**New Maryland Elementary School**

**Parent School Support Committee**

**PSSC Minutes**

**Date/Time:** Monday, September 26, 2016; 6pm

**Location:** New Maryland Elementary School

1. **Call to Order**
* In attendance: Heather Hallett, Aurora Reid, Sarah Bird, Stacy Coy, David Lavigne, Lisa Inness, Karyn Hamilton, Jennifer Bent Richard, Natalie Holder
* Regrets: Mike Pope
1. **Review and Approval of the Agenda**
	* Approved by Karyn Hamilton, Seconded by David Lavigne
2. **Introductions and Committee Administration**
* Introduction of members – roundtable intro of all members
* Introduction of forms- Declaration/Code of Conduct/Governance
* Monthly meeting dates: Wednesdays 6 pm. TBD the specific dates
* Review of Committee Roles: Aurora Reid (chair), David Lavigne (vice chair), Stacy Coy (recorder), Natalie Holder (Home and School representative). Lisa Inness offered to be a second recorder. If any other PSSC members have interest please contact Aurora. Will be finalized at next meeting.
* Quorum for decision-making is 5 parent members, though meetings can proceed with fewer participants (decisions at less-than-quorum meetings can be deferred to subsequent meeting or proceed through email vote); Principal needs to be in attendance for any meetings to proceed.
1. **Approval of Minutes from Previous Meeting** (May 2016)
* Minutes from June circulated to PSSC members, addition of Karyn Hamilton to June meeting regrets
* Minutes approved by David Lavigne, Seconded by Sarah Bird
1. **Business Arising from Minutes (follow-up items)**
2. **Walk to School letter:** letter to Village was submitted and has been circulated among members during the meeting; Heather retains a copy in the school PSSC files. Aurora has received word that the stop sign will be put up this week.

1. **PSSC Budget**: Typically $1200 per year dedicated to communications. Review of past items purchased (school communications materials and equipment). Heather presented information and status of the New Maryland Trail and student projects at NMES. A possible use of PSSC budget is to contribute towards trail signs outlining the student projects on the trail; this item was identified towards the end of last year and has been confirmed by the DEC member as an approved use of the PSSC budget should the PSSC decide to proceed. This will be discussed again at future meetings and considered against other budget uses.
2. **Brainstorming PSSC actions to support learning at home:** circulated Aurora’s brainstorming sheet that was prepared after discussion last year. Discussion about how to proceed with the survey and the sessions; agreement to begin coordinating a session for November and send out a survey in October. Aurora will incorporate committee ideas on the survey questions and intent.
	1. Action: Karen will write up a description on the topic of Growth Mindset and discuss with Ryan Hamilton
	2. Action: Aurora will send out survey questions for confirmation
3. **Reports**
	1. **DEC (Terry Pond):** Terry was not able to join the meeting so report is deferred to the next meeting

 **b. Principal’s (Heather Hallett)**

-Heather provided the Principal’s report including notice of a change in administration at the school. Lori Jones Clark has moved to the District for one year. Laurie Pearson will be the VP for the 2016-2017 school year. Tricia McGraw is on leave and is being replaced by Dale Wilson, Dan McMorran has replaced Joe Crossland as Phys Ed teacher and Danielle Upshall has replaced Maryanne Reynolds in Gr. 4FI.

-PSSC training is available from the District on October 20th at Gibson Neill School; this notice will be emailed to the full PSSC. For any PSSC members not in attendance please contact Heather for a copy of her report.

-Noted that the buddy bench established last year was destroyed by vandals; a new bench (a picnic table style) has been donated to the school by the family of Landon and Colin McKinnon (Randy Waddingham)

-There will be an updated PSSC page on the school website; all in attendance supported a group photo to be included on the site. Meeting minutes will be posted there.

-The initial focus of EECD’s 10 year plan is formative assessment/ Balanced Literacy and Numeracy/ Improved Math

-Provincial Assessments will be implemented at grade 2 in the spring

-Safe schools and Fire prevention week will be the same week this year October 10th-14th

-There is currently a Literacy lead supporting K-2 teachers on site and a numeracy lead supporting Gr. 1 teachers. We are expecting the support of a numeracy lead for Gr. 3-5 teachers this winter

**School Improvement Planning**

All staff have submitted professional growth goals.

Grades K-5 have or soon will complete key skills Math assessments. Data will be used to inform teacher practice. Gr K-3 teachers have completed Running records to inform practice in the teaching of reading.

As part of our on-going focus on formative assessment teachers have co-constructed a document on quality feedback

Gr. K-2 teachers met to review printing practice: fine motor, pencil grips strokes, directionality= automaticity

Gr. 3-5 will be exploring a new curriculum on personal wellness

**c.Home and School:** there are some complications with the playground including the date of when the “pour n play” can be installed due to temperature, and landscaping. Details are currently being worked out. Fall Frolic will be held on October 21st.

1. **Next Meeting:** tentatively set for October 19th
2. **Adjournment at 7:35**