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Principal: Jacquelyn Reid **Vice Principal:** Emily Ripley-Davis **Admin Assistant:** Carol Sheldon

SAC & PTG Minutes for September 27, 2022
(Rescheduled for October 4th, 2022 due to Hurricane Fiona)

Present: Tammy McMullin, Christina Dorey, Ryanne Hamblin, Jacquelyn Reid, Emily Ripley-Davis, Cheryl Brann, Stephanie Dube, Allison Hakkert-Sly, Rose Marshall

Regrets: No Regrets - All members were present.

Call to Order: 6:01 pm

School Advisory Committee (SAC) Minutes

Introductions

Members introduced themselves, and their role in the SAC/PTG and within the school community. Members were encouraged to share with Hillside Park families and community members how to become involved with the SAC/PTG and the important role of the organization.

Review the Role of the SAC

- **Letter of Agreement:** Jacquelyn Reid defined the roles, responsibilities, and differences between the SAC and the PTG. The Letter of Agreement has been circulated to all members. **Action:** Members will review the School Advisory Council Agreement. **Action:** Christina Dorey (chair) will review the School Advisory Council Agreement, and sign in the agreement which will then be forwarded to HRCE and the Department of Education and Early Childhood Development for final signatures. The structure of the SAC was reviewed and may include, the Principal and/or Vice Principal, 3-4 parents, 1-2 staff members, and 1-2 community members. If the council continues to grow additional members will be considered members at large; as a school, we can have as many individuals involved as we wish. The councils' decision-making process, commitments, as well as commitments from the Regional Centre for Education and the Department of Education and Early Childhood Development, were outlined and reviewed.
- **SAC By-Laws:** The SAC bylaws, including eligibility for membership, elections, and appointments, terms of service, principles, and procedures were all reviewed. Please see attached Annex A to further review the by-laws. All meeting minutes will be available to review following every meeting.
- **Future Meeting Dates:** Nov 29th, Jan 24th, Feb 21st, April 25th, May 30th, June 20th

Student Success Plan (SSP)

The Student Success Planning (SSP) framework is developed to guide school communities in using an equitable and systematic way of planning school improvement by identifying measurable goals that are rigorous yet attainable. Below you will find a sample of the goals and objectives Hillside Park Elementary has worked on over the course of the past year. The SSP goals are directly used to enhance student learning and achievement; the development and growth of SSP goals are based on student needs. SSP goals are also deeply rooted in the inclusion policy and culturally responsive teaching practices. **Action:** Hillside Park teaching staff will collaborate and develop more specific goals at their next staff meeting that reflect the needs and achievements of current students.

Literacy Goal: We will improve student achievement in Literacy

Strategies: *(assessment for learning, instruction, and learning team focus)*

Teachers will provide daily targeted small group instruction to students during reader's and writer's workshops.

Teachers will continue to use reading evidence to create flexible, small groups for guided reading instruction.

Teachers will develop common assessment practices, using the writing continuums and writing samples to guide the next steps for instruction.

Mathematics Goal: We will improve student achievement in Mathematics

Strategies: *(assessment for learning, instruction, and learning team focus)*

Teachers will co-construct success criteria and establish learning targets with their students.

Teachers will collaboratively examine ongoing classroom assessments (conversations, observations, products), identify students for small group instruction, and reflect on the effectiveness of these small group lessons.

Teachers will ensure that mathematics lessons are culturally responsive and are designed for their specific learners.

Teachers will deliver mathematics instruction using the Three-Part Lesson method.

Well-Being Goal: We will improve student wellbeing at our school.

Strategies: *(assessment for learning, instruction, and learning team focus)*

Teachers will continue to create intentional opportunities to connect with students each day.

All staff will engage in continued professional learning related to culturally responsive pedagogy

focusing on relationships, physical space, and learning tools.

Teach social-emotional learning in a variety of ways:

- Discuss ways to talk about a range of emotions
- Help students learn to consider the well-being of others

Principal's Report

- ***School Opening:*** Students returned to classes on Sept. 8th; covid-19 protocols and restrictions have lessened. There have been fewer teaching days in Sept. this year due to Queen Elizabeth's passing as well as Hurricane Fiona. Parents, volunteers, and educational guests are now being welcomed back into the building. Hillside Park is a growing school and has gained a Pre-Primary classroom as the program has grown substantially.
- ***Configuration & Staffing:*** We continue to register new students. Several out-of-area requests were able to be granted. Currently, all classes are under the hard cap. Four out of seven classes are combined classes; ensuring classes are not too large. Due to the additional Pre-Primary class, there have been some room configurations. The new Pre-Primary classroom is directly beside the original Pre-Primary classroom. The SchoolsPlus room has moved over one room, and French has moved upstairs to the center classroom. The French room will also double as a learning commons, with the goal of creating a central location for guided reading materials and developing a STEAM, maker space learning zone.
- ***HRCE P-2 Literacy Initiative:*** This is a direct initiative from the Deputy Minister of Education which sets out to ensure all students are reading at grade level and advancing their literacy skills. Reading data will be reviewed regularly to gauge learners' strengths, challenges, and overall achievements in literacy. The P-2 Literacy Initiative is directly linked to our SSP.
- ***Continued Focus on Wellbeing and Equity:*** Any and all focus on well-being and equity is anchored in the Inclusive Education Policy. A Social-Emotional Learning Educator's Kit has been purchased for the school which will be used with support from the school's guidance counselor.
- ***Building Security - (Fire Drills, Lockdowns, Hold and Secures, Tabletop Relocation Drill):*** All drills have been conducted and have been successful. All staff and students have been instructed on all rules and regulations surrounding each type of drill.
- ***Active Smarter Kids (ASK):*** ASK is a curriculum delivery program that incorporates physical activity into academic lessons & curriculum. Lessons primarily occur outdoors and aim to engage students in collaborative and cooperative learning. ASK is a fantastic PD opportunity for educators. An ASK PD session has been booked for Nov. 3rd, 2022 for Hillside Park teachers.
- ***SuperNOVA:*** SuperNOVA programming works toward ensuring youth can be inspired and empowered by STEM, regardless of their geographic location, socio-economic situation, ability, or gender. The SuperNOVA program will be visiting all classes and sharing lessons and programming based on grade-level science outcomes.
- ***Writers In The Schools (WITS):*** Writers in the Schools (WITS) is a program through which Nova Scotian writers visit schools to provide presentations, workshops, and readings for students of every grade. The program encourages students' enjoyment of reading and writing and engages them in the development of literacy skills. WITS has been booked for this upcoming year.

- ***Celebrate Our Students:*** Monthly assemblies will begin in October and will continue throughout the school year. *Hillside High 5 Awards* will be presented to learners during each assembly, highlighting all learners' amazing skills and abilities. *Fantastic Friday Phone Calls* have also begun. Staff members place their student recommendations into our google drive then Emily and Jacquelyn communicate to families about all the fantastic and caring work students are doing at school. There has been lots of positive feedback from families.
- ***Curriculum Night and Ice Cream Social:*** These were very well attended by families and the school community has received lots of positive feedback about the event.
- ***Terry Fox Run:*** Mr. Sutton (PE Teacher) did an amazing job of organizing the event for students. A donation from Hillside Park Elementary will be made to the Terry Fox Foundation.
- ***Orange Shirt Day:*** Although the week leading up to Orange Shirt and Truth & Reconciliation Day was cut short due to Hurricane Fiona and lack of internet, all teachers worked with students to build up their knowledge and understanding of Indigenous ways of knowing and being. As a school community, we will continue to grow, staff and student knowledge and understanding of Indigenous ways of knowing and being throughout the school year. October is Mi'kmaq Heritage Month and all classes are participating in lessons based on gaining greater knowledge of Mi'kmaq history, heritage and culture.
- ***Breakfast Baskets:*** Some families have expressed interest in assisting with the breakfast program. Any interested individuals are encouraged to contact the administration team. A huge thank you to Christina for supplying apples for the breakfast program; students really appreciate it.
- ***Music Grant:*** Last year Hillside Park received multiple grants exceeding the amount of \$20,000. The grants included MusiCounts Canada (\$14, 433.06), CDAF (\$750.00), PDAF (\$4,878.65), and NSTU Classroom Grant (\$100.00). The grant funds were used to purchase instruments including, but not limited to xylophones, metallophones, glockenspiels, djembe drums, bongos, a class set of ukuleles, Skoogs, and Orbas.
- ***Hallway Murals:*** Art Specialist, Kate Broadbelt, has been working with lower elementary students on hallway murals. Kate has encouraged students to create their own authentic murals and has guided students through the artist process to learn and grow as artists.
- ***Remembrance Day Ceremony:*** This year's ceremony will take place in person on Nov. 10th, 2022. Emily and Jacquelyn will be working with staff, students, and community members to organize the school's ceremony.
- ***Grant Opportunities & SAC Support:*** Education grants have now opened and staff has begun to apply. Our initiatives surrounding grants are rooted in our SSP goals, the Inclusive Education Policy, technology, and student needs and interests.
- ***Roots of Empathy:*** Our SchoolsPlus outreach worker, Michelle Boudreau has begun to organize a Roots of Empathy program for Ms. Ball's grade 4/5 class.

SAC Funds

Jacquelyn will be meeting with the finance representative, on Oct. 5th, 2022, which will provide greater insight into our financial situation as a school community. All schools are discouraged from fundraising, as we need to be mindful of the increase in living costs.

It is noted that each school is given \$5,000.00 plus a dollar for every student within the school yearly, which is approximately \$5, 150.00 for the SAC at Hillside Park. This year's current funding budget is \$12, 217.00. **Action:** Jacquelyn will confirm with the finance representative when the SAC yearly funds are deposited.

It was recommended that a portion of SAC funds is utilized for a school-wide literature and technology infusion. Members brought forth ideas of using funds to purchase school Ipads, Chromebooks, and maker space materials (high tech & low tech); including materials for cooking, gems, sewing machines, etc. **Motion:** Jacquelyn motioned that a portion of the SAC funds be used to purchase maker-space resources. Motion Carried. **Action:** Jacquelyn will forward any receipts to the SAC and will track all expenditures.

New high-quality books are needed for the upper elementary students, which could be used within the guided reading program, book clubs, literature circles, etc. **Motion:** Jacquelyn motioned to purchase high-interest and high-level books for the upper elementary students. Motion Carried. **Action:** Christina will bring in a few boxes of brand-new Usborne books to assist in building classroom libraries.

Parent-Teacher Group (PTG) Minutes

PTG Funds

Fundraising efforts are not encouraged at this time given the financial strain of Covid, the economy, loss from the hurricane, etc. The main focus of school events is intended for building our school community.

The PTG has \$1800.00 from previous years. **Motion:** Jacquelyn motioned that the \$1800.00 be divided amongst teachers to provide teachers with funds for resources and materials for their classrooms; each teacher would receive \$150.00. Motion Carried.

It is important to note that budgeting has changed within our schools and schools now receive the Student Support Grant (\$5000.00), SAC grant (\$5, 150.00), Healthy Schools Grant (\$5000.00), etc. which can be used in conjunction with school events.

New Business:

- **Hillside Halloween Howl:** The school building has been booked for Oct 27th, 2022, from 6-8 pm. The Halloween Howl will run from 6-7 pm, leaving time to clean up. The PTG will create stations for students to participate in during the Halloween Howl; these stations may include but are not limited to, activities such as a sucker pull, cookie decorating, ring toss game, crafts, dance/movement station, etc. Students and families will also be invited to wear costumes if they wish to. **Action:** PTG members will think about the possible stations to create for the Halloween Howl and will meet again on October 13th, 2022 at 1:00 pm in the Library to confirm activities. **Action:** Jacquelyn and Emily will contact local businesses to discuss possible donations for the Halloween Howl.
- **Winter Event:** There was an expression of interest to have a BINGO night during the winter, to provide students and families with a community event to look forward to.
- **Building Bookings:** January 19th, February 9th, April 13th, and May 18th.

Next Meeting: (PTG) October 25 (prep for Halloween event)

Meeting Adjourned: 7:10 pm

Submitted By: Emily Ripley-Davis