

Crichton Park School

49 Lyngby Avenue, Dartmouth, Nova Scotia B3A 3V1 Telephone: 464-2503

Principal: Ms. Suzanne Hawkes | **Vice-Principal:** Mrs. Tracy MacDonald

E-Mail: crichton@hrce.ca | **Website:** www.cps.hrce.ca

SAC Meeting Minutes: February 5, 2026

Prepared by: Suzanne Hawkes

Call to Order: Nancy Bray called the meeting to order at **3:36 PM**.

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

Regrets: Jackie Spiers, Nicole Blanchard-Segal, Kathleen Hopkins.

1. Role of SAC and Membership

The council reviewed the mandate from the [SAC Handbook](#). Key responsibilities include:

- Providing legislative advice to the Principal and HRCE to improve school performance.
- Active participation in the **Student Success Planning (SSP)** process.
- Determining spending priorities for provincial funds.

Membership Update:

Efforts continue to ensure the council reflects the diversity of the community (African Nova Scotian, Indigenous, and other racially visible persons).

- **Current Vacancies:** Grade 6 student and community members representing school diversity.
 - **Recruitment:** Community member vacancy
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2. Approvals and Business Arising

- **Agenda:** Approved by Rhonda Gibson.
 - **Minutes (Jan 8, 2026):** Approved by Nancy Bray; seconded by Rhonda Gibson.
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3. Student Success Plan (SSP) – Cycle Two

The SSP maintains a specific focus on improving achievement and well-being for students of **African and/or Mi'kmaw/Indigenous ancestry**.

Goal	Cycle Two Strategy
Literacy	Teachers will implement explicit and specific lessons to strengthen students' skills in structured writing.
Mathematics	Gathering and analyzing fluency data using Criteria document deepening common understanding about where students are and what next steps are.
Well-being	Use clear, specific and proactive feedback to help students understand acceptable and unacceptable behaviour, emphasizing how their engagement and interruptions impact the learning environment.

4. Admin Report

- **Financials:** Current SAC balance is **\$366.38** (reflecting recent expenditures on flexible seating and literacy tools).
- **Gr. 6 Focus Group** feedback on Writing engagement
- **RWM6 data:**

Subject	Grade 6 Meeting (%)	Grade 3 comparison
Reading	82% Information Test 70% Language 75% Visual Media 82% Poetry 75%	75%
Writing	68% Idea 71% Organization 71% Language Use 62% Conventions 65%	40%
Math	73% Number 75% Patterns 70% Measurement 65% Geometry 70% Statistics/Probability 65%	72%

- **Early Literacy Screener data:**



- **Attendance:** Teachers and Admin reach out to families supportively at varying thresholds.
- **HSA Update: Board Game Cafe** is scheduled for Feb 12.

5. Priorities

- **Creative Writing Station:** Motion by Nancy Bray and seconded by Mary-Emma Murphy to purchase a creative writing cart and a variety of writing materials (to be housed in Library)
- **Real World Writing and Addressing an envelope:** Will discuss at upcoming staff meeting; Jane suggested experiences to build sense of community
- **Whiteboard Writing Prompts:** Will continue to look into a rolling white board

6. New Business

- **SAC Feedback Google Form** - will provide feedback on School Lunch Program, heat differentials in building and condition of pavement around school
- **School Grants Explained:** Healthy Schools (\$5K), Student Support Grant (\$5K) are provided at the same time as the SAC Grant (\$5K); all grants have parameters for spending within the same school year when possible
- **Innovation Grant:** Discuss proposal for Modular Story Trail at April meeting
- **Photographer:** Continue with Adams Photography

7. Action Items

- Nancy - send newsletter items to Suzanne for March newsletter
- Nancy - send out request to SAC member to debrief at April meeting Let's Grow
- Nancy - draft feedback to provide to HRCE for review at April meeting
- Nancy - post to Home and School discord - budget update
- Suzanne - purchase cart and items for writing station using remaining funds

- All SAC - review innovation fund draft application - for decision at April meeting
 - All SAC - identify volunteer to generate list of real world writing tasks
 - All SAC - review feedback to provide to HRCE for review at April meeting
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8. Closing and Adjournment

- **Adjourned:** 4:35 PM by Nancy Bray.

Upcoming Meeting Dates:

- April 16, 2026
- June 4, 2026