



**Carleton North High School**  
**30 School Street, Florenceville-Bristol, N.B.**  
**PSSC Minutes**  
**Date: May 15, 2024      Time: 6:30 pm**  
**Location: Library**

<p><b>PSSC Members Present:</b>  Tara Orchard  Lisa Wolverton  Heather Chase  Connie Smith (TEAMS)  Derek Tracey, Teacher Rep  Kiersten Orchard, SRC</p> <p><b>PSSC Members Regrets:</b>  Karen Guest  Corinne Kilfoil  Sherry Brennan  Victoria Hutt</p>	<p><b>School/DEC Representation Present:</b>  Jason Smith, Principal</p> <p><b>School/DEC Representation Regrets:</b>  Jana Brennan, Vice-Principal  Thomas Geburt, DEC</p>
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**Call to Order:** Meeting called to order by Tara Orchard at 6:36 pm.

**Celebrations:** Graduation plans are well in the planning process. Turn Around Awards will be held at CN on May 30, 2024 for the Central Cluster Schools of ASDW. Carleton North’s recipient is Raven Dow. There was a Skilled Trades competition held early in May and CN had three students competing in different categories. Jack MacDonald won in carpentry and is going on to compete in Quebec. There was a Youth Mental Health Symposium held today (May 15). Carleton North has the largest contingent of students present.

**Approval of the Agenda:** Connie Smith moved to accept the agenda. Heather Chase seconded. Motion carried.

**Approval of the Minutes from Previous Meeting:** Connie Smith moved to accept the minutes and seconded by Heather Chase. Motion carried.

**Correspondence:** Email from Deputy Minister EECD regarding action plan for long term recommendations on absenteeism. Implement strategies starting 2025-2026. CN has substantial issues with absenteeism, it is reviewed monthly with ESST members. We have alternate education pathways to support students learning at home due to mental health.

**Business Arising from Minutes:**

PSSC Budget – Ideas for new budget period – we have no guest speakers in mind at this moment for next year. If pursuing school goals, almost everything will work for PSSC budget.

PSSC Election – We will let feeder schools know we have 2-4 vacancies. Would like to have an election mid-August. Really need to put the push on for a DEC member for our area.

Staff/Student Perception Surveys – discussed data collected from the surveys.

**School Reports:**

- a) Principal's Report – see attached document
- b) SRC Report – see attached document
- c) Staff Report – see attached document

**New Business:**

**Other Business:**

This is the last PSSC meeting for this school year. Thank you to everyone for your time and commitment.

**Adjournment:** Meeting adjourned at 8:48 pm

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**PSSC Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**PSSC Secretary**

\_\_\_\_\_  
**Date**



## **Carleton North High School: Parent School Support Committee Agenda**

**Date/Time: May 15, 2024 at 6:30 PM**

**Location: CNHS Library**

### **Agenda Items:**

1. Welcome and Call to Order
2. Celebrations
3. Approval of Agenda
4. Approval of Minutes - [April-17-2024-PSSC-Minutes.docx \(live.com\)](#)
5. Correspondence
  - Email from Deputy Minister EECD regarding [action-plan-for-long-term-recommendations.pdf \(gnb.ca\)](#)
6. Business Arising from Minutes:
  - PSSC Budget - Ideas for new budget period spend
  - PSSC election process for upcoming year, confirm total vacancies and prepare to hold PSSC elections in June 2024 instead of Sept 2024 for upcoming school year if alignment to proceed
  - Each PSSC member was asked to review staff perception and student perception surveys to identify three areas of focus/ area of interest to discuss at the May 15 PSSC meeting
7. School Reports
  - Principal's Report - Jason
  - SRC Report – Kiersten/Alanna
  - Staff Report – Derek
8. New Business:
9. Other Business
10. This is the last PSSC meeting for this school year

Adjournment

Principal's Report:

CNHS May 15<sup>th</sup>, 2024

1. **Scheduling and Staffing:** We have received our tentative numbers and we are scheduled to have one less staff member next year based on our ratios. We are still waiting on final decisions for staff member leaves, transfers and other decisions. The schedule is built and we are finalizing trials with student schedules. We anticipate being able to share most staffing decisions by email prior to end of June. We will have some vacancies but the total number is not known at this time.
2. **Facilities:** We have no major capital projects this summer of which I am aware. We do have a meeting on the 24<sup>th</sup> to see the priorities that our education center have. The school is in good mechanical order. We will ask for some general TLC with painting. We do have a request for a number of windows and frames in the D Wing for replacement as well as some of the shop doors. This is a request based on the bees/hornets that have infested as well as the current condition of the windows and frames.
3. **Graduation and Related Events:** We are currently on target with fundraising and plans to host prom, graduation and safe grad here. These events are being well planned by students, parents and a group of staff. Our Fire Department will be supporting our events as well as other local business partners. Do any of our PSSC members wish to attend graduation? We would need to know in order to save seats. Please advise me as soon as possible and copy Suzie Anderson into the email.
  - a. Cap and Gown Ceremony is planned for the afternoon of the 31<sup>st</sup> of this month
  - b. Baccalaureate is planned for Sunday, June 9<sup>th</sup>, 2:00 pm
  - c. Prom is planned for 18<sup>th</sup>
  - d. Graduation is planned for 20<sup>th</sup>, 10:00sh in the morning
  - e. Safe-Grad is planned for the evening of the 20<sup>th</sup>, 7:00 pm start
4. **Staff Leadership Team:** After our May 3<sup>rd</sup> Learning day, 4 team members accompanied me to a separate conference on May 4<sup>th</sup>, in Moncton. The session was with Jenni Donohoo whose focus has been on Collective Teacher Efficacy. We completed a book study by Jenni about 5 years ago. The conference was wonderful and our team is recommitted to ensuring that we continue to build teacher efficacy as part of our school improvement. We believe that our work with Franklin Covey's group on the 4 Disciplines of Execution will help build this efficacy throughout the year.
5. **School Improvement Planning:** We have continued to collect data as you are aware from our students, teachers, and yourselves. As we dig a little deeper into this process over the next few weeks, we will articulate a school plan for next year that we will share prior to uploading to our district data collection site. As in the above discussion, Frankin Covey's 4DX process will further help us achieve our school goal/s next year. The plan is to have a regular score board for classrooms and wings whereby we compare results monthly, update our plan accordingly and celebrate the successes we are having. The leadership team is currently trialing score boarding for the month of May and we will introduce this to staff by end of June.
6. Jana and I will have a few admin meetings this month, one tomorrow and one on the 30<sup>th</sup> of the month. Topics for discussion revolve around scheduling, grade 9 specifically, as well as what assessment week looks like moving forward into the next few years. Jason met with the river

valley high school cohort of principals last week for an extensive meeting on high school practices. Some of our key topics were in response to the release of the governments long-term recommendations for our education system. Attendance, technology, assessment, general guidelines and procedures for each school with discipline, engagement, alternate education were among topics discussed. Our goal is to be on the same page from school to school and provide better alignment of practices.

# PSSC Teacher Representative Report – May 15, 2024

Submitted by Derek Tracey

## Academic:

- Agriculture 110 has five field trips booked for month of May. One to the Coop grocery store (scavenger hunt for where foods come from), one to Ferron Farms where we're purchasing goat meat for the whole class to enjoy, one full day trip covering five different farms and one 'surprise' trip that only Heather and Philip know about.
- Ms. McLatchy's Family Wellness class prepared the Mental Health awareness week bulletin board, made school announcements, and provided teachers with relevant lesson plans.

## Extracurricular:

- The Youth Mental Health Symposium is taking place on May 15th. Seventeen CNHS students and two chaperones are attending. It is put on by the Dept of Education and Centres for Excellence. It is a fun and informative day for students where they get to hear keynote speakers and participate in breakout sessions related to mental health and wellness.
- UNB and NBCC are hosting a Nursing Event and we have approximately 17 students attending this event as well. Students will hear from Nursing Professors and Instructors and some current Nursing students, and they will also have the opportunity to go into the lab to try on PPE, prepping wounds, CPR on mannequins, and more. This event is fully sponsored by UNB as they are targeting rural areas for recruitment. One of the professors is from Hartland and it is part of an initiative she is spearheading. She will have CNHS and HCS Nursing students there to speak with our youth.
- Student Council is having a HUGE yard sale on May 18<sup>th</sup> from 10am - 3pm in the cafeteria.
- On Wednesday May 8, representatives from Kyndryl presented to 80 CNHS students the benefits of using LinkedIn. The members lead by Heather Morgan helped students create an account and helped them build their on-line profile. In addition, Tabitha Burrell from Leigha Jane Photography took professional headshots of the students.



- The Carleton North Theatre Company had a terrific showing at the Provincial Drama Festival in Fredericton this past weekend. Avery Clark-Brennan, Michael Doherty, Indigo McIntosh, and Garrett Pelkey all won best supporting actor awards and the entire cast won a special adjudicator's award for outstanding ensemble. Carleton North also brought home awards for outstanding use of set and music selection.

**Athletics:**

- Track is going well with around 40 athletes competing this year.
- Our JV Girls Volleyball team made it to provincials this year! Mr. Doherty is not sure the last time that they made it to provincials, but is super proud of our team. We had a great team which was largely consisting of grade 9's so we should be competitive for a few more years to come.

## SRC report 15 May 2024

- Spring Fling yard sale fundraiser this weekend from 10-3

Still looking for donations, will be entered into a draw for \$20 Tim's card

- Voting Presidential roles next Thursday- President, Vice-President, Secretary, Treasurer
- Looking to do a final theme week the last week of June
- Alanna and I will be speaking at the grade 9 day this end of May to encourage the new students to join the SRC, among other student leaders who will be spokespeople for various school opportunities such as academics, volunteering, clubs, and sports.