

St. Stephen Elementary School

Parent School Support Committee (PSSC) Meeting Minutes

Date: September 29, 2026

Time: 6:30–7:30 p.m.

Location: Microsoft Teams

Attendance

Present:

- Melissa Brown, Principal
- Courtney Parsons, Vice-Principal
- Tracy Worrell, School Family Engagement Committee Representative
- Diane Jones-Comeau, Teacher Representative
- Danielle Halse, Parent Representative
- Erin Spencer, Parent Representative

Regrets:

- Stephanie Stevenson, Parent Representative and Co-Chair

1. Welcome and Introductions

Melissa Brown welcomed members and thanked everyone for attending the first PSSC meeting of the 2026-2027 school year. Members introduced themselves and their roles.

2. School Improvement Plan Update

Melissa reviewed the 2025-2026 School Improvement Plan and discussed adjustments that have been made for the current school year to better align with the District Improvement Plan.

Key points included:

- SSES will continue to focus on the three core improvement goals:
 - Literacy
 - Numeracy
 - Positive Learning Environment
- While the goals remain largely unchanged, there will be a stronger emphasis on ongoing progress monitoring throughout the year.
- Teacher teams will provide bi-weekly updates and data related to literacy and numeracy outcomes.
- The school's PBIS Team will begin collecting and analyzing behaviour data to:
 - Identify school-wide trends
 - Monitor areas requiring additional support
 - Determine cohorts of students who may benefit from targeted interventions
- Members were informed that progress-monitoring data and updates will be shared at future PSSC meetings, beginning with the January meeting.

3. Family Engagement Initiatives

Tracy Worrell provided an overview of the work underway through the School Family Engagement Committee to strengthen connections between families, students, and the school community.

Upcoming Family Engagement Opportunities

Fall/Halloween Fair

- Scheduled for October 24, 2026.
- The event will include games, activities, and prizes for students and families.

Bring a Guest to Lunch

- A new initiative for the 2026-2027 school year.
- Each grade level will be assigned a designated lunch date.
- Students will have the opportunity to invite up to two guests to join them for lunch in the cafeteria.

Multicultural Fair

- Planned for January 2027 in partnership with neighboring schools.

- Families will be invited to share aspects of their culture and traditions.
- Attendees will receive a "passport" to visit various cultural displays and learn about different countries and traditions represented within our school communities.

Spring Student Art Show

- Planned for Spring 2027.
- Students will select and showcase pieces of artwork they are most proud of.
- Families will be invited to attend and celebrate student creativity and achievement.

Members expressed enthusiasm for the variety of opportunities being planned to engage families throughout the year.

4. Chair and Co-Chair Roles

Melissa reviewed the roles and responsibilities of the PSSC Chair and Co-Chair.

- Members discussed the leadership opportunities associated with these positions.
- Several individuals expressed interest.
- Melissa will follow up privately with interested members before confirming appointments

5. Future Meeting Dates

The committee agreed to the following meeting dates for the remainder of the 2026-2027 school year:

- Tuesday, January 19, 2027
- Tuesday, March 23, 2027
- Tuesday, June 8, 2027

Meetings will continue to be held virtually unless otherwise communicated.

Decisions Made

- Continue focus on Literacy, Numeracy, and Positive Learning Environment goals.

- Increase regular progress monitoring and reporting related to SIP goals.
- Share student achievement and PBIS data with the committee beginning at future meetings.
- Proceed with the family engagement initiatives presented by the School Family Engagement Committee.
- Confirm January 19, March 23, and June 8 as PSSC meeting dates for the 2026-2027 school year.