



Carleton North High School: Parent School Support Committee Agenda

Date/Time: October 22nd 2025 6:30 PM

Location: CNHS Library

Agenda Items:

1. Welcome and Call to Order

2. Celebrations

3. Approval of Agenda

4. Approval of Minutes -

5. Correspondence:

6. Annual Documents:

- Governance documents and model
- What role of PSSC and members are
- Declaration Form
- Dates for meetings
- Chair/co-chair
- Ratification of new members
- Terms for each member

7. New Business:

➤ Pilot PL days:

- a. School Based Plans for Carleton North High School
- b. Options for Students K-8
 - i. Municipal options K-8
 - ii. Community based options for 9-12 and Micro-course/credit development
- c. Feedback for Municipality
- d. Discussion with feeder school PSSC Chairs

➤ Student of the Month Program and PSSC Support

➤ PSSC Budget

8. Other Business:

- a. Review of School Based Policy Changes (input from PSSC)
 - i. Late Assignment/Assessment Policy
 - ii. Cell Phone Policy

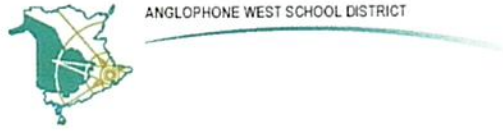
9. School Reports

- Principal's Report - Jason
- SRC Report – Sarah/Abby
- Staff Report – Derek Tracey (temporary this year)

10. Next Meeting:

- a. School Plan Review

Adjournment



Carleton North High School
30 School Street, Florenceville-Bristol, N.B.
PSSC Minutes
Date: October 22, 2025 Time: 6:30 pm
Location: Library

PSSC Members Present: Lisa Wolverton Karen Guest Corinne Kilfoil Connie Smith Raquel Adams Erin Rozitis Derek Tracey, Teacher Rep. PSSC Members Regrets:	School/DEC Representation Present: Jason Smith, Principal Katelyn McGrath, DEC School/DEC Representation Regrets: Bridget Nugent, Vice-Principal
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Call to Order: Meeting called at 6:39 pm. Introduction of people attending meeting.

Approval of the Agenda: Corinne Kilfoil moved to accept the agenda. Connie Smith seconded. Motion carried.

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

Celebrations: Student of the Month wall has been completed. Secured 3 donors for Student of the Month (Pizza Twice/Greco/Pizza Delight). We have added the Enterprise students to the Student of the Month. Through the Diversity and Inclusion Grant the student flag board has been completed and will be mounted on the wall soon. The musical Beauty and the Beast is in production and will be performed in December.

Correspondence: Emails concerning Long Term Recommendations, French Second Language, E Sports and Attendance. Feedback on 10 year Plan, Pilot Days, District Plan and Provincial Education Plan.

PSSC Annual Documents: Dates set for meetings: November 19, 2025, December 17, 2025, February 11, 2026, April 15, 2026 and May 13, 2026.

Declaration Forms were handed out for each PSSC member to sign.

Chair/Co-Chair – Connie Smith nominated Lisa Wolverton for Chair. Vote taken, unanimously in favour. Karen Guest nominated Corinne Kilfoil for Vice-Chair. Vote taken, unanimously in favour. We have 2 new members joining us tonight, Raquel Adams and Erin Rozitis. Interest has also been expressed by Cindy Giberson, Jill Ebbett and Kathryn Southan. Lisa Wolverton and Karen Guest are beginning year 7, Connie Smith is beginning year 4 and Corinne Kilfoil is beginning year 3.

New Business:

Pilot PL Days – PL days will involve School Based Plans – PBIS, Scoreboard, TEAMS (common assessments) and collaboration with EA’s. Community engagement piece was very well received and strong plan for our area. Lots of activities are being offered for the students just not getting the number of students attending. Suggestion that there should be a discussion with other PSSC chairs to see what other schools are saying. The Pilot PL Days activities should be in newsletters being sent out from the schools, school websites and school social media. Supports are in place, what are the barriers/issues?

Student of the Month – as mentioned in Celebrations

PSSC Budget – Budget is \$1,500.00. \$500.00 has already been spent on completion of the Student of the Month wall. Ideas where to spend the remaining \$1,000.00? Guest Speakers?

Other Business:

Late Assignment/Assessment Policy – At five days late, a student can only receive 60 percent of the achieved value of the assignment. After 10 days, the assignment may not be accepted and a zero given on the assignment.

Cell Phones – with them not being allowed in the classrooms, things are going well.

Potato Harvest – we continue to support even though the program does not exist anymore. Mr. Smith met with each student who filled out the form to work in the harvest. Based on their attendance and marks they were either approved or not approved to work in the harvest during school hours.

School Reports:

- a) Principal’s Report – See attached document
- b) SRC Report – no students available to give report
- c) Staff Report – October 28 – AARAO Tour
October 30 – First Career Life Planning Day
November 5 – Take Our Kid to Work Day for Grade 9
November 7 – Remembrance Day Service

Adjournment: Meeting adjourned at 8:17 pm

PSSC Chair

Date

PSSC Secretary

Date

Principal's Report

October 22, 2025

✓ Staffing Updates

1. We had two positions to offer this year. These vacancies were filled with Autumn Downey (D teacher, 1st year teaching) and Anna Galipeau (C teacher, 1st year but in second semester of teaching experience).
2. Jay Doherty is absent due to serious illness. We have replaced him by the following: hired a C contract teacher who is also doing his student teaching for 0.5 of the 1.0 contract. This is Zachary Sprague. The remaining time is being filled by retired teacher Cynthia Crowhurst as well as two other supply teachers weekly.
3. Addition of a Behaviour Intervention Mentor (BIM). This is a new role for the district and particularly high schools. Alicia Woodroffe is our BIM. She is my direct report.

✓ Facilities Updates

1. Lentil Upgrades to C/D wing: This project replaced the lentils and brick work above the windows on the exterior of D wing, but C wing also had the inside windows near library done. Unsure if the remaining windows on D wing will be done next summer.
2. Work project for the drains in the boys changing room, under the ramp to gym and into the cafeteria was suspended this summer due to the scope of work.
3. Tender for school custodial contract should be awarded at the end of this month. There were three contractors that viewed the school. Additions were made to the contract including the addition of one more custodian.

✓ Policy or Guideline Updates

1. Attendance Protocol EECD
2. Long Term Recommendations related to new 10 year Plan
 - a. *Strengthening French LTR 2.2*
 - b. *Protocol for Identifying Support Services for a Learner with Diverse Needs (August 2025) LTR 4.2*
 - c. *E-Sports LTR 1.3*

- ✓ Home and School Updates
 1. Lottery Underway to support initiatives for staff and student wellness. Please purchase and support the sale.
 2. Christmas Dinner being planned for all students and staff
- ✓ Graduation Committee Updates
 1. Graduation Executive has now been selected
 2. First group meeting for parent/student volunteers scheduled for next week.
- ✓ School Financial Updates:
 - Donations: 1 new donor/donation this year. I've been told it is approximately 20,000.00 and earmarked for the theatre renovation fund.
 - AEI: We have no students this year and our existing money will need to be spent more frugal.
 - Provincial Budget: These are monies that the school is given each year based on student ratios. This budget is spent on educational materials and school supplies for teachers and administration. It has several categories and we are generally fully spent by April annually.
 - Special Projects: Each year for the last four years, EECD has earmarked funds to improve spending allotments for student fees and or materials needed to improve student access to learning. Skilled trades have also received improvements the last three years. We currently have a pot of money to spend by early December which was recently given to skilled trades. This time we were given just over \$ 8000.00 dollars.