



ANGLOPHONE WEST SCHOOL DISTRICT

Forest Hill Elementary School

548 Forest Hill Road, Fredericton, NB E3B 4K6

Parent School Support Committee Minutes

26th February 2018, 6:30pm - 7:35pm

<p>PSSC Members present: Ronnie Stewart, Chair Erin Bray David Greenfield Wendy Monk Bronwyn Mulherin-Murphy Tara Swift Karina Wong Chong</p> <p>PSSC Members regrets: Mahmoud Alhallak Janice Maher-Foster, Vice Chair Allysa Rostin Michelle Wuest Wendy Yano</p>	<p>School/DEC Representation present: Kim Hawkes, Acting Principal Terry Pond, DEC Colleen Toner-Miernicki, Teacher</p>
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Meeting introduction

1. Approval of the Minutes

The Minutes for the January PSSC meetings were approved.

Business Arising from the Minutes:

1. Communication to the school community in other languages

Kim Hawkes talked to teachers to better understand the needs of their students. Eleven families were identified with varying concerns of missed or reduced communication (e.g. understanding of paperwork, communication during Parent-Teacher meetings, support for student reading) and this highlights the ongoing need for additional support. Both Russian and Arabic were identified as the two highest priority languages for additional support. Multicultural Association of Fredericton (MCAF) has capacity to help with communication needs with over 75 languages available. They need 3 - 5 days for translation requests and ~1 week to prepare for face-to-face meeting support.

With the resources available through MCAF, the committee does not see a need to pursue additional external funding for communication support (e.g. via PETL) unless the needs arises in the future.

2. School internal air quality

The final results were available from the recent air quality testing through RPC and indicated that mould levels were below air quality guidelines. Additional random testing has revealed that CO₂ levels are still raised (testing aimed to collect samples during periods when the windows were closed during teaching but open during recess). A monitoring device will be deployed to each classroom for one day to take continuous measurements of CO₂.

Teachers and staff will continue to open the windows in the classrooms during recess and lunch to improve the air flow. Students and staff are encouraged to report any health concerns.

New Business:

1. Principal's report

Kim Hawkes presented the Principal's report:

- (a) FHES is now moving towards becoming a cashless school (e.g. for hot lunch orders, school trips). Payments will be made via credit card, e-cheque, MyWallet (loaded to hold funds). All hot lunch orders and milk program payments can now be made using the site. ~50 families have signed up to use the program and we are actively encouraging more people to use the service.
- (b) The School Connects and Safe Arrival calls service will be launched very soon (during the first two weeks of March). During the discussion, there was concern that some parents and caregivers are not receiving emails from FHES and so Kim will follow up to check with any email addresses that bounce back.
- (c) The School Review is ongoing. Meetings are held biweekly with the District. There is a current focus on classroom practices with the team using 2 x 0.5 day releases to work together towards each indicator.
- (d) The Black History Month presentation was held for both year groups and was very informative and interactive. The students really enjoyed the performance.
- (e) Two St. John Ambulance Therapy Dogs visited the classrooms (including a Great Dane!) The visit sparked a lot of conversations and interest in therapy dogs.
- (f) School Spirit Special Days will be held during the week before March Break (26th February – 2nd March) with different activities planned for each day (including Crazy Hat/Hair Day, Pajama Day, Class Colours).
- (g) Pink Shirt Day will be held on Wednesday 28th February and an assembly will talk about the significance of the day.
- (h) The school website has an option for Google Translate built into the site so it can be translated into other languages. This should help with communication with families where English is not the primary language.
- (i) Lesson plans developed by First Nations have been shared to the resources portal for the teachers in addition to books for the students to use and read. These resources will help with the direct integration of the material into day-to-day lessons.
- (j) 27th February is a half-day Professional Learning day with a 10:50am dismissal. The focus will be on the School Improvement Plan (SIP) as the District needs additional information especially relating to the formative assessment of students. The goal is to strengthen strategies via teacher perception and supporting data linked to measureable outputs.
- (k) The Positive Learning and Working Environment Plan (PLEWP) finished the last three-year cycle in June 2017. The current cycle is focused on valuing diversity and belonging (e.g. via WITS program, coordinating community kitchen, culturally appropriate options offered,

calming areas in classrooms, assemblies to support mental health awareness, cultural incorporation, etc.)

Any other business:

1. DEC report

- (a) Terry Pond presented a short summary from the recent DEC meeting including the recent successful vote to support the development of a sexual and gender health policy to provide support for LGBTQ2S+ students. The policy is very similar to other Districts in the Province but is focused on operations only. Strong support from the DEC for passing the motion. An additional motion was passed by the DEC to move that the Province now needs to develop a formal LGBTQ2S+ policy at the provincial level.
- (b) Kingsclear Consolidated school is not closing at the end of the 2017-18 school year. The decision will be revisited in September 2018 and will relate to the decision around the location of the new school in the Greater Fredericton Area (likely at least five years).
- (c) There will be changes to the Northside schools because of needed maintenance work and over-capacity allocations (leading to external modular classrooms). Likely move for either significant renovations at existing schools or a new school (with closure of two schools).
- (d) The DEC has recommended priority spending for Leo Hayes for a tech wing and much-needed maintenance and renovations. The DEC recommendation for a school in the Hanwell area was not approved by the Province.

2. Concerns raised about safety during morning drop-off and afternoon pick-up

Karina Wong-Chong and Wendy Monk raised safety concerns about morning drop-off and afternoon pick-up.

- (a) Before the teachers and support staff come on duty during the morning drop-off then cars are often backed up, sometimes into Forest Hill Road. Proposed solution is to deploy an orange cone before the start of school (Kim Hawkes will ensure this happens) and the first car of the day will drive around until they reach the cone. This should help to minimise the risk of traffic blocking the main road.
- (b) The drop-off circle is used for parking during afternoon pick-up. Parents and caregivers are encouraged to only park around the outside and to be aware of the environment during this very busy time. Recently (likely related to the bad weather) there have been several instances of double parking or unsafe parking. The PSSC strongly recommends that parents and caregivers take extra care during this busy time and ask that they consider parking in another location (e.g. in the neighbouring car park for Gisele's and the Inn, or on Woodbridge Street) and then walking to collect their child(ren).

Action item: Kim Hawkes will send an email to the wider school community to highlight the new morning drop-off policy, to promote safe practices during drop-off and pick-up, and to recommend alternate options for parking.

3. Feedback on half-day Professional Learning days

The half-day Professional Learning (PL) days were introduced by the Province for the 2017-18 school year. The feedback from a lot of groups is that it has caused more disruption for both the students (very short learning period with dismissal at 10:50am; often lower attendance recorded on PL days) and the teachers (not able to fully concentrate on PL as also having to prepare for teaching on the same day). Terry Pond reported that the DEC has received feedback from several PSSCs and highlighted the concerns. The DEC will be preparing a response for the Minister and would like to receive feedback from FHES parents and caregivers.

4. Communication via the FHES website or via SeeSaw app

The older website design was very easy to update but the current version is more difficult to use. The majority of FHES communications are through the SeeSaw app, emails or printed sheets. Parents like the SeeSaw app and see it as easy to use and appreciate the privacy (i.e. only parents and caregivers of students within the class can see the photos rather than a public website). However, teachers are often uploading to SeeSaw in their own time during evenings and weekends because of limited time during the day because of teaching or are unable to connect to the school Wi-Fi network using their school tablets during any breaks during the day.

Action item: Kim Hawkes will follow up with the teachers to make sure that their school tablets can connect to the school Wi-Fi.

5. Identifying PSSC funding priorities

The priority for PSSC funding is to promote communication. The PSSC is encouraged to identify ways to improve communication (e.g. flags, signage, external speakers, etc.) for discussion at the next PSSC meeting.

Date of next meeting: Monday 23rd April, 6:30pm

PSSC Chair

Date

PSSC Secretary

Date