



ANGLOPHONE WEST SCHOOL DISTRICT

## Forest Hill Elementary School

548 Forest Hill Road, Fredericton, NB E3B 4K6

### Parent School Support Committee Minutes

23<sup>rd</sup> October 2017, 6:30pm - 7:50pm

<p><b>PSSC Members present:</b> Ronnie Stewart, Chair Janice Maher-Foster, Vice Chair David Greenfield Wendy Monk Bronwyn Mulherin-Murphy Tara Swift Karina Wong Chong Michelle Wuest</p> <p><b>PSSC Members regrets:</b> Mahmoud Alhallak Erin Bray Allysa Rostin Colleen Toner-Miernicki Wendy Yano</p>	<p><b>School/DEC Representation present:</b> Paul Saad, Principal Terry Pond, DEC</p>
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#### Business Arising from the Minutes:

**1. Revised dismissal procedure**

Overall positive feedback for revised dismissal procedure and viewed as more efficient by staff and parents. Reminder for parents and caregivers to take care when arriving, parking and leaving during pick-up.

**2. Revised approach to composting and recycling**

Concerns raised about the move to send food packaging and compostable food waste home with students, e.g. large amount of mess in backpacks. The Committee thank everyone involved in the pilot arrangement but recommend to revert to the old system.

*Action item:* Paul Saad to promote reduced garbage, increased composting and increased recycling in weekly message.

#### New Business:

**1. Automatic External Defibrillator (AED): location and protocol**

AED present in school (located near office) but identified a need for staff training. Also need to check if AED requires inspection.

*Action item: (a) Annual AED training to be added (possibly before a staff meeting or paired with annual retraining) and (b) check AED for inspection requirements (Paul Saad to follow up)*

## **2. School internal air quality**

Recent follow up with the District identified that air quality concerns have been raised by many facilities across the region. Air quality in the school has been tested (~3 times) because of concerns raised by staff but found to pass guidelines (unsure which standards were tested). No regular air testing scheduled.

Air quality decreases because of limited air movement (roof ventilation draws air out but only limited options for clean air intake. Current options are limited and include opening windows first thing in the morning while gym windows left open overnight (as secure opening)

*Action item: (a) Identify if regular air quality testing can be scheduled with different timings (e.g. after extended closure period after break, after short closure period after weekend and during regular use) and (b) identify which parameters should be monitored (Paul Saad to follow up with Facilities; Terry Pond to raise air quality issue at DEC); (c) PSSC will revisit air quality issue at the next meeting*

## **3. Minimising risk of a child being left outside**

Two potential times for a child being left outside on their own: after recess and post-morning bell. Action plan in place to help prevent any children left outside following recess: teachers do a playground sweep. Occasionally a parent drop their child after the morning bell has rung using the kiss-and-drop system so the child comes into the school alone (if drop-off is late then parents are supposed to bring their child to the front door and sign them in at reception). If a child is not at the school by 9am (and a parent/caregiver has not already contacted the school) then the school will contact the parent/caregiver.

*Action item: Committee identified need to train children to ring the bell if they are left outside (Paul Saad to follow up with teachers)*

## **4. School pictures**

Positive feedback on quality of school photos but there is concern about the timing of the photos. Attempted to take all photos before lunch but it went past 1pm. The timing depends on the individual students and classes and so it is not possible to identify areas to improve efficiency as it depends on the group.

## **5. Communication to the school community in other languages**

The school population is highly diverse with students speaking multiple primary languages (other than English and French), for example ~20% of the students speak Arabic at home. This can lead to communication problems with parents but the school has pushed for language inclusion, for example the school handbook has been translated in Arabic (the only school in the province). However, only limited options (e.g. Google Translate) or funding are available for translation services (possible links to the Multicultural Association and the Newcomer Centre at George Street Middle School).

Suggestion from Committee to be proactive and promote inclusivity among our school community. Option to reach out to the school community (and possibly beyond e.g. University community or local high schools) for help recognising possible limitations due to privacy concerns around sensitive issues.

*Action item: (a) Terry Pond to raise issue with DEC and explore potential options via the District; (b) Paul Saad to communicate the need to the school community and to identify potential volunteers for languages other than English, French and Arabic; (c) PSSC to explore option with University community but will wait until we hear from DEC and local school community.*

**6. Landscaping around the school**

Some maintenance is covered through the District. Others, e.g. hedge trimming (e.g. outside of the front of the school) is maintained through the Home and School Committee. Suggestion that hedges will be trimmed back in the spring with volunteers from the HSC.

**7. Buddy bench**

A buddy bench was donated by the Boys and Girls Club of Fredericton (via the HSC). The bench needs to be set in cement and anchored to prevent theft. Committee suggested putting out a call for volunteers for the spring (follow-up item)

*Action item: Paul Saad to raise use of the buddy bench with the students using activities (using the existing benches)*

**Any other business:**

**1. School Christmas Fair**

The HSC is organising the Forest Hill School Christmas Fair for November 25<sup>th</sup> 2017 from 9am - 12pm. Stalls include raffle, artwork by donation, photos with Santa Claus, hot chocolate (rather than coffee from previous years), and external vendors (charged \$20/table). They are looking for volunteers to help out for set up (Friday evening), supervision during the event and take down. All money raised goes back into the school for the teachers to support classroom activities and fieldtrips.

*Action item: Paul Saad to include request for volunteers in weekly email message*

**Date of next meeting:** Monday 27<sup>th</sup> November, 6:30pm

  
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PSSC Chair

November 9, 2017  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
PSSC Secretary

9/11/17  
\_\_\_\_\_  
Date

## ASD-W DEC Report

October 19, 2017 Public Meeting

Fredericton Education Centre

Because many PSSC's were not up and running in September and some not in October I am adding to this report some items that were discussed in our September Weekend Retreat and items from earlier meeting this fall.

- At our September retreat we discussed our goals for this school year and form the remaining three years in our tenure. Hopefully they will be announced at our November Public Meeting.
- It was also a chance to network and get to know our new Superintendent – Catherine Blaney.
- At this meeting we decided to review and revise our policy manual. A new committee was struck and over the next months they will be bring revisions to the DEC for their input and suggestions.
- At an information session in Woodstock we listened to a presentation from the city of Fredericton, hearing there concerns over where a new School might be located. It is the Minister and his staff that makes these decisions. The DEC only makes recommendations to the Minister.

Consent Items: Approval of Agenda/Minutes

Superintendent Reports –

- Superintendent Reports
  - ASD-W - EL4: Budgeting and Forecasting (2<sup>nd</sup> Quarter)  
Discussion of Monies allocated a for Operations and projects and where we stood financially for the year to date.
  - ASD-W - EL8: Communication to Council some discussion ensued the role of our new Communication Officer, Jason Humphrey.

Committee Reports

- Presentations from the Burton Elementary School PSSC on the sustainability of the school and possible changes to the Catchment area which might help the school.–
- Policy Committee continues to work on Revisions.

Next Public Meeting: 6:30 **Thursday, November 16<sup>th</sup>, 2017 ~ Woodstock Education Centre**

Respectfully Submitted,

Terry H. Pond

Dec Rep. Sub-District 7