch monitors: CVES is looking for additional lunch monitors. It is a paid position, and a criminal background check is required.
- Safety drills: Three types of safety drills are held; fire, hold & secure, and lockdown.
- School assemblies: These are held once a month on Tuesdays and a different class will present on a character topic, such as integrity or kindness, at each assembly.
- Truth and Reconciliation Day: The school recognized this day with lessons and activities on the Friday prior to September 30.
- Picture day and retakes: This was held on October 10 with retakes scheduled for October 24. Proofs were returned the same day.
- Demographic survey: There have been low returns on the demographic survey sent to all guardians. A discussion was held as to why this might be the reason. It was suggested that guardians may need to know why the data is collected, what is done with the data, and how is it stored. There are concerns about privacy, data breach and security of the data.
- Provincial assessments:
  - The grade 6 assessments are held over 4 days in September and October.
  - The results of the grade 3 assessments written last year will be released in a couple of weeks.
- Bus evacuations: All classes will practice bus evacuation on October 28.
- Cell phone policy: A province-wide policy was introduced in September prohibiting the usage of cell phones in schools. Teachers across the province have noticed an improvement since it was implemented.
- School lunch program:
  - A province-wide school lunch program was introduced this year. CVES will start the program on October 28. It is optional and offered to PP-6 students. Students can decide to (a) opt-out of the program, (b) pay full price, (c) pay part of the price or (d) not pay. All information is private and will be kept confidential.
  - Lunches will be prepared offsite, delivered to the school and distributed to classrooms. Each lunch will be labeled with the student's name. The principal can order 10-15% extra meals to cover meals accidentally dropped on the floor or forgotten orders.
  - The school is expecting food waste to be an issue, and food cannot be sent home due to liability and safety reasons.
  - HRCE will send information to guardians regarding the ordering process.

- The CVES PTO has been selling pizza as a fundraiser for several years with part of that money going back into the school. The PTO has been told that they cannot continue with the pizza sales once the lunch program begins. This is a substantial loss of funds to the PTO and, in turn, the school.
- Code of Conduct:
  - The Province of NS sets the Code of Conduct used in schools. It covers unacceptable behaviours and consequences. The Code is changing in response to an Auditor General's report on violence in schools. It is expected to be released in the winter.

#### 4. Old Business

- The SAC funds in 2023-34 were primarily used for the purchase of technology and CVES does not require any further technology upgrades for the foreseeable future.

#### 5. New Business

- The SAC bylaws and agreement were reviewed. The principal will keep track of both and email copies to the SAC members.
- The June 2024 report was unavailable to review.
- Schedule SAC meetings:
  - December 4, January 22, March 19, May 14, June 4
  - Meetings may be held online or in-person.
- N. Kelloway reviewed the School Success Plan. It is reviewed three times per year. She meets with staff and HRCE to discuss the goals. The goal is to improve student's achievement in literacy, math and well being.
- HRCE websites were updated recently. All HRCE school websites have a consistent look and feel, while individual schools can still update their own site.

#### 6. SAC Funds and Review of Funding Proposals

- No update.

#### 7. SAC Members' questions/comments

- No update.

#### 8. Future Meetings and Adjournment

- Meetings scheduled as noted above.
- Meeting adjourned at 7:30pm.