

**West Bedford School
School Advisory Council (SAC)
First Meeting of 2023**

**Location: Library at WB School
October 17th, 2023, 6:30 pm to 8:00 pm**

Members Present:

1. **Co-Chair:** Karen Lockerby-King (parent of a 4-6 student, English program/formerly French Immersion program)
2. **Co-Chair:** Jamuna Loganath (parent of a 7-8 student, English program)
3. **Secretary:** TBC (volunteer sought – no interest expressed from SAC members)
4. **Principal:** Susan Casey (Principal, grades p-8)
5. **Teacher Representative:** Phillip MacEachern (Vice Principal, grades 4-8)
6. **Teacher Representative:** Shannon Christie (Grade 4 teacher, English program)
7. **Student Support Representative:** Paola Bartolacci
8. **Parent Representative:** Yin (Alex) Li (parent of a P-3 student, French Immersion program)
9. **Parent Representative:** Bei Zhou (parent of P-3 & 4-6 students, English program)
10. **Student Representative:** Meagan Fry (Grade 8 Student, English program)

Observers:

1. Courtney Smith (Vice Principal, WBS, grades P-3)

Apologies:

1. Student Representative: Kanishka Loganath (Grade 8 Student, Eng, program)

Minutes

For the inaugural meeting, Principal Casey set the agenda and chaired the first SAC meeting.

1. Welcome, Meeting Norms, and Introduction – Principal Casey

The agenda handed out is different from the agenda emailed- please use the hard copy.

Principal Casey thanked all the SAC members for their interest and volunteering for the SAC and congratulated the co-chair and parent members on their selection by the school community.

Everyone introduced themselves.

Jamuna congratulated the administration team and teachers on the successful opening of the school and the progress made to date.

Principal Casey noted there was an unprecedented number of expressions of interest for the SAC- over 40 people put themselves forward for the Co-Chair and Parent Member positions.

Principal Casey clarified that when referencing the “School Community”, this means administrators, teachers, support staff, parents/guardians, students, and community members from the West Bedford area (clarified that community members of SAC cannot have a child at the school but can be extended family members, residents or local business representatives.)

Meeting norms: Be engaged, speak the truth, be hard on ideas but soft on people, and remain student-centered.

2. SAC Secretary and Fund Manager- Principal Casey

Takes minutes and manages records and funds.

Called for volunteers from SAC membership to be the Secretary and Funds Manager- no volunteers.

Co-chairs suggested one person would be best for consistency and if no SAC volunteers come forward, a call for expressions of interest could be made to the school community for an additional Secretary/Funds Member, or SAC members could take turns taking the Minutes, etc. TBC.

SAC Funds and supported programs will be a standing agenda item going forward. Principal Casey will bring teacher proposals forward for consideration by the SAC as the year progresses. There is \$5k to begin with.

3. Recruitment Community Representation:

Considered Bedford Living but is only published at certain times so may not suit you. Alex & Bei raised that print would take too long and social/digital would be more efficient. Susan agreed to include a call for interest for community representation in her Weekly Memo, and Courtney will post on school social media (Twitter, etc.). Karen will post on Talk Bedford, WB Community, and Parent Page on Facebook (Karen to do). Will include requirements (local community member, can't have a child at WBS, and must be available for at least 6 meetings)

4. Discussion on Protocol for Communication with the School Community – Principal Casey

The administration's preference would be that members of the school community address correspondence and feedback directly to the school administrators.

Megan – Helpfully raised some insights, matters of interest, and concern to the student body (school events and policy regarding phones) and also asked about the possibility of establishing a Student Council as some students are interested. Principal Casey suggested connecting with student ambassadors.

Karen - Both Co-Chairs have been contacted by parents with overlapping concerns (no names mentioned) and some parents feel administrators have not been responsive.

Jamuna- draft electronic Survey for parents, students, and teachers. Jamuna will manage and circulate the draft for input. This will help SAC to understand the key perspectives of school community members. SAC will review and consolidate results to share with Principal Casey and VPs.

Bei and Alex - Raised that there are many parents in the community interested in becoming volunteers. Jamuna flagged some parents are interested in a PTA. Karen flagged there is a huge amount of parent, student, and community interest in volunteering and becoming involved with the school.

Principal Casey, Phil, and Courtney - encouraged SAC members to be mindful of the difference between operational school matters and SAC matters. Requested school community members be asked to communicate directly with the school administration team. Noted efforts to be responsive to parents and to reply to all correspondence received to date in a timely manner. Reiterated the importance of the school community remaining supportive and maintaining patience and positivity as the new school is still getting established. Further discussion stood over to the next meeting due to time constraints.

Karen- Per SAC role/requirements, members of the SAC represent the diverse perspectives of the school community, it is important that SAC members are approachable and listen to groups/members of the school community whom they are intended to represent. Would be helpful for SAC to have a mechanism to share with administrators any school community perspectives/feedback received within the purview of the SAC. Email would be timelier than awaiting SAC meetings.

A short discussion on the need to reach a consensus on which types of matters fall under the SAC's purview/impact on student success and well-being and how these can be measured. Also helps to discuss how we will each keep a pulse on the perspective of members of the school community whom members of SAC are representative of (i.e. distinction between our personal views vs community views) and that we ensure inclusion of those diverse perspectives/voices at the SAC table when advising the principal. Shannon and Paola provided some examples.

Student Success Plan is being developed but is not complete, will be published at the end of the year. Discussion on how to measure/define in the meantime.

Stood over to the next meeting due to time constraints.

5. SAC Decision Making/Structure (general)– Principal Casey/Co-Chairs

- a) Norms- Engaged, speak the truth, be hard on ideas but soft on people, and be student-centered.
- b) Principal Casey explained the important role of SAC. Karen noted a key difference between SAC and PTA is that the SAC is formed under legislation with regulations, an agreement, and by-laws and is to represent perspectives of school community members when advising principal and RCEs on policies, programs, spending, and other matters that may impact student success and well being.
- c) Draft Agenda/Call for items to be prepared and circulated by SAC Co-Chairs together with Minutes of the last meeting, no less than 7 days prior to the SAC meeting.
 - SAC Members to send Co-Chairs any items or input into the agenda, no less than 5 days prior to the SAC meeting; and
 - Final agenda to be circulated to SAC members by Co-Chairs, no less than 3 days prior to the SAC meeting.
- d) The secretary usually takes minutes and is responsible for saving records. Minutes published on the SAC page of the school website. The report is required at the end of the year as well. Is a requirement of SAC regulations.
- e) Approval of Minutes- will be a standing item at future meetings. SAC will review/approve the Minutes of the prior meeting and will also check if any urgent items to add to the agenda for the current meeting.
- f) Principal's update
- g) 6-10 meetings. Principal Casey proposed the following dates: Oct 17, Nov 21, Jan 16, Feb 20, Apr 16, and May 21. Jamuna and Karen suggested additional meetings given the school is new & and a lot to discuss, suggested additional meetings in Dec (19th?) and June (18th?) and others if needed. TBC's next meeting.
- h) Principal Casey's Proposed meetings will be 1 hour 6:30-7:30 pm
- i) Karen suggested considering adding a seat on SAC from the WBH SAC and vice versa – all agreed. Susan will follow up.
- j) The group discussed adding representation on SAC for members of the accessibility/disability community as the province will be implementing new regulations that WBS and other schools will need to adhere to.

6. Draft Agreement and By-laws- Principal Casey

SAC Agreement and By-laws together with legislation, regulations, and guidance materials set out roles, responsibilities, procedures, and decision-making procedures.

Principal Casey prepared drafts based on HRCE templated and Rocky Lake (circulated).

All SAC members were asked to please carefully review after the meeting and come back with input before or at the next meeting.

Need to finalize the Agreement and By-laws at the next meeting so we will have clear procedures and a decision-making framework in place for clarity and efficient conduct of the SAC going forward.

Once settled, finalization and any changes in the future require sign-off by the Executive Director of HRCE.

Principal Casey will also raise any matters with the SAC that she requires SAC input on such as proposals for spending or new HRCE policies or programs etc. Karen reminded SAC members they could review the SAC handbook and other SAC links she circulated earlier in the week, if helpful.

7. Questions: Addressed throughout the meeting.

8. Action items for follow-up:

- a) Karen - to post an ad for a community representative by Nov 10th on Talk Bedford, West Bedford, and WBS Parent Facebook pages.
- b) Principal Casey and Courtney to post an ad for community representatives on the school social media/website and forward interest to the SAC email address.
- c) All SAC members - to review the SAC Agreement and By-laws and provide input/feedback before or at the next meeting so they can be finalized ASAP.
- d) Secretary/Fund Manager to be determined at the next meeting.
- e) Alex indicated he would like to email the Co-Chairs with some inputs for the next meeting.
- f) Principal Casey to identify additional teacher representative (missing a French Immersion teacher
- g) Principal Casey to identify a WBHS representative for a seat on WBS SAC and vice versa.
- h) By Nov 14: Co-Chairs to circulate the Agenda for the Nov 21st Meeting and the Minutes for the previous Oct 17 meeting.
- i) By Nov 16: All SAC members to send additions to the draft Agenda to be sent to Co-Chairs
- j) By Nov 18th: Co-Chairs to send Final Agenda to all SAC members.

9. Next Meeting: Tuesday November 21, 2023

10. Meeting Adjourned: 8:30PM.