School Advisory Council (SAC) Meeting Minutes

Monday, September 21, 2026

Members in Attendance:

Principal: Trevor McGowan

Vice Principal: Rachel Ross

SAC Chair: Bridget Graham

Vice Chair: Chelsey vanRossum

Staff Representatives:

Beryl Scott-Dominix

Shannon MacLeod

Parent Representatives:

Kyle Andrus

Kelsie Boyd

Heidi Sayle

Principal's Report

Principal Trevor McGowan provided the Principal's Report and shared the following updates:

Administration & SAC

- **Ms. Rachel Ross** is the new Vice Principal. She will be leading the PTA, while Mr. McGowen will continue to lead the School Advisory Council (SAC).
- At the next SAC meeting, the committee will review the SAC bylaws, including requirements surrounding quorum and committee responsibilities.
- Mr. McGowen will be putting out an invitation encouraging additional community members and families to become involved with the SAC. This may include inviting

interested individuals to casually attend a future SAC meeting to learn more about the committee.

SAC Budget & School Supplies Initiative

- The SAC budget will need to be reviewed for the current school year.
- The school supplies initiative was well received, and the committee will consider continuing the initiative moving forward.
- Depending on final budget numbers and the priorities established by the SAC for this school year, supplies may be provided to Grades Primary–2 or potentially to all grades.

Staffing

- Basinview has added three additional EPAs to the school team this year.
- There has been no teacher turnover, and additional teachers have been added to the staff.

Morning Drop-Off

- Traffic flow during morning drop-off has improved.
- Having Mr. McGowen and Ms. Ross outside during arrival time has helped encourage a smoother drop-off process.
- Early arrival and outdoor play have been a positive way for students to begin their day and will continue.

School Lunch Program

- The lunch program is going well, and the quality of the food has improved.
- Basinview is currently providing approximately 700 lunches per day to students.

Terry Fox Run

- The Terry Fox Run fundraiser will be taking place soon.
- Additional information will be shared with the school community as it becomes available.

Stationary Bikes for Classrooms

- The need for stationary bikes in classrooms was discussed.
- The approximate cost is $800 per bike, or $1,200 per bike with a tray.
- Bikes with trays allow students to read or complete activities while pedalling and may also provide an additional strategy for supporting student regulation and behaviour in the classroom.
- The possibility of using SAC funds to purchase stationary bikes was discussed. A vote on this expenditure will take place at the next SAC meeting.

General Discussion

Kal Tire / Accessibility Grant — Play Yard Renovation

- Chelsey received notification that the grant application was not approved, as the overall cost of the proposed project exceeded the amount of funding available through the grant.
- The committee discussed the possibility of reapplying for funding with a revised proposal.
- Rather than proposing renovations to the entire play yard at once, a future application could focus on one section of the play yard, allowing the project to be completed in stages.

PTA Fundraising & SAC Funding

- Ms. Ross will be leading additional fundraising efforts through the PTA.
- The PTA is currently in need of additional volunteers and team members to support fundraising initiatives.
- The SAC receives an allocation of $5,000 per year, in addition to $1.00 per student enrolled at the school.

Remembrance Day Service

- An invitation will be sent out encouraging military community members and families, as well as Legion members, to attend the school's Remembrance Day service.
- The possibility of providing refreshments before or after the ceremony was also discussed.

SAC Suggestion

Pre-Primary Orientation

- It was suggested that Pre-Primary orientation be held in June to help alleviate parent/guardian anxiety surrounding the transition to school, including concerns about meeting teachers and becoming familiar with the program.
- Mr. McGowen also suggested that an information email could potentially be sent to Pre-Primary families in mid-August to provide families with additional information before the beginning of the school year.