

**SCHOOL NAME: Keswick Valley Memorial School**

**Address: 20 Route 617, Burtts Corner NB, E6L 2X3**

**Parent School Support Committee**

 **Minutes**

**Date: September 29, 2021 Time: 6:30pm**

**Location: KVMS**

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| **PSSC Members Present:****Michelle Roy, Chair****Kristy Brewer, Vice Chair****Others,****Megan Foreman****Helena McCann****Maxine Brewer, Teacher Rep.****Margie Cummings, Community member****PSSC Members Regrets:****Michelle Roy, Chair****Megan Foreman****Maxine Brewer, Teacher Rep.** | **School/DEC Representation Present:****Jaime Foster-Stewart, Principal** **Brett Black , Vice Principal****School/DEC Representation Regrets:****N/A** |

**Call to Order:** Jaime Foster-Stewart 6:35 pm

**Approval of the Agenda:** Helena McCann

**Approval of the Minutes from Previous Meeting:** N/A first meeting of the school year.

**Business Arising from the Minutes: N/A**

**New Business:**

* Jaime noted that a note went home requesting new members and did not receive any volunteers. Requested group to see if we could find anyone.
* Review with group regarding this committee. Meeting will start promptly at 6:30pm (run around an hour long), located in cafeteria to adhere to COVID19 distancing guidelines and meet every 6 weeks. It was noted that if the school does close down we would meet virtually through Microsoft Teams.
* Breakfast Program: We currently have received two volunteers; however this has been put on hold due to COVID19 case in the school. At the moment, the classroom bins are back. We are asking this team to reach out to the community to see if anyone is willing to volunteer once we are able to have individuals back into the school. Volunteer must have policy 701, double vaccinated and criminal record check. It was noted that it would not hurt if they have a food prep course. Time to be at the school is 7:30am. The hope is that this will start again in late October.
* Lunch Program: Brett noted that they would have a lunch program again this year. They have secured Pizza Hut again for a small pizza, drink and cookie. They have also secured Pita Pit for a variety of pitas, however it does not include a drink. They are still searching for other vendors. Brett noted this year they are looking at having a donation portion on the School on-line cash to help purchase lunches for those in the school who do not have one.
* Backpack Program: Jaime noted that the backpack program is back again this year and Michelle will be collecting them for the school to distribute.
* From time to time, there are families within our school community that may require assistance from time to time. Conversation as to how do we, as a community, support these families but also protect anonymity.
* It was noted that a communication to parents going forward would be monthly in the Coyote Chronical. It was also brought forward that a Facebook page has been started. (Please share) Jaime reached out asking for items that can be shared in the Chronical. Helena noted “Know the Teacher.” Any other thoughts please advise during the next meeting.
* Mission and Vision: It was noted that this was sent home in the last Coyote Chronical to all families to read. We will continue to send it each time.
* School Fee: School Cash On-line now has an administrate fee going forward. There was confusion with parents at the beginning of the school year as to how the information was put into the School Cash on-line system. It was corrected as the fee per student was $30, but initially it said that parents had to pay $31 and some cents. It was rectified and placed back to the $30 once the mistake was recognized. We discussed that some schools add the fee into the whole price and other schools indicate the fee then when paying it adds the fee to the initial price. Cash on-line is the preferred method of payment. There is no difference if paying by cash. Those parents that it affected were reimbursed. Committee also addressed the financial loss that will incur for each student and class. The $1.50 or so that does not go to each child in the school adds up to a considerable amount of money. Information was sent home in May. Discussed how this process works. PSSC questioned who paid for this initially when the program started. Committee also discussed ways on how this money can be recouped.
* Agenda item from Megan regarding the Higgs Government, jointly with the Heart and Stroke foundation to partner together to bring forward funds for a food program in schools. Jaime noted she was not aware of this and would reach out to find out more details.
* The committee was advised that the school is currently in need of new technology, gym floor and security cameras.
* Burtt’s Corner Lion’s Club has asked us again if we would like to be the recipient of a donation for a fundraiser that they are beginning in October. They are doing another Chase the Ace. This fundraiser is hosted and put on strictly by the Burtts Corner Lions Club. They have agreed to donate a portion of their earnings to our school. It was noted that last year the funds went towards the Maker Space. This money will be earmarked for technology needs whole school.
* SIP: The SIP has been revised and still being worked on. Next week we will review the action and strategies to the goal that was presented.
* Student Survey: Will be proceeding again this year and a pre-survey will be conducted.
* PSSC praised KVMS staff in the handling of recent COVID case at the school. Committee felt that teachers and staff were prepared and packets, parent contact through email and on-line platforms as well as asynchronous learning at the middle level worked well. They wanted admin to relay the positive message to staff.

**Closing Comments:**

* Thank you everyone for participating on PSSC this year. We would love to see even more members, so please share the word.

**Date of Next Meeting(s):**

Sept. 29

Nov. 17

Jan. 12

Feb. 23

April 6

May 18 (Possible last date)

June 15 (if needed)

**Adjournment: Helena McCann 7:46 pm**