



## Back Bay Elementary School PSSC Meeting Agenda/Minutes

**Date: 17<sup>th</sup> November 2025**

**6:00pm**

### ATTENDING (✓) Regrets (R)

|   |                                     |   |                                 |  |  |
|---|-------------------------------------|---|---------------------------------|--|--|
| ✓ | Lindsay Russell-Samways (principal) | ✓ | Jennifer Wright (teacher rep)   |  |  |
| ✓ | Kathleen McDonough (chair)          | ✓ | Vanessa Leland                  |  |  |
| ✓ | Brittany Butler                     | R | Courtney Richardson             |  |  |
| R | Shane Borthwick (DEC member)        | R | Tammy Leavitt (community memb.) |  |  |
|   |                                     |   |                                 |  |  |

### Agenda Items

| Discussion / Action |  | Owner                   |
|---------------------|--|-------------------------|
| 1                   | <b>Call to Order:</b> Meeting called to order at 6:05  | Kathleen McDonough      |
| 2                   | <b>Approval of Agenda:</b><br>Moteded by Lindsay seconded by Vanessa<br><b>Approval of previous minutes:</b><br>Moteded by Kathleen seconded by Vanessa  | Kathleen McDonough      |
| 3                   | <b>Principal's Report:</b> <ul style="list-style-type: none"> <li>School Improvement Plan: Technology has all arrived in building. Smart TVs have all been installed. New iPads have arrived.</li> <li>Catchment Area proposal: Lindsay has not drafted letter yet. Will be done to present to next meeting.</li> <li>Attendance numbers have been good so far – much improved from the same time last year. Will continue to monitor and reach out to individual families when thresholds are reached.</li> </ul> | Lindsay Russell-Samways |
| 4                   | <b>Business arising from previous minutes:</b> <ul style="list-style-type: none"> <li>Will discuss catchment again next meeting as letter to send to DEC not ready yet.</li> <li>PBIS Matrix – Will present and discuss at next meeting.</li> </ul>  |                         |
| 5                   | <b>Budget allocation:</b> It was agreed at the Oct meeting that any remaining PSSC budget to be put into Communication needs and the SIP plan.   | Lindsay Russell-Samways |
| 6                   | <b>DEC Report: N/A</b>   | Shane Borthwick         |
| 7                   | <b>Upcoming Dates:</b> <ul style="list-style-type: none"> <li>Dec 10<sup>th</sup> 2025 – Next DEC meeting</li> <li>Jan 19<sup>th</sup> 2026 – next meeting</li> </ul>  | Kathleen McDonough      |
| 8                   | <b>Confirmation of Next Meeting:</b> 19 <sup>th</sup> January 6-6:30 pm/   | Kathleen McDonough      |
|                     | <b>Adjournment of Meeting:</b> Adjourned at 6:35   |                         |

**Next Meeting:** November 17<sup>th</sup> at 6 pm.

**Topics for next meeting:** SIP update, PBIS, Behaviour Matrix