

**Summerhill Street Elementary School**

**Parent School Support Committee**

 **Minutes**

**Date**: January 16, 2019 (make-up from January 9 storm cancellation) **Time**: 6:30p.m.

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

**In Attendance:**

Joe O’Donnell, Chair

Jon DeYoung

Colleen Foreman

Jessica Hachey

Sheila Morgan-Paul

Ariana Murissi

Dwayne Prest

David McTimoney

Shannon Atherton

**Regrets:**

Angie Lamey-Jackson

Shala MacNeill

Rhonda Morrow

Melissa Walcott

**Call to Order:** Meeting called to order by Chair at 6:33p.m.

**Welcome:**

Welcome to committee and thank you for coming from the Chair.

**Approval of the Agenda:**

Motion to approve the agenda – Jon DeYoung

Seconded by Dwayne Prest

Motion carried

**Approval of the Minutes from Previous Meeting, December 5, 2018:**

Motion to approve the minutes from December 5th, 2018 - Jessica Hachey

Seconded by Colleen Foreman

Motion carried with 2 small amendments:

Title should read “Minutes” and not “Agenda”

Ariana Murissi spelling error in first name; only one ‘n’ in first name

Corrections noted

**Business Arising from the Minutes:**

1. **Walkway Conversations**

Deputy Major Jeff Kirkbride was unable to come in for a meeting on the invited date. A connection was not made with the CAO but a written reply was sent from Mr. Kirkbride. Mr. Kirkbride noted that considerations would include budget dollars available and the need, due to the fact that there is a walkway a little further down Restigouche Road. We anticipate that a strong case would need to be presented in order for the town to accept this proposal. The PSSC views children’s safety first. A proposal was put forward to write a formal letter on behalf of our PSSC. The letter will be addressed to the Mayor and CAO. The Chair will draft a letter and email to Mr. McTimoney – some measurements could be taken and numbers of students utilizing the path could be provided, if we decide to go that route. The timeline for this action is 2 weeks.

1. **Representation of Parents – Best Ways**

What is the best way to represent parents and hear concerns? Could a Survey Monkey be set up? Mr. McTimoney mentioned that we don’t seem to have many parent concerns that have been brought to his attention. One easy option is to poll parents through School Messenger. The Chair could introduce himself and invite the parent community to our next meeting or submit concerns. An additional line as part of school wide text could be incorporated – if parents wish to have input/questions/concerns they can reply via email. We could try this. We could include some agenda items as part of the school wide text to welcome parent feedback. Could a sheet be given to parents who attend Parent Teacher conferences for parent/student suggestions; perhaps a memo about the role of the PSSC.

**New Business:**

**1) Summerhill SIP and PLEP Plan – Update in Development**

 **Review of SIP Goal #1 – Reading Engagement**

Our School Improvement Plan (SIP) goals were provided to each member. The SIP/PLWEP (Positive Learning and Working Environment Plan) is posted on the board in the teacher conference room. The plan includes a title page, mission statements, school demographics, one goal for Literacy, one goal for Science and the PLWEP goal. Our SIP should be aligned to the DIP (District Improvement Plan) and PIP (Provincial Improvement Plan) and including data is key to building a SIP plan. Data gleaned from report cards, running records and the OUR School student data is present. There is no Grade 4 provincial assessment data due to last year being a field test. This year, 2019, will be the first year that results will be published publically. Each classroom teacher was given $450 to spend on their individual classroom libraries to help support and build reading engagement, which support SIP goal #1. For the next 3 meetings, we will look at the SIP/PLWEP. A question was asked… what does reading engagement look like? We can measure this informally by observing the actions of kids as they read and talk about what they are reading and, also, through data. The next meeting we will look at SIP Goal #2, Science.

**2) January News**

Our school newsletter was sent home last week. We have lots on the go here at our school and dates to remember were included. Mr. McTimoney will email/text if there is a school closure due to weather. We had a great time curling and skating for our school will begin at the end of the month. Newsletters are electronic and only provided as hard copies when requested. They are also posted to our website.

**3) Staffing Update – Grade 5**

Melissa Morris, Grade 5 Intensive French, has returned from maternity leave. Mrs. Kristen Morine has gone to McAdam Avenue Elementary School in Fredericton to continue her teaching at the elementary level.

**4) PSSC Budget – Ideas for Expenditures**

The budget remaining under the PSSC line is $610. Possible ideas include:
List of possible ideas and ways to spend money from the budget:

Possible Offsite meeting

Communications expenses

Meeting expenses

Paper for the school

Purchase Badges/Nametags for staff, EA’s and Volunteers (cap at $300)

Motion to purchase nametags for Summerhill staff from PSSC funds – Jon DeYoung

Seconded by Ariana Murissi

Motion carried

The remaining budget will be confirmed at the next meeting

**Correspondence:**

1. **News from the DEC**

Mark Noel, our DEC member for the Oromocto area, passed away in December. Mark was very dedicated to education, our district and the Oromocto schools. He will be missed by many. With his loss, there is a vacant seat on the DEC that needs to be filled. Mr. McTimoney sent an email about the procedure/standard practice for selecting a new DEC member. The DEC is meeting on January 24th to move this process forward. Travel and expenses are covered and there is an annual stipend of $3000 paid per member per year. There are 1.5 years left in this term, for the Oromocto area. If you have a name to submit, please let Mr. McTimoney know.

1. **Provincial Assessments now Public**

Grade 2 assessments are now public. There is going to be a pause in the continuation of the Grade 2 assessment for the next few years. The assessment is being re-evaluated keeping in mind the new entry level of Grade 1 French Immersion. Grade 4 assessments will be made public for the first time after writing this Spring. All school results are posted on the Provincial education website.

1. **First Nation Newsletter**

Email forwarded by Mr. McTimoney on December 20th, 2018

1. **PSSC Member – Note of Resignation**

Sonya Godin has had to step down as a PSSC member due to personal reasons. An email was read by the Chair from Sonya. An appointment can be made to fill the seat and there was a recommendation made to approach the parent who had offered her name at the beginning of the year. Mr. McTimoney will put the invitation forward to her, via email, and will cc our Chair.

Motion by Ariana Murissi

Seconded by Dwayne Present

Motion carried

**Closing Comments:**

French Immersion registration is now underway. This will impact our Grade 5 English classes and an email was sent to parents.

Staff appreciation week is February 11th – 15th. Our Chair will compose a letter to the staff and forward to Mr. McTimoney.

**Date of Next Meeting and Potential Agenda Items:** February 6, 2019

**Adjournment at 7:39pm:**

Motion to adjourn meeting – Jon DeYoung

Seconded by Jessica Hachey

Motion carried