



SCHOOL NAME: Gibson-Neill Memorial Elementary School

Address: 67 Wyngate Drive, Fredericton

Parent School Support Committee Minutes

Date: Wednesday, October 20, 2025 Time: 6:30 pm

Location: Gibson-Neill Memorial Elementary School

PSSC Members Present:

Andrea Trenholm, **Chair**

Nancy Wilkins-Keetch, **Vice Chair**

Others:

Amanda Good, Katie Edgar, Sarah Dobbin,
Veronica Richard, Brittney Fraser, Carolyn
Gibbons, Andrew Tardiff

PSSC Members Regrets: Deidre Hutchings

School/DEC Representation Present:

Tracy Stewart, Principal

Colin Dolan, Vice Principal

Gordon Linder, Teacher Rep

School/DEC Representation Regrets:

Call to Order: by Andrea Trenholm @ 6:35

Approval of the Agenda: NA

Approval of the Minutes from the Previous Meeting: NA

Business Arising from the Minutes:

New Business:

Principal's Report

School Improvement Goals

1) Increasing school time focused on learning

- Data showed this was an area of concern for teachers

Actions:

- Class reflections on overall learning focus each day (some classes are setting micro goals such as working on blurting, settling quickly after teacher calls for their attention, raising their hand).
- Biweekly parent tips
 - Around different areas ex. sleep, nutrition, tardiness
 - Goal is to bring awareness

**If anyone comes across information they see as important and worthwhile to share, please send it along to Tracy.*

- Classroom lessons by ESS team
 - September focus was blurting, will continue classroom presentations on a social emotional learning skill monthly over the school year.

2) Teacher collaboration to guide student improvement in foundational numeracy skills

- Build teacher collaboration to guide student improvement, focus on foundational numeracy skills (numbers)

Actions:

- PLC teams using formative assessment data to identify foundational skills to focus on. Academic Support Teacher, ASD-W Numeracy Lead, is helping to support teachers with this.
 - Actions to date have involved each PLC selecting the same skill for a block of time (4 weeks), to explicitly teach 5-10 minutes a day 5 days / week).
 - Sharing of practices, resources, and teaching ideas

Provincial Attendance

The province has introduced a standard protocol for all schools to follow.

What is NB doing?

- Standard Protocol- supportive and collaborative, proactive communication, 5-day, 10-day and 15-day care and connect call, focus on problematic absenteeism, school attendance support team.
- Multi-Tiered System of Supports
- Data- tracking and reporting/seeking support from outside agencies.

ASDW Improvement Plan

The district's 3-year improvement plan can be found here:

<https://asdw.nbed.ca/about-asd-w/leadership-governance/district-plan/>

Priorities are:

- Numeracy Scores
- Literacy Scores
- Focusing on well-being

NB Student Wellness Survey

- Results are provincial, not school-specific
- Completed by students from Grade 4-12
- Results can be found here: <https://nbhc.ca/surveys/student-wellness-and-education-survey>

Playground Communication Board

- Finished today
- Students were really interested in it and were engaging with it in a meaningful way

PSSC Budget

- \$1000 budget
- PSSC voted (Andrew motioned to pass, and Nancy seconded)
 - Flag Poles- PSSC will pay up to \$300 to get new flag poles
 - See Saw- The remaining budget will be used to help cover the cost of See Saw

Next Meeting: Monday November 24, 2025

Action items:

- Andrea will reach out to Mike Mazerolle, DEC rep, about how the DEC is supporting the District on the issue of absenteeism, and in turn, to learn how the PSSC can support the school
- Nancy will ask Devon Middle School PSSC about how our PSSC can support them in getting a new middle school
- Tracy will present information on schools' efforts to engage students at school-SEL data and potentially create a survey for parents to report if their student is engaged.

Correspondence: N/A

Closing Comments:

Adjournment:

Adjournment at 7:41pm