



**Harvey Elementary School
1908 Route 3, Harvey Station, NB E6K 2P4
Parent School Support Committee
Minutes**

Date: Oct. 28th, 2024 Time: 7:00pm

Location: HES Resource Room

PSSC Members Present:

Lara Chessie - Chair

Shawn Little - Vice Chair

Amanda Quackenbush - Teacher Rep.

Others:

Sarah Kantor - Parent

Melissa Hickey – Parent

Erika Violette - Parent

PSSC Members Regrets:

School/DEC Representation Present:

Julie Holt - Principal

Melissa Little – Vice Principal

Serena Bradford - DEC

School/DEC Representation Regrets:

Call to Order: Julie - 7:10pm

Approval of the Agenda: Moved by Sarah; Seconded by Shawn (only returning members)

Approval of the Minutes from Previous Meeting: Moved by Shawn; Seconded by Sarah (only returning members)

Business Arising from the Minutes:

1. Staffing updates for 2024-25

- a. 12 Educational Assistants and 1 Jordan's Principle support worker
- b. 13 classroom teachers (includes Melissa as VP)
- c. 1.6 Phys Ed teachers (1 full time and 1 who teaches Tues-Thurs)
- d. 0.4 School Counsellor (2 days/week)
- e. 1.0 additional teacher (Music, Interventions, Grade 1 Exploration)
- f. 1.2 Resource teachers (1 works 4 days/week and the other works 2 days/week)
- g. 1 Principal
- h. 1 Behaviour Intervention Mentor
- i. 1 Administrative Assistant
- j. 2 Custodians (1 fulltime and 1 who works 3 hours/day)
- k. 1 Library Worker (Full day Tuesday and a ½ day Wednesday)

2. PSSC Updated spending rules

- a. ASD-West has created new guidelines. A Population Range by school is the new scale. HES will receive \$1000 as our PSSC allotment.

New Business:

1. Election/Selection PSSC Chairperson

- a. Lara Chessie has agreed to be the Chairperson for the 2024-25 school year

2. Election/Selection of PSSC Vice-Chairperson
 - a. Shawn Little has agreed to be the Vice-Chairperson for 2024-25
3. Signing of Declaration forms
 - a. Signing and witnessing has been completed
4. School Improvement Plan 2024-25
 - a. Julie and Melissa discussed the new goals for this year which are 1) Literacy with a focus on Writing and 2) Staff have chosen Discipline Procedures & Behavioural Instruction as part of our PBIS focus.
5. PBIS (Positive Behavioural Interventions & Supports)
 - a. This is HES's third year as a PBIS school and we will be moving into succession planning as this is our last year with financial support from EECD. An application has been submitted for our request for funding to EECD. One of our goals is to create lessons with accompanying videos for teaching our schoolwide expectations in classrooms.
 - b. Last year the PBIS team, with input from staff, revamped the Mission & Vision Statements and chose a new mascot which is the Harvey Hero Bee. There was a naming contest amongst the classes and the most popular name for the mascot was Honey. This will be shared with the students at a monthly assembly as well as sent out to families.
6. Teacher & Student Perception Surveys – Between November 1st and December 13th
 - a. Julie reviewed some of the questions that students in Grade 4 & 5 are asked on the survey.
7. Facilities update
 - a. The lack of space and the difficulty for adults to access the staff/universal washrooms of which there are 2 was discussed. Serena took down information (number of staff, number of minutes per day that students on plans who require access to the universal washrooms) to inquire what the acceptable number of washrooms for adults is within a school.
 - b. An application has gone to request 2 additional modular classrooms. Looking at the projected numbers and possible class sizes for next year more space will be needed.
8. Pre-Kindergarten Registration for 2025-26
 - a. There were 29 students on the list when it was mentioned at the meeting. There are now 32 registered for next year.
9. Community Use of Schools
 - a. HES is now part of a reciprocal agreement with the Harvey Rural Community for us of the gymnasium after hours.
10. Subsidized lunch program – info
 - a. Julie has been speaking with Karrie Bedford at ASD-W and Sheryl Pepin (Community Developer for Harvey & McAdam at Horizon Health) in regard to having a subsidized lunch program for families at least one day per week. The start date is to be determined.
11. Holiday Concert
 - a. Dec. 11th will have 2 shows with Dec. 12th being the alternate date in case of an inclement weather day. Even years will have a holiday concert and odd years will have a community event.

Closing Comments:

Date of Next Meeting: November 25th at 7:00 (in-person or on Teams if unable to attend)

Adjournment: Lara adjourned the meeting at 9pm.