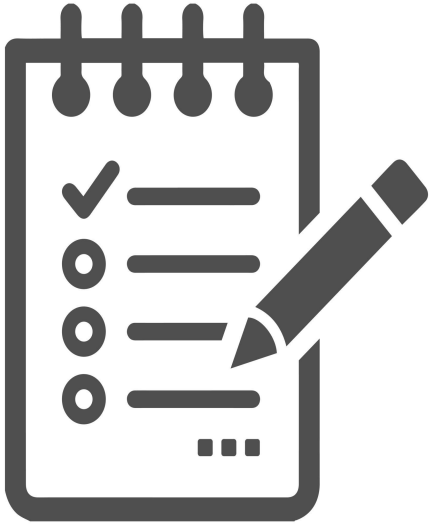
AJ Smeltzer Junior High SAC Meeting

Tuesday October 13th, 2026

SAC Meeting Agenda



- Define the SAC & SAC Agreements
- School Advisory Council Roles & Bylaws
- Discussion of SAC Funds
- Discussion of AJ Smeltzer Junior High Student Success Plan
- Principal's Report
- Questions
- Meeting Dates for 2026 / 2027

Attendance

Attending: Kathy Wedge, Adrienne Kidd, Heather Mullan, Gillian Fougere, Susan Meldrum, Marni Yuke, Shauna Shaw, Stephanie Seaboyer, Andrea Doucette

Absent: Kelly Quenneville, Maddie Partridge, Mandy MacNeil

What Is a School Advisory Council (SAC)?

School Advisory Councils bring together school stakeholders and individuals from local communities who share an interest in promoting student success. They provide parents/guardians, school staff, community members and when appropriate, students, with a voice to influence decisions that have an impact on student learning and well-being. As advisory bodies, SAC's bring partners together to provide principals and regional centers of education (RCE's) with advice that reflects the best interests of students from the point of view of the school community. SACs receive their authority from the Education Act (2018).

SAC Duties and Responsibilities ?

The duties and responsibilities of an SAC include:

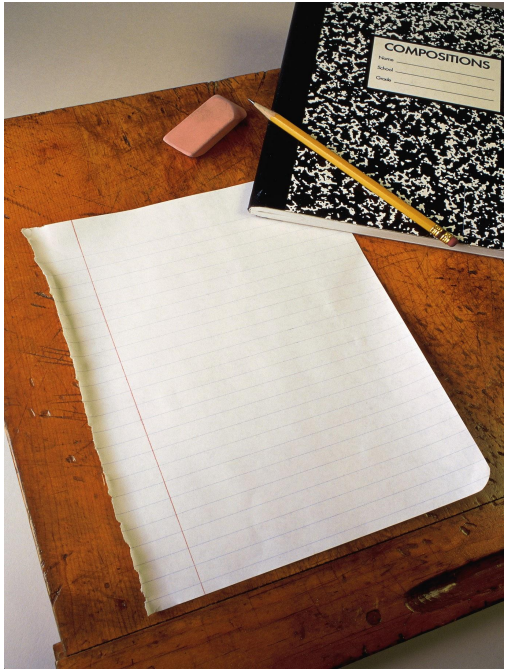
- Participating in the creation of the SAC Agreement and by-laws
- Collaborating to improve student achievement and well-being
- Providing feedback on school practices and initiatives
- Providing feedback on provincial policies
- Decide how provincial SAC allocation will be spent. Importantly, the provincial guidance says funding decisions should be made during SAC meetings.

School Advisory Council Roles 2026 / 2027

- Administration: Andrea Doucette (Principal), Mandy MacNeil (Acting VP)
- Chair and parent – Gillian Fougere
- Grade 6 parent – Heather Mullan, Adrienne Kidd
- Grade 7 parent – Susan Meldrum
- Grade 8 parent – Marni Yuke
- Teachers – Maddie Partridge, Shauna Shaw
- Staff members – Stephanie Seaboyer, Kelly Quenneville
- Community member – Kathy Wedge
- Additional Community member - To Be Determined
- Students – To Be Determined

- Admin has put in an announcement to recruit students to the SAC.
- Admin will send out an email to parents to recruit and additional community member

SAC Letter of Agreement



- Structure of the School Advisory Council
- SAC Decision Making Process
- School Advisory Council Commitments
- Regional Centre for Education Commitments
- Nova Scotia EECD Commitments

SAC letter of agreement was reviewed by the SAC group during this meeting.

School Advisory Council Bylaws

- Membership: Eligibility for Membership
- Elections, Appointments, Terms of Service
- School Advisory Council Vacancies
- SAC Meetings: Agenda & Meeting Summary
- Quorum and Decision Making Process
- School Improvement Plan & Annual Report
- Adopting & Amending Bylaws

SAC Bylaws were reviewed by the SAC group during this meeting.

SAC Funding & Distribution of Funds

All expenditures must fit into one of the three spending categories below:

- supporting the school improvement plan (e.g., providing resources to support math and literacy instruction).
- supporting policy development and implementation (e.g., supporting and promoting new policies).
- covering operational expenses. Up to 20 percent of provincial SAC funding may be used for SAC operational expenses, if necessary, to encourage and support member participation.

Student Success Plan: Literacy Goal

We will improve student achievement in literacy, with a specific focus on our students of African and/or Mi'kmaw / Indigenous Ancestry:

Strategies teachers will use to impact student learning:

- Model writing in front of students. (I do, we do, you do.)
- Increase writing stamina through various pen-to-paper writing exercises.

Student Success Plan: Mathematics Goal

We will improve student achievement in mathematics, with a specific focus on our students of African and/or Mi'kmaw / Indigenous Ancestry:

Strategies teachers will use to impact student learning:

- Teachers will implement a variety of assessment styles (multiple choice, short answer, word problems, conversations, observations, etc).

Student Success Plan: Well Being Goal

We will improve student achievement in well being, with a specific focus on our students of African and/or Mi'kmaw / Indigenous Ancestry:

Strategies teachers will use to impact student learning:

Include Google Form "Student Support Form" in Healthy Living, FSL, and other subject areas where appropriate so wellness is supported

Create a community wellness board near the gym highlighting:

- monthly food-access resources
- Halifax Recreation programs
- free community events
- transportation information, including how to access Metro Transit
- school and community wellness support.

Maintain and promote the school Care Closet/Pantry, including clothing, shoes, hygiene products and other essential items.

Principal's Report

- School Enrollment: 304 Students
  - Four Grade 6 Homeroom Classes
  - Five Grade 7 Homeroom Classes (One Immersion)
  - Four Grade 8 Homeroom Classes (One Immersion)
- Staffing Updates.
  - Additional Learning Centre teacher 50%
  - Two new 80 % Educational Program Assistant Allocation
  - Resource teacher filling in until early December
  - Mandy as acting VP until at least the end of November
  - EAL teacher in place

Principal’s Report

- Nova Scotia School Lunch Program: Hot lunch program offered each day. Extra meals are put outside and students continue to eat throughout lunch hour.
- School Teams: Soccer almost finished, Cross Country finished, Volleyball tryouts happening
- Breakfast Program: Launched and being offered five days per week. Extras upstairs.
- Mi'kmaq History Month (school wide slide show, art, Indigenous themes incorporated in many lessons)
- School Dance on October 29th

Additional items discussed:

- Fence by parking lot is falling over. Both school and parents will call 311 to report this safety issue.
- Heather Mullan will look into getting instruments donated to support the band program.
- The SAC will keep in mind that our funding should support a wide range of students and programming and not only athletics.
- Susan Meldrum will invite HRM Councillor Billy Gillis to visit A.J. Smeltzer and see what supports he may be able to offer.
- Discussed microwave for students and administration shared that for a variety of reasons we will not be providing them moving forward.
- Admin will send a Google Form to SAC members to determine future meeting format and day/time.

SAC Meeting Dates



SAC Meeting Dates: Six Meetings Per Year

- Meeting 2: November 17th
- Meeting 3: January 26th
- Meeting 4: February 23rd
- Meeting 5: April 13th
- Meeting 6: June 1st