# A seal in a circle with waves Description automatically generated

# Back Bay Elementary School PSSC Meeting Minutes

**Date: 19th September 2024 4:00pm**

**Attending** (**✓**) **Regrets (R)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **✓** | Lindsay Russell-Samways (principal) | **✓** | Kathleen McDonough (chair) | **✓** | Jennifer Wright (teacher rep) |
| **✓** | Amanda Leland | **✓** | Leta Brennan | **✓** | Angie Little |
| **✓** | Brittany Butler | **✓** | Courtney Richardson | **✓** | Vanessa Leland |
| **✓** | Shelley McFarlane | **✓** | Shane Borthwick (DEC member) |  |  |
|  |  |  |  |  |  |

**Agenda Items**

| **Discussion / Action** | | **Owner** |
| --- | --- | --- |
| 1.0 | **Call to Order**: Meeting called to order |  |
| 2.0 | **Approval of Agenda:** First meeting so agenda had not been sent out in advance. | Candace Muir |
| 3.0 | **Principal’s Report:**  **Demographics:**   * BBES has 50 students, * 14 staff members – principal, 3 homeroom teachers, 1 specialist, 1 admin assistant, 1 custodian and 7 Educational Assistants. * 3 classes – K/1, 1/2/3 and 4/5.   **Academic:**   * Mr. Swim is signed off for 12 weeks. Mrs. Butler is replacing him. As she is new to long-term supply work, support is already in place, and she is working with the Literacy and Math leads regarding UFLI and the holistic curriculum. Lindsay will check in with Mr. Swim at the end of October regarding his return date. * A New school Improvement Plan will be created as the last cycle was completed in June 2024. SIP PL day will be the 8th November so Lindsay will continue to investigate and analyze school data with a view to presenting finding to the next PSSC meeting on 24th October. Staff will then contribute to plan on 8th November and the completed plan will be presented to the PSSC for comment on the 22nd November. * Provincial Assessment data has recently been released and will be presented at the next meeting to inform the SIP. * We will host a literacy curriculum information event and bbq on 8th October.   **Wellness/Social/Community:**   * Social activities to be discussed at Home & School   **Other:** | Lindsay Russell-Samways |
| 4.0 | **School Improvement Plan (SIP):** Previous SIP ran from Sept 2021-June 2024. As Lindsay is new to the school, she will analyze the school data before creating the new SIP with the staff. SIP planning day is 8th November. | Lindsay Russell-Samways |
| 5.0 | **DEC Report:** Shane Borthwick explained the purpose of the PSSC, went through roles and procedures. | Shane Borthwick |
| 6.0 | **Appointment of Chair:** Kathleen agreed to continue in the role of chair. | Kathleen McDonough |
| 7.0 | **Finances:** There s a budget of $500 to use for PSSC communication. | Kathleen McDonough |
| 8.0 | **Upcoming Dates:**   * October 8th – Literacy and Holistic Curriculum information event and BBQ. * October 24th – Next PSSC evening. | Lindsay Russell-Samways |
| 9.0 | **Confirmation of Next Meeting:** October 24th at |  |
|  | **Adjournment of Meeting:** Motion to adjourn at 7:25. Moved by Candace, second Krista. Adjourned. |  |

**Next Meeting: October 24th 2024 4:00pm**

**Topics for next meeting:**

* SIP update