



Keswick Ridge School
166 McKeen Dr., Keswick Ridge, NB E6L 1N9

Parent School Support Committee Minutes
24 October 2022, 6:00pm
Keswick Ridge School

PSSC Members Present:	School/DEC Representation Present:
Jeremy Smith, Chair Scott MacDonald, Vice-chair Justine McLeod Shawna Quinn Amy Crowther Joel English Candace Gilmore Drew Wilson Brendan Chase	Nathan Langille, Principal Sarah Christie, Teacher Representative

Agenda

- Introductions for new and existing members
- Overview of PSSC responsibilities
- Confirmation of positions
- Budget allotment for 2022-2023
- Potential PSSC/DEC changes
- French Immersion information website/parent feedback

The Principal called the meeting to order at 6:00, with 11 present.

Introductions

Following introductions from all in attendance, Nathan outlined the roles/responsibilities of the PSSC.

- Five PSSC meetings are set for the school year.
- The PSSC budget for 2022-23 is \$507.11. Members will propose expenditure ideas at the November meeting, vote on ideas in January, and ensure budget is spent by 31 March 2023.
- Upcoming priorities include communicating with parents and collaborating with staff to develop school mission and vision statements and to draft the 2023-24 School Improvement Plan (SIP). Members briefly reviewed the SIP document.

- Education policy is the purview of the Department ([EECD](#)) and the District ([ASD-W](#)); operations and implementation is the responsibility of school administration.

Election and confirmation of positions

- Jeremy Smith was confirmed PSSC Chair by consensus (8 of 8 voting members)
- Scott MacDonald was confirmed PSSC Vice-chair by consensus (8 of 8 voting members)
- Sarah Christie attended as the Teacher Representative, a role that will be rotated among members of the KRS core leadership team.
- Seven additional parent members were confirmed: Justine MacLeod, Shawna Quinn, Amy Crowther, Joel English, Candace Gilmore, Drew Wilson, Brendan Chase
- Quorum for voting will be 5 parent members, unless a 12th member is added.

The Chair led discussion on the remaining agenda items.

School Improvement Plan (SIP)

- Staff have met several times already this year to discuss and refine the SIP. The use of student opinion data for decision making is one strategy requiring more detail.
- Throughout the year, the principal's report will keep the PSSC apprised of progress against the current SIP, but our primary focus is on guiding the SIP for 2023-24.
- School staff will assess outcomes for each strategy and close the SIP in June 2023.

School governance

- Structural changes proposed last year included a hybrid model with school reps on regional committees but parent groups strongly opposed the proposals, which were then postponed.

French language instruction

- **Action:** Through a message in the weekly email, the PSSC will encourage the KRS community to review GNB's [Evolving French Language Learning](#) website and offer feedback through consultation.eecd.edpe@gnb.ca.
- The consultation phase was originally set to end in December 2022, but it is not clear how changes to the French Language Learning framework will play out on an accelerated timeline. The time to submit recommendations and concerns is now.

Local government elections (Nov 28)

- **Action:** PSSC to contact candidate(s) for wards served by KRS to discuss their vision for supporting the school. Ward 2: [Joan L Edwards](#); Ward 4: [Ken Drake](#)

Amendments to June 2022 minutes

- 203 students currently enrolled (up from 184)
- Allyson Power returns to Guidance position
- Marc Landry returns to Middle Level
- Kiana Hilchie joins as Grade 5 teacher

Extracurricular activities

- KRS relies on staff and community volunteers to initiate and sustain intra/extramural programs.

- Plans for intramural games are underway. Mrs. Howland and Mrs. Boreland will run a basketball program again this year, scheduling games with other schools. Other ideas include Open Gym; Rise and Shine activities in the gym.
- The school is prepared to support parents who want to coach or organize activities (arranging transportation for extramural program, for example.) **Action:** Post in newsletter to ensure community is aware of the need for coaches/organizers. Organize application/vetting process.
- Coding Club starts Thursday with Diane MacLeod and district digital learning lead Jeff Whipple.
- School club offerings will soon be posted to a calendar on the KRS website to make parents aware of all opportunities.

PSSC process

- Minutes will be emailed to all members after a meeting. Members will have 48 hours to identify errors or omissions before Nathan posts the minutes to the website and sends a copy to the district.
- Communications: When the PSSC agrees to convey a message to the broader school community Jeremy will draft the text for Nathan to review and disseminate.

Upcoming dates

- Admin data review (Principals' Meeting): 2 November 2022
- School Improvement Plan work day: 2 December 2022
- PSSC meeting: 6:00 Monday, 28 November 2022
- PSSC meeting: 6:00 Monday, 23 January 2023
- PSSC meeting: 6:00 Monday, 27 March 2023
- PSSC meeting: 6:00 Tuesday, 23 May 2023

The meeting was adjourned at 7:31.

Minutes prepared by Shawna Quinn