



*HOME OF THE SEA DRAGONS*

189 Pettingill Road, Quispamsis, NB E2E 3S8

**Minutes of Meeting**  
**Held on:**  
**02/22/2018**  
**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](mailto:amcgrath@nb.sympatico.ca) ; **Amanda DiPaolo** [sadipaolo@gmail.com](mailto:sadipaolo@gmail.com) ; **Jill Cormier** [dionneji@yahoo.ca](mailto:dionneji@yahoo.ca) ; **Joanne Romeo** [joannecromeo@gmail.com](mailto:joannecromeo@gmail.com) ; **Karen Trecartin** [karentrecartin@gmail.com](mailto:karentrecartin@gmail.com) ; **Kendra Gallant** [kendra.gallant@gmail.com](mailto:kendra.gallant@gmail.com) ; **Stephanie O'Reilly** [TOSR@nb.sympatico.ca](mailto:TOSR@nb.sympatico.ca) ; **Christina Costello** [christina\\_gray9@hotmail.com](mailto:christina_gray9@hotmail.com) ; **Joanne Chen** [chenjia7777@gmail.com](mailto:chenjia7777@gmail.com) ; **Tanya Kelley** [Tanya.Kelley@irvingoil.com](mailto:Tanya.Kelley@irvingoil.com) ; **Gillian Rose (H&S)** [Gillianmrose@hotmail.com](mailto:Gillianmrose@hotmail.com)

**CSMES STAFF:** **Wilson, Michael (ASD-S - Principal)** [michael.wilson@nbed.nb.ca](mailto:michael.wilson@nbed.nb.ca) ; **Hickey, Margaret (ASD-S Teacher Representative)** [Margaret.Hickey@NBED.NB.CA](mailto:Margaret.Hickey@NBED.NB.CA)

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

**Committee Members Absent:**

**ELECTED MEMBERS:** Karen Trecartin

**CSMES MEMBERS:**

**DEPARTMENT OF EDUCATION (DEC) REPRESENTATIVE:**

**Minutes of Last Meeting:** Posted on CSM School Website

**Business Carried Forward:**

Topic	Action	Target Date	Owner
Background / Vulnerable Security Check Required by District	All PSSC Committee new members must have a completed and approved background security check performed and completed by local law enforcement, and returned to the principal. These are good for 3 years.	Open	Christina Costello

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**Business Carried Forward:**

Topic	Action	Target Date	Owner
<p><b>Chartwell's Revenue</b></p>	<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.                      01/17/2018 - Meeting being held between Chartwell's and Principal on January 19, 2018.  <b>02/22/2018</b> - Further discussions are required with the ASD District Office to seek approval.</p>	<p>1-May</p>	<p>Principal</p>
<p><b>Sensory / Calming Room</b></p>	<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.                      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&amp;S for funding approval. A donation letter will also be prepared and sent to CSM families for those wishing to support.  <b>02/22/2018</b> - 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 &amp; School for funding of the balance. Specific questions can be directed to Joanne Romeo - <a href="mailto:joannecromeo@gmail.com">joannecromeo@gmail.com</a>.</p>	<p>1-Jun</p>	<p>Joanne Romeo / PSSC</p>

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**Business Carried Forward:**

Topic	Action	Target Date	Owner
<p><b>School Performance &amp; Data Review</b></p>	<p>PSSC requested of the Principal that we would like to start the review of school data during our November/December/January meetings, including: TTFM (Tell Them For Me), behavioral data, attendance, School Improvement Plan, etc.</p> <p><b>02/22/2018</b> - PSSC reviewed with the Principal the following school performance reports:  <u>- Report on Student Outcomes and School Climate, ASD-S Elementary (4-5) Fall 2017</u>  <u>- Bullying and School Safety - Elementary (2017/2018)</u></p> <p>-Both these performance reports will be posted on the CSM School website for review.                      -Based on our in-depth review with the Principal, the PSSC is extremely proud of the results and accomplishments made by both the school staff and the students, and they should be very proud of the progress over the last 3 years in these areas measured for success.                      -The prevalence of bullying at CSM is significantly lower than that of the Canadian average. The CSM code of conduct, teachers and students play an important role in supporting an inclusive school environment free of bullying. Great job!                      -The CSM school climate is also significantly more positive than that of the Canadian Norm in the vast majority of the categories measured. Great job!                      -Any areas discussed that may require additional support within the school will be incorporated into the School Improvement Plan by the Principal and staff.</p>	<p><b>Closed</b></p>	<p>Principal / PSSC</p>
<p><b>Co-curricular costs / Supplies / Student Fees</b></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><b>02/22/2018</b> - 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><b>Open</b></p>	<p>Principal</p>

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**Business Carried Forward:**

Topic	Action	Target Date	Owner
<b>School Zoning</b>	<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><b>02/21/2018:</b> 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>	<b>Open</b>	Ron McGrath
<b>Internet Safety Week Feb 5-9</b>	01/17/2018 - Several activities are planned for CSM to help support and educate children on Internet safety.	<b>Closed</b>	Ron McGrath
<b>Update on School Drop-off</b>	<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><b>02/22/2018</b> - 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>	<b>1-May</b>	Principal

**Meeting Agenda Topics / New Business:**

Topic	Action	Target Date	Owner
<b>Welcome new PSSC Member</b>	<b>02/22/2018</b> - Welcome to Christina Costello on joining the CSM PSSC.	<b>Closed</b>	PSSC

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**Business Carried Forward:**

Topic	Action	Target Date	Owner
<b>CSM Activities</b>	<b>02/22/2018</b> - The Principal shared an inclusive list with the PSSC on all of the 2017/18 school activities that have taken place, or that are planned. This includes sports, clubs, student programs, etc. The list is extensive, and the school should be extremely proud of the implementation of these activities over the last 2 1/2 years. This list will be posted on the CSM School website for those wishing to review for participation opportunities. The PSSC encourages parents to review the list and to encourage your children to participate where they may have an interest.	<b>Closed</b>	Principal
<b>D.E.C. Spring Symposium</b>	<b>02/22/2018</b> - May 4-6, Fredericton - Ron McGrath, PSSC Chair will be planning to attend.	<b>Closed</b>	Ron McGrath
<b>Home &amp; School Update</b>	<b>02/22/2018</b> - Numerous fundraising activities planned for the balance of the school year. Current bank balance approx. \$8,600. Several funding requests for support have been made by the school staff and are currently in the discussion / approval process. H&S minutes are available on the CSM school website.	<b>Open</b>	Gillian Rose
<b>DEC Feedback on PSSC Accomplishments</b>	<b>02/22/2018</b> - Requested by the D.E.C. to provide a Team photo and outline of the top PSSC accomplishments to help support the 2018/19 Fall PSSC orientation (i.e. School Grand opening, School Improvement plan, implement H&S, CSM Mission/Vision, Playground, etc.).	<b>Closed</b>	PSSC
<b>It Takes a Village to Raise a Teen - Understanding Teen Depression</b>	<b>02/22/2018</b> - CSM PSSC was asked to share details of the session taking place March 14th, 6:30-8:00pm at Harbour View High School Auditorium. Speaker is Dr. Daniel Chorney Ph.D. Details will be posted on the CSM Facebook page.	<b>Closed</b>	Ron McGrath

**CSM FACEBOOK LINK:** 

[Chris Saunders Memorial Elementary School Facebook](#)

[Chris Saunders Memorial Elementary School Website](#)

**NEXT MEETING:**

**March 21st, 2018 6:00-8:00pm**

**April 18th, 2018 6:00-8:00pm**