**Upper Musquodoboit Consolidated School Advisory Council**

**Meeting Minutes- April 14th, 2025**

Meeting Summary

1. **Attendance:** Troy Smith: Principal, Craig Ashley: Vice Principal, Erin Cunningham: Chair, Leanne Higgins: Parent, Kyley Cole: Parent, Ellen Thomas: Teacher, Venus Archibald: Parent, Jeanette Higgins: Community member.

1. **Regrets**: Heidi Higgins: Community member, Melissa Reid: Teacher.

1. **Call to order**: Troy Smith called meeting to order: 2:00pm.

1. **Meeting minutes:** Previous meeting minutes presented and approved. They will be added to the school website.

1. **Business arising from the meeting summary:**
* Troy spoke to the Head of Operations regarding the mats and possible options to purchase or have mats treated with the appropriate fire protection coating. They did not have that information. Troy will continue to investigate this. There have been mixed messages surrounding who will cover the cost of this.
* Ellen ordered seedlings and seeds for the plant tower. The seeds came in last week.
* Ellen also investigated purchasing leveled books from Nelson at a cost of $127 for 10 levelled books. Troy suggested she try the Book Bureau. Ellen is low on selection for M, N &O. Craig is going to see if the literacy department has extra books she can have. She is still looking into purchasing the Fountas and Pinnell word study books, but is finding it difficult as she can’t purchase just the books, she needs but the entire kit which isn’t needed.
1. **New Business:**
* Correspondence: Troy passed on a memorandum from EECD regarding how long SAC records are kept for and disposing practices. Records must be kept for 7 years.
* Financial report: No change to SAC funds. Money has not been spent since the last SAC meeting. The SAC will be brainstorming ideas for field trips and other ways we can use funds to support literacy, numeracy and wellbeing.
* Seeds as well as materials for Mrs. Harnish were purchased with Healthy Schools Funds of $750.
* The SAC discussed the new logo designed for UMCS. The consensus was that it was okay, but folks felt that our “Small School Big Spirit” motto was missed. We discussed having the children participate in a logo contest. There are many very artistic students, and it’s felt that they would really enjoy designing a unique Logo for our school. We will continue to discuss what this process will look like.
* Our annual Spring Fling is coming up at the end of May. Discussions took place around activities and games. Troy has booked the bouncy castle again to be set up on the basketball court. Erin will be reaching out to community members for cakes for the cake walk and purchasing popcorn. The fire department has agreed to run the BBQ again this year. We will purchase hotdogs and hamburgers from Georges again this year. If the seedlings and plants do well, the children are hoping to have a plant sale as well. Our hope is to raise $500 with this event.
* Ellen let us know that the Wildlife Park does educational visits to classrooms. She will continue to explore this.
* **Upcoming dates**:
* April 15th is picture retake and group photo day.
* April 16th and 17th Troy is attending Violence Threat Risk Assessment training.
* April 18th is Good Friday and April 21st Easter Monday- No school.
* April 17th students will travel to MVEC for Q-Mack performance.
* April 23rd students will receive 2nd Fluoride application.
* April 25th reading data is due.
* April 30th is a PD day.
* May 9th students will be travelling by bus to the Museum of Natural History. All students will need a packed lunch.
* Dates for the grade three provincial assessment are May 14th,16th, 21st and 23rd.
* May19th is Victoria Day- No school.
* May 30th is the date for our Spring Fling.

1. **Principal’s report:**
* Craig gave the SAC an SSP report (cycle 2 reflection). He provided insight into our school’s progress report versus the provincial examinations as well as teacher testimonials. These were very positive. Next steps for cycle 3 staff will identify grade specific action steps and find opportunities for the children to show their work. Craig informed the SAC more in depth of the expectation of each grade and the rubric used to assess whether students are meeting indicators. The final cycle is due June 13th.
* The HRCE Math Coach was relocated to Marine Drive School after being at UMCS for one day as their support was needed there. They will be there for three weeks, but are returning after Easter weekend to UMCS.
* Safe School Strategy was discussed last week at the principal’s meeting. During April 30th professional development, all school staff will be discussing values and beliefs and reviewing the matrix provided by EECD. The goal is to have it ready for September. It will be a lot of work, but we will at least have a good start to it. It’s noted that UMCS and MVEC are unique schools with individual needs and values. All staff and employees will be involved in this process and the SAC will have a hand in reviewing and getting information out to families.
* There are 37 students registered for next year. There will be 4 pre-primary, 7 primary, 2 grade 1s, 5 grade 2s, 3 grade 3s, 2 grade 4s, 6 grade 5s and 8 grade 6s. The computer-generated potential configuration is P-2 and 3-6 classrooms. This may change.
* Troy updated the SAC regarding staffing and two possible positions opening. Troy and Craig have been networking with people that might be qualified and open to working with three schools in this area. Mrs. McBain’s term position of 1 year will need to be filled as well.

1. **Next meeting/Adjournment:**
* Next meeting will take place May 12, 2025.