

# Crichton Park School

**49 Lyngby Avenue, Dartmouth, Nova Scotia B3A 3V1**

**Telephone 464-2503 Fax: 464-2770**

**Principal: Ms. Suzanne Hawkes**

**Vice-Principal: Mrs. Tracy MacDonald**

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## **SAC Minutes for November 6, 2025 prepared by Suzanne Hawkes**

**Present:** Jackie Spiers, Julia Colpitts, Mary Emma Murphy, Suzanne Hawkes, Nancy Bray, Jane MacKay, Rhonda Gibson, Tracy MacDonald, Megan Rolle, Kate Cummings, Nicole Blandcahrd Segal.

**Regrets:** Kathleen Hopkins

**Call to Order (names and time):** Nancy Bray called the meeting to order at 3:31 pm.

### **1. Role of SAC and Membership - Reminder and Discussion:**

From SAC handbook: <https://www.ednet.ns.ca/docs/sachandbook.pdf>

- Provide advice (under legislation - Education Act) to our principal and the HRCE on issues related to our school and the school system to improve school performance and student success.
  - o active participants in the school improvement planning process, also known as the Student Success Planning process:
    - § participate in efforts to improve student achievement and well-being by regularly receiving information on the school improvement plan and monitoring progress.
    - § determine spending priorities for the provincial funds allocated to support our SAC mandate, including student achievement, according to the terms of our SAC Agreement
- Membership:
  - o minimum of five members, maximum of 18
  - o must include representation from the following membership groups:
    - § parents/guardians

§ school staff includes teachers and support staff

§ community members

- minimum of two students are required on SACs for grades 7–12
- no single group can make up more than one-third of the SAC membership, unless it is otherwise specified in the agreement
- principals (or their designates) are non-voting members
- Efforts should be made to ensure council membership reflects the diversity of the community served by the school. This includes, but is not limited to:

§ African Nova Scotians

§ Indigenous peoples

§ other racially visible persons

§ persons with disabilities

CP current membership (see CP SAC Bylaws and Letter of Agreement)

Role	Name	Date joined SAC
Principal (non-voting)	Suzanne Hawkes	N/A
Parent Representatives	Nancy Bray (Chair)	2022/23
	Megan Rolle	2023/24
School Staff	Julia Colpitts (teacher)	2024/25
	Mary-Emma Murphy	2023/24
	Rhonda Gibson	2023/24
Community Members	Kathy Hopkins	2024/25
	Nicole Blanchard-Segal	2025/26

	Jane MacKay	2023/24
Grade 6 students (attends on request of SAC Chair)	TBD	
Community members representing school community diversity.  (non-voting, attend on request of SAC Chair)	TBD	

**Approval of Agenda by Julia Colpitts.**

**Review of meeting summary from September 25/25: Motion to approve by Mary-Emma Murphy and seconded by Nancy Bray.**

**Business arising from last meeting:**

- Grade 6 member (*pending how to include a student*)  
  
*Decision to implement a Grade 6 focus group.*
- Community member (*Jackie Spiers contacted a possible member*)  
  
*We are still looking for a community member.*
- SAC Priorities (*safe school environment, online safety, fine arts opportunities; Suzanne consulted with staff regarding ways SAC can support SSP*)  
  
*SAC brainstormed ideas.*  
  
*Grade 6 focus group and teachers to review.*
- Innovation Fund Application (*SAC members will review ideas that were successful in the past and Suzanne will consult staff for additional input; review parameters at November meeting*)  
  
*Need to revisit.*

- Action Item (*Bean table purchased for Resource Room to enhance small group instruction in Literacy and Math*)
- Funding (*Discussed possible upcoming purchases such as rocking chairs, white boards*)
- Key Dates (*Decision to cancel Paul Davis due to scope of presentation; Suzanne share information with Supervisor and Schools Plus; April 13/26 still booked for SAC to provide a parent session about online safety*)

*\*School Plus shared NS Unplugged*

#### **Student Success Plan:**

**Literacy Goal:** We will improve achievement in literacy for each of our students, with a specific focus on our students of African and/or Mi'kmaw/Indigenous ancestry.

Cycle One

- Build effort, stamina and enjoyment of writing/composition.

**Mathematics Goal:** We will improve achievement in mathematics for each of our students, with a specific focus on our students of African and/or Mi'kmaw/Indigenous ancestry.

Cycle One

- Gathering and responding to evidence of learning daily during Computational Fluency Block.

**Well-being Goal:** We will improve well-being at our school for each of our students, with a specific focus on our students of African and/or Mi'kmaw/Indigenous ancestry.

Cycle One

- Intentionally cultivate safety, comfort, and connection in our school.

## Admin Report

- Review SAC balance \$756.71 (3/4Nagy class library; awaiting \$5308.00 grant)
- SSP Staff Requests
- SSP data collected at intervals throughout year (Literacy, Math, Wellbeing)
- Equity Team PD and upcoming plans - staff meetings and Equity Blitz with students
- Pre-service teacher in 2/3 MacDonald November and January-April.
- Student Leadership Gr. 6 (Dec. Food Drive)
- HSA Movie Night Nov. 20
- Assessment and Evaluation Day Nov. 21 (no school for students)
- HSA fulfilled Wish List Requests
- HSA seeking donations for fire retardant rugs for P and 1 classes
- New donation link on school websites (tax receipts)
- Curling Tickets- Nov 24-26 Grade 1-6 attending
- Progress Conferences (PT Interviews December 4, Student led in April)
- December Concerts Dec 10/11 (12 snowdate)

## New Business:

- Seek out price of decodable texts (Suzanne)
- Staff survey (SAC wishlist) to support flexible seating and Math/Literacy/Wellbeing (Suzanne)
- Seek Grade 6 focus group and teacher feedback for SAC Priorities (Suzanne)
- Send Positive Behaviour Matrix to SAC and attach to monthly newsletters (Suzanne)
- Submit ticket for TV in foyer to use for positive behaviour expectations
- Update SAC about outdoor classroom draft plans (Suzanne)
- Nancy will send Priorities to SAC [SAC priorities.docx](#)

**Adjourned (name and time): Meeting adjourned by Nancy Bray at 4:40 pm.**

## Upcoming Dates:

**January 8, 2026**

**February 5, 2026**

**April 16, 2026**

**June 4, 2026**