**St. Malachy’s High School**

**Parent School Support Committee**

**Meeting Minutes- January 29, 2019**

**Attendance:** Brad Stevens, Karen Keating Small, Andrew Dykeman, Terry Keleher, Angie Smith, Laura Garland, Debbie Higgins, Tina McGloan, Julia Evans Amy Marshall

**1. Meeting called to order**, 5:30 pm.

**2. Approval of Agenda/ Additions**- Moved by Debbie Higgins seconded by Tina McGloan

**3. Approval of last Minutes**- Moved by Angie Smith seconded by Tina McGloan

**4. Student’s Report**- Julia Evans discussed the following:

1. Exams completed. Provided students with hot chocolate one day prior to exams.

2. Open House – Moved to Feb. 12th. Still in the planning stages. Open House video has been recorded and is now being edited.

3. SRC – planning monthly events. For example, Valentine’s Day they will be selling roses in the main hallway. Other ideas: lip sync battle, cultural night highlighting exchange students.

4. Bell Let’s Talk Day – Distributed promotional material to students to post and tweet on Jan.30th. Will contact SJHS rep to have everyone wear blue to support this cause during the STM/SJHS hockey game on Jan.30th.

**5. “It Takes a Village” update**- Karen Small updated committee.

1. They used a grant from Mind Care so still have money in their fund.
2. Social Media event in the Fall was a success. Speaker spoke to students at SJHS and it was recommend the same be offered at STM.
3. Next event will be in April. Talk is still in development stages. Dr. Chorney will be presenting to teachers during their NBTF council day the following day.
4. The committee is in need of volunteers. Karen is the only STM rep and it would be beneficial if our school had a member on this important committee. Commitment is one meeting per event with conference calls to accommodate everyone’s busy schedules. Amy Marshall has volunteered to join committee
5. Members and their families were encouraged to watch the video “Consent for Tea” which was also shown to STM students previously in the school year.
6. Funds set aside from each High School PSSC in the Saint John can be released back into PSSC budget. Funds are not needed by the “It takes a village committee”

**6. Open House**- Brad Stevens presented the following:

1. All high schools have moved Open Houses forward a week. Ours will be on Feb. 12th. This ensures everyone has enough planning time.
2. Call for PSSC members to volunteer during the Open House to talk to interested parents. Volunteers: Karen, Terry, Andrew, Debbie, Tina, Darren. They are to wear red & white and Karen was going to look into getting buttons for them to wear for identification.
3. A snow day is set by the district for the open house week just in case to accommodate any high school missing their date. All application forms will only be accepted after all open houses have taken place.
4. Discussion regarding the importance of parents to be on time for the 6:30pm presentation. Parents offer assume as an “open house” they can come anytime between 6:30pm-8:30pm. Brad will put on Twitter account.
5. Irving was contacted regarding the use of the new Irving parking garage on Leinster Street. STM inquired if it would be available for use on evenings and weekends. They said no. Brad inquired if we could have it opened for special events only. He is still waiting for a response.
6. Open House video – 80’s theme
7. Open House activities have been tweaked to avoid the congestion when parents leave the Welcome assembly. In addition, the gym will be set up differently with ushers to get the crowd to move inside the gym towards the far wall allowing better viewing with more seats set up this year.

**7. SIP – Review**

1. Brad Stevens presented the new placemat format of the STM SIP. This format is user friendly and is similar to the districts SIP. Each STM department smart goals were reviewed and it was discussed the SIP is a living document that will be updated and changed throughout the school year. STM SIP smart goals are outcome based, short term and measurable. The core leadership team is still in the process of updating the SIP.
2. Conversation regarding classroom composition - Questions regarding classroom composition based on balanced the needs within one class. This lead to a discussion of districts inclusion policy.

**8. Teacher’s Report**- Warren Coombs was absent. He is going to email his report to Brad.

**9. Principal’s Report-**

1. Attendance data – District initiative to improve attendance. We reviewed data collected 2016-2018. There has been a significant improvement. It was discussed how STM previously stated to students they would not be able to acquire course credits after 20 absences. However, district office informed high schools not to post this.
2. Tell Them From Me survey –Reviewed data comparing the 600 STM responses compared to District and Provincial results. At first glance, there was not any major discrepancies. STM was very much in line with District and Provincial results. Next meeting we will have a closer look at grade level responses to the survey.
3. Exam schedule – Snow days caused some havoc this year. However, when exams were held most students made it in. School provided a make-up day in case anyone did miss due to weather and road conditions.
4. Term 2 begins Thursday. During Turn Around Days all Grade 12 students are looked at to ensure they are meeting graduation requirements. Also during these days, teachers identify those grade 9-11 students in need of course adjustments.
5. Discussions regarding EAL students and receiving assistance and support to pass the ELPA needed for graduation. No one has ever not graduated due to ELPA.

**10. Meeting adjourned** at 6:47pm. Next meeting is February 19th.