 **Summerhill Street Elementary School**

**Parent School Support Committee**

 **Minutes**

**Date**: October 13, 2020 **Time**: 6:30 P.M.

**Location**: Virtual Teams Meeting

**In Attendance:**

Dwayne Prest

Shannon Atherton

Sheila Morgan

Melissa Walcott

Kate O’Rourke

Rhonda Morrow

Thomas Geburt

Jon DeYoung

Ariana Murissi

Angie Jackson

Christie Jordan

**Regrets:**

No Regrets - all members present

**Call to Order:**

Meeting called to order at 6:40pm by Mrs. Atherton

Motion to call the meeting to order by Dwayne Prest

Seconded by Jon DeYoung

**Welcome:**

Welcome to our first virtual meeting with 10 members all signed into TEAMS. Video on is an option for participants. Welcome back to our Summerhill PSSC! We have 7 parents, teacher representative, DEC member and both our administrators.

**Approval of the Agenda**

Agenda approved by Melissa Walcott

Seconded by Jon DeYoung

**Approval of the Minutes from Previous Meeting (Feb. 5, 2020)**

Minutes approved by Rhonda Morrow

Seconded by Melissa Walcott

**Business Arising from the Minutes:**

No new business arising from the February 5th, 2020 minutes

Mrs. Atherton shared the information from the parent survey that was administered at the end of February 2020, there 69 parent participants in the survey. This data will be shared with teachers at a staff meeting. When asked about communication, most parents preferred email contact from their child’s teacher. The survey comments/results can be printed, if requested. Dwayne Prest suggested the data could be sorted into themes for quick review. In our 2 monthly newsletters, parents have been invited to join/attend our PSSC. We might want to send out a stand-alone email about PSSC to families if we are looking for more parent involvement.

**New Business:**

1) **Overview of PSSC and DEC (Power point)**

No new information added to the PSSC or DEC power point

2) **Overview of Binder (sent by email to each PSSC member)**

PSSC handbook was shown and there have not been any updates for this year

4) **Signing of Declaration/Contact information for Clevr**

Any changes to contact information, please email Mrs. Atherton. As well, please send the Declaration form via email or a hard copy sent in with your child.

5) **Schedule of Meetings**

Our PSSC meetings will be held at 6:30 (Tuesday evenings and they may remain virtual unless there is a change in protocol).

Nov 17th

Jan 12th

Feb 9th

April 13th

May 11th

6) **School Improvement Plan (SIP) and Positive Learning and Working Plan Overview**

SIP is always the focus of our PSSC meetings. Staff developed 2 goals in June for our new school year:

1. Reading Goal levels/accuracy – we looked at last year’s data and we wanted to work on improving reading levels and get students reading at grade level
2. PLEWP Goal - Be safe – with COVID-19, our focus has been on safety with students and our operational plan has been at the centre of teaching and focus at Summerhill.

7) **Staffing and Enrollment**

In June we had 12 homeroom classes and we gained an extra teacher and went to 13 homeroom classrooms and we have 11 Educational Assistants. We did have enough classrooms available for each homeroom. Our Music teacher visits each homeroom as part of our operational plan. Students do travel to the gym for Phys Ed. Our class sizes are 22 or below. We did have to create a new Grade 3-4 classroom in September to lessen our numbers at the Grade 4 level. School enrollment is 250 students.

**8) Parent Survey Review (from March)**

See above

9) **PSSC Election**

We need to vote for a Chair, Co-Chair and Secretary. Since we do not have any new members who wish to join, parent members with 3 years’ experience do not have to re-offer their seat. Since we do not have new members wishing to join, membership stays as is with 7 parents.

Chair

Dwayne suggested a new member assume the position of Chair and left it open for other members.

Kate O’Rourke offered to have her name stand with no other offers. Vote was majority in favour.

Co-Chair

Melissa Walcott offered to have her name stand for Co-Chair with no other offers. Vote was majority in favour.

Secretary

Sheila Morgan was nominated for the position of Secretary and accepted the position

**Correspondence:**

* **DEC Meeting Dates** –
* 29 Oct (1830 hours)  - Fredericton (Fredericton Inn - 1315 Regent Street)
* 26 Nov (1830 hours) - Woodstock (Best Western Plus - 123 Gallop Court)
* 10 Dec (1830 hours) - First Nations Community - (location TBD)
* 21 Jan - Fredericton
* 18 Feb - Fredericton
* 25 Mar - Fredericton
* 22 Apr - Woodstock
* 20 May - Woodstock
* 10 June - Fredericton
* **Ministers Excellence in Education Award**

Any nominations can be forwarded to Mrs. Atherton or on the GNB website

**Closing Comments:**

Can these meetings be held in person or do they have to be held virtually? The staff room or gym could be an option with social distancing.

**Date of Next Meeting and Potential Agenda Items:**

November 17th, 2020 and will remain virtual until otherwise notified

Please send any new agenda items to Mrs. Atherton at Shannon.atherton@nbed.nb.ca

**Adjournment:**

Meeting adjourned at 7:44pm

Angie Jackson moved the meeting to adjourn

Jon DeYoung seconded the motion