

BLT JR & BLT SR Elementary- School Advisory Council Meeting Minutes  
April 7<sup>th</sup>, 2025  
BLT SR Cafeteria

**Attendance:**

Present:

- |                        |                                |
|------------------------|--------------------------------|
| 1) Katie Sherren       | Parent (BLT Sr) & Chair of SAC |
| 2) Ms. Tracey Quinn    | Acting Principal (BLT Sr)      |
| 3) Mr. Albert Williams | Principal (BLT Jr)             |
| 4) Ms. Cali Huczel     | Vice Principal (BLT Jr)        |
| 5) Mrs. Sarah Doxtater | English Teacher (BLT Sr)       |
| 6) Sarah Warfard       | Parent (BLT Jr & BLT Sr)       |
| 7) Jill Baker          | Parent (BLT Jr)                |
| 8) Stephanie Brown     | Parent (BLT Sr)                |

Regrets:

- |                        |                          |
|------------------------|--------------------------|
| 1) Mrs. Terri Mount    | English Teacher (BLT Sr) |
| 2) Karri Lynn Davidson | Parent (BLT Jr & BLT Sr) |
| 3) Ian Angus           | Community Member         |

**Call to order:**

6:33 PM, April 7<sup>th</sup>, 2025  
BLT SR Cafeteria

**Update from last meeting:**

Ian Rankin (MLA) and Janet Steele (City Councillor) were invited to attend this evening but unfortunately they were unable to attend. We will invite them to attend the next meeting to discuss concerns brought up during our last meeting.

**Principal Report from BLT SR (Ms. Quinn):**

**Chair lift update:**

- Lift has not been replaced yet- HRCE has stated that it should be delivered within the next week. After it is installed, there is a 2-3 week wait period to receive permit and license.

**Universal Lunch Program:**

- Students are being asked to provide feedback via an online survey. This will be offered to students in grades 3, 4, and 5. Teachers will assist with this.

**Student Success Plan- Literacy:**

We will continue collecting data to report on student growth.

Grade 2-3 teachers will provide explicit instructions to students who need it by using whole group and small group instruction to focus on supporting students in the following skills:

- Applying 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) using UFLI.

Grade 4-5 teachers will continue to use whole group and small group instruction to focus on supporting students in the following skills:

- Engagement with text: the selection 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.
- Working with support staff to identify what supports they may need to have students finish strong for 3<sup>rd</sup> term.

Learning Support Teachers:

- We will look at scheduling all learning support teachers to support grouping of students for intervention and to maximize supports in each classroom within the school to support students who are not meeting.
- Collaborate with classroom teachers to support with grouping of students for small group instruction based on student strengths.
- Looking at specific students who did not meet and reviewing the supports they require for 3<sup>rd</sup> term.

### **Student Success Plan- Mathematics:**

Teachers have decided we need to continue with computations fluency as a school wide initiative. Our added focus for this cycle is in gathering evidence of student learning daily to help inform instruction as well as target some grade 4 students who did not meet (level 1) during the spring 2024 provincial assessment for some targeted intervention. Clear descriptions below:

Grade 2-3 teachers:

- Continue action of implementation of a 30 minute block of learning focused on developing students' computational fluency. We will use anchor teachers to support our whole team with this strategy. This will be accomplished through modelling and professional development sessions.

Grade 3 teachers:

- Preparing students for the LM3.

Grade 2-5 teachers:

- Gathering evidence of fact fluency and supporting students with next steps so they can be computational learners.
- Evidence gathered of student understanding will be analyzed during our PLC to identify trends to inform next steps for instruction.

Grade 4 teachers:

- Continue to work with Math coaches and Support Staff with moving students along in fact fluency groups in the classroom. Lots of positive feedback!

### **Student Success Plan- Well-Being:**

- Continuing with social emotional learning and supporting students with relationship building, problem solving, and conflict resolution.

- Hope to provide Home Alone course for grade 5 students (pending funding).
- Soccer club is coming in to offer workshops to students over lunch in May.
- Pizza party was provided for the students who won the African Heritage Contest.
- Grade 5 students will be offered an evening tour of Ridgecliff.

### **Principal Report from BLT JR (Mr. Williams):**

#### **Student Success Plan- Literacy:**

- Teachers will use mentor text to model and explicitly teach comprehension strategies (meaning and questioning strategies).
- Teachers will continue to plan daily phonics and phonological awareness instruction utilizing the scope and sequence.
- Gather ongoing formative assessment about how students are doing using strategies learned in reading.
- Teachers will deliver lessons based on all 6 pillars of instruction with a focus on cultural relevance strategies and EAL support.

#### **Student Success Plan- Math:**

- Share assessment information with colleagues to support students' next steps during PLCs during staff meetings.
- Use various ways to gather evidence of student learning (observation notes, checklist, small group conversation, self-assessments).
- Use evidence of learning to plan next steps in number sense 30-minute blocks.
- Intentionally plan activities that promote opportunities to represent numbers in a variety of ways.

#### **Student Success Plan- Well- Being:**

- Ensure that resources being used are culturally responsive.
- Teachers will use evidence of students' strengths, interests, and challenges in planning for instruction and assessment.
- Intentionally embed student voice and choice into learning opportunities.

#### **Special Events:**

- French Immersion Information Night was a success
- I am Brilliant Assembly well received by the students
- April 2: World Autism Day
- Parent Teacher Interviews went well
- Registrations continue to come in

#### **Upcoming Events:**

- April 7-11: Fire Drill # 4
- April is Autism Awareness Month
- April 11: Submitting Book Bureau
- April 18: Good Friday

- April 21: Easter Monday
- April 30: Professional Development Session
- May 11-17: Education Week

#### **Learning Centre Resources and Staffing:**

- The Star Program Level 1, 2, and 3
- Sunshine literacy resource
- Items for Social and Emotional Learning
- Cooperative games
- Fidget tubes
- 50% EPA was hired

#### **Resources to support learning in the classroom:**

- Teachers received professional development resource (Powerful Writing Structures)
- White boards for the entire school
- Class sets of magnet letter kits and cookies sheets to support UFLI

#### **Hazard and Fire Inspection Updates:**

- Hazard Assessment and Migration Report items have been actioned.
- Still working with the building supervisor to ensure our school is following Fire Marshall Regulations.
- Operations continue to respond in a timely manner to complete work orders.
- Reported safety concerns
- Ensure garbage bins are locked

#### **Breakfast Bins:**

- Students continue to have access to the breakfast bins each morning. We continue to add a variety of healthy options for them to choose from.

#### **SAC Funding Update:**

- Will be provided at next meeting.

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

The up to date Agreement & Bylaws have been reviewed and signed. We have many vacant positions on our School Advisory Council. We will work together to create an info graphic to share with families and community members. With education on what SAC is and what we do, we hope to recruit more members.

#### **Next Meeting:**

May 26<sup>th</sup>, 2025

6:30 PM

BLT SR Cafeteria

#### **Meeting Adjourned:**

April 7<sup>th</sup>, 2025

7:25 PM