**Members in Attendance:**

Crista Sprague (Principal)

Marcelle Theriault-Michaud (Vice-Principal)

Darlene Gallant (Teacher Representative)

Melessa Moreau-Perley

Barb Moran

Michelle Dixon-Dee

Tammy Cote

Jaxen Williams

Marcella Grenier

Christina Peterson

Patricia Roberge

Karelle Santiago (student representative)

**Members Absent with Regrets:**

Lynn McClure

Otani Hansen

Grace Dixon

1. Call to order- Crista Sprague called the meeting to order at 7:00pm.
2. Introductions- Members introduced themselves to the group
3. Approval of the agenda- Melessa Moreau-Perley moved to accept the agenda and Jaxen Williams seconded.
4. Approval of the minutes from May 4th – approval of the minutes from May 4th have been approved as read.
5. Business arising from the minutes- tabled until October meeting as approved by all members present
6. Upcoming Meeting Dates- October 26th, 2016, December 7th, 2016, February 1st, 2015, April 5th, 2017, June 7th, 2017
7. Correspondence- No correspondence at this time
8. Principal’s Report-
* Review of resources- Mrs. Sprague gave the members present an update on the school resources for the 2016-2017 year including staffing numbers
* School Improvement Plan update- Mrs. Sprague described the work that has been happening on the SIP
* Positive Learning Environment Plan update- Mrs. Sprague gave a brief description of the PLEP
1. Budget-2016-2017- The current PSSC account balance is $1199.30. Michelle Dixon moves that we use the PSSC funds for snacks for the PSSC meetings. Patricia Roberge seconded the motion
2. Meeting Time Change- Melessa Moreau-Perley moved that the PSSC change the meeting time to 6:30pm instead of 7:00pm and finish at 8:00pm instead of 8:30pm. Jaxen Williams seconded. The motion passed with all members in agreement.
3. Chairperson- Michelle Dixon-Dee offered to have her name stand for Chairperson and Patricia Roberge offered to have her name stand for Vice-Chairperson.
4. Contact Information- All new members gave their contact information to the secretary Darlene Gallant
5. Adjournment at 7:30pm moved by Barb Moran

**Minutes respectfully submitted by Darlene Gallant**

Meeting Norms

* Begin and end on time. Begin 7:00pm and end 8:30pm.
* Set dates a year in advance
* Stick to the agenda, keeping on track and on topic
* Address the Chair one at a time
* Agendas and past minutes sent out on the Monday before the Wednesday meeting (same week)
* Respectful collaboration
* Ask questions and clarify your understanding by rephrasing or paraphrasing

