

DEVON MIDDLE SCHOOL

681 Dobie Street, Fredericton, NB E3A 2Z2

PARENT SCHOOL SUPPORT COMMITTEE MEETING MINUTES

DATE: November 28th, 2022

TIME: 6:00PM

PSSC MEMBERS PRESENT Shelly Wood – Chair Emily McAllister Joe Crummey Adam Harris Ashley Delahaye Duong Nguyen Holly Soucoup PSSC MEMBER REGRETS: Aneas MacInnis Maryanne Bourgeois	STAFF MEMBERS/DEC PRESENT Shawna Allen-VanderToorn, Principal Cody Butler, Teacher Representative SCHOOL MEMBER/DEC REGRETS: Michael Mazerolle
---	--

Welcome and Call to Order: Shelley began the meeting by asking for introductions from the group. She then reviewed the agenda for the evening.

Approval of Agenda:

Moved: Joe Crummey **Seconded:** Adam Harris **Motion:** carried

Principal's Update:

- Food is delivered to Devon every week. Parent volunteers support the breakfast program. On average 125 students access the program each day. Various food items are available, and any student can access the program.

- **SPARK program begins this Thursday and will run for 3 weeks. Students submit their top three choices for activities. It is an opportunity for students to explore an area they may not have previously explored and they have a chance to see teachers participating in different ways as well. Activities relate to sport, art, culture, and recreation.**
- **PSSC budget: we have \$1100.00 left to spend by March 31st, 2023. The teachers need walkie talkies as the current ones are ageing. Last year the PSSC spent money on signage and painting.**
- **3 staff changes anticipated after Christmas: one going on mat leave, one taking a 6 month leave and one going on deferred salary leave.**
- **Absences: Do parents know to contact the school? After three days of unexplained absences the homeroom teacher reaches out to home. After six days they reach out again and after 10 days a letter goes home. Absences are high right now. Shawna plans to send a message out to parents to explain the options for notifying the school of absences. Note: Policy 704 form needs to be filled out by parents who want a medication administered to their child at school.**
- **Home and School Association: We have a great group of parents who are very active with fundraising. Some parents noted that the last two fundraisers were running when a lot of sports fundraisers are also running.**
- **Communication home: The group appreciates Shawna's e-mail updates. It was noted we receive communication from some teachers but not all. More information for grade 6 student parents would be helpful. For example, more details about expectations for the dances (no large back packs), how to manage belongings at school etc.**
- **Report cards coming out next week and online booking is available for parent teacher interviews (online or in person interviews this year). Shawna will be meeting with students next week (student forums – gives the students a voice).**
- **14 families will be supported with a full Christmas dinner and gift card donations.**
- **Students completed a wellness survey. A mental health survey will also be done before Christmas. Data is typically available in the Spring and used as part of the school improvement plan.**
- **Meeting with Sylvie Arsenault and administrators recently: No official release of information about changes to French Immersion yet. Parent consultation will occur.**

Future Meetings: Will be in person on a Monday, from 6-7 pm. If there is a storm day we will go ahead with a meeting online. We are expected to meet a minimum of 5 times during the school year.

Next meeting dates:

January 16th, 2023

February 27th, 2023

April 17th, 2023

May 29th, 2023

Website: The school website is being cleaned up before it is transferred to a new website. The change to the new website is expected to occur in February 2023.

New School: We met with Michael Mazerolle (DEC representative) last year. Shawna has been vocal that Devon has outgrown its space. She requested a space audit and this has occurred. Parent suggestion tonight of doing a video to show the space and a detailed written report. Also, the idea of inviting Jill Green to tour the school. Two more portables have been requested for next year. This means more classrooms but not more bathrooms. The school is the largest it has ever been (# of students). Shawna will reach out to Charlotte (former chair) to see what information she has from her past work. Shelley will look at the provincial guidelines to have information to support our letter. Shawna will provide information from the space audit.

Parent involvement: Shawna is open and encourages parent involvement. Are there ways to engage parents with becoming more involved with the school (running a club, being involved in Spark, etc.)? Suggested that a letter could come from the PSSC and be sent out to parents from Shawna.

Adjournment of Meeting at 7:25 PM

PSSC Chair: Shelley Wood

Date: November 28, 2022

PSSC Note Taker: Emily McAllister

Date: November 28, 2022