



**Rothesay Elementary School - Parent School Support Committee**  
**Meeting Minutes**  
**2023/2024**



**Meeting Date: September 26, 2023**

**Present:** Sarah Blanchard (Principal), Victoria Nickerson (Home and School Liaison), Jill Kiervin (teacher rep.), Andrea Belliveau, Erin Demmings, Jeanette McLenaghan, Tiffany Trecartin, Vicki Gillespie, George Thambi, Rachel Potter

**Regrets:** Shawna Gray, Jonathan Barry, Amanda Harrison, Jennifer Kiervin, Jennifer Flanagan

**Meeting called to order at 6:35pm**

**PSSC Orientation:**

1. PSSC handbook was provided through email prior to the meeting for member review
2. Election of PSSC Chair - Andrea Belliveau reoffered and was elected
3. Assignment of Recorder - Jeanette McLenaghan volunteered
4. Introductions of all members (returning and new)
5. Sarah Blanchard provided a review of the roles and responsibilities of the PSSC. A chart was provided, that outlined the job of the PSSC, Principal, and Superintendent (included specific school related examples).
6. Members signed PSSC Acceptance form at the end of the meeting

**Discussion Points**

1. Sarah reviewed the role of an Appeal Committee member and asked for interested members to let Jeanette know so names can be included in minutes and passed on to the necessary people. Victoria has offered to remain as a Appeals Committee member.
2. Discussed the success of last year's parent information night and reviewed what made the event successful (childcare and supper was provided, interesting relatable topics for parents).
3. Discussed possible ideas for a parent information night this year. PSSC is aiming to host this year's event again in January. Sarah will send a Teams form to parents to help narrow down possible topics offered and identify which options would have the highest preference. This will help ensure PSSC approaches the right community members for presentations as well as ensure high priority topics are placed in larger school spaces.
4. Victoria Nickerson will continue to be the liaison between PSSC and Home and School. She provided a summary of upcoming events that Home and School will be offering from now until Christmas vacation. PSSC asked Victoria to inform the Home and School about our potential Parent Night in January and for the Home and School to avoid hosting events in the month of January.

**Principal Report**

1. RES is a pilot school implementing the new Holistic Curriculum. Jillian Kiervin and Jessica Verner are Accelerated Learning Champions working on collecting data to identify targeted intervention groups.
2. School Improvement Plan and Assessment
  - a. Data Sources: Provincial Assessment Data (under embargo), Student Survey, staff perception survey, RES admin survey
3. 2023-2024 Enrollment 461: 22 homerooms - 14 English (of which, 2 are IF), 8 French Immersion
4. Open House Results of attendance: Very well attended, and positive response
5. RES staffing updates: No updates to report
6. RES Financial Updates: PSSC Budget about \$990
7. Student fees: 2023-2024 - \$65 per student



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- a. School cash online: 4% administrative charge allotted to School Cash but convenience of the program is well worth the cost.
  - i. Each teacher was given \$50 per student to cover the cost of supplies for the year.
  - ii. \$15 per student will go towards whole school productions (possibly Theatre NB) as well as covering the partial cost of class fieldtrips.
  - iii. 90 - 100 student fees are not paid; a green notice was sent home on Monday Sept. 25<sup>th</sup> with a gentle reminder about the unpaid fee and provided options for having the fee paid
  - iv. Donations from other families were provided and there are enough funds to cover 30 student fees within the school
  - v. The sense from teachers seems to be overall positive. One concern from staff is that the money owing from unpaid fees will need to come from some other component of the school budget.
8. Student Attendance Policy
  - a. Attendance policy remains the same. Last year there were times of high absence throughout the year (especially in early November). The school is already noticing different colds / flus circulating throughout the school.
  - b. This year Sarah will compare the attendance results from last year's trends
  - c. For students who miss 5 days, there is a call from teachers, after 10 missed days letters are sent home, and a second letter is sent after 15 days. These letters are only sent periodically throughout the year (every few months), not automatically when a student reaches 10 / 15 days.
9. Communication
  - a. Discussed some of the difficulties related to tracking all the different components of school life (hot lunch, student fees, etc). Mentioned that having these components streamlined to one location would be easier for parents to navigate.
  - b. Sarah provided an overview of the school website (last year principals were encouraged to not work on their websites because a new contract was in place to have websites updated/adjusted). Due to contract changes, this year principals can update the website which Sarah will work on.
10. Safety Procedures:
  - a. Safety Procedures are ongoing this year including fire drills (6 per year), secure the building, lock down & building evacuation
    - i. Fire Drills – Sept. 8<sup>th</sup> - two were provided on this date (one planned and one unplanned)
    - ii. Secure the building/lockdown drill - Sept. 14<sup>th</sup>
  - b. Emergency evacuation practice for RES is currently on hold – Last year RES did not do one, but it will be done this year. Evacuation is scheduled for October but not confirmed date yet.
    - i. Andrea asked if there is any communication to explain what parents should do if there is a fire drill / evacuation. Sarah is working on a new Parent Handbook which will include this information. Sarah will also include a quick tip about parent response to an evacuation in the weekly Rocky Report
11. School Global Budget
  - a. Global budget approximately \$45 000
  - b. Cost of photocopy is over \$20 000 per year
  - c. Sarah implemented photocopy codes to help monitor and establish baseline data related to the copy cost of the school. This will help track how much copying is done by teachers, office staff, district staff, etc.
  - d. Other costs from the school budget (last year)



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- i. 2 smartboards, 2 projectors were purchased
  - ii. Partial cost of fieldtrips, bussing allocations
  - iii. Various misc materials and resources for classrooms and teachers
12. No DEC report provided as DEC representative was not present

**Action Items**

1. Sarah will create a MS Teams form to send to families that will provide a list of possible topics that could be offered as well as a text box where parents could provide additional ideas.
2. Sarah will look into the 90-100 unpaid fees and determine how many families that is (may help identify where the donations should go)
3. Sarah will include parent tips for if there was a real lockdown in upcoming Rocky Reports once practice evacuation data is available (this will be the explaining the expectations of the parents in the case of a lockdown)
4. Sarah will bring EMO to October PSSC for team to review.
5. Victoria Nickerson will advise the Home and School committee about the potential Parent Information Night in January to ensure there are not conflicts with Home and School events.

**Next Meeting:** Oct. 24, 2023 – 6:30pm

Meeting adjourned at 7:52pm