



HOME OF THE SEA DRAGONS

189 Pettingill Road, Quispamsis, NB E2E 3S8

Minutes of Meeting

Held on:

05/16/2018

6:00pm CSM

## Chris Saunders Memorial (CSM) Elementary School

### Parent School Support Committee (PSSC) Members

**PSSC ELECTED MEMBERS:** [Ron McGrath \(Chair\) amcgrath@nb.sympatico.ca](mailto:amcgrath@nb.sympatico.ca) ; [Amanda DiPaolo sadipaolo@gmail.com](mailto:sadipaolo@gmail.com) ; [Jill Cormier dionneji@yahoo.ca](mailto:dionneji@yahoo.ca) ; [Joanne Romeo joannecromeo@gmail.com](mailto:joannecromeo@gmail.com) ; [Karen Trecartin karenltrecartin@gmail.com](mailto:karenltrecartin@gmail.com) ; [Kendra Gallant kendra.gallant@gmail.com](mailto:kendra.gallant@gmail.com) ; [Stephanie O'Reilly TOSR@nb.sympatico.ca](mailto:TOSR@nb.sympatico.ca) ; [Christina Costello christina\\_gray9@hotmail.com](mailto:christina_gray9@hotmail.com) ; [Tanya Kelley Tanya.Kelley@irvingoil.com](mailto:Tanya.Kelley@irvingoil.com) ; [Gillian Rose \(H&S\) Gillianrose@hotmail.com](mailto:Gillianrose_(H&S)_Gillianrose@hotmail.com)

**CSMES STAFF:** [Wilson, Michael \(ASD-S - Principal\) michael.wilson@nbed.nb.ca](mailto:michael.wilson@nbed.nb.ca) ; [Hickey, Margaret \(ASD-S Teacher Representative\) Margaret.Hickey@NBED.NB.CA](mailto:Margaret.Hickey@NBED.NB.CA)

**DEPARTMENT OF EDUCATION (DEC) REPRESENTATIVE:** [Roger Nesbitt \(DEC - ASD-S\) Roger.Nesbitt@nbed.nb.ca](mailto:Roger.Nesbitt@nbed.nb.ca)

**DEPARTMENT OF EDUCATION (DEC) GUESTS:** Paul Smith, John MacDonald

### Committee Members Absent:

**ELECTED MEMBERS:**

**CSMES MEMBERS:**

**DEPARTMENT OF EDUCATION (DEC) REPRESENTATIVE:** [Roger Nesbitt](mailto:Roger.Nesbitt@nbed.nb.ca)

**Minutes of Last Meeting:** Posted on CSM School Website

### Business Carried Forward:

Topic	Action	Target Date	Owner
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Chris Saunders Memorial Elementary School

**Business Carried Forward:**

Topic	Action	Target Date	Owner
<p><b>Sensory / Calming Room</b></p>	<p>11/15/2017 - Discussed the needs of the students and teachers, and the support required to create a sensory / calming room in the school. Joanne to look into options available and bring back to the PSSC and principal a budget for required items. Requires further benchmarking.</p> <p>01/17/2018 - List of required resources provided and meeting being held with resource teachers to review. Approx. total cost to complete the Sensory Room is \$3,750. A request will be finalized and sent to the H&amp;S for funding approval. A donation letter will also be prepared and sent to CSM families for those wishing to support.</p> <p>02/22/2018 - Updated expenses based on the finalized requirements is \$5,000. A formal letter has been drafted to seek community support for donations and will be sent by email to CSM families, posted on CSM Facebook page, and passed out to local businesses seeking support. The delta between funds raised and expenses to build the Sensory / Calming Room will be submitted to the CSM Home &amp; School for funding of the balance. Specific questions can be directed to Joanne Romeo - <a href="mailto:joannecromeo@gmail.com">joannecromeo@gmail.com</a>.</p> <p>03/21/2018 - PSSC worked on list of local businesses to reach out to. Principal sent out letter to school email DL. Ron posted on CSM Facebook page. All inquires are being sent to Joanne.</p> <p><b>05/16/2018</b> - Some private donations have been received. Many thanks to the donors for their generosity. Other sources being investigated for donations such as other schools for equipment and the Rotary. \$3K was requested of the H&amp;S. Plan is to have the room up and ready in the new school year.</p>	<p><b>Sept, 2018</b></p>	<p>Joanne Romeo / PSSC</p>
<p><b>Update on School Drop-off</b></p>	<p>01/17/2018 - CSM continues to deal with the school drop off zone being temporary as the condition of the back of the school is unusable at the best of times due to water run off and muddy conditions. The situation is continuing to be assessed and will provide an update in February.</p> <p>02/22/2018 - A decision will be made by the Principal in May regarding the opening of the student drop off in front of the school. This decision is strongly based on the weather and the condition of the ground at the back of the school.</p> <p><b>05/16/2018</b> - Principal reviewed plan with PSSC and an Email was sent by CSM to parents outlining school drop off plans.</p>	<p><b>Closed</b></p>	<p>Principal</p>

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Topic	Action	Target Date	Owner
<b>D.E.C. Request to Complete PSSC Feedback on School Principal</b>	03/21/2018 - PSSC reviewed email request from ASD D.E.C. to complete the Principal Feedback Review and will plan to complete the feedback during the 2nd half of our next meeting. PSSC Members to send to Ron by email any feedback so it can be consolidated prior to our next meeting. 04/11/2018 - R review session held with PSSC members to finalize input and changes to Feedback on Principal. Those not in attendance will be asked to review and sign off on during May's meeting. <b>05/16/2018</b> - Principal feedback was reviewed with remainder of PSSC members, signed off and Ron McGrath submitted feedback to the DEC. Ron McGrath also met with Michael Wilson 1:1 to review the PSSC Feedback. Great job!	<b>Closed</b>	<b>PSSC</b>
<b>CSM Requirements for 1st Aid Training</b>	03/21/2018 - PSSC discussed the requirements for 1st Aid Training of school staff to help determine if their were any gaps that we could help support closing. Principal will review the current state requirements and plan with the PSSC at the next meeting. Ron McGrath to look into legislative requirements. 04/11/2018 - Legislative requirements dictate 1 staff to be trained based on the number of employees. However, the trained employee would need to be available during times that staff are in the school. Recommended to train 3-4 additional staff for coverage. Training times being assessed to determine when a training class can be held at CSM for volunteers. H&S committed to covering costs for 3-4 teachers. <b>05/16/2018</b> - Workplace Standard First Aid with CPR C & AED scheduled for CSM 8 staff for the weekend of June 2/3. H&S will be supporting the cost for 4 of the school staff to attend.	<b>June 2/3, 2018</b>	<b>Principal / Ron</b>

**Meeting Agenda Topics / New Business:**

Topic	Action	Target Date	Owner
<b>Home &amp; School Update</b>	<b>05/16/2018</b> - pleased to announce our Home and School Executive committee for the 2018-19 school year: Caroline Cudmore, President; Regeena Christie, Vice President; Gillian Rose, Treasurer; Jamie Bannister, Secretary	<b>Closed</b>	<b>Gillian Rose</b>
<b>Academic Data</b>	<b>05/16/2018</b> - Michael Wilson reviewed the academic data with the PSSC. No issues or concerns as the results were very good for CSM.	<b>Closed</b>	<b>Principal</b>

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<b>School Zoning</b>	<b>05/16/2018</b> - John MacDonald and Paul Smith from the District were requested to attend to speak to the school zoning boundaries and impact to CSM. The PSSC reviewed the concerns of parents and the CSM PSSC regarding the significant decline in population of CSM students and the impact that it is having on the school, students, teachers, etc. We were provided access to the school boundary maps to better understand where each school boundary was located so that we could have the opportunity to provide input to changes. Also of concern is the number of students leaving CSM grade 5 and having to go to HMMS rather than QMS, which is next door to CSM. It has a significant impact some students moving on to Middle School without most of their friends. The ASD-S representatives provided feedback that it is not likely that any boundary changes would occur in the next 2 years, but the CSM PSSC and Principal were asked to bring further concerns forward if the population continues to drop dramatically. Based on the current enrollment, it is expected to continue to decline over the next 2 years. The ASD-S will revisit in 2 years time. If parents have additional concerns regarding this topic they should reach out to the Department of Education, Zoe Watson.	<b>Closed</b>	<b>ASD-S</b>
<b>Chartwell's</b>	<b>05/16/2018</b> - Chartwell's last day open will be June 14th. Message sent home to parents. PSSC looking for volunteers to help support fundraising during the last week though a hot lunch program.	<b>Closed</b>	<b>Principal</b>

**CSM FACEBOOK LINK:**



[Chris Saunders Memorial Elementary School Facebook](#)

[Chris Saunders Memorial Elementary School Website](#)

**NEXT MEETING:**

**June 20, 2018 6:00-8:00pm**