

**SAC Meeting [Virtual] Minutes April 18, 2024**  
Admiral Westphal Elementary

PRES.	NAME	MEMBER	EMAIL
x	Nicolle Bowes Cashen	Parent/Chair	
	Holly David	Parent	
	Jennifer Veitch	Parent	
x	Jamie Kavanaugh	Principal	
x	Jennifer Redman	Teacher	
x	Emily Thomas	EPA	
	Regis Dudley	Community Member	

TOPIC	Topics for Discussion	ACTION
Meeting called to order		
Approval of Agenda	Yes	
Approval of previous meeting's Minutes	Yes	
Principals updates	<ul style="list-style-type: none"> <li>• Commemorative Student plans</li> <li>• Lunch Program, no news.</li> <li>• School clothing design being finalized.</li> <li>• CYCP Eric Garf [Mr. Eric]</li> <li>• Ms. Mallory Gillespie has started in 4-5</li> <li>• Indigo Grant, spent.</li> <li>• LM3 Testing starting soon.</li> <li>• Student Success Survey being conducted soon.</li> <li>• NSTU info</li> <li>• Report cards for T2 went home</li> <li>• Received two supplemental book orders [Decodables, Environmental]</li> <li>• Possible Mason's donation</li> <li>• Speakers for classrooms</li> <li>• Parking after hours</li> </ul>	<ul style="list-style-type: none"> <li>• A grade one student passed away in early March. Please come up with plans for a wall display, in a memory box area in our library. Parents commended the school staff for its handling of the event.</li> <li>• After the initial announcement of the lunch program, little new information available to be reported.</li> <li>• We're going with Golden Silk Screening to produce high school clothing, and the design is being finalized now.</li> <li>• Erica earth is our new CYCP worker. It has been an incredibly positive addition to the school.</li> <li>• Miss O'Neill has gone off on maternity leave, and Ms. Mallory Gillespie has started in the 4-5 classroom.</li> <li>• All \$6000 for the year has been spent from the indigo grant.</li> <li>• Students are currently preparing for the LM3 tests.</li> <li>• Students in grades 4-6 will be participating in the Student Success Survey [SSS] soon.</li> <li>• We will hopefully have more information surrounding the teachers provincial contract.</li> <li>• We were contacted by the local chapter of the Masons and they're looking to make a donation to the school of potentially up to \$800.</li> <li>• New speaker systems were mentioned for the classes, and the SAC approved 7[\$63.99 + tax] = \$515.12. One was ordered and tested, very good sound.</li> </ul>

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		<ul style="list-style-type: none"><li>• The issue of cars parking in our playground area was again brought up, and i brought the concerns forward to the HRM facility rentals group, and our building manager [Andrew Barr].</li><li>• Regional Executive Director [RED] of the HRCE Steve Gallagher sent letters to all SACs. A copy is contained at the end of these minutes.</li></ul>
Other Items	Green bins, could they be moved?	
School improvement plan update (standing item)		
SAC meeting dates remaining	May 9, 2024 @ 4:15 PM	
Next meeting date, time	TBD	
Meeting adjourned		

SAC Members,

I am sharing this on behalf of Steve Gallagher, Regional Executive Director of HRCE.

As part of the Minister of Education's announcement to enhance local voice, we are looking for expressions of interest to join HRCE's new Regional School Advisory Council (RSAC).

The mandate of the Council will be to provide advice to the Regional Executive Director of Education, share community issues and discuss potential solutions. The Council will focus on student achievement and well-being, enhancing local voice and relevant local issues.

**The expression of interest is open to current SAC members.** We will expand to other parents/guardians and community members after the SAC deadline if we do not have diverse representation.

If you are interested, please review the Regional School Advisory Council Terms of Reference, attached, and complete the [Expression of Interest Application](#) by April 30, 2024.

Thank you and we look forward to hearing from you!

**Christine Goodwin** | Executive Assistant, Office of the Regional Executive Director |  
**Halifax Regional Centre for Education** | [christine.goodwin@hrce.ca](mailto:christine.goodwin@hrce.ca)



## Regional School Advisory Council: Terms of Reference

### 1. Background

The creation of a Regional School Advisory Council (RSAC) represents an opportunity for members of Halifax Regional Centre for Education (HRCE) school communities to provide local voice on a regional level, directly to the Regional Executive Director of Education (RED) and Senior Staff.

### 2. Mandate

The RSAC mandate is to provide advice to the RED, share community issues, and discuss potential solutions. The focus of the council should be on student achievement and well-being, enhancing local voice, and other relevant local issues.

### 3. Membership

Members of the RSAC will be appointed by the RED, in consultation with a lead table of advisors, and will include:

- a. School Advisory Council (SAC) members with a mix of parents/guardians and community members.

Factors considered in Council composition reflecting the region will include:

- Geography, representing all 18 Families of Schools (FOS);
- School configuration (elementary, junior high, high school); and
- Rural and urban school communities.

Where applications do not allow the Council to have diverse representation that reflects the composition of the regional community, adding members who are not from SACs will be considered. The RED will consider representation from:

- Mi'kmaw/Indigenous communities
- People of African descent
- 2SLGBTQIA+ communities
- Newcomers
- Disability communities
- Any other groups, as appropriate, to represent regional diversity

- b. Membership will be sought through an expression of interest from current parent/guardian and school community SAC members.

Members will serve a term of up to two years. In the first year of the RSAC (2024), some members may be asked to serve a term longer than two years to allow for a staggered turnover of members to ensure integrity and history on the Council.

- c. The RSAC will be comprised of not more than 12 members in total with balanced representation from all 18 FOS.

- d. The RED has discretion to remove members if circumstances warrant.

## 4. Roles and Responsibilities

- a. The RED will appoint members to the Council.
- b. The RED will identify issues for discussion and recommendation.
- c. Members will fulfill the Council's mandate to the best of their ability, in an objective and open-minded manner, and in accordance with the rules of confidentiality provided to them.
- d. The region will provide administrative support to the Council, which includes:
  - Ensuring that members have the necessary information to enable them to fulfill their mandate;
  - Providing members with the rules of confidentiality; and
  - Processing the reimbursement of expenses, if required.
- e. Members will abide by SAC guidelines on how to be an effective council, which is to:
  - Act in the best interest of students;
  - Open with their intentions, opinions, and ideas;
  - Strive to provide accurate information;
  - Uphold a high level of integrity and courtesy at meetings;
  - Adhere to democratic principles;
  - Declare any possible conflicts of interest;
  - Demonstrate trust and respect for members; and
  - Create a positive atmosphere during meetings, at school, and in the school community.

## 5. Meetings

The RSAC will meet three times per year, normally once in the fall, once in the winter, and once in the spring, as organized by the RED. Additional meetings may be called by the RED at their discretion. Consideration will be given to moving in-person meetings to different areas of the region. Meetings may be held in person or virtually.

Meetings will be no longer than two hours in length.

Members will not be remunerated for serving on the Council but will be reimbursed for reasonable expenses incurred in fulfilling their duties as members. Expenses are reimbursed based on the [Provincial Travel Policy](#).