



189 Pettingill Road, Quispamsis, NB E2E 3S8

Minutes of Meeting Held on: 08/18/2015 6:00pm QMS

Chris Saunders Memorial (CSM) Elementary School

Parent School Support Committee (PSSC) Members

ELECTED MEMBERS: Ron McGrath (Co-chair) <amcgrath@nb.sympatico.ca>; Amanda DiPaolo (Vice Chair)<sadipaolo@gmail.com>; Anchla Joshi <anchla.joshi@gmail.com>; Jacqueline Albinati <jacqueline.albinati@rns.cc>; Jill Cormier <dionneji@yahoo.ca>; Joanne Romeo <joannecromeo@gmail.com>; Karen Trecartin <karentrecartin@gmail.com>; Kelley Piercy <piercy@bellaliant.net>; Kendra Gallant <kendra.gallant@gmail.com>; Stephanie O'Reilly <TOSR@nb.sympatico.ca>

CSMES MEMBERS: ; Wilson, Michael (ASD-S - Principal) <michael.wilson@nbed.nb.ca> Wojciechowski, Corinna (ASD-S - Teacher) <Corinna.Wojciechowski2@nbed.nb.ca>;

GUESTS: Roger Nesbitt (DEC - ASD-S)

Committee Members Absent:

ELECTED MEMBERS: All Present

CSMES MEMBERS: All Present

Minutes of Last Meeting:

June 16th, 2015 - are available at request and will also be posted on CSM school website once up and running.

Business Carried Forward:

Origin	Concern	Action	Target Date	Assigned To
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Business Carried Forward:

Origin	Concern	Action	Target Date	Assigned To
Bus Schedules	When will they be announced?	<p>06/08/2015 - Email sent by Michael Wilson: For the next school year, if you are requesting to have your child take a bus and/or bus route that is a deviation from your child's standard route, then you will be required to send in a "REQUEST FOR STUDENT CONVEYANCE TO AN ALTERNATIVE LOCATION" Form. The information you provide on this form will allow the Transportation Dept. to keep track if each student's travel to and from school.</p> <p>You can obtain a copy of the form from your child's current school.</p> <p>Once the form is completed it can be sent or dropped off at Quispamsis Middle School, c/o Michael Wilson, Principal of CSM, 189 Pettingill Road, Quispamsis, NB E2E 3S8.</p> <p>08/10/2015 - the Transportation Dept. has stated that information should be made available the third week of August. I apologize for this delay. Next week, please check this website for busing numbers and routes: http://routes.nbed.nb.ca/elinkrpASDS/Students/AdvancedTransBoundarySearch.aspx</p> <p>All bus numbers will be posted prior to the first day of school.</p> <p>08/18/2015 - Not all bus #'s have been updated or finalized; After school program bus transportation also not finalized; Expect an update from Transportation the 3rd week of August. Any concerns or misinformation on communications received or posted, please contact Michael.</p> <p>The special needs transportation information also still needs to be validated and communicated. There will be no sharing of any buses with middle school students.</p>	Open	Michael Wilson
Décor for Front Lobby	What is the plan?	<p>06/16/2015 - Will use students art work; large frames; Something sea dragon; Mural; Could be something temporary and vibrant at first; Grey and blue; Dragon boat with little child?; possible paper mache.</p>	Open	Michael Wilson
Open House	Will there be one?	<p>06/16/2015 - Open House prior to labour day weekend Sept 2nd?</p> <p>08/18/2015 - Planning of Open House is fluid based on progress of contractors. Parents/children will know who there teachers are prior to the Open house; We will be collecting School Fees at the Open House. If paying by cash, please bring correct change. More details to follow.</p>	Open	Michael Wilson
Benchmark of other PSSC committees	Educate members on responsibilities	<p>06/16/2015 - Benchmark with other committees for best practices sharing.</p>	Open	Anchla Joshi

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School Update / Building Progress	Will school be opened in time?	<p>06/23/2015 - The building is progressing well as most of the tile on the floors is laid and painters are working on the second coat of paint. We are still planning to occupy in the new school for the start of the new school year. I hope your child(ren) enjoyed receiving a bracelet printed with the school name. We enjoyed talking with the students and showing them pictures from inside the building – they were very excited. Mrs. Lamontaigne, one of our teachers is currently designing our school logo corresponding with our mascot – Sea Dragons.</p> <p>08/10/2015 - Email sent by Michael Wilson: In terms of the school's update, the building is progressing very well, and at this point, students are still expected to be in the school for the start of the school year - Tuesday, September 8. Based on the positive progress of the school, we are still hoping to have an 'Open House' on Wednesday, September 2nd. Details to come once I can confirm the exact completion date of the building.</p> <p>08/11/2015 - Construction meeting being held; 2nd coat of paint being applied; Floor is coming along; Electrical is ongoing; Elevator is getting connected; Working on the roof today; hand over scheduled for July 29th - unlikely going to occur; Not certain if teachers will be permitted to enter; The gym & cafeteria will likely not be ready; Classrooms and furniture should be ready; Back yard may not be ready, front maybe for the beginning; Change orders - will no longer have logo on gym floor; Hoping gym to be ready in October; Field will not be ready in September but not certain if it will be available for use.</p> <p>08/16/2015 - Update - Air quality test still required to be completed in the school; 3 custodians already working; in process of waxing floors now; Assembling and moving furniture in the classrooms this week; Planning for gym to be ready 2nd week of Sept; Process of finalizing Aug 31st to let teachers in the school; Rooms look great, very bright and vibrant; Cafeteria looks great and is a full industrial style kitchen and will be open 1st day of school; The outside grass area will be 1 year before it's ready. Will have a fenced in mini field area.</p> <p>Action: Michael to check with Mr. Nelson regarding the QMS playfield as to whether or not we will be able to split usage. Will be required to be approved by Facilities.</p>	Open	Michael Wilson

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Origin	Concern	Action	Target Date	Assigned To
School Supplies	Cost and Opt out Option?	<p>06/16/2015 - Roundtable discussion on \$50 fee - complaints. Recommend no family is able to purchase supplies; post dated payment or school cover cost. Be transparent of benefits to family.</p> <p>06/23/2015 - Email sent by Michael Wilson: I met with our Parent School Support Committee and one of our topics was the school supplies fee and the student fee. It was felt by all members that the school supplies fee is reasonable and fair due to several factors: it includes supplemental items like, Ziploc bags, tissue paper, headphones, etc., all students receive the same items as specified by the teacher, saves parent's time and gas going from store-to-store, and from their experience many items purchased are returned at the end of the year since some are not used. A few parents have had concerns about the classroom supplies cost (which is appreciated); while a majority have expressed their appreciation and support.</p> <p>It was also discussed that parents do not receive the option to buy school supplies in lieu of payment in order to ensure consistency of materials for each child. What will be offered to parents depending upon their circumstance is one of two options: 1) a payment plan agreeable to the parent; and/or 2) an agreed upon fee that is less than \$50.00. These two options are available because each family experiences varying financial circumstances. If a parent chooses one of these options, I would ask that you come and see me at the start of the school year in order to make appropriate arrangements. Any information shared at such a meeting will remain confidential. I would prefer to hear your suggestions on this matter in person and not by e-mail.</p> <p>The student fee as discussed with the PSSC will be \$20.00 per child, but to a maximum of \$40.00 per family. This payment is not due until mid-October. Again, the two options as stated above apply as well to the student fee. The student fee includes: skating costs, transportation to skating, one field trip, a guest speaker and software programs like Raz Kids, Starfall, etc...</p> <p>08/16/2015 - Messages have gone out to parents; there has been an overwhelming positive response from parents on this being put in place; School has already spent \$47 per child and still needs to purchase headphones for each child, Kleenex, etc. Some parents had questions regarding the fees at other schools and questioned why they were lower. The reason is some schools may receive corporate funding for some of there programs, thus reducing their expenses. CMS has no outside funding. If anyone knows of a company wanted to provide corporate funding, please contact Michael.</p>	Open	Michael Wilson
Playground	Discuss design options	<p>06/16/2015 - A member of the PSSC should spear head with Home & School (Amanda DiPaolo); We have \$80K but will need to fundraise [corporate sponsorship?]; Possibly have someone build something.</p> <p>08/16/2015 - Playground will not be completed before the end of the year; Until the play area is ready, kids play area will be in front of the school. The area will be blocked off and designated a play area.</p>	Open	Amanda DiPaolo

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Library	Updates	06/16/2015 - We have donated; Money has been budgeted to buy books; colorful; technology; donate a book drive (for later); will be volunteered based and Amanda will be part of the creating ideal library planning.	Open	Amanda DiPaolo
Student Fees	Cost and educate what is included	06/16/2015 - Student fees cover costs of buses (for skating and field trips); Razkids; software programs; Average school asks \$14. Monies are shuffled to ensure all is covered; majority wished to pay upfront with specific list of what the fee covers \$20 for child up to a max of \$40.		Michael Wilson
Hot Lunch Program	Will there be a hot lunch program?	06/23/2015 - Email sent by Michael Wilson: Learned last week that CSM will have a cafeteria operator (Chartwell's I believe), to operate a Hot Lunch Program. I am not sure how much say we have on the menu, but we will discuss some possible menu items to present to the company. 08/16/2015 - Contract to operate the kitchen has been assigned by the Gov't to Chartwell's; No updates on whether we have a say in the menu items; Chartwell's is a for profit company and Michael is to look into what (if any) profit goes back to the school; The ordering of hot lunch process and delivery to children still needs to be determined; IT is being engaged to help with possible electronic ordering; Home & School committee will be looking after and supporting the program along with teachers. DECISION: Look into the contract terms and possibility to delay until October. Need to set a meeting to discuss further and Home & School is not yet in place.	Open	Michael Wilson
Home & School	Meet with Committee to set priorities	06/29/2015 - Ron McGrath and Michael Wilson to meet with Home and School committee in August time frame to discuss Executive volunteers and Hot Lunch Program. Discuss the menu; talk of the menu of Les Pioneers (French School); Some could bring in and some could cook internally; order online? Lunch Lady or other company to possibly set up. 08/16/2015 - Creation of committee has been delayed to work still being conducted on school; Planning to set up process for election of executive members (Pres, VP, Treasurer, Secretary) electronically allowing those interested to submit names on the ballot for the electronic voting process. Those interested will be asked to provide a photo and a biography of experience. Details will be forthcoming.	Open	Michael Wilson / Ron McGrath

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Facebook Page / Communications	Create Facebook page for CSMES Communications	<p>096/16/2015 - Discuss the creation of Facebook page for communications ; Stephanie O'Reilly to create website; Corinna.Wojciechowski will help with layout; Will have upcoming events / calendar;</p> <p>06/30/2015 - Facebook created by Amanda DiPaolo and communicated to members.</p> <p>07/23/2015 - Communicated by email by Michael Wilson</p> <p>08/18/2015 - Outstanding response on Facebook with 180+ Likes; Will be updating with new information including a bio of Chris Saunders; opportunities for fundraising through local recycling/redemption; Contact information and committee info; Home and School updates; Open house update; Photo of floor plans; link to bus schedule; and new school logo. Currently there are 327 registered children to be attending CMS. There will also be a CMS Website created by IT which will post school communications, minutes of PSSC and Home & school minutes; student handbook; policies, etc.</p>	Open	Stephanie O'Reilly
After School Daycare Operator	Who will be providing these services?	<p>06/16/2015 - A RFP must be completed; Gary Hall of Early Education is a member of committee; Revenues go back to school; There need s to be give and take; 20/21 students for Day care; There is an Early Child Intervention Room but not accessible to Day care provider.</p> <p>07/23/2015 - Email sent by Michael Wilson: We will be announcing the New After-School Daycare Provider for Chris Saunders Memorial in early August. The process to choose the afterschool daycare included a selection committee comprised of Department of Education and Early Childhood Development personnel, PSSC members, District Office personnel and myself. This was a thorough procedure which included gathering much information on each interested daycare provider in order to ensure a transparent process. Stephanie O'Reilly and Jill Cormier are on the selection committee.</p> <p>08/16/2015 - Onsite afterschool services will be operated by KidZone (Janie Stewart).</p>	Open	Michael Wilson

Meeting Agenda Topics / New Business:

Origin	Concern	Action	Target Date	Updates
School Update	Updates	Updates above.		Michael Wilson
School Supplies Update	Updates	Updates above.		Michael Wilson
Hot Lunch	Updates	Updates above.		Michael Wilson
Home and School	Updates	Updates above.		Michael Wilson
Transportation and Bus Numbers / Times		Updates above.		Michael Wilson

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Facebook Site	Updates	What new material requires to be added?		Stephanie O'Reily
Open House	Updates	Updates above.		Michael Wilson
Kindergarten Staggered Entry	Updates	08/18/2015 - Kindergarten teachers will be calling parents individually informing parents what day their child will go for the staggered start. There will be 2 Kindergarten classes. Michael to discuss with staff opinions/concerns on transition of Kindergarten children to the lunchroom.	1-Sep	Michael Wilson
Library	Updates	Updates above.		Kelley Piercy
Playground Ideas	Updates	Updates above.		Kelley Piercy
Daily Schedule (handout)	Updates	08/18/2015 - Reviewed and finalized daily class schedules planned. Michael will be sending final version by email to parents.	Completed	Michael Wilson
Oliver's Labels	Fundraising Opportunity	08/18/2015 - Discussed opportunity to raise school funds through Oliver's Labels. Information will be posted on FB. Anyone needing further information can contact Amanda DiPaolo.	Completed	Michael Wilson
Classroom Lists	Updates	08/18/2015 - There will be no changes or any exceptions to any classroom lists. There will be one combined class.	Completed	Michael Wilson

FACEBOOK LINK:

[Chris Saunders Memorial Elementary School Facebook](#)