Eastern Shore Consolidated School Advisory Council

Meeting Minutes

Date: Wednesday, October 21, 2026
Time: 6:00–7:00 p.m.
Location: Virtual

Attendance

Name	Role
Kelly Zinck	Principal
Sharlene Ellis	Vice Principal
Hart Stoffman	Department Head
Jayne Breton	Community Member
Antoinette Vincent	Parent
Darcie Drysdale	Parent
Melissa	Parent

Discussion Summary

- **SAC Co-Chair Appointments:** Kelly established the School Advisory Council's leadership structure by appointing Darcie and Antoinette as co-chairs, with Hart seconding the nomination; Kelly will follow up on responsibilities and conference information.
    - **Co-Chair Nomination:** Kelly explained that the principal cannot chair the SAC and that the chair's responsibilities include accepting agenda items and attending SAC meetings. Kelly also noted that SAC chairs may attend a conference with the principal, typically held in November.
    - **Responsibilities And Time:** Antoinette asked what the role involved and how much time it required. Kelly answered that serving as chair would likely

require approximately 10 additional minutes beyond regular SAC membership.

    - **Appointment And Follow-Up:** Kelly nominated Darcie and Antoinette as co-chairs. Hart seconded the nomination, and Melissa and Jayne indicated their support. Kelly confirmed the appointment and said they would contact both co-chairs with further details; they could share responsibilities and potentially attend the SAC conference together.

- **Student Council And School Activities:** Kelly and Hart reported on student council initiatives and upcoming school activities, including the pep rally, Halloween programming, school clothing, leadership conference ideas, Remembrance Day, athletics, the junior-high dance, and post-secondary information opportunities.
    - **Student Council Activities:** Kelly reported that student council organized a senior-high pep rally, was preparing a costume-based trick-or-treat activity in the junior-high wing during lunch periods, and had been selling school clothing in the cafeteria. Kelly is considering an online made-to-order school-clothing shop so students can select the logo, color, and size they want.
    - **Leadership Conference:** Kelly said the student council co-presidents attended the Canadian Student Leadership Conference in Halliburton, Ontario, over Thanksgiving weekend. They returned with ideas for activities and initiatives they want to introduce at the school.
    - **Remembrance Day:** Hart reported that student council is heavily involved in the Remembrance Day ceremony. The two co-presidents will serve as master of ceremonies, other students will participate, and Hart is helping organize the ceremony scheduled for the afternoon of November 6.
    - **Upcoming Activities And Athletics:** Kelly noted that a junior-high school dance was scheduled for Thursday, senior-high girls soccer had regional competition, flag football had attracted substantial student interest, cross-country activities were underway, and senior-high boys basketball tryouts had begun. Kelly also described an upcoming post-secondary information fair where universities and other programs will meet with senior-high students; some participating institutions may waive application fees for students who apply that day.
- **School Improvement Plan:** Kelly and Hart outlined school-wide goals for grades 7–12 in literacy, mathematics, and student well-being, including writing instruction, balanced assessment, consistent behavior expectations, and classroom routines.

- **Literacy Goal:** Hart explained that the literacy goal builds on last year's focus on writing organization. Humanities teachers explicitly taught writing skills, used multiple assessments, and incorporated contemporary research; this year they will continue those practices for year-to-year comparison while adding new research and tools to strengthen writing instruction.
- **Math Assessment:** Kelly said the mathematics goal continues the focus on balanced and equitable assessment. Teachers will supplement written work with interviews, conversations, observations, and analysis of students' problem-solving processes to develop a fuller picture of understanding across grades 7–12, including advanced courses.
- **Common Behavior Language:** Kelly said the well-being goal includes consistent routines, behavior-specific praise, emotion coaching, and common definitions for conduct terms such as insubordination and interruption of the learning environment. Staff will use shared language to explain the behavior, clarify consequences, and support students in resetting and returning to learning.
- **Classroom Expectations:** Kelly reported that incident-referral data showed most referrals originated in classrooms. For four weeks, teachers will review classroom expectations during the first period of each class, or more frequently where useful, so expectations and their purpose are clear rather than punitive. The team will review the short-cycle results around December and determine next steps.

- **SAC Notifications And School Trips:** Kelly described how the SAC will be informed about overnight trips, grant applications, fees, and major plans, and identified upcoming travel to Moncton and Europe as well as other school events.
  - **SAC Communication:** Kelly said the co-chairs will receive email notifications whenever the school organizes an overnight trip or requires SAC awareness or approval outside a scheduled meeting. Examples include school trips, grant applications, fees, and other significant plans.
  - **Upcoming Travel:** Kelly reported that the boys hockey team would travel to Moncton at the end of November and had recently completed a trip to the Valley. A grade 11–12 group of approximately 36 students will travel to Portugal and Spain during March break, primarily visiting Lisbon and Seville; the Saturday-to-Saturday schedule is intended to avoid missed school.

- **Cafeteria Microwave Replacement:** After Antoinette raised a student question, Kelly confirmed that the cafeteria needs a replacement microwave and committed to obtaining one so students can heat their lunches.
    - **Microwave Request:** Antoinette asked whether the lunchroom would receive a new microwave, explaining that their daughter had raised the question. Kelly confirmed that the existing cafeteria microwave had stopped working after an incident and committed to purchasing a replacement.
    - **Replacement Follow-Up:** Sharlene agreed to remind Kelly about the purchase. Hart clarified that both staff-room microwaves were currently working after one had been reset following a blown fuse, but Kelly reiterated that a microwave for students would still be obtained for the cafeteria.
- **Daily Announcements Access:** Melissa highlighted the usefulness of the school's online daily announcements, and Kelly agreed to remind families and students to check the website regularly.
    - **Website Communication:** Melissa said the online daily announcements help families track tryouts, clubs, and other activities because students do not always bring messages home. Melissa also noted that they had recommended the practice to another school and had shared the link through a family Facebook group.
    - **Family Reminder:** Kelly said the Friday communication to families and students would include a standing reminder to check the school website's daily announcements, helping reach families who may not see social-media posts.
- **CUPE Job Action Information:** Kelly clarified that potential CUPE job action would not change operations at the school and identified the affected staff categories for families seeking context.
    - **School Operations:** Kelly said school operations would remain normal despite potential CUPE job action. Students directly affected by the labor action had been contacted, while the school would continue operating in person rather than moving online.
    - **Affected Staff:** Kelly identified the affected roles at the school as educational program assistants, library support specialists, and the SchoolsPlus community outreach worker. Kelly noted that arrangements differed across regions, but the local school's operations were unchanged.

Action Items

Action Item	Details	Responsible
SAC Co-Chair Responsibilities	Contact Darcy and Antoinette with the responsibilities and expectations for serving as SAC co-chairs, including information about the SAC conference.	Kelly
Cafeteria Microwave	Purchase and install a replacement microwave in the cafeteria so students can heat their lunches.	Kelly
Daily Announcements	Add a reminder about checking the school website's daily announcements to the regular Friday message sent to families and students.	Kelly

Upcoming Meeting Dates

- Wednesday, December 2, 2026
- Wednesday, February 24, 2027
- Wednesday, April 14, 2027
- Wednesday, June 2, 2027

Meeting adjourned: 6:30 p.m.

Minutes recorded by: _____