



SCHOOL NAME: Forest Hill Elementary

Address: 548 Forest Hill Road

Parent School Support Committee

Minutes

Date: October 8, 2025 Time: 6:34pm

Location: Teams Online

PSSC Members Present: Christine, Ayo, Bronwyn, Beth, Sahil, and Lyndsey	School/DEC Representation Present: Cynthia Burnett, Principal Elizabeth McCabe, Teacher/VP
Chair Vice Chair	
Christine, Ela Ayo, Bronwyn, Tola, Beth, Wajiha, Sahil, Lyndsey, Robert.	School/DEC Representation Regrets: Charlotte Burhoe, DEC Representative
PSSC Members Regrets: Ela, Tola, Wajiha, Robert	

Call to Order: 6:34pm

Approval of the Agenda: Christine (second: Bronwyn)

Approval of the Minutes from Previous Meeting: no previous

Business Arising from the Minutes:

New Business:

Welcome and Introductions.

- Cynthia Burnett: Principal, here 5 years, .8 principal, .2 EST, will be working closely with teachers and students to develop groups around social emotional regulation and support
- Liz McCabe: Vice Principal .2, and .8 resource: Excited to be here!
- Bronwyn, daughter in grade 1 FI
- Beth, daughter in grade 1 FI
- Christine, daughter in K
- Ayo, child in K
- Sahil, son in grade 1
- Lyndsay, son in K

Charlotte Burhoe is our DEC rep, may or may not be able to attend, dependent on her other schools meetings as well

Role of PSSC

- The handbook was attached in a previous email
- Provides more detail about the role of the PSSC
- PSSC reports to DEC (Charlotte), who then takes any concerns to the council meeting, who then takes it to the department
- Members are parents
- One teacher rep (Liz)
- Can be on both PSSC and H&S
- Can have community members on the committee, haven't in the past because there hasn't been interest, but if you know of anyone, please have them reach out. They cannot vote.
- Nominates members of school appeals committee
- Monitors SIP
- School mission and policies

PSSC does not engage in decisions regarding student behavior or academics, or fundraising

Funding changes past year- \$750. Ideas-

- Used to be based on school size
- Now it's based on a 0-200 scale, we received \$750
- Last year, it was put towards school laminator
- Can't be spent on gifts, gift cards, alcohol, to hire casual employees or to donate to an outside organization

Elect Chair and Vice Chair- Sahil (Chair) and Beth (Vice Chair)

- We will meet again in November, Jan/Feb, April/May
- Must be a quorum present, more than half (5) to vote
- Spending of the funds: consensus or majority vote
- Annual cycle
 - o Early Fall (SIP)
 - o Late Fall (Report card data)
 - o Early Winter (Only K/1 so we have very little formal "assessment data" that would be in a K-5 school)
 - o Mid-Winter (SIP, where we are)
 - o Late Spring (next fall, school profile, class sizes, etc)
- We can create community awareness
- Can post minutes to website, typically haven't in the past
- Minutes are posted on our sharedrive, for department access
- Can send Cynthia information to add to her weekly email to parents
- Cynthia will send home a PSSC declaration form, in your child's communication bag, please sign and return

Principal Report:

District Improvement Plan

- ASD-W website
- “about” “leadership”
- Mission and Vision statements were reviewed
- Goals were reviewed
 - o We have a numeracy goal as well, as there is a new holistic Numeracy curriculum
 - o Data teams use their AST to assess using the Early Math Assessments
 - o We do not have an AST at FHES, so we have requested permission to access these assessments
 - o District is developing new benchmark assessments, to align with new curriculum
 - o Priority around continuing to improve Literacy
 - o Prioritizing PL Learning and Policy Framework, and inclusive practices

Highlights- LTR, Day of Outdoor Learning, New math curriculum

- Department had 11 initiatives
 - o One around outdoor learning
 - o We piloted it last year, and received funding
 - o Paid for multiple field trips, outdoor learning supplies
 - o We have outdoor learning time; each class has one block once a week designated
 - o Cynthia will discuss long-term recommendations at her principal’s meetings next week in Saint John
- Take Me Outside: Upcoming outdoor learning day
 - o October 23rd
 - o Students will be outside all day
 - o Conservation Council
 - o Gaia project (recycling)
 - o CPAWS (animal ID)
 - o Nature NB (migration)
 - o Ducks Unlimited (games)
 - o All part of “Lichen League”
 - o Students will be in groups and rotate through
- A question was asked about funding, and whether the money for these additional things comes from budget
- Cynthia explained that the funding came from the department (\$5000) for outdoor learning
 - o Mats, bug catches, wind tubes, field trips and much more
- We have a lot of exciting visitors coming to FHES: Kingslanding, Lets Talk Science, and the SPCA recently visited with bunnies and kittens

Safe Schools Week

- We approach this in an age-appropriate manner, to teach what these procedures look like and how to participate while being developmentally sensitive to their age
- Site evacuation upcoming, to the church on Canterbury
- Bus evacuation and bus safety

- Fire drills, Cynthia played the sound first before the first drill, to help students become more comfortable
- Fire truck is coming the week after Safe Schools week, and we are working on having an ambulance, and police car visit as well

Correspondence:

Closing Comments:

Questions: Do we need volunteers for the outdoor learning day? (We've been told the groups are bringing enough adults to accommodate us, but thank you!)

Is this a good day for the meeting? (The day works. One member mentioned that the time is tough, as it is during supertime and bedtime, someone also mentioned it could be tough with H&S, and school if all on the same day)

Next Meeting date established: November 5th @ 6:30

Adjournment: 7:19 pm