



HOME OF THE SEA DRAGONS

189 Pettingill Road, Quispamsis, NB E2E 3S8

Minutes of Meeting Held on:

09/14/2016 6:00pm CSM

Chris Saunders Memorial (CSM) Elementary School

Parent School Support Committee (PSSC) Members

ELECTED MEMBERS: Ron McGrath (Chair) amcgrath@nb.sympatico.ca ; Amanda DiPaolo sadipaolo@gmail.com ; Anchla Joshi anchla.joshi@gmail.com ; Jacqueline Albinati jacqueline.albinati@nrs.cc ; Jill Cormier dionneji@yahoo.ca ; Joanne Romeo joannecromeo@gmail.com ; Karen Trecartin karentrecartin@gmail.com ; Kelley Piercy piercy@bellaliant.net ; Kendra Gallant kendra.gallant@gmail.com ; Stephanie O'Reilly TOSR@nb.sympatico.ca

CSMES MEMBERS: Wilson, Michael (ASD-S - Principal) michael.wilson@nbed.nb.ca ; Margaret Hickey (ASD-S - Teacher) Margaret.Hickey@nbed.nb.ca

DEPARTMENT OF EDUCATION (DEC) REPRESENTATIVE: Roger Nesbitt (DEC - ASD-S) Roger.Nesbitt@nbed.nb.ca

Committee Members Absent:

ELECTED MEMBERS: Kelley Piercy; Jacqueline Albinati, Amanda DiPaolo

CSMES MEMBERS:

DEPARTMENT OF EDUCATION (DEC) REPRESENTATIVE: Roger Nesbit

Minutes of Last Meeting:

Business Carried Forward:

Topic	Action	Target Date	Owner
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Chris Saunders Memorial Elementary School

Business Carried Forward:

Topic	Action	Target Date	Owner
Playground Committee	09/14/2016 - Planning meeting needs to be booked ASAP with school administration, ASD-S head of facilities (Jim Connors), as well as a playground rep to discuss next steps and updates. Additional volunteer from the industry (Andrew Crawley) was brought up by Michael to help with planning. Committee Members consist of: Jennifer Orr; Jill Walsh; Justin Walsh; Scott Noseworthy; Philippe Doucet; Darcy Harris; Kerri Harris; Ron McGrath (PSSC); Shelley Roy (H&S); Childs, Carey (CSM VP). -In addition to the funds provided by by the District, CSM has an additional need to raise a significant amount of funding (\$100K+) in order to establish a playground onsite as the funds provided are not sufficient.	30-Sep	Michael Wilson Ron McGrath H&S
Parent Info Night on Technology	09/14/2016 - The PSSC is currently looking to book an information session related to internet and technology safety and how to protect our children from online threats. We are looking to get support from local authorities and IT related experts to come in and discuss with parents how to best protect our families when using technology. If parents have specific questions related to this topic, please submit to Joanne Romeo by Oct 14th: joannecromeo@gmail.com	LOCATION: CSM TENTATIVE DATE: 10/19/2016 6:30PM	Joanne Romeo

Meeting Agenda Topics / New Business:

Topic	Action	Target Date	Owner
ASD-S PSSC Members Info	09/06/2016 - Per message from Michael Wilson, please complete the contact information form sent to you and return ASAP.	9/14/2016 COMPLETED	PSSC
School Improvement Plan	08/30/2016 - Per Michael Wilson, please review updated SIP prior to our next scheduled meeting so that it can be finalized and communicated. 09/14/2016 - The PSSC had a final review of the SIP with the Principal and voted to accept the plan with the minor changes provided during this meeting. The Principal will be providing the final copy to parents and teachers on the CSM School website.	9/14/2016 COMPLETED	PSSC Michael Wilson
New PSSC Membership	09/14/2016 - The CSM PSSC currently has a full compliment of members (10 parents, 1 teacher and Principal) for the 2016 - 2017 school year. As openings arise we will notify parents of the process to elect new members to the committee. All current elected members are serving year 2 of a 3 year term. For parents looking to volunteer their time, we would strongly encourage you to reach out to the Home & School Committee as they have several sub-committees that require volunteers and support to help around the school and with fundraising. Thank you!	9/14/2016 COMPLETED	PSSC

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Business Carried Forward:

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Food Management at CSM	09/14/2016 - Concern was brought forward regarding the need to address food allergies in the school classrooms and the need for due diligence to protect students in every possible way to avoid harm, and even death in some cases where allergies are very serious. During classroom activities and special celebrations (i.e. Christmas, birthdays, Halloween, etc.) parents are encouraged to AVOID bringing in any home baked goods as the risk of contamination with nuts, etc. is much greater. Teachers will also continue to be vigilant in ensuring they understand and manage the food being brought into their classroom and shared. Parents also have the responsibility to educate their children regarding the safety precautions they must take against such allergies .	9/14/2016 COMPLETED	Michael Wilson
School Supplies Fee	09/14/2016 - Approximately 70% of the funds have been collected for student supplies fees. Emails and notes will be going home to the remaining 30% not yet paid as a reminder to send in your fees. It's been determined that the \$50 fee be charged for the last 2 years is significant less than the actual costs incurred by at least 100%. We will be reviewing increases for the 2016-2017 school year. The H&S committee is also being engaged to help support initiatives (i.e. Wish Lists) to help reduce these expenses for the parents and school. CSM will be assessing collections again in October for those not yet paid..	10/21/2016	Michael Wilson
PSSC Code of Conduct	09/14/2016 - PSSC reviewed with the Principal the PSSC Code of Conduct and all agreed to abide.	9/14/2016 COMPLETED	Michael Wilson
PSSC Responsibilities and Declaration	09/14/2016 - Declarations signed by PSSC members, witnessed and returned to Principal.	9/14/2016 COMPLETED	Michael Wilson
Home & School Update	09/14/2016 - No update available. Next H&S meeting scheduled for 09/19/2016.	9/14/2016	Kendra Gallant
Attendance Matters	09/14/2016 - Principal to send a reminder to all parents regarding the ASD-S Attendance Matters Policy for review. Escalation process for excessive student absences is also outlined in the CSM Student Handbook.	9/30/2016	Michael Wilson
Chartwell's Catering	09/14/2016 - No proceeds have yet been received from Chartwells based on the fees outlined in the contract. Escalate to ASD DEC member Roger Nesbitt to support getting resolved.	9/30/2016	Ron McGrath
CSM School Newsletter	09/14/2016 - PSSC volunteers will be working on the implementation of the CSM Weekly Newsletter for communications to all parents and students.	30-Oct	Johanne Romeo & Stephanie O'Reilly
CPR Training	09/14/2016 - PSSC Member engaged to work with last years entrepreneur Group with setting up a Hands Only CPR / AED training. This is a free initiative through volunteers. More details to follow.	30-Oct	Karen Trecartin

CSM FACEBOOK LINK:

[Chris Saunders Memorial Elementary School Facebook](#)