



# HANWELL PARK ACADEMY

## Parent School Support Committee Minutes

<b>DATE</b>	Oct 1, 2025 6:00pm	<b>UPCOMING MEETINGS</b>	11/5   12/3   01/7   02/4   04/1   05/6
<b>Attendees</b>	Kailynn Clark Victoria McKenzie Shawna Allen VanderToorn Chelsea Darkis Christine Roherty Ting Serge Godin Hilary Lenihan Heather Tucker Heather Fehn Evita Gudkova Allison Dossev	<b>IMPORTANT DATES</b>	<b>10/2</b> - School Pictures <b>10/2</b> - Track and Field Meet <b>10/8</b> - Off-Site Evacuation Practice (8:30 AM). <b>10/13</b> - No School (Thanksgiving) <b>10/14-10/17</b> - 2026-2027 Kindergarten Registration

### Call to Order: 6:01 PM

#### 1. Opening

- Land Acknowledgement
- Welcome & Introductions

#### 2. Introduction to the PSSC

- What is the PSSC?  
The Parent School Support Committee is a group of parents, guardians, and community members who collaborate with the Principal and staff to enhance student learning and opportunities.
- What does the PSSC do?  
Provides input and advice on school-wide issues related to student learning, primarily through input on the School Plan.
- In Scope: See Appendix – Duties of the PSSC
- Annual Flow of Work:
  - Early Fall: School Profile & School Plan updates
  - Late Fall: Student survey results & initial report card data
  - Early Winter: Provincial Assessment comparisons
  - Mid-Winter: Review & adjustments to School Plan strategies
  - Late Spring: Resource planning and early ideas for next year's plan

#### 3. General Housekeeping

- Meetings: First Wednesday of each month, 6 PM, in this room
- Agendas: Distributed 48 hrs in advance (any member may contribute)
- Google Folder: Centralized for agendas, minutes, event details



- New Business: Standing agenda item for last-minute additions
- Scope: Focus on school-wide matters, not personal issues

#### 4. 2023-2024 Recap

##### Inclusive Committee for Exceptional Students

- Sensory Nights hosted successfully; expanding to 3 events in 2025/26
- Resource list compiled for local supports (Fredericton area)
- Partnered with community for 2 new sensory spaces (led by Danielle Toner-McKinley)
- Began curating enrichment activities; transitioning to main committee review

##### Career Day

- Event rated 4.8/5 by volunteers (49% response rate)
- Highlights: Variety of careers, student preparedness, strong engagement
- Opportunities for improvement:
  - Streamlined organization & communication with presenters
  - Broader range of careers; engage Centres of Excellence earlier
  - Better signage, larger space, stationary mic for Q&A
  - More time for student engagement & post-event reflection

##### Other 2023/2024 Activities

- DEC Symposium (suggestion: Tech Education Night, safe social media use)
- Kindergarten Orientation
- Community Town Halls
- Supported PBIS (Positive Behaviour Intervention Supports)
- Drafted Welcome Package (resources, FAQ, key dates)

#### 5. Kicking Off 2025

Budget: \$1,370 (must be spent by March 31, 2026)

##### Goals for 2025:

- Parent Support
  - Tech Education Nights (social media, AI learning)
  - Pastries with Parents (January)
  - Kindergarten Orientation & Welcome Packages for exceptional kids
- Staff Support
  - Resources for exceptional students
  - Staff Appreciation Week (with Friends of Hanwell)
- School & Community Connection
  - Career Day
  - Three Sensory Nights (Oct, Mar, May)
  - Monthly Community Town Halls
- School Assistance
  - Review School Improvement Plan (data from Shawna)
  - Centralized enrichment opportunities calendar
- Newcomer Support
  - Explore ideas from FHS student committee
- Information Access
  - Calendar (enrichment, events, DEC, PSSC meetings)
  - Newsletters & Facebook/website content
  - Explore grants & funding opportunities

#### 6. 2025–2026 Role Elections

- Chair: Kailynn Clark



- Co-Chair (Vice): Victoria McKenzie
- Secretary: Allison (with support from Vicky & Kailynn)
- Communications Manager: Position to be filled
- Home & School Rep: Anna Burdett

## 7. Updates

### Principal (Shawna)

- Provincial assessment data: Math still an area of concern
- PBIS initiatives underway
- Communications protocol updates
- Ongoing staff changes (librarians returning)
- Safety presentations (Oct 20, Safe Schools Week)
- Breakfast initiatives
- SRC elections
- Potential first dance: Oct 30

### Teachers (Serge)

- Phys Ed Lead role eliminated (impacts tournaments/events support)

### DEC Representative

- EECD consultation for new Education Plan ([survey available at this link](#) & in-person sessions)
- DEC election year (nominations open Mar 23–Apr 26; election May 11)

### Home & School

- Early start to fundraising (Sept)
- 2023/2024 profits: ~\$15,000
- Accepting fundraising requests (form with Tara)
- October 7: Big Box fundraiser
- October 24: Movie Night (open to community)
- Ongoing: VIP parking raffle
- Weekly popcorn sales (~225 bags/week)

## 8. Looking Ahead

- Monthly meetings: First Wednesday of each month
- Next Meeting: November 5
  - Review Shawna's data
  - Review event calendar

**Adjournment: 7:40 PM**



## Appendix A

### DUTIES OF THE PARENT SCHOOL SUPPORT COMMITTEE (PSSC)

(Education Act, Section 33)

**(1) Advise the principal of the school respecting the establishment, implementation and monitoring of the school improvement plan which may include strategies for;**

- (a) ensuring the language and culture of the school preserve and promote the language and culture of the official linguistic community for which the school is organized,
- (b) the school mission,
- (c) establishing school policies related to education, language and culture,
- (d) providing communication between the school and families residing in the area served by the school, and encouraging family involvement in the school,
- (e) establishing partnerships with the community to improve the quality of learning
- (f) developing a school climate and conditions to improve the quality of learning and teaching
- (g) establishing a positive pupil climate within the school, and
- (h) improving school property and facilitating use of the school by the community.

**(1.1) The Parent School Support Committee at the school shall advise the principal of the school respecting the establishment, implementation and monitoring of the positive learning and working environment plan, which may include:**

- (a) strategies and practices to promote respectful behaviour and a positive and inclusive social climate for all students and staff,
- (b) strategies and programs to prevent disrespectful behaviour or misconduct,
- (c) policies and practices to address disrespectful behaviour or misconduct in a timely manner and in a way that teaches and reinforces respect for other persons, and
- (d) appropriate support strategies for students participating in disrespectful behaviour and students who have been affected by the disrespectful behaviour of others.

**(2) A Parent School Support Committee shall**

- (a) Participate in the selection of the principal or any vice-principal of the school,
- (b) review the results of the school performance report,
- (c) advise the principal of the school in the development of school policies prepared in accordance with district and provincial policies,
- (d) provide, on the request of superintendent, input into any performance evaluation of the principal or any vice-principal of the school in matters relating to the duties of the Parent School Support Committee under this section, and
- (e) communicate with the District Education Council concerned with respect to matters relating to the duties of the Parent School Support Committee



## PSSC ANNUAL CYCLE

**Early Fall:** The Principal presents the School Profile, identifying resources available, and data on how well processes from the previous year have been completed. The Principal may provide an update on the School Plan of the previous school year as well as present the plan for the current year. The PSSC members should expect updates on the plan throughout the year.

**Late Fall:** The Principal presents data from student surveys as well as initial data on report cards, identifying student learning and achievement as well as areas of concern.

**Early Winter:** The Principal uses the information from the Provincial Assessments to compare the school's results with those of the District and Province.

**Mid-Winter:** The School Plan is reviewed to determine if any of the strategies need to be modified. The Principal seeks advice from the PSSC on direction and strategies for improvement in student achievement.

**Late Spring:** The PSSC will be advised of the available resources for the coming school year. Ideas for the next School Plan are considered.



## **APPENDIX B**

### **2025 - 2026 Hanwell Park PSSC Committee Roles**

#### **Chair**

- Sets the meeting dates, times, and agenda in collaboration with the Principal and Vice-Chair
- Stimulates discussion by asking questions, encouraging quiet members to participate;
- Keeps to the agenda by setting and keeping time limits for discussions if necessary;
- Helps members reach consensus or calls for a vote if necessary, resolve conflicts; and
- Ensures PSSC minutes are maintained and distributed

#### **Vice Chair [Co-Chair]**

- Assumes all duties and responsibilities of the Chair in their absence or in support of.
- Supports the Chair in day-to-day operations and helps execute strategic initiatives.
- Often responsible for overseeing a major, specific project or key sub-committee(s)

#### **Secretary**

- Takes detailed and accurate minutes at all committee meetings and distributes them promptly.
- Creates draft agendas a week before each meeting and shares with Chair and Vice Chair.
- Maintains and organizes all official records and documents in a centralized location.
- Handles official, non-public-facing correspondence as directed by the Chair
- Tracks and records attendance for all executive and general meetings.

#### **Communications Manager**

- Develops and implements the comprehensive plan for outreach strategy, external communication to the parents, and school community.
- Drafts, edits, and distributes public-facing content (e.g., two newsletters, social media posts).
- Ensures all events, volunteer needs, and programs are clearly and effectively publicized.
- Maintains a consistent, professional, and positive voice and visual identity across all channels.

#### **Home & School Representative**

- Shares update from Home & School committee events and meetings
- Highlights opportunity for cross - committee collaboration or support

#### **Committee Member**

- Participate in all meetings.
- Maintain high ethical standards and respect for other members; support open communication.
- Work collectively towards improving student learning and achievement.
- Limit discussions to matters of the school as a whole; do not discuss personal issues.
- Resolve issues in the best interest of all students and the whole school.
- Build a positive school environment.
- Create and encourage successful relationships and support between parents, teachers, students, staff and the community.
- Actively contribute to the agendas, events and overall goals of the committee.