



# PSSC Minutes

**Chair:** Candace Muir

**Meeting Room:** HES Library

**Date:** Monday October 19, 2020

**Meeting Time:** 6:30 PM

**Present (✓)    Regrets (R)**

✓	Mrs. Blanchard (Principal)	R	Elizabeth Dickson (H&S liaison)	✓	Elisha Dickinson-Mills
R	Mrs. Stewart (Vice Principal)	✓	Kathy Lebail	R	Kathleen Clark
✓	Ms. J Salgado (Teacher)	✓	Elisha Dickinson-Mills	✓	Sarah Hopkins
R	Richard Malone (DEC)	✓	Lindsay Hall (Recorder)	✓	Amy Grant
✓	Candace Muir (Chair)	✓	Melissa Adams		

## Agenda Items

Discussion / Action	Owner
<p>1.0 <b>Call to Order</b></p> <ul style="list-style-type: none"> <li>Candace called the meeting to order at 6:35 PM.</li> </ul>	Candace Muir
<p>2.0 <b>Approval of Agenda</b></p> <ul style="list-style-type: none"> <li>Approved as presented</li> </ul>	PSSC members
<p>3.0 <b>New Business</b></p> <ul style="list-style-type: none"> <li>District is looking for parents to be on the appeals committee. They meet during daytime hours. Those interested can pass their name onto Candace who will forward it to Claire Murphy.</li> </ul>	Mrs. Blanchard
<p>4.0 <b>Principal's Report</b></p> <p><b>Student Fees:</b> 88% paid to date</p> <p><b>School Improvement Plan and Assessment:</b></p> <ul style="list-style-type: none"> <li>The SIP has been streamlined, making it much easier to read. It was completed in Feb. 2020. The strategies are a work in progress. The DIP (district improvement plan) has also been changed to for simplicity and now includes 4 goals. The SIP and DIP do align. The school will participate in a Pilot Review Program.</li> </ul> <p><b>2020-2021 Enrollment:</b></p> <ul style="list-style-type: none"> <li>293 students enrolled with 16 classrooms. Enrollment in 2019-20 was 303 and in 2018-19 272.</li> </ul> <p><b>Open House:</b></p> <ul style="list-style-type: none"> <li>Not held this year due to Covid-19. Suggestion made to have pictures of teachers available or virtual type meeting, so children know what their teacher looks like prior to the start of school.</li> </ul> <p><b>Review of New Staff:</b></p> <ul style="list-style-type: none"> <li>There are 4 new teachers and new EAs.</li> </ul> <p><b>Immunization Update:</b></p> <ul style="list-style-type: none"> <li>Public health nurses continue to check immunization files, 50 students still have incomplete immunization records at HES.</li> <li>High number of staff have received annual flu shot.</li> </ul> <p><b>Skill Streaming:</b></p> <ul style="list-style-type: none"> <li>Over the next 2 months, all staff will be working on classroom skills to provide coordinated approach to explaining and modelling classroom/ school skills.</li> <li>This includes sanitizing, wearing masks, getting ready in the classroom (outdoor clothing).</li> </ul> <p><b>Safety Procedures:</b></p> <ul style="list-style-type: none"> <li>Covid-19 Operational Plan and changes</li> <li>Safety procedures on going: Fire drills (6 per year), secure the building, lock down and</li> </ul>	Mrs. Blanchard



Discussion / Action	Owner
<p>evacuation.</p> <ul style="list-style-type: none"> <li>• Fire drills done Sept. 15 and Oct 2. The second one was under a minute.</li> <li>• Secure the building/ lockdown drill completed Sept. 24<sup>th</sup>.</li> <li>• Emergency evacuation process is on hold due to Covid-19 and need to socially distance.</li> </ul> <p><b>Student Attendance Policy:</b></p> <ul style="list-style-type: none"> <li>• On hold for time being due to Covid-19. Discussion had in regard to attendance the second week of school (colds).</li> <li>• Mrs. Blanchard to provide a graph for the next meeting.</li> </ul> <p><b>Review of PL days:</b></p> <ul style="list-style-type: none"> <li>• Professional development day moved from spring to October 30<sup>th</sup>.</li> </ul> <p><b>Volunteers in school:</b></p> <ul style="list-style-type: none"> <li>• On hold due to Covid-19.</li> <li>• This includes library. Teachers will be able to bring books from the library to use in the classroom.</li> </ul> <p><b>Agenda Scavenger Hunt:</b></p> <ul style="list-style-type: none"> <li>• No agendas were ordered for 2020-21.</li> <li>• Scavenger hunt took place online. 150+ participated.</li> </ul> <p><b>Home reports:</b></p> <ul style="list-style-type: none"> <li>• A new home report template was provided for review.</li> <li>• This was developed as areas of focus have changed secondary to Covid-19.</li> <li>• New sections include English Language Art, Mathematics, Pre-French/ Flora, Cross Curricular Block Learning (which replaces physical education, music, art) and learning habits.</li> </ul>	
<p>5.0 <b>PSSC Orientations</b></p> <ul style="list-style-type: none"> <li>• Roles and responsibilities were reviewed.</li> <li>• PSSC handbook is available online to review.</li> <li>• Members signed acceptance form to PSSC.</li> </ul>	Mrs. Blanchard
<p>6.0 <b>Home and School:</b></p> <ul style="list-style-type: none"> <li>• NEW executive</li> <li>• They plan to provide money to classroom teachers for use in the class.</li> <li>• A new sound system was purchased for the gym including a mic.</li> </ul>	Mrs. Blanchard
<p>7.0 <b>Upcoming Dates:</b></p> <ul style="list-style-type: none"> <li>• Career week: First two weeks of November. There will be a virtual expo and dress up day on November 13<sup>th</sup></li> <li>• Remembrance Day: Ceremony to take place on Nov. 10<sup>th</sup>, school closed on Nov. 11<sup>th</sup>.</li> <li>• Report card writing/ Professional Learning- Nov. 20<sup>th</sup></li> <li>• National Jersey Day- Nov. 26<sup>th</sup> &amp; 27<sup>th</sup></li> <li>• Home Reports- Dec 1<sup>st</sup></li> <li>• Parent Teacher Interviews- Dec 3<sup>rd</sup> &amp; 4<sup>th</sup></li> </ul>	Mrs. Blanchard
<p>8.0 <b>Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• Monday, November 19th at 6:30 PM</li> </ul>	Recorder
<p>9.0 <b>Adjournment:</b></p> <ul style="list-style-type: none"> <li>• 7:35 PM</li> </ul>	Recorder

Minutes submitted by: *Lindsay Hall*