

Michael Wallace Elementary

School Advisory Council (SAC) Meeting Minutes

Date: October 6, 2026

Time: 6:30 p.m.

Location: Virtual

Present

- Stephanie Lockhart – Principal
- Kenzie Conrad
- Divya Haase MacLeod
- Tim Stickings

Quorum: Not established

1. SAC Membership and Recruitment

The meeting began with a discussion about SAC membership and the need to strengthen representation from parents, staff, and community members.

- The SAC is currently seeking additional members to ensure balanced representation.
- Historically, the school has had strong parent participation but has had difficulty recruiting community members.
- Ally MacQueen was identified as a potential community member. She has previously been involved with the school and SAC, and Stephanie will follow up with her.
- The possibility of recruiting members from the growing Nigerian community within the Michael Wallace school community was discussed.
- Members were encouraged to consider people in the broader community who may be interested in participating.
- The goal is to build a strong and representative SAC that reflects the voices and perspectives of the wider school community.

Action Items:

- **Stephanie:** Follow up with Ally regarding her interest in serving as a community member.
- **Stephanie:** Reach out to families/community members regarding potential SAC participation.
- **All members:** Consider potential community members who may be interested in joining SAC. **2. SAC Funds**

The current SAC balance was discussed.

- Approximately **\$6,200** remains in SAC funds.
- An additional **\$5,000** is expected this year, bringing the anticipated total to approximately **\$11,000**.
- The group discussed the importance of making meaningful use of these funds to support student success.
- Any decisions regarding spending will be brought forward at a future meeting, as quorum was not established for this meeting.

3. Community Input and SAC Engagement

The group discussed ways to increase awareness of the role and purpose of SAC and to provide more opportunities for the broader school community to have a voice.

There was agreement that many families may not fully understand:

- What SAC is;
- The role SAC plays in supporting the school;
- The influence SAC can have on school decisions; and
- How community members can participate even if they do not hold a formal leadership position.

A **Google Form/community survey** was discussed as a possible way to gather feedback from families about priorities for SAC spending and school improvement.

It was suggested that the survey:

- Clearly explain the purpose and role of SAC;
- Provide information about the goals of SAC;

- Explain how SAC funds can support the school;
- Invite families to identify areas where they believe funds could have an impact; and
- Allow families who cannot attend meetings to contribute their ideas and perspectives.

The survey could potentially be used on a monthly or bi-monthly basis to maintain ongoing community input.

4. Connecting SAC Spending to the School Success Plan

The importance of aligning SAC spending with the school's **School Success Plan (SSP)** was discussed.

Potential areas of focus include:

- **Literacy**
- **Mathematics**
- **Student well-being**

The group agreed that SAC resources should be used strategically to support these priorities and contribute to meaningful improvements in student success.

The goal is to make clear connections between:

SAC funds → school priorities → SSP goals → improved outcomes for students.

5. Goals for Strengthening SAC

The following priorities were identified moving forward:

1. **Strengthen SAC membership and representation.**
2. **Increase participation from the wider school community.**
3. **Improve understanding of the role and purpose of SAC.**
4. **Create additional opportunities for families to provide input.**
5. **Determine how SAC funds can best support SSP priorities.**
6. **Ensure SAC spending has a meaningful impact on student success.**

7. Explore opportunities for student voice and participation in conversations about school improvement.

Stephanie will prepare and share the meeting minutes and information about SAC's purpose and goals with the school community rather than relying solely on posting minutes to the school website.

6. Next Meeting

The next SAC meeting is scheduled for:

November 17, 2026

At the next meeting, the group plans to discuss:

- SAC membership and recruitment;
- Roles and responsibilities of SAC members;
- Strategies for increasing community participation;
- Potential uses of SAC funds;
- Alignment of spending with the School Success Plan; and
- Community feedback opportunities.

7. Adjournment

As quorum was not established, the meeting concluded after discussion and planning for the upcoming SAC year.