SMBE SAC Meeting #1 Minutes

Date: **October 20, 2026**

Format: Virtual

Present: Ashley Hurshman, Lynn Wyatt-Reichheld, Kelly Joy, Kirk Campbell, Jessica Ledroit, Harmonie Chafe-Webber, Katie Foley, Shawna Murray

Regrets:

- **Welcome** and **call to order**.
- **Minutes**: June minutes were approved by Shawna and seconded by Ashley.
- **Reports**
  - **Principals Report**

Kelly shared the following items:

- Class Configurations (2 Pre-Primary and 15 classrooms with combined classes at every level (P/1, 1/2, 2/3, 3/4, and two 4/5s). Our class sizes between Primary and the straight grade three classes range from 18-25. The upper grades (3/4 up to the straight five classes range from 24-26. No changes were made after school started except for adding new students. Many new student registrations for September and based on their needs, we received an increase in our EPA allotment (4 additional 80%, and one 50% staff). We also had some staff changes early on and within the last couple of weeks due to some teachers being out for various reasons.
- Universal lunch program is up and running with the same vendor (MC Foods) from last year with some changes to the menu. Overall, it is going well as we continued with our red dot and green dot system to track who gets what. For the most part the students have been positive about the options provided. We provide ongoing feedback. We order extra to help support those that need it.
- Teachers will be attending the NSTU provincial conference later this week and we look forward to getting feedback from staff on the sessions they will be attending and how it can connect to their practice and student success.
- PD with staff in September had us reviewing the Code of Conduct and we are using that to support our school matrix along with our vision and values (incorporating our routines, rules and expectations). We have started recognizing students with Beacons (named after our mascot and are filled out like tickets/coupons) to promote positive behavior choices and each week we are having draws to recognize students. We had an assembly about this as well to

introduce the program and we will have assemblies each month to review the core values of our Matrix.

- ·Negotiations with our CUPE union group has reached an impasse. It is possible that our CUPE employees will take legal strike action. This includes ECEs (Pre Primary Program), Library support staff, certain Schools Plus staff, other support workers who are in other schools, and our Educational Program Assistants, all of whom support our students. CUPE will need to give HRCE 48 hours notice if they will be taking legal strike action. The first day a legal strike could occur is Monday, October 26th. At this time the school has been working on contingency plans with families on what that will look like for the students that require the support of an EPA. In addition, we understand that when big picture thinking it will impact the whole school because other staff in the school will have some adjustments made to those we support using the MTSS model (Tier support provided from staff, two examples would be resource and ELST.
- The whole school will be going to Bayview later in November to see their production of Frozen.
- We will be having our Halloween Dance next week.

- **Student Success Report**

Kelly and Lynn shared the following:

- **Core Focus Areas:** Literacy (Foundations of Language Work (UFli) and also the New 3-5 curriculum), Math (Numeracy for grades P-2, Fact Fluency for grades 3-5), and Student Well-Being (building relationships and regulation).
- **Equity & Inclusion:** Data is used to guide instruction, disrupt inequities for African and Indigenous students, and apply the Inclusive Ed Policy.
- **Literacy Assessments:** Grade 1 and 2 students were assessed using Acadience and the CORE Phonics Survey; next steps will be planned based on this data. Teachers also looked at how their students are doing with the foundations of language, comprehension, and composition (writing)
- **Progress Tracking:** Additional classroom data will be collected by the end of the term using the Classroom Based Assessment System to track progress, spot trends, and identify students needing support.

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- **Financial Report**

Our opening balance may be $5343 (this follows what last year did which was $5000 plus $1 per primary to grade 5 students as of September 30th). Once allocated the funds must be spent by the end of June. The SAC and the teaching staff will be consulted on where the funds can best be used to support. However, the funds have not been committed yet and it may be less as there have been cuts that have been happening within other parts of HRCE.

- **New Business**
  - Membership: Roberta stepped down and Jessica Ledroit is stepping in as staff. Katie and Kirk have reoffered for another term.
  - The SAC bylaws for the school were reviewed by members. Our current membership meets the quota, so no further voting is required currently.

- **Any Other Business**
  - The chair received an email around paper and was there a shortage that required donations.
    - The principal explained that with our budget the way it is, a large part of our budget goes towards paper, copies, print jobs, and the rental of the equipment. There is no shortage, we are simply changing up our practice of how we distribute the paper to staff and how we are tracking and making copies. We also took the opportunity to encourage staff to use other tools like the document camera, google classroom, whiteboards etc.
- **Next Meeting**: November 17th at 6pm
- **Meeting Adjourned** at 6:47 pm.