

Crichton Park School

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

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SAC Meeting Minutes: April 16, 2026

Prepared by: Suzanne Hawkes

Call to Order: Suzanne Hawkes called the meeting to order at **3:34 PM**.

Present: Julia Colpitts, Mary Emma Murphy, Suzanne Hawkes, Nancy Bray, Jane MacKay, Rhonda Gibson, Tracy MacDonald,, Nicole Blanchard-Segal

Regrets: Megan Rolle, Jackie Spiers, 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:** Community members representing school diversity; possible Grade 6 student
 - **Recruitment:** Community member vacancy
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2. Approvals and Business Arising

- **Agenda:** Approved by Julia Colpitts and Rhonda Gibson.
 - **Minutes (Feb. 5, 2026):** Approved by Rhonda Gibson; seconded by Mary-Emma Murphy.
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3. Student Success Plan (SSP) – Cycle Three

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

Goal	Cycle Three Strategy
Literacy	Teachers will gain knowledge in building a strong foundation for identifying and crafting high-quality sentences.
Mathematics	Teachers will implement targeted instruction for students who are not yet meeting in computational fluency.
Wellbeing	Staff will continue to build an equitable school culture specifically in areas of personal space, acceptance, comments about appearance, hurtful words and actions that leave lasting impact.

4. Admin Report

- **Financials:** Current SAC balance is **\$155.86** (reflecting recent expenditures on flexible seating and literacy tools).
- **Attendance:** Teachers and Admin continue to reach out to families supportively at varying thresholds.
- **Incident Tracking:** Shared comparison graph between 2024-25 and 2025-26.
- **HSA Update:** Board Game Cafe is cancelled for April 23.

5. Priorities

- **Real World Writing and Addressing an envelope:** Will discuss at upcoming staff meeting; idea to write letter to future teacher and address envelope to school
- **Whiteboard Writing Prompts:** Rolling white board located in the school

6. New Business

- **Role of SAC:** SAC members to share thoughts on the role of SAC and advocacy requests.
- **Let's Grow:** Nicole Blanchard-Segal described what she knows about the program and will share more information with members of the SAC.
- **Self Regulated Strategy Development:** Discussion about ways to support this initiative.
- **SAC feedback to HRCE:** Chair seeking approval to send through new feedback portal; draft reviewed with items added through discussion; topics include heating and cooling within the main building, specifically upstairs; window needing repair; condition of pavement on school grounds; damage to asphalt/pole during winter plowing; future population growth around Mic Mac Mall; and the School Lunch Program.

- **Registration:** Communicate again to the school community regarding spreading the word for school registration. Suzanne will do this through School Messenger and Jane Mackay will do this on the community Facebook page.
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7. Closing Items

- **Action Items:**
 - Revise priority document (Nancy)
 - Write insert for June newsletter (Nancy)
 - Let's Grow - send for review (Nicole and Suzanne)
 - SAC Feedback to HRCE (Suzanne to incorporate changes from this meeting - Nancy to send via feedback portal)
 - Self-regulated Strategy Development (Suzanne to arrange for more information for June meeting)

Items for next meeting:

- Self-regulated Strategy Development - more information (writing)
 - Let's Grow - more information (wellness, independence and resilience)
 - Review items completed for the year, looking ahead to next
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8. Closing and Adjournment

- **Adjourned:** 4:48 PM by Nancy Bray.

Upcoming Meeting Dates:

- June 11, 2026 (change from June 4/26)