

**Summerhill Street Elementary School**

**Parent School Support Committee**

 **Agenda**

**Date**: October 3, 2018 **Time**: 6:30 P.M.

**Location**: Summerhill Street Elementary School, Board Room

**Call to Order:**

6:30 pm by Principal David McTimoney

**In Attendance:**

David McTimoney

Shannon Atherton

Dwayne Prest

Joe O’Donnell

Ariana Murissi

Jon DeYoung

Sonya Godin

Jessica Hachey

Rhonda Morrow

Colleen Foreman

Shala MacNeill

Angela Lamey-Jackson

Sheila Morgan-Paul

**Regrets:**

Melissa Walcott

**Welcome and Introductions:**

David McTimoney opened the meeting by greeting all new and past members. Mr. McTimoney said he would Chair our meeting this evening and review the protocol, if the committee wished, or we could vote on electing a chair right away who could then take lead of the meeting – members agreed to have Mr. McTimoney act as the chair. This year our PSSC is a full committee of 11 parents and 1 teacher representative. The principal and vice-principal (Shannon Atherton) are not official members of the committee but would be in attendance at each meeting.

Mr. McTimoney provided his background and experience to the PSSC and welcomed all members to introduce themselves.

**Approval of the Agenda:**

The agenda was sent in draft form via email on September 25th.  A hard copy was provided at the meeting for all PSSC members to review for approval. Approved by consensus.

**Approval of the Minutes from Previous Meeting, May 18, 2018:**

Correction in the minutes with a name change – Sarah Simpson not Sarah Foreman

Call for approval of minutes

Mover – Dwayne Prest

Seconder – Shala MacNeill

Approved

**Business Arising from the Minutes:**

No business arising from the minutes

**New Business:**

1. **Overview of PSSC and DEC**

PSSC stands for Parent School Support Committee and a handout is provided in the PSSC binder about the makeup and function of a PSSC. Members can see the final tab in the binder for more information – this is accessible online, as well. The DEC (District Education Council) is an elected body that follows a policy governance model that guides the Superintendent. The DEC representative for the Oromocto area is Mark Noel.

1. **Overview of Binder – for member reference**

a) PSSC member list is in the front binder – corrections noted

b) All members completed the Declaration of the PSSC, signed, witnessed and dated

c) Nomination form

d) Minutes

e) PSSC Feedback to the Superintendent

f) Pamphlet provides a snap shot of the PSSC

g) PSSC Handbook

h) Legislation from the Education Act

1. **Review of PSSC Election**

This year Summerhill hosted our open house on Thursday, August 30th - it was well attended and appreciated by parents. An election date for the PSSC was declared for September 10th from 3:00-6:00pm because we could not hold the election at our Meet the Teacher due to guidelines that indicate an election must occur between the first day of school and September 30. An election was held after the start of school (September 10) and only 9 ballots were cast.

Two suggestions were put forth for next year:

* A proposal was suggested to write a formal letter to request variance to host our PSSC election the night of our Meet the Teacher night if we continue to host it prior to school start up.
* Another suggestion was to have 2 polls – one at Meet the Teacher and one for interested parents unable to attend Meet the Teacher, on an alternate date.

**Agenda item for the next meeting** – construct a letter to request variance on election night/date.

1. **Signing of Declaration**

All forms signed and returned to Mr. McTimoney.

1. **Planning of Meetings**

DEC and PSSC meetings are open to public. DEC meetings are held on Thursday evenings, as a rule and as scheduled. The schedule was provided for interested members. Sustainability studies are also noted on the DEC meeting schedule.

Our PSSC proposed our meeting time for the first Wednesday of every month, with some exceptions. Meeting time is set as 6:30 – 7:30pm.

**Dates:**

October 3rd

November 7th

December 5th

January 9th

February 6th

March 13th

April 17th

May 22nd

1. **School Improvement Plan (SIP) and Positive Learning and Working Environment Plan (PLEP)**

Summerhill has 2 formal plans that the PSSC has a role in, for supporting the Principal. This year our school is in the process of retiring the plan from 2017-2018 and recreating a new plan for this upcoming year. All staff was encouraged to provide their input. Staff is engaged in the process of creating a new format along with new goals – perhaps in a pamphlet. A general overview will be provided at the November meeting of what staff has accomplished to date and one SIP/PLEP goal will be introduced per meeting after the formal introduction.

1. **Budgets**

The budget overview was presented and the PSSC will receive approximately $800 to support its function; the money will be wisely spent. The budget money is defined for communications and business meetings and professional learning. Extra money is turned back to the global budget.

Last year some money was used to purchase lunch for staff – it was appreciated.

There is a symposium for the DEC and PSSC members from around the province Nov. 2-4th in Fredericton – let Mr. McTimoney know if interested in attending. The deadline is Thursday, October 4th.

Mr. McTimoney will present our school budget in an upcoming meeting (Jan/Feb) if the interest is there amongst PSSC members. Currently, our school budget normally falls at around $32 000.

1. **Staffing and Enrollment**
* 12 Homeroom Teachers
* 16.3 FTE teachers (Resource, Phys Ed, Guidance, Music, Principal)
* 8 EA’s and our EA’s are under a different collective bargaining unit than teachers; a 9th EA has been secured due to additional needs

Our enrollment is 265 students in Grades 3-5 and we had projected 260 for this upcoming school year.

Principals are hired on a 5 year term – Mr. McTimoney will let his intentions for Principal be known in March of 2019 as he is on a 2 year term and is in his second year.

 **9)** **Sharing of Bus Data**

Ed Hogan our assistant manager of busing/transportation provided a snap shot of our school morning. We have 18 bus runs coming in and dropping off 148 kids beginning at 7:35am and ending at 8:24am. On one particular morning, he counted 68 drop offs by car. We can approximate about 150 traveling by bus and about 45 walking, on any given day.

An email/notice will be sent to parents to remind them that our drop off time is 8:00am

Each teacher has an email distribution list and messages are forwarded this way. We have a new communication system that will be implemented and used to inform our parent community.

**Correspondence**

There was a letter from the provincial Home and School Association. The PSSC does not shoulder the responsibility of fundraising for our school. Mrs. Atherton is leading our school based fundraising team.

**Election of a Chair and Vice Chair:**

Dwayne Prest nominated Sonya Godin to be our PSSC Chair

Shala MacNeill seconded the nomination

No further nominations

Chair – Sonya Godin

Colleen Foreman nominated Angela Lamey-Jackson as Vice-Chair of our PSSC

Shala MacNeill seconded the nomination

No further nominations

Vice-Chair – Angela Lamey-Jackson

Angela Lamey-Jackson nominated Sheila Morgan for the position of secretary

Colleen Foreman seconded the nomination

No further nominations

Secretary – Sheila Morgan-Paul

**Closing Comments:**

None

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

November 7, 2018

6:30 Teacher Conference Room

**Adjournment:**

7:55 Angela Lamey-Jackson motioned for meeting to be adjourned.