

**West Bedford School
School Advisory Council (SAC)**

December 19th, 2023, 6:30 pm to 8:00 pm

Location: West Bedford School Library

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. **Principal:** Susan Casey (Principal, grades p-8)
4. **Teacher Representative:** Corinne Trottier (Grade 6 teacher, English program)
5. **Support Staff (Library Specialist):** Heather MacIntyre (Support Staff, Library)
6. **Teacher Representative:** Shannon Christie (Grade 4 teacher, English program)
7. **Teacher Representative:** Paola Bartolacci (Learning Support Teacher)
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)
11. **Student Representative:** Kanishka Loganath (Grade 8 Student, English program)
12. **Community Member:** Gary Schmeisser
13. **Community Member:** Moataz Ibrahim

Regrets:

1. **Community Member:** Krista Beam

Observers:

1. Joanne Treen (Vice Principal, WBS, grades 4-8)
 2. Carol Coutes (Music)
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Meeting Summary

1. Opening

The meeting commenced with the distribution of the agenda, and minutes of the November 9, 2023 meeting. New members and guests to the meeting introduced themselves -Carol Coutts Music Teacher, Joanne Treen 50% VP.

The meeting agenda was unanimously approved. It was suggested by the Co-Chairs that the agenda be posted on the school website under the SAC page prior to each meeting. This was done for the December meeting by Susan Casey.

2. Approval of Minutes

The minutes of the November 28, 2023 meeting were approved with the following clarification to the Parents' Survey section – "The survey questions for parents were distributed to the SAC members except the new community members via email following the last meeting, receiving unanimous approval via email". The amended minutes will be posted on the school website under the SAC page.

3. Principal's Report:

1. Staffing: There are 116 staff
 - a. Travis MacLean- 4/5 FI-Paternity Leave January 2-April 2; Replacing is Shauna MacEachern
 - b. Amy Samson- Primary FI- Medical- Dec. 11-January 30; Replacing is Elizabeth Fox
 - c. Phillip MacEachern- December 4-March 15, 2024 (but not confirmed); Jacinta Heckman is in the 100% VP position and Joanne Treen is in the 50% VP position.
 - d. Melva Reynolds- Gr. ½ returning January 2, 2024 (Alea Garrett currently in)
 - e. Jintal Patel- JH Math and Science returning January 2, 2024 (Josh Lease currently in)
 - f. Emily Bell – Off for 6-8 weeks for Medical; Richelle Tobin will be picking up most of her classes; there is still 20% to fill.
 - g. Heidi Woods- An additional 50% Admin Assistant has begun, and it is making a difference in the front office in terms of supporting students, families and attendance calls.
2. Community Communication- A communication was sent out to families three weeks ago with the goal to address the concerns and questions that have been raised. There was no feedback from the community to the administration team or the supervisor, Isabelle Obeid from this communication. Karen said that positive comments were made on the West Bedford Parents Facebook page.
3. School Success Plan-
 - The December 4th PD Day was going to focus on looking at the assessment data for Term 1, as well as the Provincial Assessment Data for Grade 3 and 6 from last year. This day was cancelled due to weather, so the school team has not had the opportunity to spend time looking into the results. The short cycle intervention #1 is going to extend into January so that time can be spent at staff meetings to delve deeper into the information which will inform our short cycle 2 strategies to support students. As a new school, we will work through two short cycles of focus, which will go to three cycles next September.

- Equity presentations for Grades 7 and 8 have taken place led by members of the equity team. Grade 6 classes have received a Respect Workshop. This workshop focuses on an activity to highlight all the similarities that exist between students, rather than the differences. More workshops are being designed for the other grade levels.
 - January focus for the Student Success Plan- Family, Student, and Staff micro well-being surveys. This will provide a baseline of how people are feeling within and about the school.
 - The school team is working with Denise Johnson-MacDonald to formulate micro-survey questions similar to the Provincial survey that is done in the spring. Denise is also supporting the school with questions for the families.
 - HRCE has a well-being team that provides support to staff and students to create a positive and safe school. There was discussion and questions around what the well-being work can look like for students, in relation to the school being a large PP-8 school with a high school attached (ie shared outside grounds and a common space inside). There was also discussion led by the principal that population changes are needed for next year to address the over crowding. These decisions are made at the system level of the HRCE. The school population of 1300 students is 150% over the design capacity.
 - The students will also do a provincial well being survey in May and Families will be given the same survey in May. These results will support the school staff in identifying and focusing on the areas of well-being that is most needed.
4. Scholastic Book Fair was a success! There was a great turn out of volunteers, and students making purchases. A percentage of sales will come back to the school so that the school can purchase more library books. Several of our Student Ambassadors supported the fair by assisting younger students with their selections and purchases. Sales were around \$14,000 which creates a credit buying power of \$6,000 to \$7,000.
 5. Volunteers – There was a discussion around parents wanting to volunteer but need to know where they can help and what they need to do to be approved to volunteer. It was suggested a list of events and activities where they can help could be to sent out to parents, along with the requirements to become a volunteer.
 6. High School Cross Over – Looking at peer tutoring at lunch, African Nova Scotia Support Program, Learning Center Partnering, High School Student helpers who read with students, assist with breakfast preparations and general items (these students are supervised by staff)
 7. Student Focus activities:
 - P to 3 Holiday concerts welcomed 1200 guests to watch; some of our older students participated in behind-the-scenes tasks.

- Spirit week and STEM challenge
- Breakfast cereal drive- huge success
- Foodbank drive and cheque on behalf of staff and students
- Clubs and sports teams (Art clubs Gr. 4-8, GSA club, Dungeons and Dragons club, Rock band club, Textiles/Foods club, various sports teams)
- High School Peer Tutoring will be starting in January.
- Felisha Davidson – ANS Student worker will be organizing different cross grade activities to support student well being and academics.
- Peter Pan Jr. conducting auditions in January; Musical production will be in May for Grades 4-6 students. Grade 7 & 8 students will support with set design, hair, make up, costumes, stage managers.
- Partnership with LC students between PP-8 and High School
- High School students (around 6-8 students) – support the breakfast program, lost and found, reading with students, supporting PP-8 in other ways. They are supervised at all times.

4. Old Business

Follow up on Action Items from the November 28, 2023 meeting

Survey for parents- As discussed in the Principal's Report the School will be creating a micro-survey that will align with the School Success Plan's Well-Being goal. A micro-survey will also be created for students with the same focus on well-being. These surveys will provide a baseline of information that the school will work from and provide SAC with a feel for the school priorities.

5. New Business

- Signing By-Laws and agreement – Co Chairs to sign after the meeting
- Proposal by Carol Coutts, Music Teacher on a School Song Project that would involve all grades from P to 8. Carol distributed a poster sheet that provided information on the project. It involves the students working with musicians Keith Mullins, Morgan Toney and DO Gibson, and videographer Matthew Ingraham to write and record a video of the song that reflect the school and community. The students will take part in building a legacy for the West Bedford Community. The budget is around \$5000. The timelines December/Early January – work with students to develop themes and motives for the song, January/February songwriters at work, February Lead vocal / music delivered to teachers, April record choir, June video shoot, June release video. SAC approved the project with funding sources to be clarified at a future meeting. Gary Schmeisser agreed to lead the external fund raising.
- Discussion on Minister Becky Druhan's notes on SAC. Karen reviewed correspondence she sent out on the announcement from the Minister of Education & Early Childhood: The minister stated that public feedback has provided direction on how we are moving forward to ensure families and others have an enhanced voice in the education system, that SACs have greater support and funding to ensure

meaningful input into local and regional school decisions, and that families can better connect to schools. Details of the announcement can be found on the Province of Nova Scotia Education and Early Childhood Development website. There was discussion about a meeting with parents as a “meet the SAC”. Further discussion is required to review the merits and concerns of this suggestion. The micro survey will provide parent feedback.

- Discussion on Funds/Grants. The announcement above included a new Innovation Fund that provides grants up to \$10,000 to a school SAC to support student well-being and achievement.

6. Student Representative items

- There was still a concern with racial and sexual remarks following the equity presentation. The students feel more awareness and enforcement continues to be needed.
- P to 3 concert was a success with student helping behind the scenes.
- The Student Ambassador program is going well. There was a build the sled contest that was well received.
- Grade 7 and 8 students are supporting the 4 to 6 drama play in areas such as making sets, and providing makeup
- Numerous clubs such as Board Game, Rock Band, Dungeons and Dragons, Comedy are going with interest in Drama, School Newspaper. Lots of interest and clubs starting.
- There was discussion on having a school dance for 7 and 8. The school is looking at partnering with the high school for a springtime dance.
- It was suggested school sport games should be posted on the school website.
- There is a concern about the limited number of spectators allowed in the gym.
- There was an inquiry about field trips. They have started and more are planned.

7. SAC Members’ question/comments

- There were no new questions or comments from the SAC members.
- Future meetings will be limited to 90 minutes.

8. Action items for follow-up were reviewed

- i) Jamuna - to send the Parents Pulse survey to the community members for review. (January timeline)
- ii) Principal Casey is preparing the Student Success Survey (January timeline)

9. Next Meeting: Tuesday January 16, 2024

10. Meeting Adjourned: 8:00 PM.