



HOME OF THE SEA DRAGONS

189 Pettingill Road, Quispamsis, NB E2E 3S8

Minutes of Meeting

Held on:

10/24/2018

6:15pm CSM

Chris Saunders Memorial (CSM) Elementary School

Parent School Support Committee (PSSC) Members

PSSC ELECTED MEMBERS: Ron McGrath amcgrath@nb.sympatico.ca ; Joanne Romeo joannecromeo@gmail.com ; Karen Trecartin karentrecartin@gmail.com ; Christina Costello christina_gray9@hotmail.com ; Tanya Kelley Tanya.Kelley@irvingoil.com ; Gillian Rose (H&S) Gillianmrose@hotmail.com ; Amanda Sherman amandaesherman@gmail.com ; Jamie Bannister bannisterfamily2005@gmail.com ; Maryem Mubareka mmubareka@hotmail.com ; Sheila Blanchard sheilahawkins302@yahoo.ca

CSMES STAFF: Wilson, Michael (ASD-S - Principal) michael.wilson@nbed.nb.ca ; Tilley, Jennie (ASD-S) Jennie.Tilley@nbed.nb.ca

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

Committee Members Absent:

ELECTED MEMBERS: Joanne Romeo, Karen Trecartin, Maryem Mubareka

CSMES MEMBERS: Jennie Tilley

DEPARTMENT OF EDUCATION (DEC) REPRESENTATIVE: Roger Nesbitt

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
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>05/16/2018 - Some private donations have been received. Many thanks to the donors for their generosity. Other sources being investigated for donations such as other schools for equipment and the Rotary. \$3K was requested of the H&S. Plan is to have the room up and ready in the new school year.</p> <p>06/20/2018 - 2 Orders of supplies have be placed. Principal to touch base with the Rotary on potential donation, and with QES donations of equipment/supplies no longer being used. Staff volunteered to paint the room. Expectation is to have up and running by end of September.</p> <p>09/19/2018 - Principal to follow-up with Carolyn and provide an update. Funds were received by Rotary, and the amount will be validated by the Principal.</p> <p>10/23/2018 - Activity is underway and nearing completion. Many thanks and support to the CSM Home & School for the \$3k donation, and to our local community donators.</p>	Closed	Joanne Romeo / Principal
DEC Symposium	<p>06/20/2018 - The event will be held on Friday, November 2 to Sunday November 4th at the Fredericton Inn. PSSC members are asked to register to confirm your attendance at this new date by Friday, August 31.</p> <p>09/19/2018 - PSSC members attending: Ron McGrath and Sheila Blanchard</p>	Closed	PSSC
Background Checks Completed	<p>09/19/2018 - All PSSC members are required to have background checks completed through KV Police Department and returned to the school office or Principal by next meeting date.</p>	Closed	PSSC
School Improvement Plan	<p>09/19/2018 - collectively discuss required plans to updated the new school improvement plan as the previous 3 year plan is up for renewal. The Principal will work with the school staff on the draft plan and then will present to the PSSC for review and feedback during March, 2019 PSSC meeting. There should be a clear link to the DEC 10 year plan.</p>	04/01/2019	Principal / PSSC

Chris Saunders Memorial Elementary School

Business Carried Forward:

Topic	Action	Target Date	Owner
Impact of Declining School Population on School Programs and Students	09/19/2018 - PSSC discussed again the impact of the schools declining population as it now having a significant impact on the students, in addition to the numerous areas impacted previously brought to the attention of the DEC. The requirements to have 3-4 and 4-5 split classes created mid-way through September is the direct result of class sizes and PSSC members and parents are very concerned regarding the impact to the children and their education. There is no relief in sight and numbers are projected to continue to fall, thus continued impact to the school and students. PSSC will be drafting a letter for review to be addressed to the DEC outlining our concerns.	11/30/2018	PSSC

Meeting Agenda Topics / New Business:

Topic	Action	Target Date	Owner
School Supplies Fees	10/23/2018 - Principal reviewed annual spend for school supplies. Total of \$11,250 spent / 255 students - average so far of approx. \$44/student spent. Remaining budget is \$16 per student for Dec - June for school supplies. There's also approx. \$3.80 in art supplies per student in addition required.	Closed	Principal

CSM FACEBOOK LINK:  [Chris Saunders Memorial Elementary School Facebook](#)
[Chris Saunders Memorial Elementary School Website](#)

NEXT MEETING:
November 21, 2018 6:15pm
(3rd Wednesday monthly)