



HOME OF THE SEA DRAGONS

189 Pettingill Road, Quispamsis, NB E2E 3S8

Minutes of Meeting

Held on:

04/18/2018

6:00pm CSM

Chris Saunders Memorial (CSM) Elementary School

Parent School Support Committee (PSSC) Members

PSSC ELECTED MEMBERS: [Ron McGrath \(Chair\) amcgrath@nb.sympatico.ca](#) ; [Amanda DiPaolo sadipaolo@gmail.com](#) ; [Jill Cormier dionneji@yahoo.ca](#) ; [Joanne Romeo joannecromeo@gmail.com](#) ; [Karen Trecartin karenltrecartin@gmail.com](#) ; [Kendra Gallant kendra.gallant@gmail.com](#) ; [Stephanie O'Reilly TOSR@nb.sympatico.ca](#) ; [Christina Costello christina_gray9@hotmail.com](#) ; [Joanne Chen chenjia7777@gmail.com](#) ; [Tanya Kelley Tanya.Kelley@irvingoil.com](#) ; [Gillian Rose \(H&S\) Gillianmrose@hotmail.com](#)

CSMES STAFF: [Wilson, Michael \(ASD-S - Principal\) michael.wilson@nbed.nb.ca](#) ; [Hickey, Margaret \(ASD-S Teacher Representative\) 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: Christina Costello, Amanda DiPaolo, Joanne Chen, Jill Cormier, Joanne Romeo, Gillian Rose

CSMES MEMBERS:

DEPARTMENT OF EDUCATION (DEC) REPRESENTATIVE:

Minutes of Last Meeting: Posted on CSM School Website

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
Chartwell's Revenue	<p>11/15/2017 - Principal provided details on Chartwell's hot lunch revenue portion provided to CSMES, which amounted to only \$484 for the last school year. This is half of the proceeds as the other half goes directly to ASD. Principal was asked to have a conversation with ASD Facilities (John MacDonald) to inquire about the possibility during the next contract negotiations with Chartwell's that we have an amendment made. This amendment would allow the school to have the option to organize their own hot lunch day provided by an extended service provider with the profits going directly to CSMES. The request would be to have a minimum of twice monthly. The reason for this option is for the school to raise additional funds to support school programs as the current revenue from Chartwell's is well below expectations. Notice of this request needs to be provided by Feb/18.</p> <p>01/17/2018 - Meeting being held between Chartwell's and Principal on January 19, 2018.</p>	Tabled for Discussion Sept/18	Principal
Sensory / Calming Room	<p>11/15/2017 - Discussed the needs of the students and teachers, and the support required to create a sensory / calming room in the school. Joanne to look into options available and bring back to the PSSC and principal a budget for required items. Requires further benchmarking.</p> <p>01/17/2018 - List of required resources provided and meeting being held with resource teachers to review. Approx. total cost to complete the Sensory Room is \$3,750. A request will be finalized and sent to the H&S for funding approval. A donation letter will also be prepared and sent to CSM families for those wishing to support.</p> <p>02/22/2018 - Updated expenses based on the finalized requirements is \$5,000. A formal letter has been drafted to seek community support for donations and will be sent by email to CSM families, posted on CSM Facebook page, and passed out to local businesses seeking support. The delta between funds raised and expenses to build the Sensory / Calming Room will be submitted to the CSM Home & School for funding of the balance. Specific questions can be directed to Joanne Romeo - joannecromeo@gmail.com.</p> <p>03/21/2018 - PSSC worked on list of local businesses to reach out to. Principal sent out letter to school email DL. Ron posted on CSM Facebook page. All inquires are being sent to Joanne.</p> <p>04/11/2018 - No updates available.</p>	1-Jun	Joanne Romeo / PSSC

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Business Carried Forward:

Topic	Action	Target Date	Owner
<p>Co-curricular costs / Supplies / Student Fees / Cashless Schools</p>	<p>11/15/2017 - Reviewed supplies, extra curricular costs and expenses are higher than generated income based on projection for the school year. To be further discussed in 2018 on how to close the gap based on expenditures for the 2018/2019 school year. In addition, parents are reminded to pay any outstanding supplies or student fees to the office. Reminders will be sent home by the office in the new year.</p> <p>01/17/2018 - Little progress has been achieved in receiving outstanding payments from families for student and supplies fees. One addition email to be sent home to parents. Principal to reach out to other schools on collection data to determine next steps.</p> <p>02/22/2018 - Further communications to parents resulted in an additional \$800 received, leaving a balance of \$2175 unpaid. Based on the feedback from other schools in the community that collect supplies and student fees, we are on par with the 10% average of uncollected funds. Next steps, teachers will be contacting parents directly by phone for unpaid funds over the next few weeks to help continue to close the gap. Uncollected funds directly impact funded student programs and parents are encouraged to pay outstanding fees.</p> <p>-The PSSC will further discuss the supplies and student fee process in May for the 2018/19 school year and will have plans in place to articulate to parents what these funds are spent on.</p> <p>03/21/2018 - Teachers are working through the process of following up with parents by phone to support collecting outstanding fees. To better support the collection of funds for all school activities and fees, CSM will be moving to an online payment process for 2018/19 which is currently being used successfully by other schools. More details to follow.</p> <p>04/11/2018 - Additional funds were received through collection by teachers. Principal will reach out to other local schools to collaborate on school fees and supplies costs for the 2018/19 school year with the hopes of communicating to parents a comprehensive list.</p>	<p>Closed</p>	<p>Principal</p>

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Business Carried Forward:

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<p>School Zoning</p>	<p>01/10/2018 - Ron McGrath provided public comment at the Jan 10th D.E.C. meeting. Questions were raised regarding the current zoning of the elementary and middle schools in the Valley. There are currently approx. 66 students that are crossing school boundaries to attend other schools not in their zone due to crowding. As an example, you might have a child living in Quispamsis attending CSM in grade 5, the following year they may end up attending Harry Miller Middle School instead of going to QMS. Even though they live in Quispamsis, they get bussed to Rothesay. This has a significant impact on student relationships and friends as some students end up going to a school where they don't have any friends from their previous school.</p> <p>In addition, the comment regarding the significant population decline of CSM is concerning as it impacts teachers, resources and school funding.</p> <p>The response from the D.E.C. was that there was no current planning in place to rezone the current school boundaries. Making a change in one school zone would end up having a negative impact in other zones creating additional issues. The D.E.C. committed to providing a response to the CSM PSSC in writing on these issues.</p> <p>02/21/2018: Email follow-up sent 02/21/2018 requesting written DEC feedback on the issue as it had not yet been received. Further feedback from ASD was subsequently received from Zoe Watson that her, John MacDonald and Paul Smith met to look at projections and enrolments, and they decided it was a good step to meet with the Town of Quispamsis. Zoe did reach out to the Mayor. Meeting is scheduled with the Town for Feb 22nd to discuss further.</p> <p>03/21/2018 - Per response from Zoe Watson, Director John MacDonald has prepared some historical data for the DEC and PSSC, and looked at projections, and met with the Town! At this point they do not have any specifics to share. ASD shared the data and where our population of school aged children lived and they wanted to look at this in relation to the Towns areas of future growth. ASD will circle back with the Town later this month.</p> <p>04/12/2018 - Additional meetings held within ASD-S Transportations and local Principals to discuss boundaries. No official communication from the DEC, but the understanding is that ASD-S has decided to wait a further 2 years before re-assessing school boundaries to make changes. If the population of CSM declines further with no improvement expected in coming years, it's recommended that future PSSC members continue pushing for boundary changes.</p>	<p>Closed</p>	<p>Ron McGrath / D.E.C</p>
<p>Update on School Drop-off</p>	<p>01/17/2018 - CSM continues to deal with the school drop off zone being temporary as the condition of the back of the school is unusable at the best of times due to water run off and muddy conditions. The situation is continuing to be assessed and will provide an update in February.</p> <p>02/22/2018 - A decision will be made by the Principal in May regarding the opening of the student drop off in front of the school. This decision is strongly based on the weather and the condition of the ground at the back of the school.</p>	<p>1-May</p>	<p>Principal</p>

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Business Carried Forward:

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D.E.C. Request to Complete PSSC Feedback on School Principal	03/21/2018 - PSSC reviewed email request from ASD D.E.C. to complete the Principal Feedback Review and will plan to complete the feedback during the 2nd half of our next meeting. PSSC Members to send to Ron by email any feedback so it can be consolidated prior to our next meeting. 04/11/2018 - R review session held with PSSC members to finalize input and changes to Feedback on Principal. Those not in attendance will be asked to review and sign off on during May's meeting.	1-Jun	PSSC
School Improvement Plan	03/21/2018 - PSSC members discussed plan to review CSM School Improvement Plan and SIP Monitoring Results verbally with the Principal during our April PSSC Meeting. 04/11/2018 - Principal reviewed in depth the CSM SIP Monitoring Plan. Plans are in place and the Principal is actively working with the staff to address areas of improvement. No concerns identified.	Closed	Principal / PSSC
CSM Requirements for 1st Aid Training	03/21/2018 - PSSC discussed the requirements for 1st Aid Training of school staff to help determine if there were any gaps that we could help support closing. Principal will review the current state requirements and plan with the PSSC at the next meeting. Ron McGrath to look into legislative requirements. 04/11/2018 - Legislative requirements dictate 1 staff to be trained based on the number of employees. However, the trained employee would need to be available during times that staff are in the school. Recommended to train 3-4 additional staff for coverage. Training times being assessed to determine when a training class can be held at CSM for volunteers. H&S committed to covering costs for 3-4 teachers.	Open	Principal / PSSC

Meeting Agenda Topics / New Business:

Topic	Action	Target Date	Owner
Home & School Update	03/21/2018 - H&S minutes are available on the CSM school website. Several executive positions are open for the 2018/19 school year. Seeking information from current executive to help support any transition required. See email sent from CSMES 04/11/2018.	Closed	Ron McGrath
D.E.C. Effective Communication Policy	04/11/2018 - Review D.E.C. policy changes for PSSC.	Closed	Ron McGrath

Business Carried Forward:

Topic	Action	Target Date	Owner
PSSC Membership	04/18/2018 - Joanne Chen has stepped down from the PSSC for personal reasons. We thank her for her contributions to the PSSC. Position will be kept vacant until the 2018/19 school year to allow new parents to volunteer..	Closed	Ron McGrath

CSM FACEBOOK LINK:



[Chris Saunders Memorial Elementary School Facebook](#)

[Chris Saunders Memorial Elementary School Website](#)

NEXT MEETING:

May 16th, 2018 6:00-8:00pm