

# MINUTES

## Harvey Elementary School PSSC

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*Date | time* April 17, 2018 | *Meeting called to order by* Tara Maclean

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### In Attendance

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Kathy Szo, Brenda McKeen, Meredith Gilbert, Amanda Stairs, Tara Maclean, Amy Hogan, Rhonda Targett

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### Welcome

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By Tara Maclean

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### Approval of Minutes

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The minutes were read from the March 12th meeting and approved.

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### New Business

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#### Staffing Update

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Since last meeting HES has hired a new custodian Charles Dickinson.

Willa Piercy is out for the year. Amy Hood is filling in for the rest of the year

Lorie Robichaud is out due to illness for the remainder of the year.

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#### Principal's Report

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Principal Kathy Szo presented her report

##### New Business

- Jessica Cleghorn has designed a banner that will be placed in the entryway of the school this month.
- Working on year end goal of increased Twitter usage.
- Enrollment for next school year was discussed for both English and French classes.
- Kindergarten enrollment is sitting at 37.
- Bracelet Day- In June- school is working on a school spirit day in which staff will be giving out bracelets with the school motto to each student.
- Worksafe had a visit to the school. HES did very well with only having four minor things to work on.
  - Step stool in entryway must be CSA approved.
  - Eye wash stations must be updated (Kathy will put in a work order to the district).
  - More meetings for staff about worksafe.
  - Holly has some paperwork to fill out.

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## Committee Reports

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### Committee reports

- District is asking schools for good news stories. They would like to hear from schools about some new and good things going on, so they are able to promote schools through media. (HES will share in June)
- Daniel Fletcher has contacted the school in regards to a community contest-to promote being active (more information to follow)
- A painting was given to the school. It will be placed in a common area soon.

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## PSSC Update

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- There is a Spring symposium being held in Fredericton in May for PSSC committee members- Tara has signed herself up to attend. Committee talked about what areas Tara could attend.
- We are developing a survey for all students K-5. This survey will be given out in the next few weeks. Data will be put together before next PSSC meeting, so committee and staff can look and come up with a plan for next school year. (to see needs/wants of our students)
- Meredith will be contacting our hot lunch program to ask about new options for next school year.
- Looking for new PSSC members for next school year. Tara will be stepping down as Chair.

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## PLEP Positive Learning Environment Plan

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Our goal is to concentrate on leadership at all grade levels.

There is a section on the HES web site for parents regarding safety in the classrooms, respect in classrooms, and responsibility in the classrooms.

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## Upcoming school information

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- Student Survey will be given out in April /May
- A day in June will be School Spirit day.

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## Next Meeting

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May 15, 2018

June 12, 2018- Last meeting for this year

All meetings will be at 6:00pm

Motion to adjourn was made at 7:50 p.m. and was passed unanimously

Notes taken by: Amanda Stairs