

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

**February 20<sup>th</sup>, 2024, 6:30 pm to 8:15 pm**

**Location: West Bedford School Library**

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**Members Present:**

1. **Co-Chair:** Jamuna Loganath (parent of a 7-8 student, English program)
2. **Co-Chair:** Karen Lockerby-King (parent of a 4-6 student, English program/formerly French Immersion program)
3. **Principal:** Susan Casey (Principal, grades p-8)
4. **Support Staff (Library Specialist):** Heather MacIntyre (Support Staff, Library)
5. **Teacher Representative:** Shannon Christie (Grade 4 teacher, English program)
6. **Teacher Representative:** Paola Bartolacci (Learning Support Teacher)
7. **Parent Representative:** Yin (Alex) Li (parent of a P-3 student, French Immersion program)
8. **Parent Representative:** Bei Zhou (parent of P-3 & 4-6 students, English program)
9. **Student Representative:** Kanishka Loganath (Grade 8 Student, English program)
10. **Community Member:** Gary Schmeisser
11. **Community Member:** Krista Beam

**Regrets:**

1. **Community Member:** Moataz Ibrahim
2. **Student Representative:** Meagan Fry (Grade 8 Student, English program)
3. **Teacher Representative:** Corinne Trottier (Grade 6 teacher, English program)

**Observers:**

1. Joanne Treen (Vice Principal, WBS, grades 4-8)
2. Courtney Smith (Vice Principal, grades P-3)

**Guest:**

1. Isabelle Obeid Supervisor HRCE
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**Meeting Summary**

**1. Opening**

The meeting commenced with the distribution of the agenda, minutes of the January 16, 2024 meeting, three proposal requests for funding from SAC, a letter from the Minister of Education and Early Development on SAC's and available funds, a package on School Food and Nutrition Policy SAC Survey Report from Education and Early Childhood Development, School Monday Memo for January 29 to February 2, 2024, WBS Grade P-1 School Well-Being Student Survey, WBS Grade 2-3 School Well-Being Student Survey, WBS Grade 4-8 School Student Survey and SAC Funding Tracking sheets.

The agenda item 3 with Constable Desrochers was deferred to April 16 as he was called to court. This item will be discussed during the principal's report. The meeting's amended agenda was unanimously approved.

The deletion of agenda item 3 brought about a discussion by Karen on the concern by parents of this change and the role of SAC. The question stems from the December 1, 2023 email statement by Karen to the SAC when forwarding the letter introducing the Minister of Education and Early Development on SAC's and available funds. Karen's email stated - "Parents, families & others can better connect to schools and regional centers for education". Isabelle Obeid will look at the letter and come back with a clarification on the statement re better connect and engagement of parents as stated by Karen. Isabelle will also comment on the direction "Are parents' questions received by the SAC co-chairs to be redirected to the principal".

## **2. Approval of Minutes**

The minutes of the January 16, 2024 meeting were approved as distributed. The minutes will be posted on the school website under the SAC page.

## **3. Follow-up on Action Items from Previous Meetings**

The draft of the WBS Grade P-1 School Well-Being Student Survey, WBS Grade 2-3 School Well-Being Student Survey, and WBS Grade 4-8 School Student Survey were reviewed by Susan for input by SAC.

Susan said the survey for parents is in progress with the goal to bring them to the next meeting. This will replace the Parents Pulse survey. There will also be a staff survey.

Comments provided for consideration were – does large class size affect learning, does having four classes in the gym at one time affect the quality of the gym class, and are there learning environment concerns regarding physical disabilities.

The results of the surveys will be reviewed and consolidated in a report by the School Success Planning team and presented in a positive format to assist with the School Success Plan. The report will be provided to SAC.

## **4. Principal's Update**

1. **New Parking Procedures:** WBS staff worked with the Police the week of February 5-9<sup>th</sup> to assess the risk to students. Police determined that cars were parking where they should not be, were driving through the staff parking lot and around back which was problematic for safety resulting in passing special transportation buses while they were loading students, blocking special transportation buses from being able to access pick up spot and blocked these buses from being able to leave; vehicles failed to abide by the stop sign at the kiss and go loop, parked in the staff parking area which is not permitted, failed to follow the safety procedure of unloading child(ren) on sidewalk side of vehicle, were driving over directional safety pylons, and were disregarding the

instructions of staff. Police also witnessed staff experiencing verbal and physical intimidation by adults dropping off and picking up their child(ren). Staff stated that this happens many times during the morning drop off and afternoon pick up where they receive verbal abuse and threats. Police also experienced this verbal intimidation.

- Over the past several months the school has communicated weekly in Monday Memos regarding the safe drop-off procedures, staff have spoken directly to drivers, and police have intervened with drivers to provide education, warnings, tickets, and protection of property.
- The kiss-and-go loop is actually a fire lane that must be accessible for emergency services at all times.
- Over the past several months police, compliance officers, traffic services, and staff have been part of the working team to ensure student safety. Based on input from all members of this group and due to safety concerns for the students a new drop-off plan was developed.
- The changes affect the morning drop-off procedures only with the closing of the main entrance kiss and go loop. The afternoon parking procedures have not changed for families as the loop has always been closed to vehicles and families. Families have never been permitted to park in the staff parking area and that continues.
- The new procedure to drop off or pick up students will be for parents to use the lower parking lot. WBS has the privilege of the lower parking lot with over 168 parking spaces available and a pathway from the parking lot to and from the school's main doors. The pathway will be monitored by staff between 8:05 am and 2:15 pm. Staff members are monitoring vehicles for safety that are pulling up to the sidewalk and letting their children out. The change was communicated to the parents in the Monday weekly memo.
- The safety of the students is the main concern for the change in dropping off students.
- Based on the discussion Susan will have the police look at the new drop procedure and provide a risk assessment of the new parking lot drop area.
- Counsellor Tim Outhit and MLA Braedon Clarke have been apprised of the new plan

2. School Success Plan- Short Cycle #2 – based on the work that was done by staff and students in the first short cycle, the following strategies are being focused on for the second short cycle:

Literacy Focus: Focus on teaching the elements of writing (ideas, organization, language use, and conventions) and using reading strategies to apply to writing.

Staff will...

- Use a variety of tools (curriculum document, If then document, Writing behaviors) to intentionally teach elements of writing.

- Provide targeted tier 1 intervention in an equitable way to students who are developing as expected and those students who need additional support.
- Explicitly teach students to use various tools to generate ideas such as - idea jars, and anchor charts with transition words.
- Plan for opportunities for writing choice- students will have a choice in what they write about and how they show their writing.
- Plan for opportunities for students to talk about their writing pre, during, and after writing to build a community of writers. - teach how to discuss writing, how to give feedback, etc.
- Use assessment tools to gather formative information of where students are in their learning
- Use the information gathered to plan next steps for instruction.

Students will...

- Continue to take greater risks in their writing
- Be more confident as writers
- Use a wider variety of writing strategies

Math Focus: All teachers will gather ongoing evidence of learning for students in relation to the mathematics curriculum and for computational fluency.

Teachers will...

- Clearly communicate the learning goal for the lesson with the students.
- Offer pre-assessment opportunities for each outcome.
- Grades 3-8 teachers will begin to familiarize themselves with Knowledgehook
- Use assessment tools to gather formative information of where students are in their learning
- Use the information gathered to plan next steps for instruction.

Students will...

- Be able to articulate where they are in their learning for a particular outcome.
- Feel more confident as math students.

Well Being Focus: We are focused on developing our WBS community and a sense of belonging and safety for all students.

Teachers will...

- Provide opportunities for student / community voice in choosing school mascot, colors, etc.
- Plan class meetings / circles to develop a sense of belonging and intentionally giving time for student voice during those times
- Plan intentional lessons to navigate safety and what safety can mean in different situations
- Teachers will provide ongoing lessons and discussion prompts resulting from the grade 4-6 respect workshops

- The grade 7-8 teachers will continue to identify attacks on identity and provide ongoing lessons and discussion prompts as a follow up.

Students will...

- Be able to express that they feel a sense of belonging at our school (This will be monitored by a school micro survey).
- Be able to express they feel social, physical and academic safety at our school. (This will be monitored by a school micro survey).
- January/February Focus for School Success Plan- Family, Student, and Staff micro well-being surveys. This will provide a baseline of how people are feeling within the school.
- The micro surveys for students is ready to go out and will be by end of week
- The micro surveys for staff and families are being created by the HRCE Well Being team

### 3. 2024-2025 Registrations:

We held our Grade 6 to Grade 7 orientation meeting with families on February 15<sup>th</sup>. It was well attended. We will be holding a Primary Orientation meeting for families on Tuesday, February 27<sup>th</sup>.

Grade 6 students will have an orientation presentation for them next week to share information about JH

### 4. Operations:

- Cubbies are being installed as they arrive. Over the weekend, first floor cubbies were set up with set up to continue as the cubbies arrive.
- book cases were fastened to the walls in classroom spaces
- Back ordered furniture has arrived in some areas- admin offices
- Wish list items should arrive and be set up over March Break

5. Volunteers- we are continuing to look for volunteers to support lunch time supervision so the field can be opened to students in Gr. 4-8. Also looking for volunteers for P-3 lunch time class supervision while students are eating and getting dressed to go outside. We have had some interest of around 3 people for each.

### 5. SAC Funds and Review of Funding Proposals:

- Alex reviewed the \$6200.00 of SAC funds available and projects approved using a tracking spreadsheet he created.
- Gary gave an update on the status of community fundraising/sponsors and School Song Project Funding Proposal. Shaw /West Bedford Developments and Dexter/Municipal turned down our sponsorship request. The great news is that

- Cresco has come on as a prime sponsor for \$2500. Carol provided great support and project information. Susan has obtained two grants to provide the remaining \$1500. Gary and Carol are meeting with Cresco this Friday to ensure they are well connected. Susan has some great thoughts on the video release event.
- Susan gave an update on WBS-SAC application for the \$10k SAC Grant funds from HRCE. The information on how to apply and associated timelines has just been received.
  - Alex led the discussion on the following proposals received since the last meeting. SAC reviewed the proposals and approved as noted below:
    1. Atlantic Festival of Music for Gr 7-8 band to attend with the Gr 9-10 band submitted by Trevor Dimoff, Band Teacher for \$2290. This will cover the transportation and festival costs to support the literacy and well being in students. The \$1145 was approved with the rest coming from WBS.
    2. Purchase of foam balls, beanbags, and foam frisbees to be used by 1295 students submitted by Abigail Tramble, Tom Mahaney, Emily Bell, Kiera Hewitt Terry Ryan and Richelle Tobin for \$820 It will allow the purchase of necessary items for a PE program that is inclusive to all that will improve the well being of students and staff. The \$820 was approved.
    3. Grade 6 Classes attending the Emera Oval submitted by Jennifer Nickerson and Karen Mahaney for \$350 to allow students to foster friendship, connection and the shared experience of trying a new skill. This will provide funding for transportation for this project. The \$350 was approved.
    4. Acquire online access to PM Ebooks that are recently discontinued and those being supported by Reading Recovery supporting the school literacy goals submitted by Michelle DeWolfe and Jodi Babcock for \$200. SAC approved \$200.

## **6. Business Not Discussed due to Lack of Time**

- SAC review of School Food and Nutrition Policy was not discussed due to running out of meeting time. It will be placed on next month's agenda:
  - Was Completed in Fall but low participation and SAC is invited to provide ongoing input if SAC has any additional thoughts related to the school food environment- documents attached (HRCE contacts are: [Sharlene.whelan@novascotia.ca](mailto:Sharlene.whelan@novascotia.ca) or [Joanna.mcdonald@novascotia.ca](mailto:Joanna.mcdonald@novascotia.ca)).
- Overcrowding Submission to HRCE: Does the WBS or SAC have interest in making a written submission on behalf of school community to the HRCE re: issue of overcrowding and request formal update/action plan from HRCE to address be provided to WBS /SAC? Not discussed due to running out of meeting time.
- HRCE Requests for WBS SAC Review / Input - HRCE is requesting WB SAC input on website updates to meet accessibility standards and to improve navigation: To get

started, [click here](#). HRCE Contact Cierra Thomas, Administrative Assistant of ED, on behalf of Communications Team [Cierra.Thomas@hrce.ca](mailto:Cierra.Thomas@hrce.ca) . Not discussed due to running out of meeting time.

7. **Student Representative items** – Update by Kanishka on behalf of Maegan and her
  - Student Ambassador Work – Posters for Exam Week for Gr 9 & 10 students, planning for Spirit Week
  - Musical is happening – Gr 4-6 are practicing
  - The Yearbook Committee has started planning
  - Sports – just finished basketball, badminton starting late February, Flag Football, and Track and Field planning.
8. **SAC Members' questions/comments**
  - No other business from SAC members.
9. **Future Meeting**
  - Next SAC Meeting: April 16, 2024 6:30 pm
10. **Meeting Adjourned:** 8:15 PM.