

**Summerhill Street Elementary School**

**Parent School Support Committee**

 **Minutes**

**Date**: May 22, 2019 **Time**: 6:30 P.M.

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

**In Attendance:**

Jon DeYoung

Sheila Morgan-Paul, Secretary

Angela Lamey-Jackson, Vice-Chair (chaired the meeting)

Shala MacNeill

Rhonda Morrow

Ariana Murissi

Colleen Foreman

Melissa Walcott
Jessica Hachey

David McTimoney

Shannon Atherton

Amber Bishop - Guest

Thomas Geburt – District Education Council

**Regrets:**

Dwayne Prest

Joe O’Donnell, Chair

**Call to Order:** Meeting called to order at 6:33 pm by Angie Jackson.

**Welcome:** Introduction of two guests

1. Mr. Thomas Geburt, our new District Education Council member for sub-district 13 which serves the Oromocto area (4 elementary schools, 2 middle schools and 1 high school), has been appointed until June 30, 2020. The general DEC election is in May, 2020.
2. Cambridge-Narrows Community School Principal Amber Bishop. This year, Ms. Bishop and Mr. McTimoney have been paired as Principals through a District mentorship program (POPPER) and share in collegial leadership.

**Approval of the Agenda:**

Agenda moved to approve by Jon DeYoung,

Seconded by Shala MacNeill,

Motion carried.

**Approval of the Minutes from Previous Meeting:** April 17, 2019

Minutes moved to approve by Melissa Walcott,

Seconded by Rhonda Morrow,

Motion carried as amended.

Edit to the minutes Ariana Murissi spelling error to first name.

**Business Arising from the Minutes:**

1. Walkway Conversations – Update from the CAO

Mr. McTimoney reviewed the walkway discussion from the April meeting with Mayor Powell and Steven Hartt (CAO). Our school presented a power point to see if we could have a side walk installed. Mr. Hartt indicated that he will recommend to Oromocto Town Council to have a side walk installed prior to September and seek their final approval. Two speed signs have been installed. The CAO will submit a proposal to the town and we will await the final decision. The recommendation will be presented to Town Council in June and will be subject to Council approval. Confirmation will be sent by the Principal to the PSSC once a decision has been finalized by the town.

1. Donation for Breakfast Program – Findings

Mr. McTimoney spoke with the Principal of OHS (Jeff Holder) to see how the online breakfast/nutrition program works at the high school. To date, they have collected about $800 for their breakfast program through this method. We can put this option on our School Cash online site. Mr. McTimoney will plan to meet with the new Summerhill Principal and see if this can be set up for the September 2019 breakfast/nutrition program at our school. Mr. McTimoney read the letter/email that was sent out to OHS families. We do have a hot lunch program already established at our school and classrooms have a ticket program for snacks/lunches for students who are hungry/do not have a lunch. The school tracks who visits the kitchen and this data is shared with administration. This year we project a loss in our hot lunch revenue and we are looking into this. A suggestion was raised…could a package of spoons/forks be added to grade level supply lists? Could a grant be put forth to see if we could secure funding for an environmental trust fund to look at changing up our kitchen to be more environmentally friendly?

**New Business:**

1) Summerhill SIP and PLEP Plan - Updates and Final Thoughts

The PSSC has done a wonderful job digging in deep to our school SIP and PLEP plan for 2018-2019. Mr. McTimoney will draft a final progress report of our plan and an email will be sent with any changes/updates prior to his departure as Principal.

2) May News

Our newsletter has been sent out to families for review and our new text/email system seems to be working well. The Hot Lunch program will end on June 6th and milk will end on June 13th. We are trying to track our student numbers for the upcoming school year. Track and Field will be scheduled for June. Our school musical “Pirates” was a great success with 5 awards and a well-attended dessert theatre. May 23rd is our “Spring into Fun” event and we hope we will have a large family turnout to support the school. The Summerhill Hockey League is in full force. Our Greenhill Lake field trip will happen in June.

1. PSSC Promotion and Communications
	1. Role, SIP/PLEP, Reports, Accomplishments
	2. Public Sharing (May 23, June 6, Last Week of August)?

The timeline for interim reports has passed but we need to decide on how we can best communicate with our parent community. Do we want to have a PSSC table for “Spring into Fun,” the Grade 2 orientation or Meet the Teacher night in August for public sharing of what our committee is all about? The August Meet the Teacher night might be the viable option. Maybe a poster of our accomplishments could be designed – key events highlighted and shared with families. A one page report in poster format will be created by Mr. McTimoney. The PSSC liked the idea of Meet the Teacher prior to school starting up and the election of the new PSSC would take place at this meeting. A letter was sent to the Minister of Education, but no decision has been finalized to see if our PSSC election could be held prior to Labour Day. Could we have 2 election dates (with an advanced poll)? On November 9, 2018 a letter was sent to the new Minister of Education from the PSSC and a reply was sent November 28th. Mr. McTimoney will write a letter to Policy and Planning and see if our PSSC elections can be held prior to “school’s opening day?”

1. Hiring of a new Principal at Summerhill

July 1st will be when the new Principal will begin his/her 5 year term at Summerhill. The competition closed for Principal on May 21st. The qualifications, assets, selection process and the phases for the position are all listed on the competition #2667751. The PSSC traditionally contributes to the hiring process by having a representative as part of the interview panel. Angie Lamey-Jackson’s name was put forward as our PSSC representative and Melissa Walcott will act as a possible replacement.

1. Committee for Next Year (3 year terms, 1 year term)

Teacher elected to a 1 year term and a new teacher will have to be appointed for the new school year

Confirmed members for next year – elected for a 3 year term:

-Melissa Walcott year 2

-Rhonda Morrow year 2

-Angie Lamey- Jackson year 2

-Jon DeYoung year 2

-Ariana Murissi year 3

-Jessica Hachey year 3

-Colleen Foreman finishing a 3 year term

-Joe O’Donnell will be moving so we anticipate his resignation as Chair/member

-Shala MacNeill and Dwayne Prest need to check on elected/appointed – both wish to return to the Summerhill PSSC

1. Chair – Regulation 2001-48, Section 19(1)(a)

The new Chair will be elected for Summerhill in October following the PSSC elections in September.

1. Approval of May 22, 2019 minutes

The committee decided that rather than wait for October, 2019 to approve these minutes, they would review them together at this meeting and formally approve them. See approval at the adjournment.

**Correspondence:** No new correspondence

**Closing Comments:** Creation of agenda is the responsibility of the PSSC – not the responsibility of the Principal. It is a good idea to work together on this, either at the end of the previous meeting or as the next meeting approaches. The Chair can take the lead and the principal can support.

Question from the floor: Could we have positive words/beautification done to our bathroom doors? A nice way to start off our new school year. Mr. McTimoney will check with facilities. The suggestion was students could come up with positive quotes for the doors. Ms. Bishop will send pictures to Mr. McTimoney.

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

* Introductions
* Election of Chair
* Orientation of PSSC

**Adjournment:**

Motion to accept the minutes but welcome formatting and grammatical changes – Jessica Hachey,

Seconded by Rhonda Morrow

Motion carried.

Closing Comments: Mr. Geburt wishes for his name to be added to our PSSC email distribution list.

Motion to adjourn Shala MacNeill,

Seconded by Jon DeYoung,

Motion carried.

Meeting adjourned at 8:08pm.