



**Carleton North High School**  
**30 School Street, Florenceville-Bristol, N.B.**

**PSSC Minutes**

**Date: November 19, 2025      Time: 6:30 pm**

**Location: Library**

<b>PSSC Members Present:</b> Lisa Wolverson Karen Guest Raquel Adams Cindy Giberson Jill Anderson Kathryn Southan Derek Tracey, Teacher Rep.	<b>School/DEC Representation Present:</b> Jason Smith, Principal
<b>PSSC Members Regrets:</b> Corinne Kilfoil Connie Smith Erin Rozitis	<b>School/DEC Representation Regrets:</b> Bridget Nugent, Vice-Principal Katelyn McGrath, DEC

**Call to Order:** Meeting called to order at 6:35 pm. Introduction of new committee members, Cindy Giberson, Jill Anderson and Kathryn Southan.

**Celebrations:** Performance by Ian Sherwood for CNHS students. Drama performance in December by CN students. Report cards were issued November 13. Jason and Derek Tracey attended Non-Violent Crisis Intervention training. Rainy Guest has been named NB TG Athletic of the Year.

**Approval of the Agenda:** Karen Guest moved to accept the agenda. Raquel Adams seconded. Motion carried.

**Approval of the Minutes from Previous Meeting:** Karen Guest moved to accept the minutes and seconded by Raquel Adams. Motion carried.

**Correspondence:** Home and School sold 50/50 lottery tickets. \$570.00 was won by Jack Smith. Disappointed in sales. Money will be used for staff sunshine cart, Christmas dinner and Teacher appreciation.

**Old Business:**

**Pilot Days** – Not getting the number of students we thought we would for the camps. Is it due to the lack of information going home? Why can't other schools send information about the Pilot Day Camps out to homes? On the last Pilot Day there was an Art camp offered at the Gallery. There were 16 students in attendance led by 2 students from CN. Teachers are given surveys to do after every Pilot Day. There is supposed to be a survey going out to parents.

**PSSC Budget** – We have \$1,000.00 to spend before March 1, 2026. Ideas – high quality paper and ink for the large format printer, guest speaker, donation toward MADD presentation. Motion made by Jill Anderson to buy \$500.00 worth of high-quality paper and ink for the large format printer in the Skills Trade lab. Seconded by Karen Guest. Motion carried unanimously. The remaining \$500.00 will be kept at this time. Discussion on using it towards MADD presentation.

**Attendance Protocol Guidelines** – After 5 missed days, a caring call is made. After 10 days a call is made by one of the ESS team. Missing 15 days, a letter is sent home requesting a meeting. Missing 20 days results in reducing the number of classes/partial days. K-8 have a different process. The Attendance Protocol Guidelines is no different from years past.

**New Business:**

**School Improvement Plan** – Reviewed the attached document. Please read through document for next meeting.

**Academic/Behavior Update** – Data sheet reviewed.

**School Reports:**

- a) Principal’s Report – See attached document
- b) SRC Report – no students available to give report
- c) Staff Report – See attached document

**Adjournment:** Meeting adjourned at 8:17 pm

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

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

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

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



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

**Date/Time: November-19-2025 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 -
5. Correspondence: Home & School
6. Old Business
  - Pilot Days & Feeder School PSSC's (not actioned yet)
  - PSSC Budget (no decisions and deferred to November meeting)
  - Attendance Protocol Guidelines (Long-term Recommendations)
7. New Business:
  - School Improvement Plan and Progress
  - Academic/Behavior Update and RTI (Response to Intervention)
8. School Reports
  - Principal's Report - **Jason**
  - SRC Report – **Sarah/Abby**
  - Staff Report – **Derek Tracey**
9. Other Business
10. Next Meeting:

**Adjournment**

## Principal's Report

November 19, 2025

### ✓ Staffing Updates

1. At this time, we will likely have a vacancy in second semester; however, we have a staff member here in this role currently and believe we will be extending their contract. We should be good staff wise unless we hear different in the next few months.

### ✓ School Planning

1. We completed our first official school planning day of the school year last week on the provincial PL day. We completed a review of two domains of the school improvement framework document that was identified with school data last year. These domains were in Classroom Practices and Learning Environments.
2. We have a school plan that includes a focus on academic and behavioural attributes of students/staff. The school plan is made up of two components (Positive Learning and Working Environment & School Improvement Framework). The current copy is attached to the email and will be shared with the parent community after refinement.
3. Professional Learning Days
  - a. Scheduled Provincial Days: These are not necessarily school directed unless we are working on school improvement.
  - b. Pilot Days: These are completely school directed. There will be more public information shared by EECD as well as consultation and data collection including surveys to parent community in the near future.
4. School Surveys this month
  - a. Student Survey (Wellness Survey)
  - b. Teacher Perception Survey
5. ELPA Writing Sessions Grades 9, 10, 11-12

✓ Facilities Updates

1. Tender for school custodial contract should be awarded soon. It is between one other company and the existing company. We expect to here results in the next week or so.

✓ Policy or Guideline Updates

1. Attendance Protocol EECD
2. Restraint and Seclusion Guidelines from 2017 are under review. New NVCI training reflects items that will be adjusted in the guidelines. District has been trying to catch up on training for this with key staff in each building. Bridget, Jason and Derek were all trained in the last two weeks.

✓ Home and School Updates

1. They made 570.00 from this experience. They are currently working on donations for the Christmas Dinner for CNHS. This is going very well and they need to be congratulated on the work done and the volunteers for the Dinner (Rotarians).
2. Already working on sun-shine baskets/treats for school and for Teacher Appreciation week.

✓ Graduation Committee Updates

1. Graduation executives and parents met last Thursday night. We will have two fundraisers prior to Christmas. One is the McCain Christmas Gala for adults and kids. The second is Christmas Goodie Boxes. We are aiming to sell 300 boxes at \$50.00 each. This is being led by students and came from Katie Somerville. She is a very industrious and dedicated youth. Information to homes and community will be forthcoming in the next week.

✓ School Financial Updates: No updates at this time.

## **PSSC Teacher Report – November 19, 2025**

**Submitted by Derek Tracey**

### **School-Wide:**

- Diversity and Respect Week (November 17 -21). Classroom teachers were asked to provide mini-lessons relating to diversity and respect. Various groups including Youth Empowerment, the Student Council, and the teacher's events committee were involved in planning.
- Postponed: RCMP Visit – November 18 – Presentation regarding online bullying and respect for grades 9-12.
- November 19 – Musical presentation by Ian Sherwood to student body.
- Our local Tim Hortons has chosen CNHS to partner with for the upcoming Holiday Smile Cookie Fundraiser. All proceeds from the Holiday Smile Cookie Fundraiser that runs from November 17-23 at the Florenceville Tim Hortons will be donated to charity. Half of the proceeds will go to CNHS towards supporting breakfast and snack programs and students in need, while the other half will go to the Tim Horton's Children's Foundation.

### **Classroom:**

- For World Kindness Day on November 13, Autumn Downey's Individual and Family Wellness 120 class wrote cards and letters for the residents at Riverview Manor. They then visited with the residents on November 13. Autumn said that her class was so engaged that they are hoping to return for a Christmas celebration.

### **Athletics:**

- JV Boys Basketball have won their first three games.
- Varsity Boys Basketball finished second in their latest tournament.



Carleton North High School PLAN

[2025-2026]

Data Snapshot Summary:

Goal: Improve targeted instructional practices to increase student performance and engagement by June 2026.

Positive Learning and Working Environment Component: ☐ Safety ☐ Relationships ☒ Teaching and Learning ☒ Institutional Environment ☐ Improvement Process

Indicators of Success:

STRATEGIES/ACTIONS			MONITORING PLAN			MONITORING UPDATES	
Strategy/Action <small>(List the strategies and actions for realizing this goal, each in a new row.)</small>	Responsibility <small>(Who is implementing this strategy/action?)</small>	Timeframe <small>(In what timeframe/date range will implementation occur?)</small>	Evidence <small>(What evidence will be examined?)</small>	Accountability <small>(Who is examining the evidence?)</small>	Frequency <small>(At what frequency will the evidence be examined?)</small>	Impact <small>(What has been the impact of this strategy/action toward achievement of the goal?) Start each impact statement with a monitoring date.</small>	Next Steps
1. Cross-curricular Literacy Plan	<ul style="list-style-type: none"><li>English Department (PI)</li><li>Core leadership Team</li><li>All Educational Staff</li></ul>	<ul style="list-style-type: none"><li>September 2025-June 2026</li></ul>	<ul style="list-style-type: none"><li>ELPA Results</li><li>OPI/FSL Reading Results</li><li>Final Work Products</li><li>Course Failure Reports</li><li>Walkthroughs</li><li>Scoreboards</li></ul>	<ul style="list-style-type: none"><li>ELPA Team and Administration</li><li>All Teachers</li><li>ESS Team</li></ul>	<ul style="list-style-type: none"><li>Monthly</li><li>Bi-weekly</li><li>Monthly</li></ul>	<ul style="list-style-type: none"><li>School wide posters located in each class highlighting focus</li><li>Teachers across curriculum observed teaching mini-lessons with literacy focus.</li><li>Brief sent to parents</li><li>Skateboarding results in team huddles bi-weekly</li></ul>	<input type="checkbox"/> embedded <input checked="" type="checkbox"/> continue <input type="checkbox"/> refine or revise <input type="checkbox"/> abandon <input type="checkbox"/> not yet implemented
2. PL Targeting Differentiated Instructional Practices	<ul style="list-style-type: none"><li>PL Committee</li><li>Administration</li></ul>	<ul style="list-style-type: none"><li>Bi-Weekly</li><li>Monthly</li></ul>	<ul style="list-style-type: none"><li>Teacher and Student Survey Data</li><li>Student Achievement Data</li></ul>	<ul style="list-style-type: none"><li>PL Committee examine surveys while planning.</li><li>Leadership Team use data to guide and</li></ul>	<ul style="list-style-type: none"><li>Monthly</li></ul>	<ul style="list-style-type: none"><li>Teacher PL surveys show positive uptake and request for further development.</li><li>Walkthroughs and classroom visits show progress and teacher/student focus.</li></ul>	<input type="checkbox"/> embedded <input checked="" type="checkbox"/> continue <input type="checkbox"/> refine or revise <input type="checkbox"/> abandon <input type="checkbox"/> not yet implemented

			<ul style="list-style-type: none"><li>• PL Day pre/post surveys</li><li>• Walkthroughs</li></ul>	<ul style="list-style-type: none"><li>• support PL Committee</li><li>• Administration corroborate data and planning</li></ul>			
3. Enhancing Instructional Practices	<ul style="list-style-type: none"><li>• All Staff</li><li>• ESS Team</li></ul>	<ul style="list-style-type: none"><li>• September to June</li></ul>	<ul style="list-style-type: none"><li>• Leadership team analysis and report (June 2025)</li><li>• ESS Minutes</li></ul>	<ul style="list-style-type: none"><li>• Leadership team will analyze 3X in the year, when hard data is available (provincial and school based surveys)</li><li>• Walkthroughs</li><li>• Academic and behavioral data</li></ul>	<ul style="list-style-type: none"><li>• November</li><li>• April</li><li>• June</li></ul>	<ul style="list-style-type: none"><li>• April and June reports were shared with staff last year and used to scaffold PL plans and growth goals for 2025-2026.</li><li>• Student behavioral data is more positive grades 10-12. New students require more support this year.</li><li>• Team Huddles/scoreboard</li></ul>	<div><input type="checkbox"/> embedded</div> <div><input checked="" type="checkbox"/> continue</div> <div><input type="checkbox"/> refine or revise</div> <div><input type="checkbox"/> abandon</div> <div><input type="checkbox"/> not yet implemented</div>
4DX Model	<ul style="list-style-type: none"><li>• All Staff</li><li>• Leadership Team</li></ul>	<ul style="list-style-type: none"><li>• September-June</li></ul>	<ul style="list-style-type: none"><li>• Team huddles and data tracking on scoreboards</li></ul>	<ul style="list-style-type: none"><li>• Leadership Team</li><li>• Administration</li></ul>	<ul style="list-style-type: none"><li>• Bi-weekly</li></ul>	<ul style="list-style-type: none"><li>• Wings are working together across curriculum</li><li>• All staff have targets posted and are teaching these explicitly</li></ul>	<div><input checked="" type="checkbox"/> embedded</div> <div><input type="checkbox"/> continue</div> <div><input type="checkbox"/> refine or revise</div> <div><input type="checkbox"/> abandon</div> <div><input type="checkbox"/> not yet implemented</div>

incorporating high and consistent expectations through differentiation, intentional planning, targeting the diverse needs of students in our classrooms.
 evidenced by academic assessment scores and student self-reporting.