

Edith Cavell PSSC Meeting Minutes

Date/Time: Monday October 30, 2017 – 4:15 pm
Location: Edith Cavell School (Donna’s office)
Called by: PSSC

I. Attendees

Donna Arsenault (Principal)	Norval McConnell (DEC Rep)	Jill Culligan (Teacher Rep)
Les Kelly	Sonya Estabrooks (Secretary)	Mark Beverly
Melanie Cassidy	Ashley Alberts	

Absent:

Graham McCrea	Chris Ryan	Eric Brooks
Amanda McGlaughlin		

II. Discussion Topics:

1. Introduction of new and returning PSSC Members (5 mins)
2. Review roles/responsibilities of PSSC (10 mins)
Norval is our DEC Rep again this year ☺ Our role as PSSC is to listen and support the parents. We are not here to take sides but to be the voice of reason and the “middle man”; delivering messages from parents to Admin, Staff and the PSSC.
3. Update from District PSSC Training held in October at RMS at RMS (5 mins)
Most attended the PSSC training and there seems to be nothing of concern that stood out from this training.
4. Election of Chair & Secretary (5 mins)
New Chair – Les Kelly
Timekeeper – Mark Beverly
Secretary – Sonya Estabrooks



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5. Declarations to be signed (5 mins)

It was confirmed that declarations do not have to be signed each year. Having 1 signed declaration for 1 person on file will suffice.

All have signed, with the exception of new members who were absent from this meeting: Chris Ryan; Eric Brooks & Amanda McGlaughlin

6. Principals Report (15 mins)

Review the PSSC information booklet. PSSC Code of Conduct outline; we can build this outline to reflect what rules and responsibilities best apply to our school & PSSC.

7. Determine goals for 2017/2018 (5 mins)

We did not have much time this meeting to discuss our focus for goals this year. A suggestion was to focus less on the tardiness/absenteeism issue as we cannot make enough of an impact as PSSC. We would like to focus more on teacher involvement. Ensure our goals align with the teachers so we can utilize them more.

8. Miscellaneous Discussion (25 mins):

- Community Garden Program will be starting at Edith Cavell in Spring 2018. Steven Allen (previous PSSC member) applied and was awarded a grant for our school. He will be working on starting a community garden “task force” to have kids help grow and decide what to do with the food. He will be leading this project.
- Therapeutic Education Support Services (TESS; aka Alt. Site.). This integration so far has been a smooth one. Kids are being respectful, are being monitored and interact well with our staff and students. John Tingley is the Principal for the TESS program and any issues or concerns should be directed to him.



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- Lunch program. Rotary Club volunteers & sponsors this program to prepare and feed our kids lunches 3 days a week. We need volunteers for the other 2 days and a solution is having the TESS kids handle this program by preparing the food the other 2 days a week and any leftovers they are welcome to have them. The Rotary club will continue to sponsor this program

9. Next meeting & items for next agenda

- We will change the day of the week & time of the meetings. They will now be held on Wednesdays and meetings will start at 4:30 pm
- School Improvement Plan & Survey results (Donna)
- Determine Goals for this year
- How do we recruit new members for the Home & School Association? Barriers are having the documentation required to volunteer (criminal record check). Discuss solutions

9. Adjournment

III. Goals

1. To assist in attendance/tardy issue & have a positive impact
2. To engage parents & children in School events & strengthen community involvement

IV. Next Meeting Wednesday November 22, 2017 at 4:30 pm

