**Townsview School**

**122 Lewis P. Fisher Lane**

**Parent School Support Committee**

**Meeting Minutes**

**Date: October 6, 2021 Time: 6:30pm**

**Townsview School – Virtual (TEAMS Meeting)**

|  |  |
| --- | --- |
| **PSSC Members Present:*** **Anna Hamill, Chair**
* **Chelsey Phillips, Vice Chair**
* **Andrea Everett, Teacher Rep.**

**Others*** **Joanne Guthrie**
* **Pam Steeves**
* **Becky Webster-Snoad**
* **Julie Williams**
* **Meaghan Gourdeau**
* **Shelby Kennedy**
* **Karen Payne**

**PSSC Members Regrets:** | **School/DEC Representation Present:*** **Pat Thorne, Principal**
* **Steven Jones, Vice Principal**
* **Angela Ketch, Vice Principal**
* **Jessica Martin, DEC**

**School/DEC Representation Regrets:****Others (Community School Coordinator)*** **JoAnn Boone**

**Others (Home & School)** |

**Call to Order – Chair**

* **Election of Officers (Chair & Vice Chair)**

**Nominations that have come forward:**

**→ Anna Hamill being nominated as Chair**

**→ Chelsey Phillips being nominated as Vice Chair**

**Approval of the Agenda:**

* **Moved by Chelsey Phillips Seconded by Pam Steeves**

**To accept the October 6, 2021 meeting agenda as presented.**

**All in Favor**

**Motion Carried**

**Approval of the Minutes from Previous Meeting:**

* **To accept the June 2, 2021 PSSC Meeting Minutes (as presented) (as amended)**
* **Moved by Shelby Kennedy Seconded by Meaghan Gourdeau**

**Business Arising from the Minutes:**

* **None at this time.**

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**Townsview School**

**October 6, 2021**

**New Business:**

* **PSSC Orientation Documents**
* **Declaration Member Statements (to be signed)**
* **PSSC Handbook – Pat sent electronically**
* **PSSC Education Act – Pat sent electronically**
* **Meeting Dates**

**─ Wednesday, October 6, 2021 @ 6:30pm (virtual)**

**─ Wednesday, December 1, 2021 @ 6:30pm**

**─ Wednesday, February 2, 2022 @ 6:30pm**

**─ Wednesday, April 6, 2022 @ 6:30pm**

**─ Wednesday, June 1, 2022 @ 6:30pm**

* **DEC Remarks – Jessica Martin**
* **Jessica spoke a little about herself, she is busily learning the role of the DEC and is wanting to build that personal connection with the schools within her area**
* **she has a child in Chelsey Phillips’s class here at Townsview**
* **Jessica spoke of how the DEC is currently revamping their role**
* **DEC Public Meeting Schedule –**
* **October 21, 2021 @ 6:30pm**
* **November 25, 2021 @ 6:30pm**
* **December 9, 2021 @ 6:30pm**
* **January 27, 2022 @ 6:30pm**
* **February 24, 2022 @ 6:30pm**
* **March 24, 2022 @ 6:30pm**
* **April 28, 2022 @ 6:30pm**
* **May 19, 2022 @ 6:30pm**
* **June 9, 2022 @ 6:30pm**
* **PSSC Orientation – PSSC is here to provide advice and/or feedback**
* **on school policies (our handbook)**
* **partnerships within the community**
* **engaging with parents in the community**
* **plan for school improvement**
* **on School Plan**
* **communicates with the DEC (Jessica Martin is our DEC Rep)**
* **the PSSC does not get involved in**
* **teacher and staff issues**
* **student behavior or academic issues**
* **day to day operations of the school**
* **fundraising initiatives**
* **other helpful documents**
* **the Power Point Presentation – Introduction to the PSSC**
* **PSSC Handbook**
* **PSSC Education Act**
* **PSSC Budget**
* **$1,961.50**
* **Motion to spend PSSC monies (to help offset communication to our families)**
* **Pat spoke to the printing of documents for the communication to our parent community, documents such as the student handbook, the Return to School Operational Plan, newsletters, announcements, etc.**
* **Moved by Becky Webster-Snoad Seconded by Chelsey Phillips**

**To authorize the spending of the PSSC budget of $1,961.50 in support of communication to the parent community.**

**All in Favor**

**Motion Carried**

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**Townsview School**

**October 6, 2021**

* **Home & School Update – Pam Steeves**
* **Had their first meeting and they are in the processing of looking a the sponsoring support of resource materials (assistive tech & modalities) for support of student learning needs**
* **Plans for a fundraiser near Christmas (wreath raffle)**
* **Have also helped with Big Brother – Big Sister personal packs for our students**
* **Each year H&S purchase lice kits to provide to families in need**
* **School Plan – Angela Ketch**

**→ Goal - to strengthen & support the Social and Emotional Well Being of our entire school community**

* **Angela is the chair of our School Plan & Professional Learning**
* **SEL (2nd Step Program)**
* **this is scheduled into our master teacher schedule – Period 1 Day 3 (all K-8 classes)**
* **Based on themes – the theme we are currently working on is Growth Mindset & Goal Setting**
* **The 2nd Step program provides for continuous learning right across the K-8 curriculum**
* **Teachers are to send out regular communiques to our families to let them know what is taking place**
* **Angela promotes through the use of our television monitors within the school and the use of our Twitter Account**
* **Teachers had professional learning on the use of the 2nd Step program (Nancy Gray & Courtney Fox)**
* **We have a dedicated SEL committee consisting of ESST, support staff and teachers**
* **We continue to emotion check-in for both our students and staff**
* **School Update**
* **Staffing Update**
* **Added Kate Gionet (6B) & Lana Thompson (5D)**
* **We have an EAL full time position along with EAL tutor support**
* **Proof of Vaccination & Contact Tracing (big part of the daily operations of the school)**
* **Emergency Response Plan**
* **Practicing fire drills, secure & hold and school lock down procedures**
* **Not able to go to alternate site – Woodstock Baptist Church due to COVID 19 restrictions**
* **The Woodstock Rotary is extremely generous and we are thankful for their continued support of our school and our students**
* **They sponsored our Wiggle Floor ($4,000.00)**
* **They are sponsoring the purchasing of books to plus up our library with current books that our K-8 children ($3,000.00)**
* **Food security – we do have a lot of needs within our school.**
* **With the help of community support we are able to provide for our students in need**
* **We are fortunate to have the benefits of the grant Breakfast Clubs of Canada, whereby we purchase our food both locally & through the Moncton Food Depot, which comes to us through the local Woodstock Food Bank. We have the following food security programs:**
* **Breakfast program**
* **Lunch program**
* **Weekly backpack program**
* **Athletics is running (proof of vaccination & contact tracing)**
* **Cross Country Running (Grades 3-5)**
* **Cross Country Running (Grades 6-8)**
* **Boys & Girls Varsity Soccer**
* **Community Use of Schools will be starting up – youth activities**
* **Proof of Vaccination & Contact Tracing**
* **Return to School – Steven spoke about**
* **Outside times at noon hour – we have a system that seems to work (separating by grade level as opposed to classroom bubble) we are still able to contact trace when needed**
* **Great start – staggered start works extremely well (we would love for this to continue year to year)**

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**Townsview School**

**October 6, 2021**

* **Middle School Drama – looking at options (in the Spring)**
* **Proof of Vaccination & contact tracing**
* **Potato Fundraiser begins Thursday, October 7th , 2021 and ends October 26th, 2021**
* **Only selling 20lb boxes – this went well last year**
* **Student Handbook Updated – we sent it electronically**
* **Thanks to your contribution when asked do we sent home paper copy or electronically**
* **We sent it home electronically and to date we have had requests from about 33 parents for a paper copy**
* **School Website updated by Robyn Dussault**
* **Twitter Account (@TownsviewSchool) – Angela Ketch**
* **Home & School Facebook Page – Karen Payne keeps this updated for us**
* **Thunder Express – going to start (by grade level) Robyn Dussault**
* **Proof of Vaccination & Contact Tracing (when needed)**
* **Pre-K Registration takes place October 11 - 22, 2021 (ongoing throughout the year)**
* **Parents having to do it on-line**
* **We are doing up packages for those who need paper copies**
* **Discussion on School Update**
* **Pam Steeves was asking if there are more ways to promote the afterschool activities**
* **Steve mentioned that we do daily morning announcements**
* **Steve mentioned that we are starting up Thunder Express on Monday, October 12th this is a great way to provide information to students and that parents can also access Thunder Express to follow along**
* **Angela mentioned about our Twitter account that families can follow along**
* **Pat mentioned that we promote on our school website and that Home & School promote on their Facebook Page**

**Correspondence:**

* **None at this time**

**Closing Comments:**

* **Pat thanked our parent volunteers both the PSSC and our H&S committee. The support is needed and the feedback we receive can only strengthen our greater school community**

**Date of Next Meeting:**

* **Wednesday, December 2, 2020**

**Adjournment:**

* **Moved by Chelsey Phillips to adjourn the October 6, 2021 Townsview PSSC Meeting.**

 **Anna Hamill October 11, 2021**

 **PSSC Chair Date**

 **Chelsey Phillips October 11, 2021**

 **PSSC Vice Chair Date**