

PARENT SCHOOL SUPPORT COMMITTEE HANDBOOK



Mission of New Brunswick Public Education

To have each student develop the attributes needed to be a life-long learner, to achieve personal fulfillment, and to contribute to a productive, just and democratic society.

TABLE OF CONTENTS

	<u>Page</u>
Definitions	4
Parent School Support Committee	5-10
Why Get Involved?	5
What's in it For Me?	5-7
The New Brunswick Education System	7
Membership	7-8
Responsibilities - Members	8-9
- Principal	10
Funding/Budget Allocations	10
School Improvement Plan	11-14
Components	11-12
Samples	13-14
Meetings	15-21
Roles - Chair	15
- Principal	15
- Members	15-16
Calling Meetings	16
Quorum	16
Agenda	16-17
-Sample Agenda	17
Decision Making	17-18
- Consensus	17
- Majority Vote	17-18
Minute Taking/Record Keeping	18
Procedures	18-19
Code of Conduct	19
Conflict Resolution	19-20
Annual Cycle	20-21
Communicating with Parents and the Community	22-24

Creating Community Awareness	22
Building Community Relationships	22-23
Six Types of Involvement	
- Keys to Successful Partnerships	24
APPENDIX A - PSSC Election Process	25-32
General	25
Process	25
Size of Committee	25-26
Terms of Office	26
Eligibility	26
Nomination	26-27
Election	27
Declaration Form	27
Complaints about the Election	27-28
Incomplete Elections	28
Vacancies	28-29
Poster	30
Election Brochure	31-32
APPENDIX B - PSSC Member Resource Centre	33
Whose Job Is This Anyway?	
APPENDIX C - Legislation	34
<i>The Education Act Chapter E-1.12, February 28, 1997</i>	
<i>Chapter 29, An Act Respecting Health Act, February 26, 1998</i>	
Regulations	
97-150, School Administration, December 23, 1997	
2001-24, School Districts & Subdistricts, March 30, 2001	
2001-48, Governance Structure, June 29, 2001	
2001-51, Pupil Transportation, June 29, 2001	
2004-8, Teacher Certification, February 19, 2004	

Definitions

Community Member: A person who lives or works in the area that the school serves; cannot be an employee in the school system

DEC: District Education Council, elected volunteers at the district level

Demographic Representation: The size, structure, characteristics, geographic representation (e.g. grade levels, culture) of the school population

Parent: A parent or guardian of a child in the school

Parent Member: A parent or guardian of a child in the school who is not an employee in the school system; who is elected or appointed to sit on the PSSC as a "parent member"

PSSC: Parent School Support Committee; school level parent/community advisory group

Provincial Assessments: Assessments that are written by students in specific grades to measure how well students are achieving the provincial learning standards, in literacy (reading and writing), numeracy, science, and second language.

Provincial Report Card: An annual report summarizing student achievement results by district and grade.

School Improvement Plan: A collaborative, goal-oriented plan for the school, focused on enhancing education quality and improving student learning

School Mission: A statement describing the purpose, direction and focus of the school, developed in conjunction with the school's beliefs and/or guiding principles

School Partners/School Community: Staff, students, Principal, parents, Parent School Support Committee, community members, and parent organizations

School Profile: A profile identifying human resources (e.g. number of teaching and support staff) and support resources (e.g. classroom type and availability, nature and quantity of learning materials, computer availability, access and scheduling) available to the school to support learning.

School Report Card: An annual summary of the school's student achievement results for the past year.

Standards: The level of achievement that the education system strives to reach in order to be considered successful.

Parent School Support Committee



The Parent School Support Committee (PSSC) is a group of 6-12 members, parent and community members who work in an encouraging, advisory, and collaborative fashion with the School Principal and staff to ensure the best possible learning opportunities for students of their school.

[Section 32(2-7.1) of the *Education Act*] <http://www.gnb.ca/0062/PDF-acts/e-01-12.pdf>

Why Get Involved?¹

Dozens of international studies indicate that the home environment powerfully influences what students learn in and outside school. Children (from infancy through age 18) spend approximately 92% of their time outside school under the influence of their parents. Parents most important roles include:

- Conversations about school and everyday events
- Encouraging and discussing reading
- Monitoring/reviewing of television watching and other activities
- Deferral of immediate gratification to accomplish long-term goals
- Expressions of affection and interest in the child's academic progress

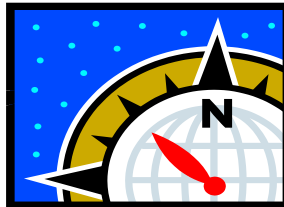
What's In It For Me?² Becoming involved offers wonderful opportunities for personal growth and professional development. Consider the following benefits:

- Networking opportunities

¹ From Research on Parental Involvement, Iowa Association of School Boards, 2006

² From Ten Professional Development Benefits of Volunteering by Merrill Associates, in Charity Village.com, July 2006

- Helps you retain and sharpen old skills and interests, e.g. keeping in touch with student likes, interests, and concerns
- Perfect place to develop new skills, teamwork, planning and goal setting skills,
- Offers opportunities to practice skills in a relatively risk-free environment and to observe others' best practices
- Expands your horizons and explore new options
- Gives you the satisfaction of knowing you are doing good work by being involved in your school and community
- Gives you visibility, an opportunity to be known personally
- Can be energizing and renewing, a break in your routine
- Creates leaders through development of new qualities and skills, for example, persuasion, innovation, strategic thinking, change management, conflict resolution.
- Demonstrates management, customer service and leadership skills that could be documented in a resumé



"Life is wonderful journey and you never know where it will take you. Volunteering can help you be more than a passive traveler. You can make a plan and actively build skills to enhance your professional life. No fees and no tuition. A commitment of time and energy and you are on your way.

Congratulations!

Today is your day.

You're off to Great Places!

You're off and away!

You have brains in your head

You have feet in your shoes.

You can steer yourself any direction you choose.

You're on your own. And you know what you know.

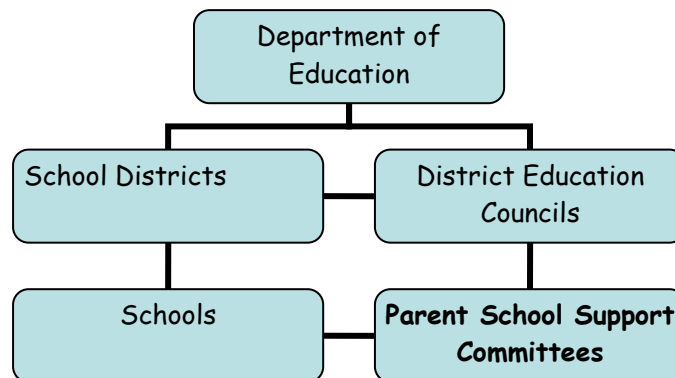
OH! THE PLACES YOU'LL GO!

Get mixed up, of course,
As you already know.
You'll get mixed up
With many strange birds as you go.
So be sure when you step
Step with care and great tack
And remember that Life's
A Great Balancing Act.

And will you succeed?
Yes! You will indeed!
(98 and $\frac{3}{4}$ percent guaranteed)
So...get on your way!

(Dr. Seuss, 1990)"

The New Brunswick Education System



Members of the Parent School Support Committee (PSSC) include:

- Parents of children attending the school, or parent representatives elected by parents or appointed by parent members of the PSSC
- A teacher, elected by teachers in the school
- A student at the high school level, elected by the students

- The Home and School Association may appoint the parent of a student enrolled in the school, where Home and School Associations are organized in the school
- A student from a school where a high school program is not provided
- One or two community members with a strong interest in school issues may be appointed by the parent members of the PSSC

A member of the District Education Council may attend and participate in any PSSC meeting for a school in the school district. Their role is to serve as a communication link between DEC and PSSC. They do not have voting rights at the PSSC meeting.

Although the School Principal is not counted in the membership, the Principal attends and participates in the PSSC meetings [*Education Act*, Section 32(8)]. <http://www.gnb.ca/0062/PDF-acts/e-01-12.pdf>

The Parent School Support Committee (PSSC) works successfully by:

- encouraging parental involvement
- focusing on the needs of all students in their school
- promoting open, effective, and timely communication
- building partnerships in the school and community

Using the School Improvement Plan and other information provided by the Principal, (e.g. school reports, profiles and assessments), the PSSC sets their priorities and goals for the school year.

RESPONSIBILITIES



Parent School Support Committee Members

[Section 33(1-2) of the *Education Act*] <http://www.gnb.ca/0062/PDF-acts/e-01-12.pdf>

- Help the School Principal improve student learning using the School Improvement Plan to set strategic direction for the school
- Participate in the selection of the Principal and Vice Principal(s) of the school
- At the request of the Superintendent, provide input into any performance evaluations of the Principal or any Vice Principal on their relationship with the PSSC
- Help the School Principal develop school policies in accordance with district and provincial policies
- Review the results of the School Performance Report
- Communicate with the District Education Council on PSSC matters, in a manner decided upon by the PSSC, e.g. in writing, attending a DEC meeting, etc.
- Submit annually to the Superintendent a list of between 3-20 parents for possible appointment to a School Appeals Committee. A School Appeals Committee is convened by the Principal when a person appeals the suspension of a student for a period not exceeding five consecutive school days or suspension of a student's conveyance privileges.

PSSC members may also be asked for discussion, advice, and input on:

- Preserving and promoting the language and culture of the community
- Developing/revising the School Mission statement
- Establishing school policies related to education, language and culture
- Providing communication between the school and families living in the area served by the school, and encouraging family involvement in the school
- Establishing partnerships with the community
- Developing a school climate and conditions to improve the quality of learning and teaching in the school
- Establishing a positive pupil climate within the school
- Improving school property and facilitating community use of the school (within provincial and district policy guidelines and financial resources of the school)

School Principal

[*Education Act*, Section 28(1-2)] <http://www.qnb.ca/0062/PDF-acts/e-01-12.pdf>

- Works collaboratively with the Parent School Support Committee by providing school and district information (School Improvement Plan and monitoring reports, School Profile, School Report Card, policies, annual School Performance Report) ; working with the Chair to set meeting agendas; seeking input and advice on areas related to PSSC responsibility.
- Coordinates advice given by the PSSC with input from school staff to make decisions in the best interest of all students to improve student learning
- Manages the daily operations of the school; provides instructional and team leadership in the school; is responsible for all school-based decisions

Funding/Budget Allocations: Funding for PSSC operations comes from allocations made by the District Education Council. It is generally based on a per pupil basis, with minimum and maximum amounts established by the DEC. The Principal provides a report to the PSSC on budget/spending twice a year.

These funds can be used to:

- Reimburse appropriate PSSC member travel expenses
- Cover costs for PSSC meetings and PSSC-sponsored education workshops for parents, including equipment rental, office supplies, food and beverages, registrations and honoraria for speakers
- Communication costs including long distance telephone, fax, talk mail, voice mailboxes, postage, courier services, printing/copying and office supplies.

SCHOOL IMPROVEMENT PLAN



The School Improvement Plan is a tool used by schools to ensure there is continuous, incremental improvement in the learning of all students over time. School Improvement Plans are generally developed for three-year time periods. Questions to be considered in establishing a School Improvement Plan include:

- What should the school be able to do for all students?
- Is the school successful at doing it now?
- If not, what learning aspects need to be improved, and which should have the priority for improvement?
- How will the school get improvement in the identified priority areas?

School Improvement Plans in New Brunswick schools do not have a common form or format; however, all contain the following components:

Purpose: The plan shows the link between the school mission and the areas targeted for improvement.

Goals: The learning areas targeted for improvement, for example, literacy.

Measures: These describe how the success of the plan will be measured, for example, numeracy or literacy assessments.

Standards: These indicate how well the school must do on each of the measures to be considered successful.

Objectives: The school identifies the specific results to be achieved in a specific amount of time. Objectives are not changed for the life of the plan.

Actions: These are the strategies used to reach the objectives. The School Improvement Plan includes actions, dates on which each action begins and ends, and the individual responsible for making it happen. While objectives never change, actions can be changed - changes in circumstances may result in actions being added, modified or replaced.

Resources: The Plan identifies the realistic, available resources necessary to put the actions into effect - time, funding or personnel. Once the Plan has been put into place, these resources cannot be reallocated to other uses unless Actions can be done without this support.

Monitoring: The Plan identifies who is responsible for monitoring the progress of the Plan, and how often monitoring reports will be given.

Assessment and Evaluation: The Plan identifies who is responsible for collecting the data required to make a judgment on the Plan's success. It indicates who makes the final evaluation and how the evaluation results are to be distributed.

Sample Formats:

School Improvement Plan³ Year - Year

School Name: _____

Achievement Focus:					
Performance Target:					
Action(s)		Measure of Success		Person(s) Responsible	
Action(s)		Measure of Success		Person(s) Responsible	
Monitoring					
November		March		May	
On Target	Off Target	On Target	Off Target	On Target	Off Target
Revised Action(s) – if off target		Revised Action(s) – if off target		Revised Action(s) – if off target	

District/School ____Improvement Plan⁴

Goals	Strategies	Indicators of Success	Timeline	Responsibility

³ District 17, Oromocto School Improvement Plan Format

⁴ District 6, Rothesay District/School Improvement Plan

School Improvement Plan⁵**Name of School****School Year****GOAL:** _____**(Source: Perception Surveys and Input from Staff and PSSC)**

Strategies/Actions	Responsibility	Timelines	Measures of Success

School Improvement Plan⁶**School****Year**

Goal	Rationale/Objectives	Tasks	Target Dates	Person(s) Responsible	Measures of Success
90% of all K-2 students reading at grade level by June	Smaller group instruction benefits learning Ability grouping for reading instruction has been recommended	Set up ability reading groups Provide a structure incorporating K students after Christmas	October Guided Reading every Monday, Tuesday, Thursday	Catherine Carole Susan Allison Brent	Students progress will be assessed every 6 weeks

⁵ District 18, Fredericton School Improvement Plan⁶ District 10 St. Stephen Team Action Plan

MEETINGS



ROLES

Chair:

- Sets the meeting dates, times, and agenda with the Principal, in consultation with PSSC members
- Stimulates discussion by asking questions, encouraging quiet members participation
- Keeps to the agenda by setting and keeping time limits, interrupting monopolizers if necessary
- Helps members reach consensus; calls for a vote if necessary
- Helps to resolve conflicts
- Ensures PSSC minutes are maintained and distributed

Principal:

- Ensures the establishment of PSSC
- Facilitates the operation of PSSC by promoting and encouraging collaborative relationships
- Acts as a resource on school legislation, regulations, policies, and collective agreements
- Presents the School Improvement Plan; reports on results of school achievement, student performance, and school improvement
- Provides educational leadership
- Creates a positive school climate
- Keeps a copy of minutes of each PSSC meeting
- Assists the PSSC in communicating with the school community

Members:

- Participate in all meetings
- Maintain high ethical standards and respect for other members

- Respect the majority decision
- Work collectively towards improving student learning and achievement
- Limit discussions to matters of the school as a whole; do not discuss individual or personnel issues
- Resolve issues in the best interest of all students and the whole school
- Build a positive school environment
- Support an open communication process
- Create and encourage successful relationships and support between parents, teachers, students, staff and the community
- Annually elect, or appoint by consensus, a chair from among the parent members

Calling Meetings: Meeting times, dates, place of meeting and agendas should be publicized and widely distributed within the school community. The number of meetings per year is determined by the PSSC.

PSSC meetings are generally open to the public. Parents and interested community members are encouraged to attend to observe the meetings. Observers cannot participate in the discussions unless they specifically requested to be on the agenda and their request is within the PSSC responsibilities. If a member of the public behaves in an improper manner, the chair may expel that person from the meeting.

The only time a PSSC meeting could be held in-camera (no public attendance) would be when the performance evaluation of the Principal and/or Vice Principal(s) is being discussed.

Quorum: No motions of a PSSC are binding unless adopted at an official meeting with a quorum present. A meeting has a quorum where a majority of the members, whether positions are filled or not, are present.

Agenda: A carefully planned and organized agenda is the foundation of a successful meeting. Agenda items may come from any PSSC member. Members should receive the agenda several days before the meeting where possible. Many formats are available; generally, the following topics are included:

- Approval of minutes
- Business arising from the minutes
- New business requiring review, discussion, action

Sample Agenda

6:00 - 6:05 p.m.	Call to Order by the Chair
	Approval of the Agenda - as presented or as amended
	Approval of Minutes of the last meeting
6:05-6:15 p.m.	Correspondence
6:15-6:45 p.m.	Business Arising from the Minutes
6:45-7:00 p.m.	Committee Reports
7:00-7:30 p.m.	New Business
7:30-7:45 p.m.	Information Items
7:45-8:00 p.m.	Items for Future Agendas
8:00 p.m.	Adjournment

Decision Making: There are two ways to arrive at a decision - through building consensus or using a majority vote model.

Consensus means finding the highest level of agreement without dividing members into factions. Although they may differ on some aspects of the decision, the PSSC members agree that the total decision best meets everyone's needs, and members support it on that basis. Building consensus ensures all members have an effective voice, builds on differing perspectives and values, helps identify areas of agreement while allowing for flexibility in arriving at solutions, and can lead to better informed, more creative, balanced and enduring decisions. If consensus cannot be reached, a vote is taken

Majority Voting - following discussion of the issue, the chair calls for a motion (statement of decision to be made). Once the motion is seconded, the vote is called. Voting is by show of hands. All members must vote unless excused by the chair for conflict of interest. The majority vote rules.

A motion passed or rejected is not reconsidered at the same meeting. A motion may be rescinded at a following meeting, but no motion can be deleted or crossed out from the minutes.

For more information, please go to <http://www.rulesonline.com/> to get Robert's Rules of Order on line.

Minute Taking/Record Keeping: Minutes are to be kept for each meeting and included in the school's official records. All minutes are public documents and made available to the public. A copy of the minutes of each PSSC meeting must be forwarded to the District Education Council through the Superintendent.

Minutes should give a clear, objective summary of what took place at the meeting; an account of group decisions and the rationale behind them, giving highlights rather than narrative accounts, and document motions and resolutions. Minutes cannot be altered.

Minutes are usually taken by a recorder appointed by PSSC members.

Minutes normally include:

- Date, time and place of meeting
- Kind of meeting - regular or special
- Name of the chair
- Names of PSSC members in attendance
- Approval of the agenda
- Approval of minutes of the last meeting
- Summary of reports
- Summary of consensus reached
- Recording of votes on motions

Procedures: To ensure that meetings are effective and efficient, PSSC members should:

- Begin and end meetings on time
- Turn off cell phones, blackberries, and other electronic devices
- Stick to the agenda, keeping on track and on topic
- Address the chair one at a time
- Limit the number of times a person speaks on an issue
- Encourage communication in a comfortable, open atmosphere

- Show empathy, patience, understanding, respect and cooperate with others
- Support and consider diverse ideas without judgment
- Make no assumptions; offer solutions
- Deal with disagreement and conflict openly and positively
- Ask questions and clarify your understanding by rephrasing or paraphrasing

Effective communication is essential for an effective PSSC meeting. Communication includes the ability to listen carefully, and to resist the temptation to interrupt. Speak clearly, positively, and only to the issue being discussed. If you have several points to make, write them down ahead of time to help you stay focused.

Code of Conduct: Each Parent School Support Committee develops its own Code of Conduct to facilitate meetings and relationships. Suggestions include: A PSSC member:

- Accepts the education of all students in the school as their first obligation
- Limits discussion to matters of concern to the whole school community
- Applies democratic principles
- Promotes high standards of ethical practice
- Is guided by the school's mission
- Is honest, discreet and respectful in discussing problems and/or conflicts
- Never discloses confidential information
- Respects that some school business is confidential, and may limit the PSSC operations or discussions
- Encourages a positive atmosphere where individual contributions are encouraged, valued and respected
- Uses appropriate communication channels when questions, concerns arise
- Declares any conflict of interest (personal, family or business relations, monetary interest, inability to devote complete loyalty and purpose to the public interest, or the appearance of impropriety)

Conflict Resolution: Conflict is a natural part of human existence. It can be a positive force if used to clarify an issue, increase member involvement,

encourage growth, create more spontaneous communication and strengthen relationships. It can be negative when it diverts energy from the task at hand, decreases productivity, destroys morale, deepens differences, produces irresponsible behaviours and creates suspicion and distrust.

To resolve conflict:

- 1) Identify the source of the conflict - is it disagreement on facts, goals, methods, values, beliefs or ethics?
- 2) Identify contributing problems - is it communication, organizational structure, resources or human factors (personality traits)?
- 3) Resolve the conflict through an appeal or conflict resolution process.

Specific student issues are not the responsibility of the PSSC.

Parents/guardians should speak and/or meet with their child's teacher first. If the problem is not resolved, they should meet with the Principal. If there is no satisfactory resolution, the matter should be directed to the Superintendent at the District Office.

Annual Cycle: During PSSC meetings, from September to June of each school year, there will be a variety of items for information, discussion and input. Many items will appear regularly, including:

- **With the resources that our school has, what is being done to improve student success?**
- **What is the level of student success in our school?**
- **How does our level of student success compare with the district and provincial levels?**
- **What changes would improve student achievement?**

Every school and its environment are unique and there will always be variations in how the PSSC carries out their responsibilities. The general sequence of events is:



Early Fall: The Principal presents the School Profile, identifying resources available, and data on how well processes from the previous year have been completed.

If the School Improvement Plan ends the previous June, the Principal presents a formal evaluation of the Plan. The new School Improvement Plan is reviewed and the Actions for the current year are described. If the school is in Year 2 or 3 of its Improvement Plan, the plan is reviewed and monitoring reports are given on any changes that may have been made. PSSC members should expect at least two (2) monitoring reports per year.



Late Fall: The Principal presents the School Report Card, identifying student learning and achievement in the past school year, with an analysis of the results. PSSC members should ask questions to ensure their understanding of the results.



Early Winter: The Principal uses the information from the Provincial Report Card to compare the school's results with those of the district and province.



Mid-Winter: The School Improvement Plan is reviewed to determine if any of the strategies need to be modified for the upcoming year. If a new School Improvement Plan is coming on line in July, the Principal seeks advice from the PSSC on direction and strategies for improvement in student achievement.



Late Spring: Available resources for the coming school year will be advised. Decisions can be made to modify an established School Improvement Plan, or to complete a new Plan. At the last PSSC meeting of the school year, the Principal presents the School Improvement Plan for PSSC review and makes a final monitoring report for the current year.



Next School Year: The established pattern starts over again with the first PSSC meeting in the Fall.

COMMUNICATING WITH PARENTS AND THE COMMUNITY



Each PSSC determines how best to handle media inquiries (generally, the Chair and Principal), and responsibility for school-home-community communications (shared, designated, Chair or Principal)

Creating Community Awareness: The PSSC can create community awareness of their activities by:

- Posting minutes of PSSC meetings in the school and accessible public places
- Distributing a PSSC or School newsletter, annual report
- Encouraging local media to report on PSSC activities and developments through public service announcements
- Using talk mail, e-mail or other electronic means

Tips for building better community relationship⁷:

- Stop using jargon - translate educational gobbledegook into everyday language
- Visit parents on their turf - at home, community centre, church, or the school
- Ask parents to teach what they know - for example, holding a multicultural day with parents giving presentations on the cultures and customs of their home countries
- Welcome complainers - if they are coming to the school to complain, it indicates they have a comfort level with the school and may have useful suggestions to offer
- Seek Parent volunteers - encourage parents to serve as hallway or playground monitors, or to help with classroom tasks - this

⁷ From Tips for a Better Parent-School Relationship – A few suggestions from both sides of the discussion; Jay Mathews, Washing Post Staff Writer, October 17, 2006

gives teachers more time to prepare lessons and to work with students

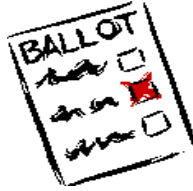
- Offer educational activities for parents and children - such as an annual book drive to fill classroom libraries, use for family literacy events
- Get parents to observe classes - consider "Take a Parent to School Day/Week" - each hour/day cover a different subject, with parents able to visit classes and meet with the curriculum specialists.
- Provide courses for parents - consider holding a day of workshops for parents on topics of interest, including school curriculum, personal financial accounting, drug awareness, and school computer use
- Create a great school - improve the school to improve parental support - parents will recognize and buy into a good product when they see it

Building Successful Partnerships – Six Types of Involvement⁸

	Type 1	<u>Parenting</u> Assist families with parenting skills and setting home conditions to support children as students. Also, assist schools to better understand families.
	Type 2	<u>Communicating</u> Conduct effective communications from school-to-home and from home-to-school about school programs and student progress.
	Type 3	<u>Volunteering</u> Organize volunteers and audiences to support the school and students. Provide volunteer opportunities in various locations and at various times.
	Type 4	<u>Learning at Home</u> Involve families with their children on homework and other curriculum-related activities and decisions.
	Type 5	<u>Decision Making</u> Include families as participants in school decisions, and develop parent leaders and representatives.
	Type 6	<u>Collaborating with the Community</u> Coordinate resources and services from the community for families, students, and the school, and provide services to the community.

⁸ Epstein, et. al. 2002. *School, Family, and Community Partnerships: Your Handbook for Action, Second Edition*. Thousand Oaks, CA: Corwin Press, Inc.

APPENDIX A - PSSC ELECTION PROCESS



General: Participation depends on the level of interest generated by the PSSC and the information about Parent School Support Committees election and roles. Written information should be provided to parents, teachers, and students, supplemented by presentations, discussions and individual contact by parent members. Local public service media announcements can be used to advise on PSSC elections.

Process: Under Section 28(2)(i) of the *Education Act*, <http://www.gnb.ca/0062/PDF-acts/e-01-12.pdf>, the Principal is responsible for the establishment of the Parent School Support Committee, for ensuring that elections are held according to the election process and procedures as detailed in *Regulation 2001-48*, Sections 6-20, <http://www.gnb.ca/0062/PDF-regs/2001-48.pdf>, and for handling the administrative functions related to the election-selecting the date of the election, notifying parents of the election date, nomination process, number of parent member positions open for election.

The PSSC facilitates the election and encourages parental interest and involvement. PSSC elections are to be held by the 30th day of September. An election may not be required if all parent members are returning.

Size of a PSSC: There must be no fewer than six (6) and no more than twelve (12) members in total.

- Parent members make up the majority. As a general guideline:

Schools under 200 students	5 parents elected
Schools from 200-499 students	6 parents elected
Schools over 500 students	7 parents elected
- One teacher must sit as a member and is elected by teachers by September 30th
- In schools where a high school program exists, one high school student must sit as a member; where a school does not have a high

school program, the PSSC members may appoint a student to sit as a member and is elected by students in the school by September 30th

- In schools where a Home and School Association is in place, the Home and School Association may appoint one member who is a parent of a student enrolled in the school (this member is not counted as a member of the PSSC); is considered in addition to the number of parent member positions
- Following the election, the parent members of the PSSC may appoint up to two (2) community members, only after all parent member positions have been filled
- The Principal is not counted as a member of the PSSC; however, must attend and participate in the PSSC meetings

Terms of Office: Parent members serve three (3) year terms and are eligible for election or appointment to further consecutive three-year terms. To provide continuity, it is recommended that the election/appointment of parent members be staggered so that no more than 1/3 of the parent members are replaced each year. All other members (teacher, student, Home and School Association, community) are elected/appointed for one (1) year terms.

Eligibility: [*Regulation 2001-48, Section 7*] <http://www.gnb.ca/0062/PDF-regs/2001-48.pdf>

(1) Any parent or guardian of a student enrolled in the school is eligible to run for a PSSC parent position.

(2) Any NB resident 18 years of age or older, who is not a pupil enrolled in the school, may offer as long as they are nominated and elected by parents/guardians of students enrolled in the school.

Any parent member may be re-elected for any consecutive terms. No school district employee working in the school may be elected or appointed to a PSSC parent position.

Nomination: [*Regulation 2001-48, Sections 8-9*] <http://www.gnb.ca/0062/PDF-regs/2001-48.pdf>

An eligible parent may nominate him/herself or any other person who is eligible as a candidate. The nomination must be seconded by an eligible parent other than the nominating parent.

Nominations may be submitted to the Principal until the closing of nominations or submitted from the floor at the time of the PSSC election.

Election: [*Regulation 2001-48, Sections 10-11*]

<http://www.gnb.ca/0062/PDF-regs/2001-48.pdf>

Parents and guardians of students enrolled in the school, including parents/guardians who are employees in the school system, are eligible to vote. Voters must be present at the school and vote in person by secret ballot.

DECLARATION FORM

In my capacity as a member of a Parent School Support Committee, and in accordance with Section 18 of Regulation 2001-48 under *the Education Act*,

I, _____, member of the Parent

School Support Committee of _____

in District _____, hereby acknowledge being aware of

- a) the duties of the Parent School Support Committee under the *Education Act*;
- b) the code of conduct to which I am expected to adhere; and,
- c) the requirement that I discharge my duties in the English language.

Dated at _____ on the _____ day of _____.

Signature of Member

Signature of Witness

Complaints about the Election: [*Regulation 2001-48, Section 12*]

<http://www.gnb.ca/0062/PDF-regs/2001-48.pdf> An appeal regarding the PSSC election process must be filed with the District Education Council

within two (2) weeks of the election. The DEC then notifies the Principal of the complaint and provides a copy of relevant materials within one (1) week. The DEC then reviews the complaint and makes a decision within five (5) working days.

The DEC may declare the election of one or more candidates void or duly elected, may order a new election or may dismiss the complaint. The decision of the DEC regarding complaints is final.

If a new election is ordered, it follows the same process and procedures as for a regular election and must be held as close to September 30th as possible.

Incomplete Elections: [*Regulation 2001-48, Section 14*]

<http://www.gnb.ca/0062/PDF-regs/2001-48.pdf>

If the PSSC election does not produce a majority of parents, the parent members appoint the necessary number of eligible parents or parent representatives needed to fill the parent member positions on the PSSC.

Vacancies: [*Regulation 2001-48, Sections 15-16*]

<http://www.gnb.ca/0062/PDF-regs/2001-48.pdf>

A position is considered vacant when a member:

- dies or resigns
- who was elected/appointed as an eligible parent and no longer has a pupil enrolled in the school
- is declared by the DEC to have acted willfully or negligently against the *Education Act*
- is convicted of an indictable offence
- is declared by the PSSC to have missed three (3) scheduled meetings during a twelve (12) month consecutive period without reasonable cause
- becomes an employee in the school
- is the teacher member and ceases to be employed at the school
- is the pupil member and ceases to be enrolled in the school
- is a parent appointed by the Home and School Association and no longer has a child enrolled in the school

The parent members of the PSSC may appoint qualified parents, parent representatives, or community members to fill vacancies, should they occur. When appointed, the person filling the vacancy serves until the next PSSC election.

Public Relations Aids

Poster

Brochure

Powerpoint Presentation <http://www.decnb.ca>

Word Document <http://www.decnb.ca>

PARENT SCHOOL SUPPORT COMMITTEE

Working Together Improving Our School



PSSCs DO:

Focus on the needs of all students in the school
Advise the Principal on school policy issues
Review the annual School Report Card results
Work with the Principal to develop/monitor the School Improvement Plan
Promote effective communications with parents using budget money received from the District Education Council

PSSCs DO NOT:

Get involved in the day-to-day operations of the school
Discuss individual or personnel issues
Raise funds for the school

CONTACT YOUR SCHOOL PRINCIPAL TO GET INVOLVED!

BROCHURE

Parents have always made great contributions to the quality of New Brunswick's schools.

Their success has ranged from supporting new literacy and math initiatives to defining expected behaviors, standards and assisting Principals in developing stronger volunteer programs.

Now you can have even more impact through the Parent School Support Committee (PSSC) in your school



TAKE PART

LET YOUR VOICE BE HEARD

Who is on the Parent School Support Committee (PSSC)?

A Parent School Support Committee (PSSC) consists of 6-12 members elected to ensure that parents' voices are heard.

Most members are parents of students, elected for a 3-year term.

1-2 community members can be appointed

1 Home & School representative will be appointed

1 high school student members, chosen by the student body; elementary and middle schools can appoint a student member

1 teacher member, elected by other teachers

Your principal participates in all PSSC meetings

What does my PSSC do?

Your Parent School Support Committee (PSSC) focuses on the education priorities for your school. As a PSSC member you will:

- Help the Principal on education issues
- Work with the Principal to develop/monitor the School Improvement Plan
- Review the results of the School Performance Report
- Help the Principal develop school policies
- Communicate with the District

Education Council
(DEC) on PSSC
matters

- Have input into the hiring of Vice Principal(s) and Principal
- Be involved in performance evaluations of Vice Principal(s) and Principal at the request of the Superintendent

run, except in the schools where they work.

Where Can I Get More Information on PSSC?

Contact your School Principal, or District Office

How Can I Get Involved?

Parents of students in your school elect PSSC members at an open meeting organized by your School Principal in September.

To run for election, you must be a parent of a student enrolled in the school.

To serve as a community member, you must be nominated by a parent.

Department of Education, school-system and school-based employees are eligible to

Where does my PSSC fit into the education system?

Your PSSC focuses on the improvement of **your school**.

The District Education Council (DEC) ensures that schools in your district operate effectively and efficiently, and reflect the community needs and desires.

The Department of Education sets out provincial standards and expectations for achievement.

YOUR PARENT SCHOOL SUPPORT COMMITTEE (PSSC)



WORKING TOGETHER

IMPROVING OUR SCHOOL

APPENDIX B – PSSC Member Resource Centre

PSSC Training Power Point Presentation and Word Documents <http://www.decnb.ca>

Meetings & Motions Power Point Presentation and Word Documents <http://www.decnb.ca>

Communications Power Point Presentation and Word Documents <http://www.decnb.ca>

Exercise - Whose Job is This Anyway?

WHOSE JOB IS THIS ANYWAY?⁹

	Issue	PSSC	Principal	Superintendent
1.	A parent objects to early bus pick-up and late bus return.			
2.	Home & School wishes to designate monies to a special school project.			
3.	Some parents express concern about excessive bullying on the playground.			
4.	Playground is unsuitable for several weeks each Fall and Spring.			
5.	Suggestions are needed for better communications with parents.			
6.	A supply teacher is complaining loudly about not being called in as much as some other people.			
7.	The school is sponsoring a family math night.			
8.	A parent complains publicly that her child needs a Teacher's Assistant and the Principal is not taking action on this.			
9.	A group of parents is demanding that the Grade 2/3 class be uncombined.			
10.	Hiring a new Principal for the school.			
11.	Your neighbor's child was given an in-			

⁹ District 17, Oromocto

	school suspension for engaging in a snowball fight at school.			
12.	Parents disagree with the school's request for co-operation to protect children who have severe peanut allergies.			

APPENDIX C - Legislation

The Education Act Chapter E-1.12, February 28, 1997

<http://www.gnb.ca/0062/PDF-acts/e-01-12.pdf>

Chapter 29, An Act Respecting Health Act, February 26, 1998

<http://www.gnb.ca/0062/PDF-acts/h-02.pdf>

Regulations <http://www.gnb.ca/0062/regs/e-1-12reg.htm>

97-150, School Administration, December 23, 1997

<http://www.gnb.ca/0062/PDF-regs/97-150.pdf>

2001-24, School Districts & Sub-Districts, March 30, 2001

<http://www.gnb.ca/0062/PDF-regs/2001-24.pdf>

2001-48, Governance Structure, June 29, 2001

<http://www.gnb.ca/0062/PDF-regs/2001-48.pdf>

2001-51, Pupil Transportation, June 29, 2001

<http://www.gnb.ca/0062/PDF-regs/2001-51.pdf>

2004-8, Teacher Certification, February 19, 2004

<http://www.gnb.ca/0062/PDF-regs/2004-8.pdf>