



SAC Harrietsfield Elementary School Meeting Minutes May 21, 2025

1. Call to Order: 5:33 pm

Present: Alexis Kunz, Anita Wyles, April Stoodley, Jenny Hackney, Paula Little, Julie Welsh, Kathy Reinhardt, Andrea Holley, Lisa MacDonald (Guest - Incoming Principal)

Absent: Carrie Gillis

2. Approval of the Agenda: Alexis Kunz, Andrea Holley

3. Approval of the April 2025 Meeting Minutes: April Stoodley, Alexis Kunz

4. **Principal's Report**

- Introduction of new Principal, Lisa MacDonald
- April 30 Professional Learning Day
- Primary Orientation
- Grade 5 Closing
- H&S Spring Fair
- LM3
- Black Excellence Day

5. **Old Business**

a) LM3 / End of Year Check ins from 2023-2024

- All students who did not meet on the LM3 last year have check-ins this year to see if they are now meeting. We have until the middle of May to check in with all students.

b) Cycle 3 Student Success Plan

Literacy: Develop advanced strategies for writing with emotion and depth.

Math: Improve students' computational fluency by gathering diverse evidence, analyzing their current progress, and collaboratively use targeted resources to enhance instructional practices and student understanding.

Well-Being: Implement Ongoing Formative Assessments with UDL Strategies

c) Safe Schools Strategy / Code of Conduct

[News Release](#) April 29, 2025

[School Safety in NS](#)

[Updated Code of Conduct](#)

d) April Disaggregated Literacy Data

April 2025

Self Identification	Enrolment in Regular Program	Students with IPPs (Exempt)	# of Students Meeting Benchmark	# of Students Not there Yet
African Ancestry	4	0	2	2
Indigenous Ancestry	3	0	3	0
African & Indigenous Ancestry	7	0	5	2

All other	63	0	51	12
Total # of Students	70	0	56	14

80% meeting

20% not yet meeting

e) Disaggregated Computational Fluency Data

Primary

17/20 meeting - Counting

16/20 meeting - Number Relationships

1 IND: meeting in Counting & Number Relationships

Grade 1:

21/24 meeting - Counting

21/24 - Number Relationships

2 ANS: 1 meeting counting & NR / 1 not yet meeting counting & NR

Grade 2:

24/26 meeting - Addition

19/26 meeting - Subtraction

2 ANS: 1 meeting counting & NR / 1 not yet meeting counting & NR

1 IND: meeting addition / not yet meeting subtraction

Grade 3:

15/19 meeting - Addition

12/19 meeting - Subtraction

2 IND: 1 meeting addition / not yet meeting subtraction and 1 meeting addition & subtraction

Grade 4:

14/27 meeting - Addition & Subtraction (1 IPP)

22/27 meeting - Multiplication & Division (1 IPP)

2 ANS - 1 IPP and 1 meeting in Multiplication & Division / not yet meeting in addition and subtraction

Grade 5:

21/29 meeting - Addition & Subtraction (1 IPP)

20/29 meeting - Multiplication & Division (1 IPP)

2 IND - 1 not meeting in Addition & Subtraction or Multiplication & Division and 1 meeting in Addition & Subtraction / not yet meeting in Multiplication & Division

2 ANS - 2 meeting in Addition & Subtraction and Multiplication & Division

f) days.

6. New Business

- a) **Safe Schools Strategy** / Updated [Code of Conduct](#) / [Guide for Responding to Unacceptable Behaviours](#) / [Matrix of Expectations](#) / Vision & Values Statement

Paula gave an overview of our April 30th professional learning day, where all union groups at HES came together in the morning to review the Safe Schools Strategy and collaboratively develop a matrix outlining behaviour expectations. We are also seeking input from students and have requested feedback from the SAC. Jenny suggested that we review and reinforce clear play etiquette—such as proper use of swings and slides—to help ensure student safety.

Paula also reviewed a new document titled *Guide for Responding to Unacceptable Behaviours*, which provides guidance on implementing the provincial School Code of Conduct policy. The guide outlines various categories of unacceptable behaviours and suggests a range of appropriate

responses and consequences.

b) 2025-2026 Staffing

Staffing decisions are always determined by enrollment numbers and class size limits. For the 2025–2026 school year, there has been a reduction of one classroom teaching position. Our School Counsellor, Nicole Chisholm, will be moving to a different school next year, and the counsellor position was posted for applicants on May 21. Based on the number of students requiring EPA (Educational Program Assistant) support, we received our EPA staffing allocation: next year, we will have 3.1 positions (one at 100%, two at 80%, and one at 50%). Paula Little, our current principal, will be transitioning to Sir Charles Tupper Elementary next year. Lisa MacDonald, currently the vice principal at Atlantic Memorial School, will be joining us as the new principal.

c) 2025-2026 Enrollment

Paula provided an update on enrollment for the 2025–2026 school year, noting that we currently have 153 students registered.

d) Financial Update

Approximately \$850 remains, with additional funding expected for the 2025–2026 school year. Paula noted that a detailed breakdown of expenditures will be included in our SAC Annual Report, which she will share with members.

e) SSP Cycle 3

Paula reviewed the Cycle 3 strategies and our ongoing focus on collecting evidence of learning to show how these strategies are influencing student achievement. At the end of each cycle, staff engage in reflection, and these insights are recorded in our SSP report.

[Criteria for Determining Level of Success for computational Fluency](#)

Literacy: Develop advanced strategies for writing with emotion and depth.

Math: Improve students' computational fluency by gathering diverse evidence, analyzing their current progress, and collaboratively use targeted resources to enhance instructional practices and student understanding.

Well-Being: Implement Ongoing Formative Assessments with UDL Strategies

7. Next meeting date: TBD (September 2025)

8. Adjournment - 6:17 pm