



**PARENT SCHOOL SUPPORT COMMITTEE (PSSC)**

**Meeting Minutes**

**Date of Meeting:** October 11, 2022

**Time:** 6:30pm – 7:30pm

**Place:** Sussex Regional High School (Learning Commons)

**Chair:** Amy Finley

**Recorder:** Debbie Du Plessis

**Members Present:**

Deborah Vail (Parent), Christina Douglas (SRHS Staff), Amy Finley (Parent), Sarah Madden (Parent), Vanessa Coggan (Parent), Debbie Du Plessis (Parent), Beth Mc Quinn (DEC Member), Lori-Ann Lauridsen (SRHS Principal)

**Members not Present:**

Rebecca Richardson (Parent), Joan Babineau (SRHS Staff & Parent)

**Members not Present and not yet Confirmed for 2022/2023 School Year:**

Natalie Gebauer (Parent)

1. WELCOME (Lori-Ann Lauridsen and Amy Finley)

\* Lori-Ann and Amy welcomed both new and returning PSSC members and introductions were made.

\* Members are encouraged to engage parent support and committee membership, so as to promote a diverse and vibrant representation of the SRHS student population.

2. NORMS OF MEETING (Lori-Ann Lauridsen)

The following guidelines were presented by Lori-Ann for meeting expectations moving forward:-

\* Begin and end on time (meeting duration is typically one hour)

\* Cell Phones are to be turned off

\* Adhere to Agenda

\* One person at a time to address the Chair



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- \* Encourage communication in an “open” atmosphere
- \* These meetings are the forum for SRHS global parental concerns ONLY (A specific student/teacher/parent concern is to be addressed by contacting the Administration Team directly)

**3. PSSC DOCUMENTS & PAPERWORK (Lori-Ann Lauridsen)**

Lori-Ann provided each team member with a red folder containing Ministry PSSC Handbook; a copy of the slide presentation given during the meeting explaining the role and duties of the PSSC; Handout on PSSC Budgets; a copy of the District Educational Council (DEC) Brochure; Handout on the SRHS School Improvement Plan

(Please refer to the folder for details)

- \* This paperwork is to be reviewed by all members

**4. PRINCIPAL’S REPORT (Lori-Ann Lauridsen)**

Lori-Ann shared an update regarding SRHS community as a whole:

- \* Awaiting announcement of the new Superintendent for Anglophone South District as current Superintendent, Zoe Watson has retired. Lori-Ann will inform the PSSC once notification has been given.

\* The current total number of SRHS students is 685 (this number includes students at Portage Atlantic and Compass Education Support Program). This time last year, 648 students were enrolled. As there has been an approximate increase of 40 students compared to last year, an additional FTE has been gained by the school. The position is still to be filled for Grade 9 (English) Science/Mathematics/Social Studies – will be hiring in a week or two.

- \* The **685** student body is comprised of the following:

<b>Grade 12</b>	<b>Grade 11</b>	<b>Grade 10</b>	<b>Grade 9</b>
189	169	164	163
Included in the 685 total are 17 International Exchange Students			



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\* Staff numbers are as follows:

<b>Teachers</b>	43
<b>Educational Assistants</b>	14
<b>Librarian</b>	1
<b>Admin Assistants</b>	2
<b>Custodians</b>	5.5
<b>Guidance</b>	1.25
<b>Vice Principals</b>	2
<b>Principal</b>	1

\* Amy enquired after “In-House Guest Teacher” positions to cover teacher absenteeism. Lori-Ann explained that of the 200 names on the list, only one person applied for an “In-House Guest Teacher” position. Therefore, coverage for teachers being absent is met internally by staff using “Prep time” to supervise a class.

\* Lori-Ann reported that student attendance has started to show some red flags with certain students. She noted that these cases are being looked at in order to be addressed.

\* Sarah noted that it would appear a number of students tend to “skip” their G3 class and wondered if staggering this period would be a possible solution. Lori-Ann explained the logistics in incorporating this type of change into the current timetable, given staffing and time. It would be better to emphasize the importance of this credited class to parents and the student body, in order to promote attendance.

\* Lori-Ann shared that “change is a-foot” and a High School Renewal Initiative is to be implemented possibly in December by the Ministry. She hopes to explain more about these changes at our next meeting. These changes will allow for increased flexibility and personal choice by the students (International Baccalaureate Program; Virtual Online Courses etc.)



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5. BUDGET (Lori-Ann Lauridsen)

- \* Lori-Ann shared the current PSSC budget is: **\$1591-00**
- \* These funds are to be spent by February 2023
- \* Some ideas were put forth as to how they can be used to benefit SRHS (E.g. purchase of a portable screen for use in any space within the school; professional development/training of PSSC members including approved travel expenses)
- \* Any other ideas can be shared at our next Committee meeting.

6. MEETING DATES FOR THE YEAR (Amy Finley)

- \* Lori-Ann shared with the team that she will be taking Pre-Retirement Leave from November 18<sup>th</sup> to December 9<sup>th</sup> and would still very much like to be part of the December meeting. This was taken into consideration when planning the following meeting dates:-

**December 13, 2022** at 6:30 pm (SRHS - Learning Commons)

**February 7, 2023** at 6:30 pm (SRHS – Learning Commons)

**April 25, 2023** at 5:30 pm

(Dinner Venue for April meeting to be determined as part of Agenda for February meeting)

7. ADJOURNMENT (Amy Finley and Lori-Ann Lauridsen)

- \* Thanks to all for attending
- \* Meeting ended 7:35 pm

**Draft of Minutes respectively submitted to Lori-Ann Lauridsen via email  
by Debbie Du Plessis on October 11, 2022**