



SCHOOL NAME: Forest Hill Elementary

Address: 548 Forest Hill Road

Parent School Support Committee

Minutes

Date: October 8, 2026 Time: 7:00pm

Location: Teams Online

PSSC Members Present: Chair- Christine Vice Chair- Tara Lyndsay, Christine, Michele, Heather PSSC Members Regrets: Brogan, Bronwyn	School/DEC Representation Present: , DEC Representative Cynthia Burnett, Principal Elizabeth McCabe, Teacher/VP School/DEC Representation Regrets:
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Call to Order: 7:03pm

Approval of the Agenda: Christine and Michele

Approval of the Minutes from Previous Meeting: no previous

Business Arising from the Minutes:

New Business:

Welcome and Introductions.

Role of PSSC

Principal Report:

Ventilation System-

- Going in all classrooms
- They had issues when measuring to match the metal in the plexiglass, which will replace a pane of glass in each classroom
- Now they are backlogged and progress has been slow
- The ventilators were put in the first day that teachers arrived back “ventilation monsters”
- It should be done by the end of next week
- They have also rewired the controls, but nothing’s connected properly
- They had to put water in the lines
- All classrooms have heat, but not in the gym and not in Cynthia’s office
- Metal tube where air gets sucked out along top is not connected

- Made sure there is no space between ventilation machine and wall, to ensure no child can get in between
- This was done because during COVID air circulation was poor, so this money was allotted in years past and needs to be spent

Security-

- 24/7 security
- In place until the end of January
- In December, Cynthia will meet with SD to advocate for security to continue
- Meets with SD monthly to discuss any ideas or concerns
- We've had some nearby incidents, nothing major
- We believe this is because security deters possible issues from arising
- Could city bus stop in front of the school be moved?
- City Police did not attend last meeting with Cynthia and SD
- Cynthia will follow up re: bus stop
- Unfortunately, we cannot always confirm that incidents involve people from Neighborly
- If we're able to get still photos from our cameras, we are able to send these to neighborly to connect with the site director, and they can take the appropriate steps
- Letter from PSSC was not needed to get the extension previously. Cynthia will keep PSSC informed if it becomes necessary.
- Incidences were low over the summer
- We don't have a current DEC rep, but Cynthia received an email that three names have been brought forward

School Plan- Goal

Data Snapshot Summary: Through staff conversations and documentation, there is a clear interest in strengthening collaboration around the numeracy curriculum and implementing a new literacy resource to support consistent, evidence-based instruction across grade levels.

Goal: Collective Efficacy to Improve Literacy and Numeracy instruction and achievement. By June 2027, grade-level teams will strengthen and use collective efficacy to drive improved literacy and numeracy outcomes through collaborative and data-driven instruction.

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

Indicators of Success: Consistent grade-level collaboration is evident across teams. Instructional practices are aligned and data-driven. Students demonstrate growth in reading, writing, and mathematics skills.

- We have one goal
- Teachers collaborate very well at Forest Hill, and we chose to focus on developing collective efficacy, which has a major impact on student learning

- Based on work by Jenni Donnohoo and Peter Dewitt
- Our goal will then positively impact numeracy and Literacy
- Indicators of success will be increased collaboration, practices further aligned, and our data will drive instruction
- K team has middle block where their preps are aligned once a week, same for grade 1
- Each grade level team is then released for this middle block, twice a month
- Each team co-created an agenda template with meeting norms
- Cynthia meets with the grade level team once a month, and Liz meets with the team once a month
- Cynthia, Liz and Maggie cover classrooms during these meetings
- Liz is VP as well as a co-teacher, who provides academic support, in class, and in small group arrangements
- Another strategy is a book study on assessment and MTSS- multi tiered systems of support
- Questions from members regarding how this will transition to the new school

Sub Committee

Looking for interested parents who would like to be on a sub committee for the new school, to provide insight and to help fundraise for a new playground for the new school. Letter to go home. Please let us know.

New School

- Will go to tender around Christmas
- Construction will start in Spring of 2027
- Expected to open fall of 2029

Correspondence:

Rotary Club- Money for books for the school. \$750

Skyline Acres Baptist Church Support- The church we use for school evacuation

- There is a new pastor and he is excited about contributing to FHES
- He is looking to have members come to the school to read with students, possibly support our breakfast program, and possibly help provide students with winter gear as needed.

Closing Comments:

Date of Next Meeting: November 12 @7:00pm.

Adjournment: 7:44pm.