

**Nashwaaksis Middle School**

**324 Fulton Avenue, Fredericton NB E3A 5J4**

**PARENT SCHOOL SUPPORT COMMITTEE**

 **MINUTES**

**Date: November 14, 2017 Time: 6:30-7:30 pm**

**Location: Nashwaasksis Middle School**

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| **PSSC Members Present:*** Jonathan Keizer
* Jeanne Sayre
* Jennifer Welles
* Susan Nicol
* Kim Hamilton

**PSSC Members Regrets:*** Carolin Galvin
* Tiffany Bastin
* Frances Lipsett
* Melissa Durling
* Keri Clark
 | **School/DEC Representation Present:*** Kendra Frizzell, Principal
* John Hickey, Teacher representative

**School/DEC Representation Regrets:*** Sean Winslow, DEC
 |

**Call to Order**:

18h30

**Review of agenda:**

Round table introductions of those present, and review of agenda.

**Approval of agenda:**

***Motion***:

It was moved by Susan that the agenda be accepted as presented.

Motion carried by consensus.

**Approval of minutes from previous meeting:**

It was agreed that Jennifer would ask Carolin to send the revised minutes of the Oct 3 meeting to members, for final approval. From there, Carolin will send the approved minutes to Kendra for posting on the website.

**Business arising from the minutes:**

* **PSSC Spending**: Each year, the PSSC is given a budget of $1500 to spend on “communication”. Last year, this money was put toward signs to direct visitors to the appropriate section of the community school (office / field house). It was proposed that this year’s funds be used to complete this project, with the addition of “Nashwaaksis Middle School” to the outside of the building.

***Motion:***

Susan moved that the PSSC approve the use of our communications budget to support the sign project described above.

Motion seconded by Kim and carried by consensus.

* **Joint PSSC**: Last year, the PSSCs from Nashwaaksis and its feeder schools came together to discuss items of common interest. It was agreed that this practice should continue in 2017-18. Jennifer will contact the chairs of the other PSSCs to begin this discussion, with the goal of having a joint meeting in January or February.

**Principal’s report**

1. *School Improvement Plan* – The NMS staff met to recognize their accomplishments (most items on the School Improvement Plan have been completed) and discuss next steps. The leadership team requested that a list of ongoing commitments be drafted, to support both new and returning teachers and ensure that these changes are maintained over the long term. To this end, a booklet was prepared for staff. This was shared with the PSSC at the meeting.

**Friends of NMS report**

1. *Grade 8 hoodies*: The Friends of NMS are working to collect signatures for the Grade 8 hoodies (2018). Order forms for this and other school clothing will be included with report cards, for parents. Any orders placed will be ready in time for Christmas.
2. *Book fair*: A book fair is planned for November 21-24. Volunteers are needed for set up and to work at the fair. Anyone interested should contact Kim.
3. *NMS 40th birthday*: NMS turns 40 on Nov 17. A celebration is planned with students and community representatives at 1:30. Old photos and news articles will be on display as well as other memorabilia.

**DEC update:**

The DEC update was not available.

**New Business:**

1. *PSSC information online*: PSSC minutes will be posted online following each meeting. Meeting dates will also be announced on the school website, including a note that other parents are welcome to attend, to observe.
2. *PSSC Minutes:* The process to prepare the minutes will be as follows:
3. Secretary (Carolin) will draft minutes following the meeting and circulate the minutes to members for review (email)
4. Members will reply to all, stating “Approve” or “Changes requested”
5. If changes are requested, Carolin will adjust the minutes once all attendees have responded and will resend.
6. Once minutes are approved by all attending members, Carolin will send them to Kendra with a request to post the approved minutes online. (A paper copy will be signed during the next meeting.)
7. *PSSC Agenda*: The process to develop the agenda will be as follows:
8. The core agenda for each meeting will follow that established by the district (see below):
	1. Call to order (6:30)
	2. Review of agenda
	3. Approval of agenda
	4. Approval of minutes from the previous meeting
	5. Business arising from the minutes
	6. Principal’s report
	7. Friends of NMS report
	8. DEC report
	9. New Business
	10. Correspondence
	11. Closing Comments
	12. Date of next meeting
	13. Adjournment
9. One week prior to each meeting, the Chair (Jennifer) will send an email to all members asking for items to add to new business
10. 2-3 days prior to the meeting, the Chair (Jennifer) will circulate the draft agenda
11. Kendra will ensure that copies of the draft agenda are available at the meeting
12. The draft agenda will be reviewed and approved at the meeting

**Correspondence:**

None noted.

**Closing Comments:**

None noted.

**Date of next meeting:**

Tuesday, January 23 at 18:30

**Adjournment:**

Motion to adjourn made by Kim and approved at 19h30

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**PSSC Chair Date**

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**PSSC Secretary Date**