

Ocean View Elementary SAC Meeting Agendas and Minutes for 2025-26 School Year

**Ocean View Elementary**  
SAC Meeting Agenda Oct 14, 2025

PRES.	NAME	MEMBER	EMAIL
y	Heather Boucher	Parent/Chair	
y	Brenna Urquhart	Parent	
y	Jamie Kavanaugh	Principal	
y	Robyn Estabrooks	Vice Principal	
y	Liam MacLeod	Staff Member	
y	Andrea Anderson	Staff Member	
	Cheryl MacMillian	Community Member	
y	Robin Nickerson	Parent	
	Vacant	Community Member	

TOPIC	Topics for Discussion	ACTION
Meeting called to order		
Approval of Agenda		
Approval of previous meeting's Minutes		
Principals updates	<ul style="list-style-type: none"> <li>• Review</li> <li>• School Lunch Program</li> <li>• New Code of Conduct and Guide</li> <li>• Staffing for 25-26</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Discussed that approximately have of school access Lunch Program daily, and reports are generally positive</li> <li>• Discussed New Code of Conduct and Guide for Responding to Unacceptable behaviours</li> <li>• Listed Staff for 2025-26 school year</li> </ul>
SAC Funds Report	\$1, 381.11 [\$5000.00 + \$1.00 per student coming in Nov.]	<ul style="list-style-type: none"> <li>• Waiting on new infusion of funds before and discussion of expenditures can happen</li> </ul>
New Business	<ul style="list-style-type: none"> <li>• Introduction of new admin team</li> <li>• Update of SAC membership</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction of Principal Jamie Kavanaugh, Vice Principal Robyn Estabrooks.</li> <li>• Introduction of new SAC Chair Heather Boucher</li> </ul>
School improvement plan update (standing item)		

SAC meeting dates remaining		
Next meeting date, time	November 4, 2025 – 7-8 p.m	
Meeting adjourned		

**Ocean View Elementary**  
**SAC Meeting Agenda Nov 4, 2025**

PRES.	NAME	MEMBER	EMAIL
	Heather Boucher	Parent/Chair	
	Brenna Urquhart	Parent	
	Jamie Kavanaugh	Principal	
	Robyn Estabrooks	Vice Principal	
	Liam MacLeod	Staff Member	
	Andrea Anderson	Staff Member	
	Cheryl MacMillian	Community Member	
	Robin Nickerson	Parent	
	Vacant	Community Member	

TOPIC	Topics for Discussion	ACTION
Meeting called to order		
Approval of Agenda		
Approval of previous meeting's Minutes		
Principals updates	<ul style="list-style-type: none"> <li>• PTO Halloween Dance</li> <li>• Pizza Fundraiser</li> <li>• Staffing reallocation</li> <li>• Remembrance Day Ceremony</li> <li>• SAC Conference upcoming</li> </ul>	<ul style="list-style-type: none"> <li>• PTO Halloween Dance was quite successful. Families reported enjoying the event</li> <li>• PTO is currently running a pizza fundraiser with Kenny's Pizza stores.</li> <li>• Remembrance ceremony to occur on Nov 10, and will be headed up by Mr. Ardley</li> <li>• SAC Provincial Conference happening Nov 28</li> </ul>
SAC Funds Report	\$1, 381.11	
New Business	<ul style="list-style-type: none"> <li>• Update of SAC membership</li> </ul>	<ul style="list-style-type: none"> <li>• Still need a community member for SAC. Calls for members continue to go out in school newsletters</li> <li>• Discussion of SAC purchasing Morpheme Magic and Jump Math for school [SSP support]</li> </ul>
School improvement plan update (standing item)		

SAC meeting dates remaining		
Next meeting date, time	December 2, 2025 – 7-8 p.m	
Meeting adjourned		

## Ocean View Elementary

SAC Meeting Agenda December 2, 2025

PRE S.	NAME	MEMBER	EMAIL
Y	Heather Boucher	Parent/Chair	<a href="mailto:Heather.anne.harrison@gmail.com">Heather.anne.harrison@gmail.com</a>
Y	Brenna Urquhart	Parent	Breanna.Urquhart@hrce.ca
Y	Jamie Kavanaugh	Principal	jkavanaugh@hrce.ca
Y	Robyn Estabrooks	Vice Principal	
N	Liam MacLeod	Staff Member	LMacLeod@hrce.ca
X	Andrea Anderson	Staff Member	Aanderson@hrce.ca
X	Cheryl MacMillian	Community Member	cherylmacmillan343@hotmail.com
X	Robin Nickerson	Parent	Nickerson.rc@gmail.com
	Vacant	Community Member	

TOPIC	Topics for Discussion	Details/Action Items
Meeting called to order		
Approval of Agenda		
Approval of previous meeting's Minutes		
Principals updates	<ul style="list-style-type: none"> <li>Staffing updates</li> </ul>	<ul style="list-style-type: none"> <li>Ms. O'Brien will be teaching in the Learning Centre for the remainder of the year.</li> <li>Ms. Melanie Powell will be filling the Grade 2 vacancy for the remainder of the year.</li> </ul>
SAC Funds Report	<ul style="list-style-type: none"> <li>Current Budget</li> <li>Grant options</li> </ul>	<ul style="list-style-type: none"> <li>Discussed options for current use of SAC funds:                             <ul style="list-style-type: none"> <li>Staff request to purchase Morpheme Magic resource to advance literacy skill development</li> </ul> </li> </ul>
New Business	<ul style="list-style-type: none"> <li>Review of School Code of Conduct and SAC role</li> </ul>	<ul style="list-style-type: none"> <li>Mr. K to advertise in school new letter.</li> </ul>

	<ul style="list-style-type: none"> <li>• Vacant Community member position</li> </ul>	
School improvement plan update (standing item)	<ul style="list-style-type: none"> <li>• Literacy and Math data</li> <li>• Student Well-Being</li> </ul>	<ul style="list-style-type: none"> <li>• Ocean View has some small rooms initially intended for use in teaching Zones of Regulation. Used mostly for storage in recent years. Discussion of how to use these spaces to support social-emotional well-being of students.</li> <li>• Discussed researching feasibility of a Jump Math pilot project at Ocean View (or in conjunction with other local elementary schools)</li> </ul>
SAC meeting dates remaining	<p>Suggested Dates for 2025-2026  School year:  January 6 (or 13th)  February 3  March 3  April 7  May 5  June 2 or 9</p>	<ul style="list-style-type: none"> <li>• SAC agreed to wait until February to hold next meeting.</li> </ul>
Next meeting date, time	February 3, 2026	
Meeting adjourned		

## Ocean View Elementary

SAC Meeting Minutes Feb 3, 2026

PRE S.	NAME	MEMBER	EMAIL
Y	Heather Boucher	Parent/Chair	<a href="mailto:Heather.anne.harrison@gmail.com">Heather.anne.harrison@gmail.com</a>
Y	Brenna Urquhart	Parent	Breanna.Urquhart@hrce.ca
Y	Jamie Kavanaugh	Principal	jkavanaugh@hrce.ca
Y	Robyn Estabrooks	Vice Principal	robyn.estabrooks@hrce.ca
N	Liam MacLeod	Staff Member	LMacLeod@hrce.ca
X	Andrea Anderson	Staff Member	Aanderson@hrce.ca
X	Cheryl MacMillian	Community Member	cherylmacmillan343@hotmail.com
X	Robin Nickerson	Parent	Nickerson.rc@gmail.com
	Vacant	Community Member	

TOPIC	Topics for Discussion	Details/Action Items
Meeting called to order		
Approval of Agenda		
Approval of previous meeting's Minutes		
Principals updates	<ul style="list-style-type: none"> <li>● Staffing updates</li> </ul>	<ul style="list-style-type: none"> <li>● Received another 80% EPA position</li> </ul>
SAC Funds Report	<ul style="list-style-type: none"> <li>● Current Budget</li> <li>● Grant options</li> </ul>	<ul style="list-style-type: none"> <li>● Discussed Math lead advising no on Jump Math</li> <li>● Discussed Literacy Lead advising us to wait for pilot occurring at another school to conclude on Morpheme Magic system, before purchasing</li> </ul>
New Business	<ul style="list-style-type: none"> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
School improvement plan update (standing item)	<ul style="list-style-type: none"> <li>● Literacy and Math data</li> <li>● Student Well-Being</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>

SAC meeting dates remaining	<p>Suggested Dates for 2025-2026  School year:  February 3  March 3  April 7  May 5  June 2 or 9</p>	•
Next meeting date, time	March 3, 2026	
Meeting adjourned		

**Ocean View Elementary**  
**SAC Meeting Agenda March 3, 2026**

PRE S.	NAME	MEMBER	EMAIL
	Heather Boucher	Parent/Chair	<a href="mailto:hrce-sac-ove@gnsps.ca">hrce-sac-ove@gnsps.ca</a>
	Brenna Urquhart	Parent	Breanna.Urquhart@hrce.ca
	Jamie Kavanaugh	Principal	jkavanaugh@hrce.ca
	Robyn Estabrooks	Vice Principal	
	Liam MacLeod	Staff Member	LMacLeod@hrce.ca
	Andrea Anderson	Staff Member	Aanderson@hrce.ca
	Cheryl MacMillian	Community Member	cherylmacmillan343@hotmail.com
	Robin Nickerson	Parent	Nickerson.rc@gmail.com
	Vacant	Community Member	

TOPIC	Topics for Discussion	Details/Action Items
Meeting called to order		
Approval of Agenda		
Approval of previous meeting's Minutes		
Principals updates	<ul style="list-style-type: none"> <li>● Staffing updates</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
SAC Funds Report	<ul style="list-style-type: none"> <li>● Current Budget</li> <li>● Grant ideas?</li> </ul>	
New Business	<ul style="list-style-type: none"> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
School improvement plan update (standing item)	<ul style="list-style-type: none"> <li>● Literacy and Math data</li> <li>● Student Well-Being</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>

SAC meeting dates remaining	<b>Suggested Dates for 2025-2026</b> School year: March 3 April 7 May 5 June 2 or 9	<ul style="list-style-type: none"> <li>• SAC agreed to wait until February to hold next meeting.</li> </ul>
Next meeting date, time	April 7, 2026	
Meeting adjourned		

**Ocean View Elementary**  
**SAC Meeting Agenda – May 5, 2026**

PRE S.	NAME	MEMBER	EMAIL
	Heather Boucher	Parent/Chair	<a href="mailto:Heather.anne.harrison@gmail.com">Heather.anne.harrison@gmail.com</a>
	Brenna Urquhart	Parent	Breanna.Urquhart@hrce.ca
	Jamie Kavanaugh	Principal	jkavanaugh@hrce.ca
	Robyn Estabrooks	Vice Principal	Robyn.estabrooks@hrce.ca
	Liam MacLeod	Staff Member	LMacLeod@hrce.ca
	Andrea Anderson	Staff Member	Aanderson@hrce.ca
	Cheryl MacMillian	Community Member	cherylmacmillan343@hotmail.com
	Robin Nickerson	Parent	Nickerson.rc@gmail.com
	Vacant	Community Member	

TOPIC	Topics for Discussion	Details/Action Items
Meeting called to order		
Approval of Agenda		
Approval of previous meeting's Minutes		
Principal's updates	<ul style="list-style-type: none"> <li>● Configuration Update</li> </ul>	<ul style="list-style-type: none"> <li>● We have been allotted</li> </ul>
		<ul style="list-style-type: none"> <li>▪ 2 Pre-Primary classes</li> <li>▪ 3 Primary classes</li> <li>▪ 1 combined Primary gr 1 class</li> <li>▪ 2 gr 1 classes</li> <li>▪ 1 combined grade 1-2 class</li> <li>▪ 3 gr 2 classes</li> <li>▪ 3 gr 3 classes</li> </ul>
SAC Funds Report	<ul style="list-style-type: none"> <li>● Current Budget</li> <li>● Discussion of SAC funds usage for class trips.</li> </ul>	<ul style="list-style-type: none"> <li>● Current budget of \$6722.11</li> <li>● Discussion of committing \$ to assist in subsidizing year-end class trips</li> </ul>

New Business	<ul style="list-style-type: none"> <li>● Update on staff requests</li> </ul>	<ul style="list-style-type: none"> <li>● Discussion of teacher requests <ul style="list-style-type: none"> <li>▪ Highlighters for gr 3 classes</li> <li>▪ Fine tip whiteboard markers for gr 3s</li> <li>▪ Magnetiles and Melissa and Doug Grocery Store for gr Pri class</li> <li>▪ Class sets of lined whiteboards for school</li> <li>▪ T.I.D.E. Rocket rubber stamp</li> </ul> </li> </ul>
School improvement plan update (standing item)	<ul style="list-style-type: none"> <li>● Literacy and Math data</li> <li>● Student Well-Being</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
SAC meeting dates remaining	<p>Suggested Dates for 2025-2026 School year: May 5 June 2 or 9</p>	<ul style="list-style-type: none"> <li>●</li> </ul>
Next meeting date, time	June 2 or 9, 2026 (To Be Determined at May 5 meeting)	
Meeting adjourned		

**Ocean View Elementary**  
**SAC Meeting Agenda – June 4, 2026**

PRE S.	NAME	MEMBER	EMAIL
X	Heather Boucher	Parent/Chair	<a href="mailto:Heather.anne.harrison@gmail.com">Heather.anne.harrison@gmail.com</a>
X	Brenna Urquhart	Parent	Breanna.Urquhart@hrce.ca
X	Jamie Kavanaugh	Principal	jkavanaugh@hrce.ca
x	Robyn Estabrooks	Vice Principal	Robyn.estabrooks@hrce.ca
X	Liam MacLeod	Staff Member	LMacLeod@hrce.ca
	Andrea Anderson	Staff Member	Aanderson@hrce.ca
x	Cheryl MacMillian	Community Member	cherylmacmillan343@hotmail.com
x	Robin Nickerson	Parent	Nickerson.rc@gmail.com
	Vacant	Community Member	

TOPIC	Topics for Discussion	Details/Action Items
Principal's updates	<ul style="list-style-type: none"> <li>Staffing updates</li> </ul>	<ul style="list-style-type: none"> <li>10 new teachers coming to Ocean View next year, and a new counsellor [TBA].</li> </ul>
SAC Funds Report	<ul style="list-style-type: none"> <li>Current Budget</li> <li>Discussion of SAC funds usage for setting up classrooms</li> </ul>	<ul style="list-style-type: none"> <li>Discussion of using remaining funds as classroom refresh funds for August [approx. \$3000] split between all classes, \$185 for each of 16 classes</li> </ul>
New Business	<ul style="list-style-type: none"> <li>Update on staff requests</li> </ul>	<ul style="list-style-type: none"> <li>SAC voted to wait until next year for most staff renewable ideas, but to purchase the class sets of whiteboards. [approx. \$1200 for 16 sets]</li> <li>Ms. Boucher announced she is stepping down as SAC chair for next year. Ms. Robin Nickerson was nominated, and was unopposed, so will be SAC Chair for 26-27 school year</li> </ul>
School improvement plan update (standing item)	<ul style="list-style-type: none"> <li>Literacy and Math data</li> <li>Student Well-Being</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
SAC meeting dates remaining		<ul style="list-style-type: none"> <li></li> </ul>
Next meeting date, time	June 2 or 9, 2026 (To Be Determined at May 5 meeting)	Meetings to be scheduled for Thursday evenings next year
Meeting adjourned		