



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

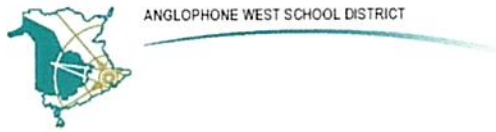
**Date/Time: April 23, 2025 at 6:30 PM**

**Location: CNHS Library**

### **Agenda Items:**

1. Welcome and Call to Order
2. Approval of Agenda
3. Approval of Minutes: [March 12, 2025 – PSSC Minutes – Carleton North High School](#)
4. Celebrations
5. Correspondence
  - Revised - Invitation for PSSC members to attend a symposium in Fredericton, May 30-31 (see updated version attached, deadline and date for names to be selected was updated).
    - As discussed at the March meeting, we nominated Lisa Christie-Wolverton and Angie Graham to attend. Names were submitted to the District. Those selected by a random draw will be advised on April 25<sup>th</sup>.
6. Business arising from Minutes:
  - School Recognition Award – Creation of school newspaper will be brought up at next Student Council meeting for discussion.
7. New Business:
  - Update from DEC (Connor)
  - School Improvement Plan, review school data, get input on school guidelines/policies
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: May 14, 2025 @ 6:30 PM (this will be the last meeting for this school year)

**Adjournment**



**Carleton North High School**  
**30 School Street, Florenceville-Bristol, N.B.**  
**PSSC Minutes**  
**Date: April 23, 2025      Time: 6:30 pm**  
**Location: Library**

<b>PSSC Members Present:</b> Tara Orchard, Chairperson Karen Guest Heather Chase Lisa Wolverton Corinne Kilfoil Connie Smith Victoria Hutt Kiersten Orchard, SRC  <b>PSSC Members Regrets:</b> Angie Graham Sherry Brennan Derek Tracey, Teacher Rep.	<b>School/DEC Representation Present:</b> Jason Smith, Principal Bridget Nugent, Vice-Principal Connor Brennan, DEC  <b>School/DEC Representation Regrets:</b>
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**Call to Order:** Meeting called to order by Tara Orchard at 6:34 pm.

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

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

**Celebrations:** The whole school went out into the DCN community to collect garbage for Earth Day. Student Achievement Wall almost complete. Heard from volleyball refs how great CN students are, they are having a great season. Rainy Guest is competing in the Eastern Championship for Gymnastics. Ayden Grey is performing in Tony Award winning musical Hadestown at the Playhouse in Fredericton. 4-H students participated in the Carleton County Spring Show & Sale.

**Correspondence:** Revised invite for PSSC members to attend a Symposium. Thank you card from 4-H members thanking us for the use of the school.

**Business Arising from Minutes:**

**Student Recognition Award:** Kiersten spoke with SC to see if they were interested in school news for next year. A group of grade 10 and 11 students showed interest in doing school news through video.

**New Business:**

**Update from DEC** – Jay Colpitts is returning to his position as Director of Schools, WEC. There has been no site chosen for the new K-8 school. There will be 3 flag poles out front of school (currently 1). They will fly the Federal, Provincial and Wolastoq flags.

**Update on SIP** – Jason reviewed data from the Wellness Indicators School Trend, 2025 Student Wellness Key Indicators Comparison with District and Province and 4DX: Discipline Two. Reviewed the late assignment and missed test guidelines. Come back to the next meeting with your comments on the late assignment policy and student handbook.

**School Reports:**

- a) Principal’s Report – See attached document
- b) SRC Report – Talk about news video next school year, Spring Pep Rally end of May and mock election on April 28.
- c) Staff Report – see attached document

**Other Business:**

**Date of Next Meeting:** May 14, 2025 at 6:30 pm in the Library

**Adjournment:** Meeting adjourned at 8:55 pm

_____	_____
PSSC Chair	Date
_____	_____
PSSC Secretary	Date

## Principal's Report:

4-23-25

### Facilities:

- Mark Reid was into the school this week to examine the scope of work required to replace some windows in the C/D wing of the school. A contractor and DTI representative accompanied. No contract has been tendered as of yet. This should be forthcoming very soon.
- The cleaning contract expires in October this year. The contract will be available for tender later this spring/summer. I requested that district send staff to assess space and level of cleanliness two weeks ago. They sent two staff who evaluated our space, however, a report has not been sent to me as of yet. I have had several meetings with the existing custodial staff about deficiencies and expectations.

### School Improvement Planning for 25-26:

- ✓ November 2024 School Improvement Framework Day for PL occurred provincially. A school report was generated using the provincial document and framework. This report was generated in Forms and submitted. It was an update on where our school plan was headed this year and what domains have been our focus.
- ✓ School Based PL Days throughout the year had dedicated analysis of data, discussion with all school staff.
- ✓ February Leadership Team Meeting: School Improvement Focus (ASD-W funded)
  - See document sent to PSSC, generated by committee as a report back to staff as to where we are in data analysis and process at this time for next year.
  - District Lead supported and Director of Schools stopped by during our process.
- ✓ April 29<sup>th</sup> Leadership Meeting: Continuation of data work
  - If you would like to attend, please feel free. We will be working on this from 12:00 noon until 5:00 pm.
- ✓ We will be soliciting feedback from PSSC throughout June as well as students in survey format and a session where we pull students together in a forum in May.

### Staffing:

- We only have one new staff member this semester, which is Anna Galipeau who is replacing Mollie Antworth who is on Maternity Leave.
- Next year, we will need the following positions in our school:
  - 2 Math/Science Teachers
  - 1 Technology/Business/Skilled Trades oriented teacher
  - 1-2 Literacy/Humanities Teachers (FTE to determine this)

### Updates:

1. Student Recognition: The wall is under construction. We are trying to determine whether or not we add a feature similar to our sign underneath the stairwell. If we proceed in this direction, I would like to ask for further financial support from PSSC.

2. CNC Plasma Cutter: Completion of setup and training to occur next week. Ken Robins will work with the company representatives to ensure he can run the tool and program associated. We hope to have projects completed in May and June from this new feature in our skilled Trades program.
3. Potential Pilot for School Calendar: There is an opportunity to apply to be part of a new model of PL and planned time for professional learning in a different format next year. I have expressed interest in this as a school who may be willing. Should I be asked to participate in the next round, I will pull a group together to evaluate out potential.
4. We are continuing to work through our scheduling process. We do not have FTE numbers for next year at this point in time. We do anticipate a decrease in enrollment; therefore, a decrease in total FTE for the school.
5. Staff evaluations are underway and they are due at the end of May.
6. We will be hosting the annual Student Turn-around award here at CNHS on the 21<sup>st</sup> of May Wednesday. Would any of you like to attend? It is a lovely event and celebration of our youth from our feeder schools.



## PSSC Teacher Report – April 23, 2025

Submitted by Derek Tracey

### School-Wide:

- Mr. Robins' **Maintenance Auto** class is offering free oil changes for staff — they just need to provide their own oil and filter – the students will handle the rest. It's a great way to support hands-on learning while keeping vehicles maintained.
- Several students from Mr. Robins' **Forestry 110** class participated in a Chainsaw Safety Course presented by East Coast Lumberjacks on Friday, April 4.
- **Children's Lit 120** classes have had two successful field trips this semester – one to the Andrew and Laura McCain Library and one to Bristol Elementary for buddy reading.
- **YouthWorks** skills for work life training and preparation took place over a two-day workshop at Carleton North with ten CNHS and ten HCS students. This is a program for students that are at-risk. YouthWorks reps are following up with various students that signed up to have follow-up meetings for more information and support with programs and prep work.
- **RCMP presentations** were held last week concerning Healthy Teen Relationships and consent. This was presented to all grades in two separate sessions. The RCMP Community Programs Coordinator is a great presenter for youth with the most recent stats and information to help students with knowing their responsibilities.
- **Day in Yellow** – Amariah DeRier and Jenn Andrews helped the Events committee with student-led initiatives for Day in Yellow. Because of this work, they won a pizza party and they chose to share it with a period 5 class.
- **RCMP Careers** presentation took place last week. All Grade 9 students attended this information session regarding potential career opportunities.

### Extracurricular:

- The **Carleton North Theatre Company** will be performing *Space Creatures from the Planet Mongo* on Tuesday, May 6. The play was written by Weldon Matthews and is directed by Jewel McLatchy. The cast will be attending the Provincial Drama Festival at St. Thomas University May 9-10.
- **Volleyball**: JV Boys and Girls teams are headed to regionals this weekend. The boys are going to Hampton while the girls travel to Grand Falls.