



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

**Date: September 28, 2022      Time: 7:00 pm**

**Location: MS Teams Virtual Meeting**

<p><b>PSSC Members Present:</b> Monica O’Neil, Co-Chairperson Heather Chase Sherry Brennan Karen Guest Lisa Wolverton</p> <p><b>PSSC Members Regrets:</b> Tara Orchard, Co-Chairperson Brian McLean Victoria Hutt Anna Brownridge, SRC Rep</p>	<p><b>School/DEC Representation Present:</b> Jason Smith, Principal Jana Brennan, Vice Principal Thomas Guebrt, DEC Chair</p> <p><b>School/DEC Representation Regrets:</b> Shelley Hunter, Teacher Rep</p>
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**Call to Order:** Meeting called to order by Monica O’Neill at 7:08 pm.

**Approval of the Agenda:** Karen Guest moved to accept the agenda. Heather Chase seconded. Motion carried.

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

**Business Arising from the Minutes:**

Home & School – We have received a lot of interest from parents. We have 11 names. Group will focus on Health and Nutrition. Meeting next week.

Positive Signage – Last year we used PSSC funds on positive signage within the school. There are a few areas left to put more signage. Jana has another wrap design for the front of the school.

**New Business:**

- I. PSSC Documents for Review – forms were emailed to each member and need to be completed and signed and sent back.  
Governance change – yes there will be a change. There is not a lot known at this time what that will look like. There was a DEC meeting with the Minister about proposed model changes. DEC has objected to this as there would be a lost of parent voice. PSSC will still be involved but in what capacity we do not know. There has been no communication since May. There has been a meeting requested by the DEC with Cardy.
- II. Terms of Service/Vacancies – Teacher Rep Shelley Hunter is reoffering. Sara Oakes and Tanya Mitham are not reoffering. Heather Chase and Karen Guest are reoffering. Student Reps will be Anna Brownridge and Claire Cummings. Connie Smith is offering and completing her paperwork at this time. Motion was made by Lisa Wolverton to

accept Heather Chase and Karen Guest back and accept Connie Smith as the new member from the Centreville area. Seconded by Sherry Brennan. Motion was made by Karen guest for Monica O'Neill and Tara Orchard to stay on a Co-Chairs. Seconded by Heather Chase. Meeting dates will be September 28, 2022, October 25, 2022, November 22, 2022, December 13, 2022, February 7, 2023, March 21, 2023, April 18, 2023 and May 16, 2023 starting at 6:30 pm.

**III.** PSSC Budget – budget is \$1,300.00. Suggests on what to spend the money on:

-DEC Symposium Nov 25/26, 2022 in Fredericton

-Wellness component – Wellness Day at school. Could PSSC help with this?

-Promotion and Awareness – could the money be spent to promote positive messages withing the school?

Next meeting we will have a decision on what we will spend this money on.

Thomas G will send Jason the document outlining what the PSSC budget can be spend on.

**IV.** Staffing Update – Roland Baker worked for 2 weeks and decided to move on. With the pay structure, he could not continue on. We had another teacher come forward who is completing his certification to take over. His name is Nathan Stokes. He is fitting in quite well. Sherry Goodine the music teacher resumed full time but due to medical issues is back to .6. This allowed us to hire Patti Jurczak as a .4 and Wes Jordan took over Sherry Goodine's music classes. We have a full slate of EAs. Kim Hovey is taking pre-retirement right now and will probably be retiring later this year. One EA took a years leave of absence. We have good people in place. Question was asked how often we have been without supply teachers. We have had a couple days so far this year that a teacher's position was not filled.

**V.** School Goals – Wellness - This year we have will 2 days each semester as wellness days for students. Student Council has come up with some great ideas and plan the event on their own with the help of a couple of teachers. Jason and Jana are working on staff wellness with some social/team activities. This year there are several leadership opportunities offered for students.

Engagement – We are always seeking student engagement in classrooms. Very pleased with the turn out for Meet the Teachers before school started. This year we saw a total of 163 schedules given out that night. Parent PowerSchool Public portal has seen a great increase in engagement.

**VI.** Correspondence – Note of appreciation for the deliver of Smile Cookies for all staff from Lenehan McCain. Very much appreciated. A few parent emails indicating appreciation on less personal electronics in the classrooms.

**VII.** a) Principal's Report – (see attached document)

b) SRC Report – (see attached document)

c) Staff Report – (see attached document)

**VIII.** Other Business – Question asked about Parent Committee for Graduation. There will be a parent/student Grad meeting on October 3, 2022 at CN. Students will probably want to bring all activities back to CN this year. Right now we have 25 students on the Grad Committee.

**Date of Next Meeting:** October 25 at 6:30 pm.

**Adjournment:** Meeting adjourned by Monica O'Neill seconded by Karen Guest at 8:40 pm

Monica O'Neill  
PSSC Chair

Karen O'Keefe  
PSSC Secretary

Oct 6/22  
Date

October 13/22  
Date

Principal's Report:

1. Great start to the year. We had the largest turn out that we've ever had for meet the teacher. We gave out approximately 180 student schedules which means between parents and students we saw about 45% of our population that evening.
2. We have begun a series of networking projects for our feeder schools that involve our students in leadership, skilled trades, technology and ESAP building projects that service the needs of schools/students and or items for seniors or care facilities.
  - a. Building of sheds and or painting ones already done and at schools
  - b. Construction and delivery of gaga pits
  - c. Fashion and Culinary Projects for our school such as production food projects and items for classrooms.
  - d. Culinary has serviced elementary schools for lunch and this may occur again this year. They will be producing items for staff meetings and nursing homes in the local area.
3. Continuing to open up more avenues for Experiential learning
  - a. Met with Ransford Lockhart and Valerie Carmichael to discuss micro courses/experiences (target second semester)
  - b. Jana's Production Welding and other courses for individual students
  - c. Creation of Leadership/Independent Learning Course
4. Artist in Residence Grant: Visual, Graphic and Fashion Art
5. Many clubs, noon activities and sports back up and running
  - a. Added music, drama and Swimming back to our offerings and sustaining Golf
6. Looking to continue school plant and ground projects
  - a. Common area for students and more activity opportunities at noon
  - b. Refurbish Tennis Court (costly and needs funds)
  - c. Theatre Project
    - i. Lights/Sound (light maintenance was 1500)
    - ii. Theatre as a whole
  - d. Air System in Shop (thought it was going to happen this summer but did not) and this is 12,000.00
  - e. Electrical Upgrade: at a stand still until next summer (mid-life upgrade)
  - f. Dust collection system: was to be a stand alone system outside the school, and was unilaterally replaced with smaller inside systems connected to stations. They may be quieter but we've lost valuable space for student project work and decreased visibility for shop teachers and ease of access in/around equipment to support students.
  - g. Parking Lot: Pavement to be resurfaced between 2023-2024, in the mean time, we are hiring a local person to clean driveway, repaint lines and directional arrows (cost share with facilities to get done). Additionally, we have new seen great improvement with bus loading and departure at the end of the day. The delay of parents picking up/dropping off between 2:55 and 3:10 has made this much safer and easier for all.