



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

Minutes

Date: March 24th, 2025 Time: 7:00pm

Location: Teams

PSSC Members Present: Lara Chessie – Chair Shawn Little - Vice Chair Amanda Quackenbush - Teacher Rep. Parents: Melissa Hickey PSSC Members Regrets: Sarah Kantor Erika Violette	School/DEC Representation Present: Julie Holt - Principal Melissa Little – Vice Principal School/DEC Representation Regrets: Serena Bradford - DEC
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Call to Order: 7:04 pm

Approval of the Agenda: 1) Amanda 2) Shawn

Approval of the Minutes from Previous Meeting: 1) Amanda 2) Shawn

Business Arising from the Minutes:

1. PSSC Funds – spending update – Julie reported that all the items ordered with the PSSC funds had arrived and were used right away (speakers and microphones).
- 2.

New Business:

1. PBIS (Positive Behavioural Interventions & Supports) updates – signs have been ordered with the behaviour matrix and will be placed outside (attached to the school). A third sign has the school mission, vision and moto on it and will be installed on the wall in the front hall where it will be seen upon entering the school. Kahli Braes has also been working with a group of students to create behavioural expectation videos for various areas in the school. These will be used in classes to model and reinforce expected behaviours.
2. School Improvement Plan – updates – classroom teachers have been working on the Three Step Writing process and looking at rubrics to inform the progression of skills from one grade level to the next. This process is ongoing.
3. French Immersion Registration – 14 students have been registered.
4. Music Festival – April 22-25 – the committee members have been practicing with students during lunch hours. Many thanks to the teachers who have volunteered their classrooms as practice spaces.
5. District Request/Infrastructure concerns – Julie sent an email to Shawn Tracey (Director of Finance and Administration), Darla Day (Director of Schools), as well as others involved

with facilities at HES to outline the current, and future, situation regarding the lack of adequate adult washrooms due to the needs of students who require the use of the adult washrooms during the day. Concerns regarding the lack of space, and possible increase in EA allotment for 2025-26, were also sent to District Educational Support Services, Shawn Tracey and Darla Day.

6. Provincial Assessment Schedule – Grade 4 English Reading Assessments (April 28-30); Grade 5 FI Reading Assessments (May 6-8); Grade 4 Scientific Literacy Assessments (May 13-15); Grade 5 Mathematics (May 20-22)
7. Instructional Balance with Activities
 - a. Lara raised concerns from parents about the numerous social activities scheduled during the week before school breaks (Christmas, March Break, etc). While she acknowledged that fun activities are an essential aspect of school, she noted that there may be too many and emphasized the need to prioritize instructional time. Lara suggested condensing these activities to a single day or two before the break, to minimize disruptions to learning. Julie recognized these concerns and agreed to discuss them with staff when planning future events for the next school year.
8. Other

Correspondence:

Closing Comments:

Date of Next Meeting: April 28th, 2025 – 7pm

Adjournment: 7:45pm