

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

E-Mail: crichton@hrce.ca

Website: www.cps.hrce.ca

SAC Minutes for January 8, 2026 prepared by Suzanne Hawkes

Present: Julia Colpitts, Mary Emma Murphy, Suzanne Hawkes, Nancy Bray, Jane MacKay, Rhonda Gibson, Tracy MacDonald, Megan Rolle, Nicole Blandcahrd Segal, Kathleen Hopkins.

Regrets: Jackie Spiers

Call to Order (names and time): Nancy Bray called the meeting to order at 3:35 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 Rhonda Gibson.

Review of meeting summary from November 6/25: Motion to approve by Rhonda Gibson and seconded by Nancy Bray.

Business arising from last meeting:

- SAC Wishlist Items have all been endorsed (through email communication) and ordered
- SAC graphic and letter aligned with School positive Behaviour Matrix sent to families digitally and as a hard copy
- Ticket submitted for TV in foyer to use for positive behaviour expectations
- Nancy (Chair) sent Priorities to SAC [SAC priorities.docx](#)
- Pending: Seek Grade 6 focus group (Suzanne)
- Pending: Update SAC about outdoor classroom draft plans (Suzanne)
- Suzanne shared Kids Help Phone information with teachers

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 Two

- Teachers will implement explicit and specific mini-lessons that will continue to promote student enjoyment, strengthen writing growth, and reinforce targeted skills throughout the year.

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 Two

- Gathering and analyzing fluency data using Criteria document deepening common understanding about where students are and what next steps are.

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 Two

- Use clear, specific feedback to help students understand acceptable and unacceptable behaviour, emphasizing how their engagement and interruptions impact the learning environment.

Admin Report

- Review SAC balance \$307.80
- Equity Team PD and upcoming plans - staff meetings and Equity Blitz with students
- Pre-service teacher in 2/3 MacDonald January-April.
- Student Leadership Gr. 6 (Dec. Food Drive donated to Margaret's House)
- HSA Bingo Night Jan. 22
- HSA still raising money for fire retardant rugs through school donation link on website)
- April will be Student Led Progress Conferences April 1/2, 2026

Approval of SAC Priorities-motion to approve by Rhonda Gibson, seconded by Nicole Blandchard-Segal.

New Business:

- SAC Conference Review
- Should our SAC review incident reports on a more regular basis?
- Are there any reports that SAC members would like to see?
- Can we plan for an SAC meeting in Spring 2026 to review P-2 Literacy screening

Incident data shared (Tracy MacDonald)

Basic attendance data shared (Suzanne Hawkes)

Closing Items

- Newsletter items (Nancy will send to Suzanne for distribution)
- Summary of budget expenses to date requested for next meeting
- Ask staff for input regarding innovation grant idea at Jan. 13/26 staff meeting

Next meeting

- Innovation Grant (including staff input)
- School Grants
- RWM6 results (Gr. 6 provincial assessment)
- Literacy Screening P-2 Acadience
- School Photographer

Adjourned (name and time): Meeting adjourned by Nancy Bray at 4:38 pm.

Upcoming Dates:

February 5, 2026

April 16, 2026

June 4, 2026