



HANWELL PARK ACADEMY

Parent School Support Committee Minutes

DATE	February 26, 2025 Start Time: 6:00pm	UPCOMING MEETINGS	March 26 April 30 May 28
PSCC MEMBERS PRESENT	Heather Shawna Serge Kailynn Craig Anna Rachel Jackie Ruth Amanda Hilary Vicky	AUTHOR(S)	Kailynn Clark Victoria McKenzie
DEC REP		REGRETS	None

Action Items:

Action	Owner
Updated Needs Assessment for Exceptional Students (Inclusive PSSC Sub Committee)	Shawna, Kailynn, Vicky – Completed and Shared (Vicky will action – strategize for community outreach)
Parking/Drop Off Strategy Letter	Richard (Follow up offline)
Budget Spending for 2025	Committee to determine in February meeting
Update the Strategic Plan	Kailynn
Send the update to Community Council	Kailynn
Guidelines on HPA Website for PSSC updated page	Shawna
Limitations/Restrictions for community outreach	Kailynn
Social media & Brand Management Strategy	Kailynn & Vicky
Creation of Internal documentation for tracking school Community Network	Vicky
Content Manager nomination	Next PSSC Committee meeting
Running an Epic program to teach students how to build brand strategy and social media marketing	Kailynn & Vicky



1. Call to Order

Meeting called to order at 6:02 PM.

Acknowledgment of gathering on the unceded ancestral homeland of the Wulastukwey people.

2. Approval of Minutes

- Minutes from January 29, 2025 approved (Jackie approved and Heather seconded).
- Review of prior action items.

3. Principal's Update

- Enrollment: 544 students, 8 pre-service teachers starting March 10.
- PBIS Initiative: New posters (Safe, Respectful, Responsible) to be shared next month. Bussing logistics under review.
- Staffing: Mr. Bates leaving March 17.
- Budget: Fully spent, pending expense clearances.
- Provincial Assessments: Grades 4-8 starting on April 28.

4. Teacher's Update

- Winter Carnival, Pink Shirt Day, Tug of War, Bingo, HHL Thursday (K-8).
- Boys' Badminton won district championship.
- Volleyball tryouts post-March Break; seeking coaches for 2 girls' teams, 1 boys' team.

4. Friends of Hanwell Committee Update

- Fundraising: January, Make It Sow (\$900), Movie Night (\$1,400).
- Staff Appreciation: Sponsored by Floyd's Coffee, Riverview Honda, Scholtens. Expenses: \$200 (snacks), \$500 (lunch). \$500 in gift card donations.
- Upcoming Movie Night: March 14 – Moana 2 (may be the last one).
- Total Funds Raised: Over \$10,000 this year.

5. Exceptional Kids Subcommittee Update

- Completed local resources list.
- Teacher survey completed and we have some responses and requests.
- Proposal for a neurodivergent playgroup to support parents and resource-sharing.

6. DEC Updates

- Bussing & District Hours: Survey participation low (6 live events, 4,000 surveys). Report delayed.
- School Capacity: HPA at 75%. Schools over 80% considered full; many exceeding 100%.
- Infrastructure Priorities:
 - St. Mary's (Edmundston) extension due to immigration growth.
 - Doak Road/Lincoln area development.
- Other Initiatives:
 - First Nations flagpoles approved, prioritizing schools with significant Indigenous communities.
 - DEC Symposium in May (Fredericton) – 6-8 PSSC members can attend.

7. Budget Discussion

- Remaining funds: \$1,142 (must be spent by March 31, 2025). *Amendment: Committee has decided to put together purchases of sensory items for student use, name tags for volunteers and posters. Items will be on hold and Shawna will go pick them up.*

Approved allocations:

- T-shirts/volunteer vests (Hilary motioned, Jackie seconded).
- Sensory equipment for neurodivergent playgroup (Anna motioned, Heather seconded).

Deferred to next year's budget:

- Printouts for PSSC/Friends of Hanwell.
- Parking circle rules signage.

8. Community Engagement Strategic Plan

- Updates made to HPA Community Engagement Plan.

**Next Steps:**

- Comms Strategy: Add PSSC link to HPA website (Damon to set up).
- Comms/Content Manager: Vicky & Kailynn nominated (Hilary to support).
- Website Updates: Identify single-source communication hub.
- Facebook Ownership & Partnership: Strengthen collaboration with Friends of Hanwell.

EPIC Proposal:

- Community outreach for parental and partner involvement.
- Include outreach in next year's flyer (Hilary suggested NBCC Robertson Institute).

9. Adjournment

Meeting adjourned at 7:26 PM.