

**Summerhill Street Elementary School**

**Parent School Support Committee**

 **Minutes**

**Date**: October 2nd, 2019 **Time**: 6:30 P.M.

**Location**: Summerhill Street Elementary School, Board Room

**In Attendance:**

Shannon Atherton

Jon DeYoung

Sheila Morgan

Angela Lamey-Jackson

Rhonda Morrow

Ariana Murissi

Melissa Walcott
Jessica Hachey

Dwayne Prest

Paula Reed

**Regrets:**

Christie Jordan

Colleen Foreman

Shala MacNeill

**Call to Order:** Meeting called to order at 6:30 pm by Principal Shannon Atherton

**Welcome:** Mrs. Atherton welcomed returning PSSC members, as well as, new member Paula Reed

**Approval of the Agenda:**

Agenda approved by Angie Jackson

Seconded by Rhonda Morrow

Motion carried

**Approval of the Minutes from Previous Meeting already completed at the May 2019 meeting**

**Business Arising from the Minutes from May:**

-Our sidewalk was completed in September and it is being used by students. It is a much safer way for our students to travel to and from school. Our PSSC was successful in getting this project completed.

-We have received $4400 in a grant from the Superstore to support our breakfast program. At this time, we don’t see the need for the donate button on School Cash online which was an outstanding issue from last year. We also received a $3000 grant from the Fredericton Community Foundation to help with the snack program and students seem to really be enjoying the apples being delivered to classrooms. This grant money helps support our Healthy Learners program. Question was raised - can a donate button be put on cash online for general need/causes at our school? We are currently raising money for technology, Drama and our STEAM room. A donate button could be added to our cash online system for any parent wishing to make a general online monetary donation. Mrs. Atherton will work with Mrs. Myrie to get this button set up for all parents with money used to support school activities in general.

-How can we promote our PSSC poster that was designed last year? A suggestion was mentioned that parts could be highlighted and put in our monthly Newsletters. The poster is currently on our school website and a suggestion was made that it could be linked in a general school email. Mrs. Atherton will look into this and how it can be presented to parents. Maybe new updates can be put on the newsletter in a PSSC Corner – update section for all parents to see.

-Our beautification project for the bathroom will be completed after we receive student input. We do have a parent artist who his willing to help with this project.

**New Business:**

1) **Overview of PSSC and DEC (Power point)**

Mr. Geburt is our DEC representative and he sent an overview (power point presentation) of the PSSC roles/responsibilities for members to review. We didn’t need to do an election/ballot process this year due to numbers of returning members. For more information about the PSSC there are many people you can reach out to: Principal, Superintendent, DEC members.

2) **Overview of Binder**

Mrs. Reed, our newest member, received a binder and all returning PSSC members have one for reference. The handbook contains all the necessary information for the PSSC members as a quick reference.

3) **Review of PSSC election**

At Meet the Teacher night in August we had 7 returning parent members and the Teacher representative. We had 3 nominations from the floor (Dwayne Prest and Colleen Foreman who had completed their 3 year term and wanted to return. We also had a new nomination (Paula Reed). All three of these members were acclaimed. A new name was put forward at tonight’s meeting by Mrs. Atherton, Kate O’Rourke would like to join our PSSC and she is the parent of a Grade 3 student. Her name was put forward and she was unanimously voted in as our 12th member.

4) **Signing of Declaration/Contact information for Clevr**

All PSSC members were asked to sign the PSSC declaration and submit. Mrs. Atherton showed the PSSC members the website Clevr where all PSSC member information would be held and is visible to the DEC members. It will include PSSC name, position, address, phone, email and permission was granted by all members who submitted this information. All PSSC minutes will need to be uploaded to Clevr and be visible for all DEC members.

5) **Schedule of Meetings**

Our year schedule has been set in Clevr and dates have been emailed to PSSC members. Agenda items can be set and emailed to Mrs. Atherton when setting the agenda. We will continue with Wednesday evenings and a 6:30 start up.

6) **School Improvement Plan (SIP) and Positive Learning and Working**

Our school is already working on our SIP goals and we started our year off with our 3 goals implemented:

1. Reading Engagement
2. Science Inquiry
3. Pro-social behaviours

Three teams have been set up and teachers selected the SIP goal they were most engaged and passionate about. Once a month the SIP teams meet and then the CORE leadership team meets with the team leader of each goal to discuss progress/updates.

For SIP goal #1 related to reading engagement all students have completed a Reading Engagement Inventory and this data will be collected and organized by Mrs. Jordan and our Literacy Lead. Our STEAM room is being organized and the technology is installed as part of SIP goal #2. For SIP goal #3 monthly assemblies are being held to promote pro-social behaviours and our Star Slip program is still in place to encourage positive behaviour.

 The PSSC would like to receive progress notes each meeting on each of our SIP goals and where we are as a school in terms of data collection, actions and strategies.

7) **Staffing and Enrollment**

We ended June 2019 with 11 teachers and we began September 2019 with 11 teachers. One English class in Grade 4 was over maximum enrollment and as a result we received a new teacher neat the end of the second week of September. We are back to 12 classrooms. We also have a 0.3 music specialist Keegan Dobbelsteyn. Every class receives music once per week and Phys Ed 4 times per week. We have 247 students enrolled at Summerhill.

We have been reduced by one EA, we are now down to 6. An EA will be moved to a vacant position at another school. A question was raised - can the PSSC voice a concern about this? Mrs. Atherton explained the application process for EA support that is put forward by the ESS team which occurs at the end of the each school year. Mrs. Atherton will monitor the EA/classroom support and will not hesitate to ask the district for additional support if needed. A member inquired as to whether a parent can volunteer to come and read with students. Parents are encouraged to come and assist to read with students but the proper paperwork needs to be in place (Policy 701) along with an updated criminal record check.

8) **PSSC Election**

Chair – Dwayne Prest

Nomination by Melissa Walcott

Seconded by Ariana Murissi

Nomination approved

Vice Chair – Angie Jackson

Nomination Melissa Walcott

Seconded Rhonda Morrow

Nomination approved

Secretary – Sheila Morgan

Nomination by Jon DeYoung

Seconded by Angie Jackson

Nomination approved

**Correspondence:**

The suggestion of a thank you card being sent to the town for the new sidewalk was mentioned and Mr. Prest will send a note of appreciation on behalf of the PSSC members.

**Closing Comments:**

The sustainability study for Oromocto Schools has been pushed back for a year. Renovations need to be completed in the Woodstock area as the number one priority for the DEC for this school year.

**Date of Next Meeting and Potential Agenda Items:**

Dwayne Prest and Mrs. Atherton will accept agenda items for upcoming meetings via email

Date set November 6th, 2019

**Adjournment:**

Motion to adjourn by Jon DeYoung

Seconded by Angie Jackson

Meeting adjourned at 7:29 pm