

WBS School Advisory Council

Tuesday, April 15, 2025

Time: 07:00 p.m. to 08:00 p.m.

Location: WBS Seminar Rm

Members: Bei Zhou, Corinne Trotter, Gary Schmeisser, Haley Flewwelling, Heather MacIntyre, Janice Aucoin, Julia Spence, Paola Bartolacci, Shannon Christie, Susan Casey, Susan Hart, Tricia Schmeisser, Yin (Alex) Li

Observers: Courtney Smith, Jacinta Heckmann, Joanne Treen

Guest: Sean MacDonald

Meeting Agenda

1. Opening – 5 minutes
 - a. Call to Order
 - b. Welcome and Introductions
 - c. Approval of the Agenda
2. Approval of Minutes – 5 minutes
 - a. Review and Approval of Minutes from the Previous Meeting
3. Guest Speaker – 10 minutes
 - a. Sean MacDonald, Principal WBH – Founder's Day
4. Principal's Report – 10 minutes
5. Old Business
6. New Business – 15 minutes
 - a. Remaining SAC Funds
 - b. SAC records management
 - c. SAC Annual Survey, 2024-2025
 - d. Term expiration of SAC members
7. SAC Members' questions/comments – 5 minutes
 - a. Open floor for the SAC members for questions/comments
8. Future Meetings and Adjournment
 - a. Proposed next SAC Meeting: Tuesday, May 20, 2025
 - b. Adjournment of the Meeting

MEMORANDUM

To: SAC Chairs and Administrators

From: James McLean, Manager, Information Management, EECD

Re: SAC Records Destruction Resources

Date: March 26th, 2025

School Advisory Councils (SAC) generate records during their operations and as such responsibility needs to be taken to ensure best practices around records management are followed. These records may be subject to FOIPOP so having established best practices and resources is necessary.

Please find attached the following materials:

- The SAC Records overview provides information intended to assist in making decisions related to records management.
- The SAC Records Destruction Checklist provides a step-by-step process to properly destroy records. Please note, as SAC records may contain financial information, the recommendation is to use the standard and keep them for 7 years.
- The SAC Records Destruction Form is to be completed before destruction can take place, as it provides accountability and authority for destruction of records.

These documents are meant to support and provide SACs with resources to ensure best practices around records management are followed. Please distribute these materials to your school's SAC as this will ensure consistency across the province. If you have any questions regarding these documents, please contact your Regional Centre for Education's (RCE) or the Conseil scolaire acadien provincial's (CSAP) Information Access and Privacy officer.

Thank you for your assistance in this matter.

Attachments

c: Korrin Opalinski, Records Analyst, EECD
RCE/CSAP Information Access and Privacy Officers



SAC Records Destruction Checklist

When records are due for destruction, follow this checklist:

Getting Records Organized

- ☐ Check files annually
- ☐ Look for records that have been retained for **7 years** and are ready for destruction
- ☐ Fill in the SAC Records Destruction form
 - SAC School Name: name of the school(s) the SAC represents
 - SAC Chair/SAC Secretary/School Principal Name: name of person who fills out the form
 - Must be one of the three people listed above as they have the authority to destroy the records
 - Date: date the form was filled out
 - Records List: list the name and format of the file(s)
 - Ex) 08/21_Mtg Summaries (digital)
 - Ex) 2022 SAC Agreements (paper)

Ready for Destruction

- ☐ Ensure the person destroying the records and the witness are ready
 - For paper records: have a shredder
 - For digital records: ensure you delete the records from both the original folder and the 'Recycling Bin' to make them irretrievable
 - ☐ Person destroying records and the witness will sign the SAC Records Destruction form after destruction has occurred
 - ☐ SAC Records Destruction form will be stored in a secure manner until further notice
-

SAC Records Destruction

This form documents the destruction of records for SACs.

SAC School Name:

SAC Chair/SAC Secretary/School Principal Name:

Date: [Click here to enter a date.](#)

Records List:

List the name and format of the file(s) ready for destruction

Destruction has been Completed By:

Name and Title:_____

Signature:_____

Date: [Click here to enter a date.](#)

Destruction has been Witnessed By:

Name and Title:_____

Signature:_____

Date: [Click here to enter a date.](#)

School Advisory Council Records



This information is intended to assist School Advisory Councils (SACs) in making decisions related to record keeping. Please note that records may be subject to the *Nova Scotia Freedom of Information and Protection of Privacy Act* (FOIPOP Act). More information on the act can be obtained from the RCE/CSAP Information Access and Privacy Manager.

Retention of Records

SACs generate records during their operations. These records include:

- SAC agreements
- SAC bylaws
- meeting agendas
- meeting summaries
- supporting meeting documents (e.g., a presentation given at a meeting)
- annual reports

As a best practice, it is suggested that the SAC retain these records for seven years in a manner of their choosing (e.g., digital or hard copy). This is the recommended timeframe because these records may contain financial information (e.g., spending discussions or decisions). Even if the record does not contain financial information, it is still best to retain it for the full seven years as it may contain useful information for understanding the historical context of SAC operations.

Public Availability of Records

SACs are required to make the following records publicly available:

- meeting agendas
- meeting summaries
- annual reports

Based on best practices from other jurisdictions, it is suggested that these records remain available publicly for three years (i.e., on the school website). Once removed from the website, these records should be stored with other SAC records and retained an additional four years to meet the full seven year retention period as outlined above.

Destruction of Records

SACs should establish roles and responsibilities around the destruction of records. Records may be destroyed by either the SAC chair, school principal, or SAC secretary based on SAC direction. This direction may be arrived at via consensus or motion of the SAC. Records should be destroyed in a secure manner that makes them irretrievable, such as shredding for paper records or permanent deletion for electronic records.



West Bedford School SAC <hrce-sac-wbs@gnspes.ca>

SAC Annual Survey 2024-25

Google Forms <forms-receipts-noreply@google.com>
To: hrce-sac-wbs@gnspes.ca

Thu, Mar 20, 2025 at 1:06 PM

Thanks for filling out [SAC Annual Survey 2024-25](#)

Here's what was received.

SAC Annual Survey 2024-25

This survey is administered annually to SAC Chairs and Principals to gather information that will help education entities and the Department of Education and Early Childhood Development better support SACs. Only one survey should be returned from each school.

* Required

Your email (hrce-sac-wbs@gnspes.ca) was recorded when you submitted this form.

1. What is the name of your school?

*

West Bedford School

2. What grade levels are offered at your school? (e.g., PP - 6 or 9-12) *

PP-6

3. In

which education entity is your school? *

- ☐ Annapolis Valley Regional Centre for Education
- ☐ Cape Breton-Victoria Regional Centre for Education
- ☐ Chignecto Central Regional Centre for Education
- ☐ Conseil scolaire acadien provincial
- ☒ Halifax Regional Centre for Education
- ☐ South Shore Regional Centre for Education
- ☐ Strait Regional Centre for Education
- ☐ Tri-County Regional Centre for Education

4.

Does

your school have an established SAC? *

- ☒ Yes
- ☐ No

5.

Name

of the school principal (first & last name) *

Susan Casey

6.

Email

address of school principal *

scasey@hrce.ca

7.

Name

of SAC chair (first & last name) *

Julia Spence

8. How many years has this person
been chair of this SAC?

Mark only one



1 (this is their first year)



2



3



Other:

9.

GNSPES

email address for SAC *

hrce-sac-wbs@gnspes.ca

10.

Do

you have a signed SAC Agreement?

Mark only one

*

☒ Yes

☐ No

11. If yes, please indicate date of
final signature on current SAC Agreement

Example: January 7, 2019

June 2024

12. If yes, what number of SAC
members does your Agreement require (not including the principal)?

12

13.
Do
you have signed SAC bylaws?

Mark only one

*

☒ Yes

☐ No

14. If yes, please indicate date of
final signature on current SAC bylaws

Example: January 7, 2019

June 2024

15.

Number

of SAC membership positions currently filled (not including the principal)?

Mark only one

*

☐ 0☐ 1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐ 8☐ 9☐ 10☐ 11☒ 12☐ 13☐ 14☐ 15☐ 16☐ 17

18

16. Please indicate how many filled member positions are from each member group

Check all that apply

	Parent/Guardian	Staff	Community Members	Students
0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17.
Number
of SAC membership positions currently vacant?

Mark only one

*

- 0

1

2

3

4

- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10

18. If there are vacancies, please indicate how many vacancies are from each member group

Check all that apply

	Parent/Guardian	Staff	Community Members	Students
0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. If there are vacancies, please indicate the reason for these vacancies and any plans to help fill current vacancies

.....

20.
Does

your SAC membership reflect the diversity of your school community?

Mark only one

*

- ☐ Yes
- ☐ No
- ☒ Maybe

21. Please explain *

West Bedford School (WBS) is very culturally diverse with 67% of the student population identifying as non-European. There are two parent representatives who are from visibly culturally diverse backgrounds. Other members have diverse backgrounds untied to visible diversity.

WBS SAC has always encouraged and welcomed diverse applicants, and the call out for vacant roles has been well communicated to the school community. However, given the broad diversity within our school, it would be impossible to have a board that is truly reflective of the broad base. The WBS SAC takes into consideration cultural components and how our school can support students of all cultures in a respectful manner.

22. Does

your SAC Agreement allow for designated seats to reflect the diversity of your school community?

Mark only one

*

- ☐ Yes
- ☒ No

23. If yes, please explain:

24. Does your SAC post on your school website?

Yes

25. If yes, please outline what you post (i.e., meeting summaries, annual report, member names).

member names, agenda, meeting summaries, bylaws, agreement, handbook, annual report

26. If you are aware, please describe how your SAC has spent their funding in the past.

Supporting school projects and/or initiatives that align with the school's student success plan.

27. Has your SAC provided input into how the Healthy Schools Grant was spent (this year or last)?

Mark only one

☒ Yes

☐ No

28. Please explain

All staff are invited to submit an application to the WBS SAC for consideration to fund their initiative. Staff must demonstrate how their initiative will support the student success plan.

29. Has your SAC received data on student achievement, well-being, and enrolment at your school (this year or last)?

Mark only one

☒ Yes

☐ No

30. If yes, how did your SAC use this data to inform your work?

WBS SAC always takes into consideration the information provided to them on updates related to student achievement, well-being and enrolment at our school. The metrics are somewhat limited in richness for them to be very applicable beyond a cursory assessment of how students are making advancements toward the student success plan.

At the request of WBS SAC, a survey about cultural celebrations was circulated to students, staff and parents to understand how they see themselves reflected in school celebrations, taking into consideration how traditional Nova Scotian/Canadian celebrations are approached, and how the school includes diverse and cultural celebrations. This was an important metric for WBS SAC to understand student well-being and to advise on how we want our community through the celebration of 'traditional' traditions, and cultural traditions, to be reflected in our school.

31. Do you have any suggestions for topics you would like to see addressed through professional development opportunities for SAC members?

Board governance training, training on student success plans - their development

32. Is there anything else that you would like to share about your SAC with EECD and your RCE/CSAP?

We are a new school with a very large student body. The WBS SAC is tasked with a tall order to ensure that students' achievement and well-being is balanced. While student achievement is well documented in success plans and there is welcomed progress in those areas, students are still navigating change to the new school. This is reflected in expectations that may not fully align with new routines, how the school celebrates traditions, and school events. This is especially true for students, and families that have older children, who have experienced being in other schools within the same school family and similarly diverse populations that have well established routines, traditions, celebrations, events, etc.. The changes for everyone has been significant across all these areas. The ability to do event/celebrations focused on well-being

with large student body is challenging. However, these areas are keystone in finding the right balance.

The WBS SAC is very aware of their duty to advise on what the reflection of the school community should look like within the school to ensure student and community well-being. The WBS SAC is focused on how initiatives connected to well-being can be monitored to find a balance resulting in successful outcomes for achievement *and* well-being with such a populous school.

[Create your own Google Form](#)

[Does this form look suspicious? Report](#)

WBS School Advisory Council
Date: Tuesday, February 18, 2025

Time: 07:00 p.m to 8:00 p.m

Location: WBS Seminar Room

Members Present:

1. **Co-Chairs:** Gary Schmeisser (Community Member), Julia Spence (parent of P-3, French Immersion)
2. **Principal:** Susan Casey (Principal PP- grade 6)
3. **Support Staff (Library Specialist):** Heather MacIntyre (Support Staff Library)
4. **Teacher Representative:** Shannon Christie (Grade 4 teacher, English Program)
5. **Teacher Representative:** Corinne Trottier (Grade 5 teacher, English Program)
6. **Teacher Representative:** Paola Bartolaccie (Learning Support, English Program)
7. **Parent Representative:** Alex Li (parent of P-3 student, French Immersion)
8. **Parent Representative:** Haley Flewwelling (parent of P-3 / 4-6 student, French Immersion & Home and School Representative)
9. **Parent Representative:** Bei Zhou (parent of P-3 & 4-6 students, English program)
10. **Community Member:** Tricia Schmeisser
11. **Community Member:** Susan Hart
12. **Community Member:** Janice Aucoin

Regrets: Heather MacIntyre, Shannon Christie, Corinne Trottier

Observers:

1. Joanne Treen (Vice Principal, WBS, Grades 4-6)
2. Jacinta Heckman
3. Courtney Smith (Vice Principal, WBS, Grades PP-3)

1. Opening

The meeting commenced with the distribution of the agenda and meeting minutes from the previous SAC meeting, January 21, 2025.

2. Approval of Minutes

Discussion around including parent contribution letters from January 2025 SAC meeting in SAC meeting minutes.

Discussion around rewording of the 2025-2026 school year concert be tabled for the SAC for the next school year.

Move comment about Home and School contributions to school mascot to section 8.

3. Principal's Report: January 2025

School Success Plan - There is no new information to share around the School Success Plan with the SAC at this time. We are in the time of year where we really start to see evidence of the work that staff and students have been doing. Staff are focusing on setting and communicating clear, firm learning goals with students; then discussing with students why they are learning it and what the success criteria looks like so that students have a clear understanding of what they are learning and why.

- A number of staff have collaborated with math coaches over the last few weeks and this will continue until March break. Math coaches have been in for both English Program and French Program teachers.
- We have also had French Language Arts coach in to support new educators with their understanding of programming and lesson delivery.

Well Being- School climate and culture

- Student Ambassadors have taken on the role of delivering lunches to the second lunch students. The Student Ambassadors have asked for this responsibility
- Student Ambassadors are planning for future school events
- The High School volunteers are getting up and going again for their second semester

4. Old Business

- None to report

5. New Business

Cresco has confirmed they will contribute \$2000 to West Bedford School. WBS will send an official thank you letter.

West Bedford mascot funding is now complete and the mascot has been ordered. The total cost for the school mascot was \$6700. The mascot is for both West Bedford School and West Bedford High. Discussed how it can be unveiled to both schools, how can we make this a positive experience for all students, what will the name be and how should it be chosen?

The mascot can attend the spring fling, closing ceremonies and field day & sports events.

West Bedford School tattoos have been ordered.

There will be another opportunity to order West Bedford School clothing in the spring.

6. SAC Funds and Review of Funding Proposals

- A. Physical Education Team: Equipment \$441.56 - approved
- B. Margo MacLeod, Bill Andrechuk & Corinne Trottier: Field trip \$1000 - approved
- C. Campbell Colpitts & Jeff Hennigar: Field Trip \$1000 - approved
- D. Kristen Roy: Class Activity \$500 - approved
- E. Ashley Howe & Savannah Johnson: Class Trip \$400 -700 - approved

Remaining SAC funds: \$1000

7. SAC Members Questions/Comments

Some SAC member terms are ending in June 2025. Next SAC meeting in April, members will look at which terms are ending that need to be filled and how these vacancies can be filled for the following school year 2025 -2026.

Suggested that SAC revisit the conversation about the December concert in September. Home and School can assist with funding and volunteers.

Conversation about students attending West Bedford who do now live in the catchment area and how this is being handled by the admin team. West Bedford School has many requests for out of area students to attend. These requests can not be approved as the school is at capacity with those living in the catchment area.