**Rothesay Elementary School**

**PSSC Meeting Minutes**

**Meeting Date:**

October 7, 2014

**Attendees:**

Charlene Carroll (Principal)

Jonathan Kierstead (Teacher Rep)

Wendy Romeo (Chair)

Leta Dineen (Secretary)

Charlotte Pearce (DEC Rep)

Glenda Munro (Parent)

**Agenda**

1. Call to order and Welcome members
2. Election of Chairperson, Secretary
3. Training – Powerpoint Presentation
4. Declaration Form, Budget Overview
5. School Profile
6. School Improvement Plan – Overview of 4 areas
7. New Business
8. Meeting Adjournment

**1. Call to order and Welcome members**

* Charlene Carroll called the meeting to order at 6:35 pm.
* School review to happen in November – discussed Internal Review Committee/External Review Committee

**2. Election of Chairperson, Secretary**

* Leta Dineen volunteered as Secretary. Accepted
* Wendy Romeo volunteered as Chair. Accepted
* Glenda Munro volunteered as Vice Chair. Accepted

**3. Training – Powerpoint Presentation**

* Structure of PSSC
* Roles Responsibilities of PSSC members
* PSSC Members
* Code of Conduct
* Respect of other PSSC Members
* PSSC Officers
* Meetings open to the public, but members of the public must be on the agenda in order to speak at meetings
* Charlotte discussed PSSC District Orientation scheduled for October 18th. Saturday workshop is a morning session.

**4. Declaration Form, Budget Overview**

* New members/returning members without forms on file signed Declaration Forms
* Budget of $1,159.20 – can discuss where to allocate funds when all PSSC members are present. Discussed paying for Synervoice- charlene will check how much it is to have synervoice for the year.

**5. School Profile**

* 2014-15 School profile
	+ Currently 461 students enrolled
	+ Charlene provided a brief history of RES along with teaching staff count and number of classrooms
	+ September enrollment determines funding for the following year
	+ Classroom configurations were discussed
	+ Daily Routine
	+ Better Choices Room – extensive tracking to accurately report visits and determine course of action.
	+ Skills training – fire drill/Zero Zone
		- 9 skills are included in skills training and all staff are on-board for consistency
		- Skillstreaming the Elementary School Child
	+ RES School Disciplinary Expectations
		- Establish
		- Teach, model, practice & expect
		- Report
		- Provide
		- Intervene
	+ Extra-curricular & In School Programs
		- Student Led Clubs
	+ Upcoming events for October were presented by Charlene

**6. School Improvement Plan – Overview of 4 areas**

* 3 Main SMART Goals
* Literacy & Numeracy
* Goal of all teachers this year is to work on BUILD math
* Bucket Filling
* Playground equipment – New powerpoint created
* Art Therapy PD in Nov.

7. New Business

* No New Business to discuss

8. Meeting Adjournment

* Meeting was adjourned at 8:00pm upon departure of Chair