

**Carleton North High School**

**30 School Street, Florenceville-Bristol, N.B.**

**PSSC Minutes**

**Date: September 29, 2020 Time: 8:00 pm**

**Location: MS Teams Virtual Meeting**

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| **PSSC Members Present:**  Sarah Oakes, Co- Chair  Shelley Hunter, Teacher Rep.  Others:  Tanya Mitham  Heather Chase  Sherry Brennan  Andrea Callahan  Monica O’Neill  Karen Guest  Renee Dubois, SRC Teacher Rep.  **PSSC Members Regrets:**  Stacey Lloyd  Rebecca Derrah  Angie Debertin  Lisa Wolverton | **School/DEC Representation Present:**  Jason Smith, Principal  Jana Brennan, Vice-principal  **School/DEC Representation Regrets:**  Andy Saunders |

**Call to Order:** Meeting called to order by Sarah Oakes at 8:10 pm.

**Approval of the Agenda:** Tanya Mitham moved to accept the agenda as circulated; Heather Chase seconded. Motion carried.

**Approval of the Minutes from Previous Meeting:** Tanya Mitham moved to accept the minutes as circulated and seconded by Heather Chase.

**Correspondence:**

1. Thank you note from Jane Hawketts upon her retirement & her tree donation to school
2. Thank you notes from student whose homes received food during COVID from CNHS

**Business Arising from the Minutes:**

* 1. **Power School Live** (previous to February minutes) – This process was planned to take place second semester last year. We hope to iron out some details and identify a small cohort (15-20 families) to run a trial soon. As soon as CNHS gets permission to go LIVE, parents participating would sign a form and be given a password. Then, parents would be able to see their child’s attendance and their grades. If they click on the grades, they could see the specific assignments that make up that mark. Parents will also have access to Historical Grades. Jason asked if PSSC members wish to be granted access to PowerSchool LIVE. Jana asked if all PSSC members are interested in participating. All were interested who are online tonight.
  2. **Covid 19 Interruption and home data** – We had many students working last semester during COVID. Even strong students throughout the province tended to ‘go dark’ on us as the semester progressed. About 16% of our student body had no internet or spotty internet. Some students used game consoles or phones as a source of technology. Considering that, we knew we would have some technology issues as the 2020-2021 school year began. Staff worked may many hours attempting to solve tech issues supporting students last Spring.
  3. **Family Supports During Covid (March-June)** - Also, we spent about $4000 of donated funds to support families with food last semester bi-weekly from March to the end of June.

**New Business:**

1. **Set Meeting Dates, Times and Format** – We will move ahead virtually for now. Dates include: Oct.27, Nov 24, Jan 12, Feb 9, Mar 9, Apr 6, and May 4, 2021. Meetings will be held at 7 pm.
2. **Community Member Vacancy:** Nominations. We could have as many as 2 more community members on our PSSC. Jason discussed finding people interested from areas that are not currently represented on our PSSC like the Glassville / Juniper for example.
3. **Parent Member Vacancy:** Nominations. We could have as many as 2 more parents on our PSSC. If we don’t have any nominations tonight, we need to find some interested parties fairly soon. Jason will send a voicemail this week to see who might be interested. We would like info back in by October 9thso that we have time to get prepared for a vote if necessary.
4. **PSSC Member Roles & Responsibilities**
   1. Reminders – Jason will send out relevant documents again this year. We need to review and sign off on our understanding of our roles.
   2. Setting the Agenda – PSSC should take the lead here. Jason wants the PSSC to feel the autonomy to lead this committee.
5. **School Report** (Mr. Smith/Mrs. Brennan) –
   1. **SRC: Update** (see attached document)
   2. **Staff: Update** (see attached document)
      1. **Changes in staffing** – We welcome Christy Douwsma and Rob Wheeler to the Math Department. Valerie Carmichael is out sick and Mary Lawlor O’Leary will be replacing her.
      2. **School Operational Plan: Concerns or Questions** – Jason shared that we are so pleased with the deportment of our students. Our students are so resilient. Sarah shared that the elementary school kids have been fantastic also.
      3. **Technology: Data, Concerns & Questions** – We know that 16% of our students have a gap in technology. About 90 laptops have been purchased through the IMP program and we will be loaning out about 11 laptops. The province is currently seeking a plan with all service providers to not have any dead spots in NB. Lisa asked when students would be expected to bring their laptop to school daily. Jason answered that it depends on the teacher. Karen expressed that she’s concerned about how to know if children actually completed assignments or whether they played games all day. Jason explained that some teachers are using MS Forms and some are using spreadsheets to record whether students have been engaged on their Home Learning day.
      4. **Student Attendance** – Teachers will be reporting attendance for Home Learning Days in the following way: Attendance is recorded as ‘present’ during the class time and then once the teacher sees that the student has engaged in learning they will record the day as DL (distance learning). If a student does not engage or complete assignments, the teacher will then record the student as absent by the end of the next day. Karen asked how she could know what assignments her children are expected to complete. Jason explained that they should have either a list of assignments or assignments in MS Teams. Lisa asked if there is an expected platform. Jason explained that it is MS Teams. Shelley Hunter offered that teachers have been hesitant to put too much on Teams in the first few weeks as we have had many students without technology. Jason shared that the Upper River Valley High Schools have been working together to be consistent.
6. **Additions to Agenda**:

Social media – Instagram, Twitter, Facebook, School website. Parents expressed concern that they do not always know when things are happening. Jason offered that we could have Jay share Athletic info via voicemail.

**Date of Next Meeting:** October 27, 2020

**Adjournment:** Meeting adjourned by Tanya Mitham and seconded by Heather Chase at 9:47 pm.

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**PSSC Chair Date**

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**PSSC Secretary Date**

**PSSC Report** – Student Council

* Weekly meetings with the group that is present (CARLETON or NORTH) and the other joins via Teams.
* There was no election last year due to Covid-19 therefore students were asked to drop their names into a hat for lead positions on council.
  + Elliot Derrah (President of CARLETON)
  + Sophie Chase (VP of CARLETON)
  + Olivia Williams (President of NORTH)
  + Carrie O’Neill (VP of NORTH)
  + Approximately 10 other members as Reps
  + Veronica Garcia will cover social media
  + Izzy Joudry will be liaison to Mr. Tracey’s Theater Arts group for morning announcements
* **Goal: How to promote school spirit in covid-friendly fashion?** (without dances, concert fundraisers, etc.)
* PowerPoint to pitch a school-wide participation competition. SRC will visit homerooms to talk about CARLETON vs. NORTH spirit comps. How to earn points. What kinds of activities will be considered, etc
* Some examples of noon activities are: Cohoot quiz, Karaoke, fashion show in theater.
* Halloween initiatives: Boograms on sale in October, mask/costume competition, pumpkin carving contest.