

BLT Jr & BLT Sr Elementary- School Advisory Council Meeting Minutes  
November 4<sup>th</sup>, 2024

**Attendance:**

Present:

- |                        |                                 |
|------------------------|---------------------------------|
| 1) Katie Sherren       | Parent (BLT Sr.) & Chair of SAC |
| 2) Mr. Craig Myra      | Principal (BLT Sr.)             |
| 3) Mrs. Tracey Quinn   | Vice Principal (BLT Sr.)        |
| 4) Mrs. Cali Huczel    | Vice Principal (BLT Jr.)        |
| 5) Mrs. Sarah Doxtater | English Teacher (BLT Sr.)       |
| 6) Mrs. Erin Delaney   | French Teacher (BLT Sr.)        |
| 7) Mrs. Terri Mount    | English Teacher (BLT Sr.)       |
| 8) Karri Lynn Davidson | Parent (BLT Jr. & BLT Sr.)      |
| 9) Sarah Warfard       | Parent (BLT Jr. & BLT Sr.)      |

Regrets:

- |                        |                     |
|------------------------|---------------------|
| 1) Mr. Albert Williams | Principal (BLT Jr.) |
| 2) Ian Angus           | Community Member    |
| 3) Stephanie Brown     | Parent (BLT Sr.)    |
| 4) Jill Baker          | Parent (BLT Jr.)    |

**Call to order:**

6:33 PM, November 4<sup>th</sup>, 2024  
BLT Sr. Cafeteria

**Principal Report (BLT Sr.):** (Mr. Myra)

Chair lift update: fixed and operational.

- Director of operations and building supervisor available to come to future SAC meeting to discuss short term and long term solutions.

Universal Lunch Program: Started Monday, October 18<sup>th</sup>

- BLT Jr building cafeteria being used to prepare food, delivery coming from Jr building.
- Timing of prep and delivery is not where it needs to be.
- School staff and grade 5 leaders are supporting lunch staff with delivery.
- Regional staff has been contacted to problem solve these items.

Literacy Short Cycle Plan- Grade 2 & 3 Teachers will use whole group and small group instruction to focus on supporting students in the following skills:

- Apply known strategies to solve unknown words
- Focus on hearing and recording sounds
- Development of oral language, particularly in French Immersion
- Supporting manipulation of phonological units (isolating, segmenting, and blending).

Literacy Short Cycle Plan- Grade 4 & 5 Teachers will use whole group and small group instruction to focus on supporting students in the following skills:

- Engagement with text: the selections and interaction with a variety of texts based on interest, enjoyment, and information.
- Strategic Processing of text: any one of many simultaneous and coordinated thinking activities that go on in a reader's head to monitor comprehension. Thinking is reading!

- Responding to text: using the background knowledge provided through instruction, combined with prior knowledge, to generate and answer questions, and summarize information.

#### Mathematics Short Cycle Plan:

- The implementation of a 30 minute block of learning focused on developing students computational fluency.
- Getting to know our students as mathematicians and gathering ongoing evidence of student understanding in relation to computational fluency.
- Teachers will dedicate 30 minutes daily to facilitating a fluency lesson that follows the three part model.
- Teachers will use various ways to gather evidence of student learning (observation notes, exit slips, self assessment, conferencing, math running records).
- Teachers will provide actionable feedback to students.
- Teachers will use evidence of learning to plan next steps for student learning.
- Teachers will work collaboratively with grade level partners in PLCs to share evidence of learning and plan next instructional steps.

#### Well-Being Short Cycle Plan:

- Building classroom communities through Social Emotional Learning (SEL).
- Getting to know our students and families and their strengths, challenges, and interests.
- Building positive relationships with students and families.
- Teachers will use 15 minutes daily for SEL instruction.
- Teachers will use the well-being wheel as a visual in their classrooms.
- Teachers will provide actionable feedback to students.
- Teachers will collaborate with support staff on SEL targeted lessons for their students.
- Teachers will be tracking incidents that involve social and emotional, and strategies used to resolve incidents.

#### Other updates:

- PTC Dance on October 24th- raised over \$2000
- Holiday Concerts: November 26<sup>th</sup>, 27<sup>th</sup>, and 28<sup>th</sup>.
- Remembrance Day Assembly: November 8<sup>th</sup>, organized by Ms. Amber and Ms. Jennie
- Report Cards: November 29<sup>th</sup>
- Learning Conferences: December 4<sup>th</sup>, 6-8 PM & December 5<sup>th</sup>, 1-3 PM

#### **Principal Report (BLT Jr):** (Mrs. Huczel)

##### Update on elevator repair:

- Plywood removed and doors now installed.
- Waiting on internal unit to be operational.

##### Universal Lunch Program:

- Started Monday, October 18<sup>th</sup>
- Jr building cafeteria being used to prepare, plate, and send out meals for both schools.
- Old dishwasher has been removed and a new one installed. This has improved access to counter space and made packing easier.
- Waiting on an oven to be delivered and installed in the coming weeks.
- Working out some of the logistics for getting food out on time.
- Contact has been made about some recipes with the provider to ease some of the burden the cafeteria staff have been feeling.

#### Breakfast Bins:

- Students have access to the breakfast bins each morning. They have a variety of items to choose from.

#### Lunch Monitors:

- We now have enough monitors to effectively manage our lunch hour.

#### Demographic Update:

- Many families have not completed the demographic update, this will be extended to November 20<sup>th</sup>, 2024. Emails will go out to families who have not updated their information.

#### Animals on School Grounds:

- Alerts have been gone out to remind individuals not to bring pets on school grounds when students are present. Reminders have been given on the spot as needed. Our goal is to keep everyone safe.

#### New Literacy Curriculum for P-2:

- Teachers received professional development on the new updated literacy curriculum.
- The progression of learning was designed to scaffold students' development across various literacy and communication outcomes.
- For indicators that are consistent across the grades, the complexity and depth of tasks associated with these indicators increases.
- Texts students engage with, the complexity of the writing tasks, and the depth of oral language and comprehension expected.

#### Pre-Primary:

- Our number of students continue to grow for pre-primary.
- We have hired another term ECE support and a floating sub for the program to help with the growth.
- We will be looking at opening another room if we continue to get registrations for the program.

#### Data:

- Mr. Williams will update when available.

#### Resources:

- The "I Am" series has arrived for the French program and will be placed in the library for teachers to sign out.
- We are hoping to receive the Caring School Resources for Primary and Grade 1 from Safe and Caring Schools very soon.
- Purchased multiple copies of UFLI.

#### Other updates:

- November 5<sup>th</sup> – Picture Retakes
- Fire Drill #3 will happen this week.
- November 7<sup>th</sup> – Remembrance Day Ceremony
- November 8<sup>th</sup> – Presentation by Q-Mack "Be an ALL-STAR"
- November 22<sup>nd</sup> – Assessment and Evaluation Day

- Adaptations go home at the end of November.
- December 5<sup>th</sup> – Progress Conferences
- December 17<sup>th</sup> & 18<sup>th</sup> – Holiday Concerts

Discussion:

- Look at developing strategies to enhance the diversity of our SAC.
- Invitation to SAC was made during a staff meeting, no staff expressed interest.
- Increase awareness of what SAC is and how to join.

**Ground Maintenance:** (Karri Lynn Davidson)

- It has been noted that there are safety concerns on the school grounds. Examples: splinter bushes blocking walkways.
- Mr. Myra states he will ask the BLT Sr caretaker to take a look and see if they should be removed.

**New School Update:** (Katie Sherren)

- Katie Sherren (Chair) and Mr. Myra worked together to create a letter which has been sent to Christine Goodwin and will be shared with the Minister of Education and Early Childhood Development.
- We have not received a response at this time.
- With next opportunity to share ideas regarding the new school, we should discuss safety.

**Agreement & Bylaws:** (Katie Sherren)

- Defer to next meeting as we are hoping to recruit members for BLT Jr and create two separate SACs.

**Next Meeting:**

- 6:30 PM, January 13<sup>th</sup>, 2025  
BLT Sr Cafeteria