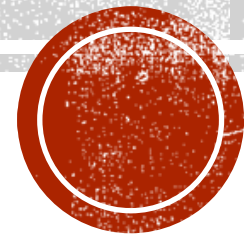


# PARENT SCHOOL SUPPORT COMMITTEES

An Introduction to the PSSC



FALL 2022

DRAFT

**Department of Education and  
Early Childhood Development**

**District Education Councils**

**School Districts**

**Parent School  
Support Committees**

**Schools**

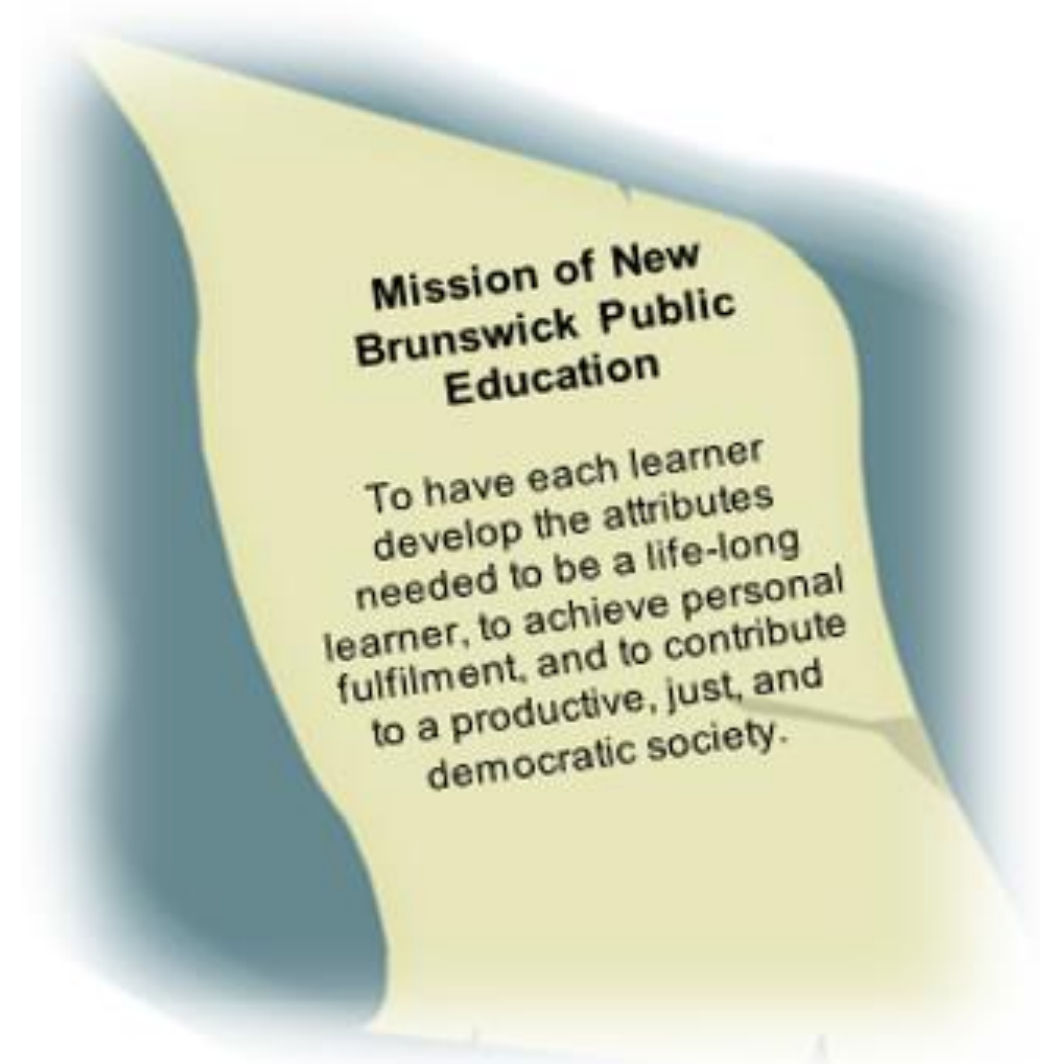


# Mission Statement

Mission statements are created to help focus an organization on its purpose and ensure that everyone is working towards the same goals.

The Department of Education and Early Childhood Development sets the overall mission of the New Brunswick Public Education and each district education council and school have the opportunity to create their own mission statements that reflect their role in helping reach the goals of the NB Education system.

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# **ASD-S Mission Statement**

**The mission of ASD-S is to improve achievement by engaging children and youth and working in collaboration with families, staff and communities to provide safe and inclusive learning and working environments.**



# DUTIES OF THE PSSC

The *Education Act* gives the PSSC duties in the following areas:

- 1) School Improvement Plan
- 2) Positive Learning and Working Environment Plan
- 3) Selection of Principal and Vice-Principals
- 4) School Performance Report
- 5) School Policies
- 6) Principal and Vice-Principal Performance Evaluations
- 7) Communicating with the District Education Council



# 1) SCHOOL IMPROVEMENT PLAN

The *Education Act* states that PSSC's have a role in advising the principal with respect to the “establishment, implementation and monitoring” of the School Improvement Plan (SIP). The SIP may include:

- School Mission
- School policies on education, language, and culture
- Strategies for:
  - communication with families and community
  - community partnerships
  - developing school climate and improving the quality of learning and teaching within the school
  - establishing a positive student climate



# 1) SCHOOL IMPROVEMENT PLAN

School Improvement Plans are generally developed for three-year timeframes. PSSCs should consider the following questions when advising on the establishment of a School Improvement Plan:

- What should the school be able to do for all students?
- Is the school successful at doing it now?
- If not, what learning aspects need to be improved, and which should have the priority for improvement?
- How will the school get improvement in the identified priority areas?



# 1) SCHOOL IMPROVEMENT PLAN

In New Brunswick, School Improvement Plans do not have a common form or format. However, they all contain the following components:

- Purpose
- Goals
- Measures
- Standards
- Objectives
- Actions
- Resources
- Monitoring
- Assessment and Evaluation





## 2) POSITIVE LEARNING AND WORKING ENVIRONMENT PLAN

The PSSC can contribute to the development of the PLWEP by providing advice to the principal in these areas:

- What does respectful behaviour look like in our school?
- Does our school currently reflect a positive and inclusive climate for all students and staff?
- How can the school help prevent disrespectful behaviour or misconduct?
- Do our policies and practices address disrespectful behaviour in a timely manner and teach respect for other people?
- How do we support students who are being disrespectful and those affected by the disrespectful behaviour of others?



### 3) SELECTION OF PRINCIPAL OR VICE-PRINCIPAL

The Superintendent will invite the PSSC Chair, or another member of the PSSC who is a parent of a child enrolled in the school, to participate in the selection of the principal or any vice-principal of the school.

The PSSC member participating in the hiring process will be expected to follow hiring protocols and must respect strict confidentiality during the hiring process and after the successful candidate is announced.



## 4) ASSESSMENT RESULTS/DATA

The Principal presents provincial assessment results and provincial perception survey results to the PSSC, identifying student learning and achievement in the past school year, with an analysis of the results.

The Principal uses the information to compare the school's results with those of the district and province.

PSSC members should ask questions to ensure they understand the results and how the current SIP will address areas of concern.

Principals have other data that can be shared with the PSSC – enrolment, student attendance, newcomers, PLP's, suspensions, etc.



## 5) SCHOOL POLICIES

The principal may make school policies in accordance with district and provincial policies. The PSSC will provide advice to the principal on the development of the policy, implementation, and how best to ensure students and families are aware of school policy. The following are some examples of school policies:

- Attendance
- Athletic Code of Conduct
- Drug and Alcohol
- Personal Electronic Devices



## 6) FEEDBACK ON PRINCIPAL PERFORMANCE

The Superintendent may request feedback from a school's PSSC on the principal/vice-principal's performance in matters relating to the duties of the PSSC. The PSSC will not be asked to provide an overall evaluation, but are specifically giving feedback.

Confidentiality is important. The public and school staff must be excluded from any meeting where you are discussing performance of the Principal.



## 7) COMMUNICATING WITH THE DEC

The District Education Council (DEC) is your link to the district. While the DEC may assign a specific member to be the liaison for your school, any DEC member may attend and participate in any PSSC meeting in the district.

The PSSC should be aware of the work of the DEC and ensure their Council is aware of how district policies impact matters relating to the duties of the PSSC.

The DEC may consult with the PSSC to provide insight into their work at the district level.



# PSSC LIMITATIONS

The PSSC can have great deal of responsibility and influence in the school by providing advice to the principal in the areas of their mandate. However, there are some matters that fall outside the scope of the PSSC. Here are some examples:

- Teacher and staff issues
- Individual student behaviour or academic issues
- Day-to-day operations
- Fundraisers



# PSSC FUNDS

The District Education Council provides funding for PSSC operations and may establish policies on how these funds may be spent. The amount of money is generally determined by the number of students in the school with a minimum of \$500.00. In the Fall 2021 the DEC developed a guidelines document which Principals have. The document is part of the PSSC materials on the ASD-S Website.

PSSC funding can only be used for expenses that relate to the duties of the PSSC, for example:

- Reimbursement of travel expenses
- Meeting costs
- Communication costs
- Family Nights
- Guest Speakers
- Office Supplies
- Food & Beverages





# PSSC MEMBERS

Every PSSC member has a responsibility to ensure the PSSC is working effectively to represent the interests of parents in the school. Members are expected to:

- Participate in all meetings.
- Maintain high ethical standards and respect for other members.
- Respect the majority decision.
- Work collectively towards improving student learning and achievement.
- Avoid discussion of individual student issues or personnel issues.



# PSSC MEMBERS

Members are expected to:

- Resolve issues in the best interest of all students and the whole school.
- Build a positive school environment.
- Support an open communication process.
- Create and encourage successful relationships and support between parents, teachers, students, staff and the community.



# QUESTIONS:

Your Principal, DEC members, and the Superintendent are all available to help answer questions about the role of the PSSC.

For more detailed information on PSSC check the following resources:

- PSSC Handbook
- Education Act under “Governance” (s.32 and 33)
- Education Act Governance Structure Regulation (2001-48)

