**KVHS PSSC Minutes**

**November 21, 2016 (Regular Meeting)**

Present: Peter Smith (Principal), Darren Ferguson, Colleen Flower (Teacher representative), Maddie Hogan (Student representative), Ron Lockhart, Sandra MacDougall, Tracy MacPhee, Rob Mandeville, Carolyn McCoy (Chair), Jan Muzak-Ruff,

Regrets: Gail Evans-Brown, Maddie Hogan, Bryce Miller (Student representative), Ellen Snider

1. **Call to Order**

The meeting was called to order at 7:00 PM. Carolyn welcomed the members of the PSSC, and as there were some members who had not attended the October meeting, each member introduced themselves. Quorum was achieved.

1. **Approval of the Agenda**

There were no corrections or additions to the agenda.

Motion to approve: Jan Muzak-Ruff

Second: Rob Mandeville

Motion carried.

1. **Approval of October Minutes**

Maddie Hogan and Carolyn McCoy’s names were added to the minutes. There were no other errors or omissions.

Motion to approve: Sandra MacDougall

Second: Tracey MacPhee

Motion carried.

1. **Correspondence**

There was no correspondence received.

1. **Student Representatives’ Report**

Maddie Hogan presented the report.

* The week of October 16-20th was Disney week. Each week had a different Disney theme.
* Halloween week will be the week before Halloween.
* The Leadership team is planning a cabaret dance for December 14th. Dress will be semi-formal. The venue is still to be determined.
* There will be Twelve Days of Christmas with holiday-themed activities leading up to the Christmas/holiday break.
* There are monthly grad class dress-up days. Each day has a theme (E.g. sweat pant day) and grade 12 students are invited to participate.

Peter Smith informed the committee that the report from the student representatives can also be used for students’ concerns to be heard.

1. **Outstanding Action Items**
2. *Selection of the PSSC Secretary and Vice-Chair*

There were no volunteers or nominations for the Secretary position.

Jan Muzak-Ruff was nominated for the Vice-Chair position. As there were no other nominees, she was acclaimed for this position for the 2016-17 academic year.

1. *Update on PowerSchool Implementation*

Peter Smith informed the committee that, as of October 25th, 210 parents had been entered into the system. The implementation is taking longer than was anticipated. A booth will be set up at the school during Parent-Teacher interview times to allow parents to sign up and get information on PowerSchool. The parent portal was opened before the student portal and it is anticipated that the student side of the site will be active in late November.

Maddie Hogan noted that students were frustrated with the transition to PowerSchool and that they missed having the access that edline provided. Peter Smith noted that teachers should be providing marks and would clarify this with them.

Jan Muzak-Ruff noted that she had sent the PowerSchool forms back to the school but had not yet received any sign-in information. Peter Smith will follow up as this should have been sent by now.

Darren Ferguson noted that his wife has been able to log into the system, after initially having some trouble logging on. He noted that the new system is impressive.

The committee members confirmed that they have been receiving Synervoice messages. This system has served to provide information to parents while their e-mail addresses are entered into the new PowerSchool platform.

Mr. Reid is the Vice Principal leading the PowerSchool implementation. Teachers have had some training and there are two on staff who serve as PowerSchool leads. These teachers are a resource to help other staff members during the implementation.

**Action item:** Follow-up re: PowerSchool information to parents (Peter Smith)

1. *Grade 9 Health Fair*

The Grade 9 Health Fair was held on November 9th. Participants included Jan Muzak-Ruff (sugar content in common drinks), AIDS Saint John, Drivewise Atlantic, Goodlife, KV Oasis Youth Resource Centre, KVHS Work Room, MADD, Portage Addiction Centre, the Pregnancy Resource Centre, Kennebecasis Regional Police Department, SJRH Trauma program, Sweet Caroline Foundation and the Town of Quispamsis Recreation department. Colleen Flower indicated that students enjoyed the interactive booths and the 2018 participants will be encouraged to have interactive components.

The participants from each group were sent thank you cards during the week following the fair.

1. **New Action Items**
2. *Dropbox access*

There is a PSSC Dropbox folder where minutes and agendas will be saved. The information for the health fair and the PSSC Handbook will also be in this folder. Carolyn McCoy will send the Dropbox link to the PSSC members so that they can access the folder. Some employer IT departments may block access to this site.

**Action item:** Send Dropbox link to PSSC members (Carolyn McCoy)

1. **Principal’s Report**
2. *NB Student Wellness Survey*

Peter Smith provided handouts with the survey results for KVHS from the 2015-16 academic year. He noted that the provincial comparison group was composed of grade size six to twelve students, which skews the results somewhat. He encouraged the committee to read these reports and bring questions to the next PSSC meeting or to him directly. He also encouraged the committee to look for themes in the results that could be used to identify other participants for the Grade 9 Health Fair.

It was noted that the cafeteria has installed a “slushy” machine. The district is reviewing its nutrition policy and it remains to be seen if the machine will meet the nutritional requirements of the revised policy. Jan Muzak-Ruff was invited to walk through the cafeteria and provide the administration with her opinion on the products available to staff and students.

**Action items:** Read NB Student Wellness Survey results (all committee members); Review food offerings in cafeteria (Jan Muzak-Ruff)

1. *Nurse Practitioner at KVHS*

KVHS used to have a sexual health nurse on site for a portion of the week. This position has been replaced with a nurse practitioner who will be on site for one half day per week. The nurse practitioner will be able to counsel students about more than sexual health issues.

1. *Work Room*

The Work Room will be moving from its current location to room 305. This presents a better use of space, and will allow the Work Room to have its own entrance. The current space will be converted to a “Crusader Centre”. Students will be able to bring their laptops or other devices to work in this space.

1. School Improvement Plan

It is anticipated that there will be a draft for the committee to review in January.

1. *Integrated Service Delivery*

In the past, the Education, Addiction and Mental Health, Public Safety and Social Development departments have been working in silos. Under the Integrated Service Delivery model, these departments will work more as a team and will have space to meet with students at KVHS. This should result in improved access to services for students.

1. *Mental Health Initiative*

Students are going to be presented with resources that help them build resiliency during the advisory periods (week of November 28th) and again in the spring. Peter Smith will be visiting each grade nine class for two periods to discuss “green thoughts and red thoughts”. There will be other mental health initiatives throughout the year, with different activities planned for the different grades. (E.g. February: healthy relationships, April: Grade 12 Mental Health fair). The goal over the next few years to the develop a school-wide program to build resilience (“KV Strong”). KVHS staff will be discussing the mental health initiatives on its November 25th professional development day.

*g. Anti-bullying initiative*

Students participated in anti-bullying activities in the November 14-18th advisory periods.

*h. First Nations Education*

Seven teachers have participated in professional development with David and Imelda Perley to introduce First Nations educational activities into the curriculum. This aligns with the provincial ten-year education plan.

1. *Me to We – Ottawa*

Twelve students and two teachers were sponsored by WestJet to attend this event in Ottawa.

1. *Safety Drills*

The school has completed drills in bus evacuation, school evacuation and lockdown procedures. The time to fully evacuate the school was less than two minutes. It was noted that there was little room for improvement in these drills. A real evacuation took place on September 23rd when a small fire occurred at the school.

It was noted that one of the classrooms did not hear the fire alarm on September 23rd, but that the teacher and students were alerted to a problem by the activity in the hallway. Peter Smith noted that individual alarms are not tested, but will follow up on this issue to ensure alarms are audible across the school.

There was also some concern that students may have been interviewed by the police without notification to, or consent from parents. Peter Smith will review the policy with Vice Principals.

**Action items:** Follow up on alarms (Peter Smith); Review policy with Vice Principals (Peter Smith)

1. **Once Around the Table**

Rob Mandeville noted that he had heard from some students that they were “underwhelmed” by the Remembrance Day ceremony at the school. This will be taken into consideration when planning the 2017 ceremony. He also noted that the Swim Team and Reach for the Top team were both strong teams this year.

Jan Muzak-Ruff and Rob Mandeville asked how funding for uniforms, travel etc. is determined for each of the sports team. Peter Smith noted that teams try to be financially self-sufficient and that some money needs to go into a fund for field maintenance which will be required in 2030. He will invite Nancy Morrison to attend a future PSSC meeting to answer questions about funding, sports fees and the sports transportation policy. Tracey MacPhee suggested that communicating about these issues/policies to parents might alleviate some concern or confusion.

**Action item:** Invite Nancy Morrison to an upcoming PSSC meeting (Peter Smith)

Darren Ferguson noted that he has heard that some busses have three students sitting in one seat and/or students sitting on the floor. Peter Smith suggested that this may be partially due to geography (i.e. is isolated to some areas), partially due to an influx of grade nine students in September, and partially due to students opting to ride on a route not assigned to them. Darren will provide some details to Peter Smith to bring to the district.

**Action item:** Provide details regarding bussing situation to Peter Smith (Darren Ferguson); bring information regarding crowding on busses to district (Peter Smith)

Sandra MacDougall noted that students are using drugs off school property, during school hours. The police and school administration are aware of the “hot spots” and that this is a policing issue. The school will continue to provide information to the police who will act on the information to the best of their ability.

Rob Mandeville noted that there are still drivers who fail to respect the drop off zone and that he is worried that there someone will be injured. Peter Smith will speak with Tom White, who is the traffic specialist, to ask for suggestions as teachers are unable to see the drop off zone from where they must stand to monitor bus traffic and student arrival.

**Action item**: Discuss traffic situation with Tom White (Peter Smith)

The committee noted that there is not a lot of business to discuss in December. The next meeting of the PSSC will be on January 16, 2017.

**Adjournment**

The meeting was adjourned at 8:35 PM.