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|  | MEETING MINUTES  |
| **SAC****Meeting Title: SAC Meeting Minutes** | **Date : September 18, 2024****Time : 6-7pm****Location : Smokey Drive Elementary School** |
| **NAME (S)** | **REPRESENTATIVE** |  |  | **EMAIL** |
| **Attendees : Katrina Longard** **Christina Garrett** **Tera Belfield** **Katie MacPherson****\*There were more attendees but did not have the sign in sheet.\*** | Principal Smokey DriveVice Principal Smokey DriveTeacher Smokey DriveParent Representative |  |  | klongard@hrce.cacgarrett@hrce.ca tbelfield@hrce.cakmacpherson10@gmail.com |
| **C.C. :**  |  |  |  |  |
| **General Notes :**1. Items to be referenced as follows: xx = meeting nb., yy = meeting item, r = item revised during the last meeting.
2. In red = Priority item to be regulated during the next meeting
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| **ITEM** | **DESCRIPTION** | **RESPONSIBILITY** |
| xx | yy | r |  |  |
| **01****02****03****04** | 0001020300010001020300 |  | **PRINCIPAL’S REPORT****Enrollment/Configuration Update*** There are roughly 10,000 students enrolled in the HRCE.
* 266 students currently enrolled at Smokey (this includes PP)
* 13 classes in total (including PP) and none close to hitting hard cap. See below for classes and number of students. Grades P-2 have a soft cap at 20 and hard cap at 22. Grades 3-5 total 118 students. Soft cap for these grades are 25 with a hard cap at 27.
	+ PP = 12 students
	+ PP = 13 students
	+ P = 20
	+ P/1 = 21
	+ P/1 = 20
	+ 1/2 = 20
	+ 1/2 = 21
	+ 2 = 21
	+ 3 = 24
	+ 3 = 23
	+ 4/5 = 24
	+ 4/5 = 24
	+ 5 = 23

**Curriculum Information from Teachers*** There will be no curriculum night in person this year and all class curriculums will go out via email or hard copy by the teachers on Sept 25.

**Emergency Drill Information*** First fire drill last week and exit time went very well and as good as last year.
* Lockdown drill was on September 18th and all the kids did great and was well prepared. Within a lockdown drill all kids and teachers are kept in there classrooms in place with the doors closed and locked. This would happen if there is a danger to the school.
* Hold and Secure drill is happening the week of September 23, 2024. Within a Hold and Secure kids and teacher are in their classrooms with the door closed but not locked.
* The next Fire Drills are scheduled once a month in October, November, April, May, and June.
* The next Hold and Secure & Lockdown drills will be in Jan/Feb and HRCE tells the school within what weeks in those months in can be done.

**INFORMATION SHARING****Future Meeting Dates*** Looking at once a month on Thursday for upcoming meetings. We will reevaluate once the fall schedules (aka hockey) comes out.

**ANY NEW BUSINESS****Committee Configuration** * Staff Representation: Appropriate staff representation (insert names here)
* Parent Representation: Appropriate parent representation (Katie MacPherson Vice Chair and then insert names for the two co chairs)
* We currently need two seats for our community members to be filled. They must live in district, not be a parent to a child attending Smokey; however, it can be a grandparent. We will need to search for community representatives. Some options presented were Facebook Armcrest group and reach out to the two churches on Stokil to see if there is any interest.

**Request for Funds*** The PTA will be donating $150 dollars (just like last year) per classroom for the teachers to get supplies needed for their classrooms. 19 teachers (listed below) which will total $2850. Teachers will buy supplies for classroom, keep receipts, and be able to submit the receipts to Leslie altogether no later than May 1st, 2024 to get their $150 dollars back for these supplies.
	+ 11 classrooms excluding PP
	+ Physical Education
	+ Music
	+ Core French
	+ Guidance Counsellor
	+ Resource
	+ Early Literacy
	+ Learning Centre (x2)
* Decided to use leftover grant money (roughly $7400) for Chromebooks/IPads for classrooms. We all decided it is important for grades 3-5 to try to have enough Chromebooks to be as close to 1 per 1 as possible. With the extra grade 3 classroom we will need as many as possible to reach this goal. Grades p-2 can share so only need a few per classroom for these grades. These will be roughly $300 a Chromebook. If we were to use all the money leftover in the grant it would be 24 Chromebooks at $300 bucks each. Looking to see if there is a bulk option to make it cheaper.
* It was requested to use some of the SAC money towards F&P Assessment kits. These would be a few hundred each. Everyone thought this was fair.

**SAC Conference*** Will be held at the Halifax Convention Center on Friday, September 27, 2024. Katrina will be attending and was looking for a parent representative. Unfortunately no one could make it work last minute with their work schedules.

**NEXT MEETING DATE:** * Thursday, October 17, 2024 @ 6pm
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Principal

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Vice Principal

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Parent Representative

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Community Representative