



Carleton North High School
30 School Street, Florenceville-Bristol, N.B.
PSSC Minutes

Date: January 12, 2021 Time: 7:00 pm

Location: MS Teams Virtual Meeting

<p>PSSC Members Present: Andrea Callahan Heather Chase Sherry Brennan Karen Guest Lisa Wolverton Tara Orchard Brian McLean Olivia Williams – SRC Rep. Shelley Hunter, Teacher Rep.</p> <p>PSSC Members Regrets: Tanya Mitham, Co-Chair Sarah Oakes, Co-Chair</p>	<p>School/DEC Representation Present: Jason Smith, Principal</p> <p>School/DEC Representation Regrets: Andy Saunders Jana Brennan</p>
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Call to Order: Meeting called to order by Jason Smith at 7:03 pm.

Celebrations: We participated in the 6th Annual Pajama Drive. Carleton North staff and students filled a large tote with PJs in memory of CNHS star Emma Pearson. Brent and Kim Pearson were thrilled with our collective efforts when they picked it up on November 30th. Staff participated in the wrapping of gifts for students from another school and for students here at CN. The wrapping party was great to see so many staff involved. Olivia Williams celebrated the Skill Set Newsletters that have been distributed the last month to all students. There was really great information in these newsletters for the students.

Approval of the Agenda: Heather Chase moved to accept the agenda with adjustments; Sherry Brennan seconded. Motion carried. Add to agenda Staff and Student Appreciation.

Approval of the Minutes from Previous Meeting: Heather Chase moved to accept the minutes as circulated and seconded by Sherry Brennan.

Correspondence: A few Christmas cards and chocolates were received in the office for Staff. A delicious cake was delivered on the last day of school before the break. It was made by Sophie Chase. The cake was devoured by the staff quite quickly.

Business Arising from the Minutes:

- I. Power School Live** – Jason asked how many PSSC members were set up. 3 members at this time. Sherry Brennan reported it was a great resource to keep track of when assignments are due and if the student is struggling, you can reach out for help right away instead of waiting to Report Card time. PSSC members please come in and complete the required paper work to receive your password.
- II. PSSC Elections** – Election process went great with a high participation rate compared to years past. Successful candidates were Tara Orchard and Brian McLean.
- III. Essential Skills: Second Cohort** – There were 16 applicants who applied. All interviews with students and information sessions with parents have been completed. Mr. Tracey and Mr. Smith are close to selecting 8 successful candidates.

IV. Academic Support Newsletters and Communication – The last Skill Set Newsletter will go out January 14. Jason spoke about the level of communication going out to homes. When voice mail messages are sent out via phone they also go through email and Twitter and Facebook. Jason confirmed Twitter was posting the school messages for sure, not sure on Facebook. 15 staff members are using the voice mail message system. If there are any ways for better communication, please let us know.

New Business:

I. School Plan – combines School Improvement Plan and Positive Learning and Working Environment. Jason presented the School Plan through power point presentation. Celebrating Data document and Plus Up Data document was presented. Questions and observations on these two documents. Noted level of communication was good. Lots of different channels. Noted the column pertaining to Mental Fitness & Resiliency. Very low, speaks to us as to what we are missing in school. Olivia noted that last year there were more face to face talks on mental health. This year there has been handouts on mental health and she feels this is not as good as talking directly. Jason asked members to review the School Improvement Plan. Look at the areas of strengths, success and what needs improvement. Encouraged members to have conversations with other parents and community members about this.

II. School Report

- a) Principals Report (see attached document)
- b) SRC Report (see attached document)
- c) Staff Report (see attached document)

Date of Next Meeting: February 8, 2021 at 7:00 pm.

Adjournment: Meeting adjourned by Heather Chase and seconded by Sherry Brennan at 8:49 pm.

PSSC Chair

Date

PSSC Secretary

Date

Principal's Report January 12, 2021

-Jason is completing training in Traumatic Response Training. This training is greatly needed.

-Exam/Assessment Week – goal is for students to complete outstanding work in afternoon. Exams written in the morning.

-COVID - last week there were a lot of questions as to why the school was not closed. The school did not have any positive (active) cases physically in the building.

-Staff Appreciation Week – past years the PSSC has organized. What is the desire this year? It is the week of February 8-12, 2021. Question was asked if there are any restrictions on what can be done. Jason thought we could still provide lunch for the staff through Subway.

-Student Appreciation – Jason would like to do something for the students in the spring. Maybe providing a breakfast and/or activity for the students.

STUDENT COUNCIL REPORT JANUARY 12, 2021

- Our winter initiatives went really well, we saw great participation and interest in the new things we tried like jeopardy games
- We collected around 400 items in the food drive and were very happy about that
- The Carleton vs. North competition is going well and we're looking for a way to award team Carleton as they are in the lead once again although north is catching up a bit. We would love to hear some suggestions from the PSSC on how we could reward them
- The student council has been discussing getting masks for every student with their team colour on it, light blue for Carleton, dark blue for North. We're working on fundraiser ideas right now to help fund that goal
- We are taking a break next week and during exams and are looking forward to starting up fresh next semester

Submitted by Olivia Williams, SRC

PSSC Teacher Representative Report – January 12, 2021

Submitted by Shelley Hunter

6th Annual Pajama Drive

Carleton North staff and students filled a large tote with PJs in memory of CNHS star Emma Pearson. Bent and Kim Pearson were thrilled with our collective efforts when they picked it up on November 30th.

Academics:

- Ms. Galbraith is pleased with the participation in the weekly Art Club.
- Mme Hunter divided her Math 9 FI and GMF 10 FI classes into “Math Assessment Review Groups” (MARGs). Each group was responsible for creating review questions (and solutions) for a particular outcome or unit. The groups were comprised of students in both periods and both teams. On two occasions students from Team North and Team Carleton met online during class. Students in each MARG also met after school online to plan and determine who was going to do what. This foray into synchronous learning demonstrated that students are interested in authentic projects and that not all students during their “home learning” day are awake during our regular class time.

Athletics:

- Sports (Basketball, Cheer and Hockey) are shut down during the Orange phase. Teams may get a practice in next week.
- Rodney Broad has challenged members of all CNHS Basketball teams to do as many push ups and sit ups as they can. Each day he records the number by team. Even FHS JV Boys team has also joined this challenge. Rodney is posting results on the Carleton North Basketball Facebook page. Players and coaches are also posting videos of their accomplishments there too.

Guidance:

- The last of five ESS Skillsets will be delivered to students this Wednesday and Thursday during Period 5. The topic is Final Assessment Preparation skills with a focus on how to meet with success and fully participate on ‘Home Learning’ days and how to get organized, manage time, develop study skills. Idea and tips for families about how to support at-home learning are shared in this document.
- There is a student survey for the grade 12 students on Teams regarding post secondary plans and if they would like to touch base with guidance for support. A voice message will be sent today to remind them to fill this out.
- Applications for the Schulich Leader Award are now available for grade 12 students.
- Some students have been coming in for help with time management and schedule making plans to help them get focused and stay on task while on at home learning days.
- Students with medical notes for online learning are getting some extra support from a teacher from the district who will provide a liaison between the home and school.



Our School Plan

School Improvement Plan & Positive
Learning & Working Environment:
Combined Plans = "Our School Plan"

Our School Plan Combines

- **SIP:**
- **Focused on 4 domains with numerous sub-domains:**
 - **Systematic School Planning**
 - **Leadership & Teaming**
 - **Learning Environments**
 - **Classroom Practice**
- **Paired down from over 200 indicators, to 140 indicators to 32 indicators with explanatory notes**
- **Positive Learning & Working Environment:**
- **Improvement Process**
- **Institutional Environment**
- **Relationships**
- **Safety:**
 - **Intellectual**
 - **Social/Emotional**
 - **Physical**
- **Teaching & Learning**

District & Provincial Frameworks

ASD-W Improvement Process Resource Guide

This document is intended for all staff of ASD-W to use when entering through an improvement process. Common improvement processes include: School Improvement Plans, Multiple Learning and Working Environment Plans and Professional Growth Goals.

Please note for ease of reading, the language in the document speaks to individuals without using and without terms, however, the content of the document is applicable to all levels of the organization.

This Guide's version of the resource has been printed for use in the 2019-2020 school year.

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 - Donna Olsak, Director of Schools, ASD-W
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ASD-W Improvement Process Resource Guide

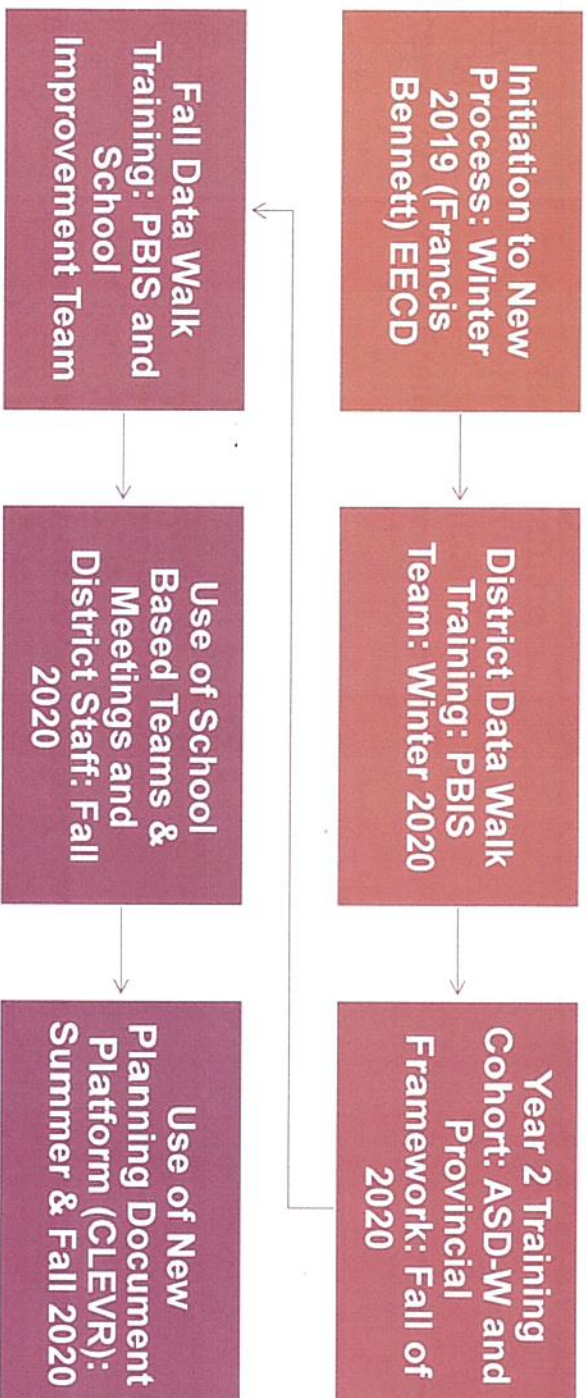


7 STEPS School Improvement Self-Assessment Process

Step	Icon	Step Name	Description
1	Target Setting	Target Setting	For the assessment to be meaningful, you must first set a target. This target should be specific, measurable, achievable, relevant, and time-bound (SMART). The target should be based on a clear understanding of the current state of the school and the desired future state.
2	Self-Assessment	Self-Assessment	Know the starting questions for each of the 4 domains. Be sure to understand the current state of the school and the desired future state. Use the self-assessment process to identify strengths and areas for improvement.
3	Analysis	Analysis	Conduct a thorough analysis of the data and findings. Identify the root causes of the issues and determine the areas for improvement. Use the analysis to inform the development of the improvement plan.
4	Plan	Plan	Develop a clear and concise improvement plan. The plan should include specific actions, responsibilities, and timelines. It should also include a process for monitoring and evaluating progress.
5	Implement	Implement	Put the improvement plan into action. This involves communicating the plan to all staff, providing necessary resources, and ensuring that the plan is being followed.
6	Monitor	Monitor	Track progress and adjust the plan as needed. Regular communication and reporting are essential for successful implementation.
7	Evaluate	Evaluate	Assess the impact of the improvement plan. Use data and feedback to determine if the target has been met and if the plan needs to be revised.



Steps for Staff: 2019-2021





Data Walk Summaries (handouts)

- Areas of Success
- Areas in need of support (plus up data)
- Triangulation of Data
 - Observations
 - Conversations
 - Products

Data Sources:

- **Our Survey (students, December 2019 last survey)**
- **Teacher Perception Survey (Spring of 2019 last Survey)**
- **Individual Student and staff surveys conducted by Jana and I**
- **Attendance Data for staff and students (current)**
- **Academic Data (Collected by Power School and ESS team)**
- **Behavior Report from Power School**
- **Slips from ESS Offices (Red box)**
- **Provincial Student Wellness Surveys**
- **Products, conversations and observations with students and adults, including emails and phone calls from parents and stakeholders**

Process

- ✓ Data Walk: Spring 2020
- ✓ Data Walk: Fall 2020
- ✓ Data Sorts: Committees and full staff
- ✓ PSSC: Discussion and Data Review
- ✓ Students: Forums and Review

- Determine Goals
- Determine Actions
- Monitor Actions and Achievement
- Celebrate Successes
- Adjust Where and When Needed

Feedback: Needed

- Take 5 minutes per data set to review conclusions drawn by staff
- What questions come to mind?
- What are you thinking as a group of parents who represent the larger community?

Celebrating Data | CNHS: PBIS/SIT & Staff Data Walk Summary

Decision Guide	Staff engagement	Student Engagement	Communication	Behavior Expectations	Connectedness	Mental Fitness & Resiliency	Safety
Data (P,C,O)	<p># 1.2 SI: Staff Participation</p> <p># 3.2 SI: Walkthroughs and teacher evaluation</p> <p># 5 SI: SIP Goals</p> <p># 10.2-3 SI: Admin talking to staff, class visits, release time and introduction to leads</p> <p># 11.1-5 SI: Tuesday's Schedule? Coffee, emails, notes in mailboxes and shared success, hallway chats and classroom visits, walkthroughs, follow-up emails and minutes from meetings, ongoing formal evaluation</p> <p>14 # 14.2 SI: PLC & collegial conversations</p> <p>3 #15.1 SI: Common Assessments</p> <p>#18.1 SI: This PL (12-4-2020) 4</p> <p>#20.5 SI: Supervision and duty schedule</p>	<p># 13 SI: Seeing numerous students participate in decisions for the school</p> <p>#20.3 SI: Disruptive students in class or hall are dealt with by administration</p>	<p>#1.1-3 SI: Staff meetings, SRC, Assembly @ startup, community memos sent to parents, staff and students</p> <p>3 #10.2 SI: Coffee ?</p> <p>#11.2-3,5 SI: Positive affirmations sent through email, meetings and conversations, supervision schedule, evaluation documents, process in place, data</p> <p>3 #13 SI: Data from Surveys and online forums</p> <p>#14, 14.2 SI: Provided materials, lesson plans, books, after school meetings and PLC minutes for English and Math</p> <p>4 # 15.1-4 SI: English PLC, CAMET OCA, admin sharing data, perception data, forms, assessment data, SIW observations, PLP, CUM Files and observational data, emails, staff meeting discussions, running records, failure/success reports, opportunity to</p>	<p>#1.1-2 SI: Our school survey, TPS, PLWEP, PS data, posters in hall and in classrooms/Beh. Matrix and videos</p> <p>#10.3 SI: PBIS meetings with minutes documents</p> <p>#17 & 17.1 SI: Expectations posted in building, handbook, syllabus, voice-mails, growth model process, PSSC, PBIS, SIT, staff meetings and honour roll</p> <p>4 #19.2SI: Covid protocols</p> <p>#20-20.3 SI: Daily observations and the way we talk, can see they understand expectations and discussion based modelling, see daily, behavior policies are enforced, reentry meetings, and meetings between admin and teachers</p> <p>6 #53 TPS: Parents Understand? Observation: less students in room, makes others more visible and chance for positive discipline</p>	<p>#9.1 SI: Instagram, Twitter and Voicemails</p> <p>#10.2-3 SI: See admin encouraging and welcoming, PBIS, Leadership, SPR Athletics</p> <p>#11.2-3 SI: Coffee, treats and kindness, admin are often in the halls and classes</p> <p>4 #12 SI: Skills set newsletters, mental health posts, virtual conference, SRC efforts, yearbook (great for staff, less involvement from students)</p> <p>#13 SI: Student forums</p> <p>#14 SI: English and Math PLC</p> <p>#16 SI: Food donations, mac & cheese Mondays, backpack program and Master Chef, breakfast program</p> <p>#20.5 SI: See each other daily, classroom doors are open</p> <p>3 Observation: Students know who admin</p>	<p>#12 SI: Mental health posts in teams</p>	<p>Product 1: Practicing Bus evacuations</p> <p>Product 2: Sharing VTRA protocols with staff each fall</p> <p>Product 3: Fire Drill and Evac procedures, shared and practiced</p> <p>Product 4: VTRA protocols and procedures in place with trained staff</p> <p>Product 5: ASSIST trained staff</p> <p>Product 6: School Safety Team that collects data and meets monthly</p> <p>Product 7: CSSP developed and shared 2X/year</p>

Celebrating Data | CNHS: PBIS/SIT & Staff Data Walk Summary

			<p>assist in data walks, ESS conversations RE: students success 9 16.1-3 SI: phone calls, voice-mails, backpack program, master chef, newsletter, Christmas donations, opportunities for families to assist, skills set data/memos, essential skills program, counsellors, nurse, PSSC and Minutes 16 17.1-2 SI: Phone, email, School Messenger, progress reports, report cards, conversations on how to improve, data is accessible, Instagram, Voice-mails and Emails as well as Facebook/Twitter 4 # 20.4 SI: This starts with a conversation (Positive recognition) Observations: High Expectations</p>	<p>#Power School Data: Suspensions and behavior numbers</p>			
<p>Discussion</p>							
<p>Celebrations I like the way we...</p>							

Plus Up Data | CNHS: PBIS/SIT & Staff Data Walk Summary

Decision Guide	Staff engagement	Student Engagement	Communication	Behavior Expectations	Connectedness	Mental Fitness & Resiliency	Safety
Data (P,C,O)	<p>#45 TPS: Access to Resources (exceptionalities) 3</p> <p># 71 TPS/14.3 SI: Peer observation and coaching</p> <p># 32-33 TPS: Formative Assessment Strategies, Learning Styles and Feedback 5</p> <p>Observation Book Study/Targeted PL</p> <p># 20.5 SI: Staff in hallways 2</p>	<p>Observation: Intellectual engagement 4</p> <p>Our Survey & Observation: interest and motivation 3</p> <p>Our Survey & Observation: Values for Homework 4</p> <p># Attendance Data: Decrease in students attending to school work and school on DL & F2F days.</p> <p>#20.4 SI: Lack of Student Products displayed around building</p> <p>Observation: Values toward Finishing School</p> <p>Observation & Our Survey: Need for more clubs/Activities</p>	<p>#2.2: SI: Para-professionals feel like PL is planned last minute and they are not valued because of this.</p> <p>#10.1 SI: Observations & Conversations around staff meeting discussion items, members informed at the same time, admin asking for input and types of information that need to be known and can be known 4</p> <p>#11.1 SI: Emails and access to leads</p> <p>#13-14.3 SI: Surveys and Forums 2</p> <p>#15.3 SI/ 59-61,64 TPS: PLC, Team Meetings, Access to data and data use 3</p> <p>#16.1-2 SI: Parental Involvement/Engagement in the school 3</p>	<p>#20.1-20.4 SI: Modeling for students in hallway, positive discipline, inconsistent adult behavior, not co-constructed or explicitly taught (may relate to covid protocols) 5</p>	<p>#1.3 SI: more information sent to families</p> <p>#7.1 SI: Valuing Ethnicity</p> <p>#9.1 SI: not always welcoming/volunteers not in building 2</p> <p>#15.1 SI: PLC meetings</p> <p>#16.3 SI: Family & community involvement</p> <p># 20.4 SI, 46 TPS: Extra-curricular motivations, need more frequent recognition and parent support 3</p> <p>#46 TPS/Our Survey: advocacy and sense of belonging</p> <p>#63 TPS: supporting new teachers</p>	<p>#5.2 SI: Systematic Bullying Strategy</p> <p>Observation: Anxiety and Depression are up (see NB Wellness Survey and Power School/slips)</p> <p>Question arise as to student understanding between feeling anxious and having anxiety.</p>	<p>Observation: feeling of safety, see Our Survey for data point</p> <p>Observation: Telling someone (adult or youth) about a bullying or safety issue</p>
Discussion							
Plan							
Act							
Do (who)							