



**Forest Hill Elementary School**  
548 Forest Hill Road, Fredericton, NB E3B 4K6

**Parent School Support Committee Minutes**

24<sup>th</sup> September 2018, 6:30pm - 7:35pm

<p><b>PSSC Members present:</b> David Greenfield, Chair Janice Maher-Foster, Vice Chair Wendy Monk, Secretary Stella Park Karina Wong Chong Michelle Wuest</p> <p><b>PSSC Members regrets:</b> None</p>	<p><b>School/DEC Representation present:</b> Tracy Stewart, Acting Principal Lori Myles-Coulombe, Teacher</p> <p><b>School/DEC Representation regrets:</b> Terry Pond, DEC</p>
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**Meeting introduction**

**1. Introduction to the PSSC at FHES**

David Greenfield welcomed the group and provided a broad summary of the role of the PSSC and introduced the committee roles. PSSC provided support for the following positions for the 2018-19 school year: David Greenfield to serve as Chair, Janice Maher-Foster to serve as Vice-Chair and Wendy Monk to serve as Secretary.

We also welcomed Tracey Stewart as the new Principal for FHES.

**New Business:**

**1. DEC report (Tracy Stewart reporting on behalf of Terry Pond)**

- (a) The Spring Symposium was cancelled earlier this year due to the flooding but it has been rearranged for 2<sup>nd</sup> and 3<sup>rd</sup> November. PSSC members are encouraged to attend and can contact Terry for more details.
- (b) The Sustainability Study for FHES and Liverpool Street Elementary School. FHES is not a target school (i.e. low enrollment) but has instead been identified because of ongoing building concerns and required maintenance. Three options are available: (i) Maintain status quo at FHES where it continues in current state; (ii) required maintenance will be completed to allow the longer-term use of the school; and (iii) FHES will be closed and a new combined elementary (K – 5) school (combined with Liverpool Street Elementary School) will be built. The first public meeting (of three) will be held on Tuesday 2<sup>nd</sup> October at 6:30pm at FHES. The first meeting will provide a summary of the approach and a presentation will be made on behalf of the employees by Catherine Blaney (Acting Superintendent for ASD-W). The PSSC

will have a chance to present the PSSC's position at the second meeting. Tracey Stewart indicated that parents/caregivers have received the information about the meetings in letter form and she will send an email to parents to remind them of upcoming meetings.

## **2. Principal's report**

Tracey Stewart will present a full Principal's report at the next PSSC meeting but did provide a brief summary of key items during the meeting:

- (a) The air quality in FHES is an ongoing concern with regular monitoring from the District. Additional monitoring can be requested at any time. Tracey Stewart suggested that it might be beneficial to track illnesses from students and staff that are possibly related to air quality. Paired with the air quality monitoring, this would provide a well-rounded monitoring strategy for FHES.
- (b) Two external speaker opportunities will be coming up to provide support strategies for parents: Erika Nason and Stacy Coy. Erika Nason's presentation will be in partnership with Liverpool Street Elementary School.
- (c) The Flicker award system has been replaced with a school-wide recognition approach to promote a positive school environment. Both students and staff will be recognised for the awards with letters sent home for students and public recognition on the display screen at the entrance to the school.
- (d) The school is working to develop a new support strategy for students with zones of self-regulation to help students be in the best emotional state for optimal learning. Students will self-identify as one of four categories and then be provided with support strategies (both on their own and with support).
- (e) The School Improvement Plan (SIP) and Positive Learning and Working Environment Plan (PLWEP) will be fully presented at the next PSSC meeting.
- (f) School fundraising (via gift cards) will start on October 1<sup>st</sup>! Letters will be going home with students.
- (g) 31 work orders have been submitted to Facilities including trimming of bushes, fence repair, new sand for sand boxes, loosen pea gravel in the playground, lowering the pole for the ball game in the playground.
- (h) The Buddy Bench will be a spring project while other playground maintenance is completed (including the current benches).

### **Any other business:**

#### **1. PSSC budget**

The annual budget for the PSSC is approximately \$400. The PSSC budget is primarily for communication. Possible ideas include signage for the school (including the motto, drop-off signs, welcome signs), an office laminator and opportunities for community engagement.

*Action item: Tracey Stewart will talk to staff to see if they have any needs or ideas.*

#### **2. Future agenda items**

David Greenfield proposed a review of the playground including feedback on status and potential updates from students and staff. The Home and School Committee is looking for fundraising ideas and new equipment/replacing equipment in the playground might be a good focus.

*Action item: David Greenfield will explore potential fundraising ideas*

#### **3. Playground maintenance**

The playground has a lot of garbage (particularly after weekends). Staff have been cleaning the playground before school and classes have been running litter pick-ups to encourage pride in their

environment. There will be links to the Learning Outside program including bird feeders, etc. to encourage students to engage with the outdoors.

The rainbow sidewalk and boulders need repainting so the school will be looking for volunteers. The paint is stored in the school.

**4. Future meeting dates**

The PSSC will meet on the fourth Monday of each month except December and March.

**Date of next meeting:** 22<sup>nd</sup> October 2018

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**PSSC Chair**

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**PSSC Secretary**

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**Date**

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**Date**