



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

**Date/Time: February 5, 2025 at 6:30 PM**

**Location: CNHS Library**

**Agenda Items:**

1. Welcome and Call to Order
2. Approval of Agenda
3. Approval of Minutes: PSSC Minutes December 4, 2024 – Carleton North High School
4. Celebrations
5. Correspondence
6. Business arising from Minutes:
  - Update on bus issues
  - PSSC budget spend this year (\$1,500)
    - \$500, Guest speaker for February, Alvin Law
    - \$500, Student of the Month Recognition Program
    - Leaves \$500 to align on spending in the Feb 2025 meeting (idea had been raised to purchase ink for specialized printer)
  - Use of weight room after school (Jason to follow up with Jay Doherty)
7. New Business:
  - Update from DEC (Connor)
  - Clarification for the parameters of the student recognition award
  - Discussion related to school based guidelines in the handbook (cell phone and assignment policies)
  - Accessible education as presented in the media
8. School Reports
  - Principal's Report – Jason Smith
  - SRC Report – Kiersten Orchard/Alanna Cullins/Sarah Harvey
  - Staff Report – Derek Tracey
9. Other Business
10. Next Meeting: March 12, 2025 @ 6:30 PM

Adjournment



**Carleton North High School**  
**30 School Street, Florenceville-Bristol, N.B.**  
**PSSC Minutes**  
**Date: February 5, 2025      Time: 6:30 pm**  
**Location: Library**

<p><b>PSSC Members Present:</b>  Tara Orchard  Victoria Hutt  Heather Chase (Teams)  Lisa Wolverton  Corinne Kilfoil  Derek Tracey, Teacher Rep.  Kiersten Orchard, SRC</p> <p><b>PSSC Members Regrets:</b>  Angie Graham  Sherry Brennan  Karen Guest  Connie Smith</p>	<p><b>School/DEC Representation Present:</b>  Jason Smith, Principal</p> <p><b>School/DEC Representation Regrets:</b>  Bridget Nugent, Vice-Principal  Connor Brennan, DEC</p>
--	--

**Call to Order:** Meeting called to order by Tara Orchard at 6:33 pm.

**Approval of the Agenda:** Lisa Wolverton moved to accept the agenda. Derek Tracey seconded. Motion carried.

**Approval of the Minutes from Previous Meeting:** Lisa Wolverton moved to accept the minutes and seconded by Derek Tracey. Motion carried.

**Celebrations:** CN received a \$60,000 CNC Plasma Cutter from the District. This will be for our Skilled Trades Metals Lab.

**Correspondence:** from Facilities with confirmation that windows will be replaced this summer in the C & D wings.

**Business Arising from Minutes:**

**Update on Bus Issues** –continue to have 2 buses arriving at 8:15 am.

**PSSC Budget** – Budget \$1,500.00. \$500.00 to be spent on guest Speaker, Alvin Law. \$500.00 to be spent on the Student of the Month Recognition Wall. Motion made to spend the remaining \$500.00 on printer ink for the specialized printer to print positive message posters to put throughout the school. Motion passed.

**Use of Weight Room** - Jason spoke with Jay Doherty about the use of the weight room after school hours. It is a matter of adult supervision. If a volunteer (with Policy 701 and Criminal Record Check) wants to come in and supervise team/individuals after school hours, then the weight room can be used. Woodstock High School has the same policy.

**New Business:**

**Update from DEC** – no update as Connor Brennan was absent from meeting.

**Student Recognition Award** – Nomination forms are sent out to all staff. Each teacher completes the form and writes a paragraph on their nominee. Then the ESS team goes through the nominations. Suggestion made that the Students of the Month could be sent to the River Valley Sun newspaper and the District of Carleton North for recognition on their social media pages. Maybe have a CN newspaper? Kiersten to bring to Student Council to see if there is any interest.

**Cell Phones and Assignment Policies** – No cell phones in the classroom is going very well. Students are more focused and have greater participation in class.  
Assignment Policies – Students are questioning when assignments are “really due”. Strong students are not meeting deadlines due to the “real date due”. 100% if passed in within the first 5 days of due date, 60% after 5 days and at day 10 it is worth 0. There is a 10-day window before it is worth 0. Needs more consistency with teachers.

**Accessible Education as presented in the Media** – Jason spoke about what is being said in the media about seclusion rooms in the schools and partial day plans. There is no seclusion room at CN. Need to apply to DO to put a student on a partial day plan.

**School Reports:**

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

**Other Business:**

**Date of Next Meeting:** March 12, 2025 at 6:30 pm in the Library

**Adjournment:** Meeting adjourned at 8:00 pm

\_\_\_\_\_  
**PSSC Chair**

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

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

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

February 5<sup>th</sup>, 2025

PSSC

Principal's Report

1. **Committee Work:** Our special events committee has established our theme and activities as well as guest speakers for Black History month as well as our guest speaker Alvin Law. This committee is also actioning the work of leadership students in the school to assist with other themes, decorating and creating opportunities for their peers for wellness and other related supports in the school. Our Leadership team is set to begin the hard work of data analysis with our school and school improvement process setting goals for next year. We will meet on the 13<sup>th</sup> and 19<sup>th</sup> with district lead support and financial support with supply teachers to engage thoroughly in this process. When the report is done, it will be shared with staff, PSSC and students. This will allow feedback into the setting of next year's goals for our school.
2. **Career Life Plan:** We are set to have our next career life planning day on the 27<sup>th</sup>. This is going very well and Amy MacIntosh is the SPR in charge of this. She has time this semester in her schedule to support the actions/goals and data collection related to this.
3. **School Infrastructure:**
  - a. We have new information for summer of 2025. It has been confirmed that the district will be installing new windows/frames for the C-D wing as needed. These windows are failing structurally and need significant work. The work discussed previously related to the changing rooms has not yet been confirmed for 2025.
  - b. **New Equipment for our Skilled Trades Metals Lab.** EECD was given the greenlight to provide a CNC Plasma Cutter to each school district prior to March 31<sup>st</sup>. Our district in consultation with EECD, myself and Ken Robins determined we had the space, the skillset and desire to implement this piece of equipment valued at \$ 60,000.00. Ken and I worked hard the last 2 full years actioning steps towards reorganizing and retooling this lab as well as finding the money in the community to support the purchase. We were fortunate not to have to tap our community for this. It is a huge victory and opportunity for us as a school and community.
4. **Staffing:** Patti Jurczak extended her leave through June of 2025 and we procured Mr. Jordan. Mrs. Kilfoil has returned and has plans for retirement in June. We have offered B contracts to Mrs. Jewel McLatchy and Ms. Emily Boone and they accepted. They will be full time staff members here at CNHS. Additionally, we have a new position for advertisement in our EA allotment and we will have a job posting for Mrs. Antworth who is tentatively scheduled for maternity leave as of March 21<sup>st</sup>. Mrs. Yadav did an excellent job filling in for Mrs. Kilfoil this fall and early winter and we will continue to keep her in mind for opportunities that fall within her scope of practice.
5. **Staff Shortages:** We have not been impacted by shortages in EA or teaching staff beyond reason this year and hope that we are successful in procuring staff the remainder of the year.
6. **Second Semester & Scheduling:** First and foremost, second semester is going well and we feel that our approach to student courses and related supports this year is working very well with our high school pathways and scheduled classes. When we start second semester, we start

scheduling for next year. Mrs. Albright has began meeting with students in grade 10 related to course selection. This process will be ongoing this month. By the middle of April we try to have a working schedule of classes for next year. The staffing process begins in April and ends sometime prior to September. We will send information as it pertains to this in an ongoing manner.

7. Graduation Planning: Ken Robins and Suzie Anderson are facilitating the lion's share of this with a committed group of parents and youth. I am trying to step back from such an active role as guide on the side and allowing other staff a more prominent leadership role. We did meet with the grad class today to discuss graduation fees and things they may want or not want as a group and associated costs. I did send an email out to families to keep them in the loop.
8. Personal Note for Mr. Smith: This is an unusual year for me. I have worked 25 years, and aside from a rare sick day or knee surgery in 2005, never been away from school. This year, I've been out for a series of medical reasons and personal reasons related to deaths in my family and extended family. I have had one surgery and will require at least one more this semester. I try to get back to folks in a reasonable time, but do miss some email. In the event that I miss something from you, please call the school or text me and I will get to you as quick as I can. Email is not the best way for me to be prompt this year. Don't hesitate to reach out to me if I'm not timely getting back to you.

February 5<sup>th</sup>, 2025

### Student Council Report

- We are working on Flower Grams for Valentine's Day these two weeks.
- The school staff wellness committee has asked us to help to plan a wellness activity the day before March Break (February 28<sup>th</sup>), still working out the logistics and details.
- Working with Mr. Doherty towards creating another pep rally in the spring to support the spring CNHS sports teams.

## PSSC Teacher Report – February 5, 2025

Submitted by Derek Tracey

### School-Wide:

- **Course selection process:** Grade 10s – Tuesday, February 4 and Grade 11s – Monday, February 10. This will be done before the end of the month.
- **Day in Yellow:** February 7. Suicide awareness and resources. Organized by a Ms. MacIntosh and a student group.
- **RCMP Presentation:** February 18
- **Pink Shirt Day:** February 26 – Many activities planned with anti-bullying focus.
- **Career Life Planning:** Next planning day will be February 27.
- **Alvin Law:** Guest speaker for Inclusion, Diversity, and Belonging. Presenting to the entire school on Thursday, February 13.
- **Student Art:** ASDW is celebrating the community partners that support educational projects throughout the district (ie. NBTAP). It was decided that offer student art pieces as thank you gifts to the partners instead holding a luncheon that few community members attended.
- **Virtual Black History Month** presentations will be provided by the Multicultural Association of Fredericton on February 20 and 25. This year's theme is: "Celebrating Black History: Shaping an Inclusive Future" and will consist of a PowerPoint presentation highlighting the achievements and contributions of the Black community, short films, inclusion activities, and interactive discussions on creating an inclusive future in our community.
- CNHS has received a **\$ 60,000.00 CNC Plasma Cutter** for our Metals Lab at CNHS. It is due to be installed prior to March 31st. The department of education in conjunction with ASD-W selected our school to receive this unit. It will enhance our application in metals processing, fabrication and welding. It will also enhance our youth with technical, software skills that they can apply directly in the workforce or post-secondary training. We have been renovating and reimaging our skilled trades labs and courses over the last five years. We owe a great deal of gratitude to partnerships with local businesses such as McCain, BMR, BWS, Crabbe Lumber, ASD-W and EECD who have been significant sponsors enabling these enhancements.
- **Student of the Month:** We have four students who received student of the month awards for the month of January. Our sponsors for student of the month are Pizza Twice (Brad Paul) & Greco (Caleb Orser). Our recipients are: Jonty Howarth-grade 9, Jaydan Smith-grade 10, Reese Thomas-grade 11 & Emma Giberson-grade 12. Each of these students have demonstrated STAR qualities and have been praised by their teachers for excellence in the classroom, supportive to peers and staff, volunteers at school and in the community and are kind to all.



- **New Course:** CNHS is offering a new course this semester that will engage our students in a variety of experiences, practices and business applications: **Forestry 110**. Mr. Robins is teaching this and will have my assistance through the course implementation. We will be seeking guest speakers, opportunities to visit businesses and opportunities to engage in hands-on experiences. We have a small grow lab that our Forestry and Agriculture students will use along with a small tree nursery (in conjunction with Wabanaki Forest and KANC) underway and a few acres of green space to manage at our school. If you have a contact in Forestry and/or Agriculture or have other experience you would like to share with us to engage our students, please call or email Mr. Davis, Mr. Robins, or Mr. Smith.

## **Athletics:**

### **Basketball**

- JVB – Provincials this weekend in Miramichi.
- JVG – due to fewer teams, there are no regionals. CN finished league play in 2<sup>nd</sup> place and is in real contention to win a banner!
- Ex Boys – Final tournament here at CNHS next Saturday.
- VG – Finished 2<sup>nd</sup> in league play and will go to Woodstock for regionals next weekend. Must win Friday evening to go forward to sectionals.
- VB – Finished 3<sup>rd</sup> in league play and will go for regionals (location to be determined). Must win to move forward.

### **Hockey**

- Boys and girls teams continue with league play. Boys have final tournament in March. Girls will be in regionals. Information to be determined.

### **Volleyball & Badminton**

- Spring sports will start up mid-February.