

**Royal Road Elementary School**

**340 Royal Road, Fredericton NB**

**Parent School Support Committee Minutes**

**Date: October 9th Time: 6:30pm**

***Location – Royal Road School***

|  |  |
| --- | --- |
| **PSSC Members Present:**  Leanne Perrin**, Chair**  Angela Welch & Nadia El-Khoury**, Teacher Rep.**  **Others**  Sheri Green  Alesha Gaudet  Carole Van Ember  Lisa Holyoke Walsh  Sarah Bugden  **PSSC Members Regrets:** | **School/DEC Representation Present:**  Sheila Legere **, Principal**  Mary Brophy**, Vice Principal**  **\_\_\_\_\_\_\_\_\_\_, DEC Rep.** |

**Call to Order:** Leanne Perrin

**Approval of the Agenda:** All in attendance

**Approval of the Minutes from Previous Meeting:** Approved by Leanne Perrin, and all in attendance

**Business Arising from the Minutes:**

***2.1 September Minutes***

* Approved as distributed

***2.2 PSSC Budget – use of funds for 2018/2019 year***

* In recent years the bulk of the funds from the PSSC budget has been used for SchoolConnects communication solutions.
  + All in attendance agreed that this would be where we would use our funds for the 2018/2019 year. All are aware that this uses the majority of the funds
  + Remaining funds will be discussed at a later meeting.

***2.3 Policy 711 and impact on fundraising, events, etc.***

* This will have no effect on our Halloween Howl. We will proceed as we have in the past with same stations, games, prizes, etc.
* Breakfast program – we will continue to offer bagels. We will offer buttered bagels only, no option for cream cheese this year
* Pantry – we have a pantry for kids who don’t have lunch/snacks. We have this stocked with unsweetened applesauce, craisins, etc. The children haven’t been taking very much as they don’t like these options
* Cafeteria – has been given a grace period of one year as they pre plan a year ahead for purchasing. Chocolate milk is not served in the cafeteria this year.

***2.4 SIP***

* Held a meeting last week
  + Chose a chair of the committee
  + Chose a minute taker
  + Chose a rep to communicate back to the other staff
* Had a meeting with Carole Van Ember to discuss data
  + Carole looking to help us analyze our data – at this meeting we looked at all data from the June report cards
* Met with Julie from the Woodstock Education Center, she reviewed our SIP
  + Discussion on data and how we need a process to pull the data
    - What is important?
    - What will come from the teacher?
    - What will come from the school?
* Educators need to be educated on the SIP – how to get the most out of it. At the end of the day, we have the data but need to know how to get more from this data
* Lisa Holyoke-Walsh provided a lot of input on what she has experienced from proper data collection / analyzing. She will reach out to her contact to see about getting support for Royal Road

***2.5 PBIS***

* Team T-shirts have been ordered. When they arrive we will have a kick-off party
  + There were over 300 ordered. Happy with the amount of buy-in from families

**New Business:**

*3.1 Gaga Ball*

* We had a Home Depot gift card which covered almost all of the expenditures for the new addition to our back playground
  + Parent Volunteers built the gaga ball pit for us, much appreciated!
  + This is a very popular game so we have implemented a schedule for the pit
* Mrs. Douglas also teaching the kids how to play tether ball and four square
* Hope that new additions like these will keep the older kids active during outdoor time

***3.2 Fencing***

* There is new fencing on the back playground
* This will create a boundary from the creek that runs beside the playground

***3.3 Core Leadership Team***

* This is our first year creating a leadership team
* This team helps distribute leadership and collaborate on policies/procedures
* We have had two meetings so far this year
* After each meeting we put all info on the shared data so all teachers can have access
* Most everyone on the team has a role:
  + Chair
  + Co-Chair
  + Minute Taker
  + Time Keeper
  + Agenda Keeper
  + Etc.

***3.4 Safe Schools Week***

* Next week is when we will be focusing on Safe School Week. This includes:
* Lock Down Procedures and run through
* Evacuation procedures and run through.
  + This will be done on Tuesday and we will walk all students to St. Theresa’s Parish on Main Street. We are always escorted by a Fredericton Police officer
* Bus evacuation procedure and run through
* A note will be sent to parents so that they will know what to expect

***3.5 Other***

* Librarian position is open.
  + Mrs. Cook has accepted a position at Preistman Street school and will be leaving this week
* Music Teacher position is open.
  + Ms T. will be with us until November then away for remainder of the year
* Discussion on having parent/community volunteers run in-school programs for the children. Would like to see more groups, committees, etc.

**Correspondence:**

**Closing Comments:**

**Date of Next Meeting:** November 6, 2018

**Adjournment:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PSSC Chair Date**

*Sheri Green* *October 10, 2018*

**PSSC Secretary Date**