



SCHOOL NAME: Forest Hill Elementary

Address: 548 Forest Hill Road

Parent School Support Committee

Minutes

Date: January 14, 2026 Time: 6:30pm

Location: Teams Online

<p>PSSC Members Present: Beth, Christine, Bronwyn</p> <p>Sahil, Chair Beth Crawford, Vice Chair</p> <p>Regrets- Sahil, Ela, Ayo, Lyndsay, Wajiha, Tola</p>	<p>School/DEC Representation Present: Charlotte Burhoe Cynthia Burnett, Principal Elizabeth McCabe, Teacher</p> <p>School/DEC Representation Regrets:</p>
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Call to Order: 6:32 pm

Approval of the Agenda: Approve (Christine) and Seconded (Beth)

Approval of the Minutes from Previous Meeting: Approval (Bronwyn) and Seconded (Christine)

Business Arising from the Minutes: Neighborly homes transitional housing update. Meeting?

- Noone had attended the meeting last night
- Members heard that there was low attendance

Safety plan feedback:

- Fencing is finally done. The fencing company came over the Christmas break, and then returned on Monday, and the posts were in the incorrect spots, which limited cars from being able to exit the parking lot. Posts were then removed, and the company needed to return, which cost an extra fee. The fencing is now complete, and the back gate has been removed and is sealed.
- The cameras are now online, as of Tuesday. There is one camera that is going to be moved, but they're all angled well now.
- Lighting has been completed and looks great.
- Security has been excellent. They're easy to work with, and they've met the students. He's a friendly face, and students are comfortable with him and his presence. They're constantly moving and we're happy with them so far!
- Playground evacuation: We practiced this today after recess. It went really well!
- Charlotte would like a copy of the safety plan sent to her.
- Are the cameras being monitored by anyone? No, but we can revisit the video if needed.
- January 6th, the DEC was unclear whether the residents had in fact moved in.

- Half of the residents have moved in
- We have walkie talkies, to keep in communication with the office
- The security guard is outdoors during outdoor learning as well
- We will always keep the walkie talkie on us (admin), in the event we're needed
- If someone comes near the playground, the guard will redirect them
 - If they walk away, nothing further
 - If they're confrontational, they will radio the office
 - If needed, we'd call the resource police officer, who is stationed at FHS, and if beyond that, the nonemergency line
 - We're working through "If this, then" situations
- We're feeling positive about the safety measures
- Has the advisory committee taken place yet?
 - This is a social development initiative
 - They are setting this up and were looking for community members to put forward their names last night at the meeting
 - They are looking for a member of the PSSC to sit on this committee. If you're interested, please let Cynthia know.
 - They will hope to meet once a month
- Cynthia will meet with the housing committee tomorrow, meets once a week, and will discuss contacts
- CSSU, we are out of their jurisdiction, so they will not respond to any calls for assistance

New Business:

Ventilation System – Electrical work being done. They are supposed to install ventilation system over the summer.

- They began over Christmas and will be working a few weekends up until March break, putting in an electrical panel for a ventilation system, for every classroom.
- Will work on the weekends, or after school, not while students are in class
- Then over the summer, they will install the system
- This is just air exchange, not a cooling system
- This was an initiative post covid, for schools that don't have a ventilation system in place, so this funding has been in place since then.

New School- Met with architect. Saw blueprint of potential build. Offered suggested changes.

- Back in October, the architect came through Liverpool and Forest Hill and got a sense of the school culture.
- In Nov/Dec, we saw a blueprint of a potential layout of the new school and were given the chance to give input
- We believe they are moving forward with the playground behind the Liverpool playground, which comes with constraints and limitations on the new build.
- We don't know when it will begin or any information re: timing
- Our understanding is that the location has been secured, and that it will be built "up" vs. Out
- Questions remain regarding population of the new school, need to reflect growth in the community

- Questions remain regarding the size of the playground, to accommodate the population of the amalgamated schools.
 - o Was questioned, and was assured that this is larger than the picture suggests
 - o Possibility of taking a portion of our population and transferring it to the new Doak road school
 - Depends which school is built first etc.

PSSC Funding- \$750

- Last year we used this to purchase a large laminating machine
- Any ideas or thoughts?
 - o Cardstock, laminating, and chart paper

Motion for funding- Bronwyn motioned for the approval of the use of PSSC funds to purchase laminating, chart paper, cardstock,. Approved by Christine, seconded by Beth.

- We will send this out, and ask members to say yes/no.
- Product must be purchased and received and invoiced by March 31st.

Principal Report:

Parent Teacher Interviews- Well attended.

- Best they've been in Cynthia's time at FHES
- We had many more in person than in previous years as well

Holiday Family Visits- Feedback –

- This is in lieu of holiday concerts. Each class picks and individual time for parents and families to complete, and students will sing a song.
- It was well liked! It was a great chance to meet parents of the other students in their child's class
- Far more inclusive, they wish all schools would do this!

DIBELS-

- A screening tool that the district has been using this year, in schools that have academic support teachers
- Used to assess early skills and helps to detect at risk students early on and intervene early
- We don't have an AST, but our ESS team decided we wanted to implement this screener, to help in class interventions
- The first screener is done in September, we received the training Nov, early Dec, so we began then, and will complete the second one on time, at the end of January.
- The hope is to intervene early, because if students don't achieve those skills in the early grades, the gaps expand exponentially as they go through the higher grades
- What would the interventions look like?
 - o Tier one, whole class instruction

- Tier 2 and 3: small groups or one on one intervention, Resource interventions as well
- There is no Dibels screener for Grade 1 immersion, but if needed, we can complete the screener, and all students will have it completed in K, which will be helpful for next year's grade one classes
- Ms. McCabe can provide French intervention if needed as well

Outdoor Learning Long Term Recommendation Pilot- \$500 this year. Going to nashwaak watershed for outdoor learning- learning about animals and how they adapt in winter January 28th. YOHO lake-outdoor exploration February 24-25 with outdoor learning stations.

- 3 classes will go for an hour and 15 ,and then the bus will return to get the other classes etc, and Mr. McDonald will remain there for the day with all classes

- Yoho: Students will eat at Yoho and spend the day outdoors.

Bilingualism Grant \$1450 – Razmataz came to do a bilingual show in March. Petes de Soeurs from the French bakery over French pride week.

- Students enjoyed Razmataz performance
- Students will enjoy cinnamon buns during French pride week

\$5000 French Grant- 10 new ipads, 10 cases, and headphones for our two FI classes.

- All were received before Christmas!

Culturally and Linguistically Inclusive Initiatives \$500 – Culture day.

- Information to come
- Looking at early/mid-April for this exciting day.
- Also looking to do critter dipping at Mactaquac and bird watching in Oromocto

DEC report:

- Great that we recognize that our budget needs to be spent!
- If we don't spend it, then we get less next year!
- The DEC is working on, if you have children in grades other than k and 1, you can access the school improvement plans online. Charlotte will send the link to Cynthia.
- If you happen to have any resources for Literacy on what PSSC budgets can be spent on, please consider sending this to Charlotte
- Send for a formal vote, to members
- When we get notification of any meetings, please let Charlotte know, so she can represent us as our DEC member

- Universal lunch program
 - A meeting was had to discuss what the universal lunch program will look like at our school
 - We do not have a kitchen, so this will look different for us compared to a school with a cafeteria etc.

- Our breakfast program is well run, and includes many different healthy options
- We don't have a healthy minds budget, to supplement our breakfast program
- Please send something separate to Charlotte on the above point, so she can bring it to district, to see if there's a way district can support
- We usually order them from Jobs Unlimited, or Chartwells, through the highschool

Correspondence:

Closing Comments:

Date of Next Meeting: February 11th, next meeting @ 6:30 pm

Adjournment: 7:31!