**KVHS PSSC Minutes**

**January 16, 2017 (Regular Meeting)**

Present: Gail Evans-Brown, Colleen Flower (teacher representative), Ron Lockhart, Tracy MacPhee, Rob Manderville, Carolyn McCoy (Chair), Jan Muzak-Ruff, Ellen Snider, Peter Smith (Principal)

Regrets: Darren Ferguson, Maddie Hogan (student representative), Sandra MacDonald, Bryce Miller (student representative).

1. **Call to Order**

This meeting was called to order at 7:00 PM, and Carolyn McCoy welcomed the members of the PSSC. Quorum was achieved.

1. **Approval of Agenda**

There were no corrections or additions to the agenda.

Motion to Approve: Tracey MacPhee

Second: Ellen Snider

Motion carried.

1. **Approval of November Minutes**
2. **Outstanding Action Items**
3. *PSSC Secretary*

Carolyn asked if anyone was interested in taking on the role of secretary. No one expressed interested in committing to this role at this time, so Carolyn suggested the PSSC members take turns with this role. Colleen Flower acted as secretary for the evening.

1. *Invitation for Nancy Morrison to attend PSSC Meeting*

Peter Smith invited Nancy Morrison to attend the PSSC meeting to speak about athletic fees; however, she was unavailable to attend. Peter will invite her to attend another meeting in the future.

**Action Item:** Invite Nancy Morrison to attend a future meeting. (Peter Smith)

1. *Safety Concerns Regarding Overcrowding on Busses and Crosswalk Safety*

Peter Smith followed up with Transportation regarding overcrowding on busses. Peter will confirm with Darren Ferguson regarding the crosswalk concerns raised at the last meeting. Rob Mandeville expressed his ongoing concern with this issue, particularly regarding the busses stopping at the crosswalk, student attention to potential hazards, and clarity of the number of car lanes in the drop off lane. Peter Smith suggested that he may need to look into signage options to help direct people.

**Action Item:** Peter Smith will continue to look into these concerns. (Peter Smith)

1. *Healthy Options being Offered in the School Cafeteria*

At the last PSSC meeting, Peter Smith extended the invitation for Jan Muzak-Ruff to walk through the cafeteria and provide the administration with her opinion on the products available to staff and students, after questions had been raised about the “slushy” machine in the cafeteria. Though the invitation remains, it was discussed that this suggestion was an invitation, not a required action item.

1. *Review of the New Brunswick Student Wellness Survey*
2. Carolyn McCoy suggested that when planning for future health fairs, it might be valuable to consider the NB Student Wellness Survey results to determine what booths and guests would best meet students’ needs. Based off of the survey data, it was suggested that it might be valuable to look into inviting a respiratory therapist to address e-cigarette usage, because 33% of students have tried or use e-cigarettes, which is 11% higher than the provincial average.

1. Jan Muzak-Ruff noted concern that 47% of students have been bullied in the last couple of months. Concerns about cyberbullying were also raised. Peter Smith noted that while students are quite well educated about this in school, it is important that we continue to encourage empathy and kindness.
2. A number of PSSC members commented on the survey’s poor results for students’ sleep habits: only 22% of students get at least 8 hours of sleep at night. The suggestion was raised that it might be a good idea to provide some quick tips for advisory classes.
3. Carolyn McCoy asked if there is a role for the student Leadership Team in terms of being leaders and demonstrating wellness. Rob Mandeville noted that they have a lot of responsibility, and if this was asked of them, it would be helpful to provide them with resources that they could use from one year to the next. It was further suggested that it might be worthwhile to see if the NB Student Wellness Survey data could be taken into consideration when planning school activities at the annual leadership conference in the fall.
4. **Correspondence**

There was no correspondence received.

1. **Student Representatives’ Report** (Submitted by Maddie Hogan)
2. Maddie commented that she likes the new KVHS PSSC Drop Box link.
3. There are no activities planned for the month of January because of exams.
4. The Christmas Cabaret was cancelled on December 9.
5. Christmas activities went well, with Bingo proving to be the biggest hit with students.
6. Grad clothing was distributed to students on December 22, and students wore their new clothing the following day.
7. **New Action Items**
8. *Icy Parking Lot Conditions*

Jan Muzak-Ruff raised concerns about the icy conditions in the school parking lot this past month. Peter Smith informed the PSSC that a new contract has been awarded to Renforth Construction, so he is hopeful things will improve as improvements have been noted since the last snow storm. Peter informed the PSSC that snowplows are required to come clean the parking lot when more than 3 inches of snow has accumulated, even on weekends. Custodians clear the walkways and school entrances/exits on school days.

1. *Cancellation of the Christmas Cabaret*

A number of PSSC members requested clarification about the December 9 cancellation of the Christmas Cabaret, scheduled for December 14, because students were disappointed. Peter Smith spoke to the cancellation, stating that Mrs. Lannigan, the teacher organizer, was concerned that there would not be adequate supervision. The vice-principals had been asked if they could chaperone the week before, though they were unable to attend due to previous commitments. Peter Smith was also unable to attend that evening. Because of potential safety concerns, it was decided that the cabaret would be cancelled.

Peter also clarified questions about the number of ticket sales, as some students believed ticket sales to be the reason for the cancellation: Ticket sales had been poor up until Friday, December 9, at which time they picked up. Ticket sales, however, were not a factor in the decision to cancel the cabaret.

Carolyn McCoy asked it if would be possible to have the cabaret at another time. Peter Smith had originally hoped to reschedule for February, but because teachers and students need more time to get organized, it is unlikely that there will be a cabaret in February. Providing there is adequate supervision and an interested team of teachers willing to take on this project, Peter is willing to look into the possibility of having another cabaret at a later date, perhaps in the spring.

Gail Evans-Brown asked what is involved in organizing an event like this, and Ellen asked whether or not parent chaperones would be helpful. Peter Smith stated that parent chaperones may be helpful, however, there still needs to be a dedicated teacher team available to chaperone and help with the organization of the event.

Gail Evans-Brown raised a question about how the cancelation of the cabaret was communicated to parents. Peter Smith stated that he made the announcement to students and teachers over the school announcements. Gail stated that it might be helpful for parents to receive notice of future event cancelations via talk mail.

1. *Pancake Breakfast*

Peter Smith was asked to clarify the reason for the “cancellation” of a pancake breakfast that some students believed to be scheduled for December 23. Students on the Leadership Team approached Peter on December 16 about having a pancake breakfast on December 23, but nothing was scheduled. As per the directive given from ASD-S, schools were expected to maintain a normal morning of learning on December 23, so the breakfast was not scheduled.

1. *PSSC Budget*

Peter Smith noted that PSSC funds need to be spent by the end of February, and that the current balance is $2635.20.

1. *Grade 9 Health Fair*: It was noted that some money would need to go towards covering the cost of the Grade 9 Health Fair.
2. *School Website Improvement:* Peter Smith suggested, that as a means of improving communication with students and parents, it might be valuable to hire a supply teacher for a few days to update the KVHS website. Ellen Snider requested that the PSSC webpage be updated as well.
3. *Staff Appreciation Week (February 27 – March 3)*: After discussion about whether or not to continue the staff appreciation breakfast that had been hosted by the PSSC for the past few years, it was decided that the PSSC would provide staff with a catered lunch on Wednesday of Staff Appreciation Week. It was also decided that muffins would be purchased for Monday, a treat of some sort would be given out in the staffroom on Friday, and draws for gift cards would be drawn throughout the week. It is estimated that this will cost around $600 for the week.
4. A motion was made to allocated funds for Staff Appreciation Week and the remaining balance will be used to update the school website.

Motion to approve: Gail Evans-Brown

Second: Rob Mandeville

Motion carried.

**Action item:** Look into prices for Staff Appreciation Week luncheon (Subway, Pita Pit, etc.). (Carolyn McCoy)

1. **Principal’s Report**
2. *Mental Health Week*

Mental Health Week was held the week of November 28. Peter Smith taught 2 periods with grade 9 students about automatic negative thoughts and self-talk. This was followed up in advisory classes throughout the week with lessons and activities about automatic negative thoughts, gratitude, and “filling one’s bucket.” Follow up lessons will be provided during the second semester in grade 9 English Language Arts classes to reinforce these skills through writing activities.

Carolyn McCoy asked if Advisory teachers were all covering required lessons. Peter Smith said that school administrators do walk arounds and speak to teachers to see that they have covered the required lessons. Peter Smith also reported, that in preparation for Mental Health Week, teachers all received professional learning to help prepare them to best help teach students that week.

1. *Mental Health Fair*

It was decided that the Mental Health Fair, scheduled for April, will be revisited in May. The focus of this week will be on coping skills.

1. *Circle of Understanding Sessions*

David and Imelda Perley were scheduled to come to KVHS to lead circle of understanding sessions for students and professional learning sessions for teachers. Unfortunately, due to bad weather and a family emergency, scheduled sessions were cancelled. Colleen Flower reported that the teacher PLC organizing these sessions are hoping to reschedule for a future date, and are looking into the possibility of scheduling a date in March, providing the presenters are available.

1. *TADD Week*

TADD Week was held the week of December 12. Presentations were provided for advisory classes, posters were posted around the school, and there was a MADD multimedia presentation for students in the theatre.

1. *Me to We Group*

Shane Chatterton took students to Ontario for the National Me to We Conference. Students were excited to have seen Gord Downie and Prime Minister Justin Trudeau.

1. *Improvaganza*

KVHS Improv show was held on December 20 in the school theatre.

1. Riverboat Tournament

The Riverboat basketball tournament was held this past weekend at KVHS.

1. *NB English Language Arts Provincial Assessment/Reassessment (ELPA/ELPR)*

The reading portion of the ELPA/ELPR was held today. The writing portions will be held January 17 and January 18 for grade 11 and 12 students writing the ELPR.

1. *Exams and Turn Around Days*
* Exams are scheduled for the week of January 23– 27.
* Turn around days are scheduled for January 30 and 31.
* First day of second semester will be Wednesday, February 1.
1. *James Mullinger Show*

Safe Grad is selling tickets on the James Mullinger comedy show scheduled for February 8.

1. O**nce Around the Table**
2. Gail Evans-Brown asked about course availability, especially in regards to required courses like

Math, as students transition into second semester. Ellen Snider and Jan Muzak-Ruff noted concerns about some students being scheduled to take Pre-Cal A and B in the same semester. Peter Smith reported that because Power School did not go online until July, the school was a little bit behind this September; however, he does not foresee this being an issue this semester.

1. Rob Mandeville asked whether or not the school provides students will life skills lessons as a

means of bridging the gap between high school and life after high school. Peter Smith reported that the school tries its best to prepare students academically, and while many life skills are covered in various course offerings, there is no specific course designed for this purpose. Unfortunately, the school is unable to follow up with graduates to learn about how they found the transition between high school and life after high school.

1. Jan Muzak-Ruff reported that some students are reporting difficulties with getting their transcripts

sent to universities electronically.

**Action item:** Peter Smith will speak with the school’s administrative assistants in attempt to solve this issue (Peter Smith).

1. **Adjournment**

The meeting was adjourned at 9:10 PM.

**Date of Next Meeting:** Monday, February 20, 2017