



Back Bay Elementary School PSSC Meeting Agenda/Minutes

Date: 17th 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 Call to Order: Meeting called to order at 6:05 | Kathleen McDonough |
| 2 Approval of Agenda: Motioned by Lindsay seconded by Vanessa Approval of previous minutes: Motioned by Kathleen seconded by Vanessa | Kathleen McDonough |
| 3 Principal's Report: <ul style="list-style-type: none"> School Improvement Plan: Technology has all arrived in building. Smart TVs have all been installed. New iPads have arrived. Catchment Area proposal: Lindsay has not drafted letter yet. Will be done to present to next meeting. 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. | Lindsay Russell-Samways |
| 4 Business arising from previous minutes: <ul style="list-style-type: none"> Will discuss catchment again next meeting as letter to send to DEC not ready yet. PBIS Matrix – Will present and discuss at next meeting. | |
| 5 Budget allocation: 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 DEC Report: N/A | Shane Borthwick |
| 7 Upcoming Dates: <ul style="list-style-type: none"> Dec 10th 2025 – Next DEC meeting Jan 19th 2026 – next meeting | Kathleen McDonough |
| 8 Confirmation of Next Meeting: 19 th January 6-6:30 pm/ Adjournment of Meeting: Adjourned at 6:35 | Kathleen McDonough |

Next Meeting: November 17th at 6 pm.

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