



*HOME OF THE SEA DRAGONS*

189 Pettingill Road, Quispamsis, NB E2E 3S8

Minutes of Meeting  
Held on:

09/06/2017

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 [karentrecartin@gmail.com](mailto:karentrecartin@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) ; Angela Murphy [Angela.Murphy@bellaliant.ca](mailto:Angela.Murphy@bellaliant.ca) ; Joanne Chen [chenjia7777@gmail.com](mailto:chenjia7777@gmail.com) ; Tanya Kelley [Tanya.Kelley@irvingoil.com](mailto:Tanya.Kelley@irvingoil.com) ; Amanda Sherman [a\(H&S\)@nb.sympatico.ca](mailto:a(H&S)@nb.sympatico.ca)

**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)

### Committee Members Absent:

**ELECTED MEMBERS:** Joanne Romeo

**CSMES MEMBERS:**

**DEPARTMENT OF EDUCATION (DEC) REPRESENTATIVE:**

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

### Business Carried Forward:

Topic	Action	Target Date	Owner
Welcome New Members	Welcome back to everyone continuing for a 3rd term and to the 4 new PSSC Members elected (by acclamation) to the committee for 3 consecutive one year terms (2017-18 to 2019/20): Joanne Chen, Tanya Kelly, Angela Murphy and Amanda Sherman (H&S).	Closed	PSSC /Principal
Confidentiality Agreement, Code of Conduct	All PSSC Committee members must sign a declaration of confidentiality and code of conduct. PSSC members must adhere to this code at all times	Closed	Ron / Principal

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**Business Carried Forward:**

Topic	Action	Target Date	Owner
<b>Background / Vulnerable Security Check Required by District</b>	All PSSC Committee new members must have a completed and approved background security check performed and completed by local law enforcement, and returned to the principal. These are good for 3 years.	<b>Open</b>	Angela Murphy, Joanne Chen, Tanya Kelley
<b>PSSC Vice Chair Election (Ron)</b>	Committee elected and voted in Karen Trecartin as PSSC Vice Chair for the 2017/18 school year.	<b>Closed</b>	Ron
<b>School Supplies Fees</b>	<p>Open Discussion - The PSSC discussed in depth the supplies fees increase for the 2017/18 school year based on feedback from some parents and found it to be well justified based on the previous years expenses and supplies purchased. Some parents may have noticed that other schools have started to followed the CSM process of now collecting supplies fees rather than parents bringing in supplies for their children. Some of the fee structures vary from school to school. The reason for this is that some of schools on the lower side of the fee scale still have to bring in additional supplies items throughout the year. CSM's fee is all inclusive for all supplies for the entire school year. Also, other schools have additional revenue and funds raised through the hot lunch program. Although CSM has a hot lunch program through Chartwell's, we have received less than \$50 in rebates based on profit to the school in the last 2 years. This issue is being looked into by the principal for further details. School supplies fees will remain the same for 2018/19 school year. The Principal has notified all teachers not to solicit from parents additional request for supplies. If you have any questions or concerns, please contact the Principal.</p> <p>For the 2018/19 school year, the Principal will provide for parents a complete list of all supplies provided to students.</p>	<b>Closed</b>	PSSC
<b>School Student Fees</b>	Open Discussion - No change expected to the Student Fees for 2018/19 school year.	<b>Closed</b>	PSSC
<b>Overview H&amp;S new committee and Financial Balance (Amanda)</b>	Overview provided to the PSSC on the new Home & School Committee and the elected executive. Current bank balance is \$3819.01.	<b>Closed</b>	Amanda
<b>Home &amp; School Required Funding</b>	Principal was asked to provide a list of activities to be funded by the Home & School for the 2017/18 school year so that they can plan fund raising activities to support.	<b>Open</b>	Principal
<b>School Photographs</b>	For the 2017/18 school year, the PSSC discussed and voted in favour of switching to Flewelling Photography for the school photos.	<b>Closed</b>	PSSC
<b>Emergency Measures</b>	The school is required to have 6 fire drills and 4-5 lockdown practices each school year. The reason for so many is to practice different scenarios during the school day. The Principal will provide feedback once the drills are completed as we know some students may be texting or emailing parents while being evacuated. This will give parents an opportunity to discuss these drills with their children. Any concerns, please contact the Principal.	<b>Closed</b>	Principal

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**Business Carried Forward:**

Topic	Action	Target Date	Owner
Playground	The students seem to be loving the new playground and parents are encouraged to discuss playground safety with their children. The poor condition of the back field is still preventing the school from using it due to drainage issues. As a result, the front of the school will continue to be used by students and blocked to vehicle traffic.	Closed	Principal

**Meeting Agenda Topics / New Business:**

Topic	Action	Target Date	Owner

**CSM FACEBOOK LINK:**



[Chris Saunders Memorial Elementary School Facebook](#)

[Chris Saunders Memorial Elementary School Website](#)

**NEXT MEETING:**

October 18, 2017 6:00-8:00pm  
November 15, 2017 6:00-8:00pm