



Back Bay Elementary School PSSC Meeting Agenda/Minutes

Date: 19th January 2026 6:30pm

ATTENDING (✓) Regrets (R)

✓	Lindsay Russell-Samways (principal)	✓	Jennifer Wright (teacher rep)	R	Shane Borthwick (DEC member)
✓	Kathleen McDonough (chair)	✓	Vanessa Leland	✓	Tammy Leavitt (community memb.)
✓	Brittany Butler	R	Courtney Richardson	R	Brittney Pendleton
✓	Heidi Connolly	R	Audrey Greyeyes	R	Kayyla Curtis
R	Romey Heuff	R	Deej Mitchell		

Agenda Items

Discussion / Action	Owner
1 Call to Order: Meeting called to order 6:26	Kathleen McDonough
2 Approval of Agenda: Kathleen and Jen Approval of previous minutes: Vanessa	Kathleen McDonough
3 Principal's Report: <ul style="list-style-type: none"> • School Improvement Plan Update <ul style="list-style-type: none"> ○ 19 new computers in the computer lab have been installed, all running Windows 11. Shelving installed for Resources Hub and math manipulatives, Science resources, literacy texts etc., are now in that room. Shelving installed the new music room ready to move instruments down there. New principals' office is painted and phone line installed. Just waiting to order furniture. • Proposed Provincial Lunch Program <ul style="list-style-type: none"> ○ Shared information from the Key Messages for Food Service Providers document and that a meeting with Heather Stordy and Ashley Anderson had taken place. They have connected the school with Rick Nicholson who runs a food delivery nonprofit service in the francophone district. To keep our lunch program as it, we would need to apply to become the service provider and ensure our menu adheres to the provincial requirements set out. Lindsay will reach out to Genevieve Stevens to gain more information about what the steps are. Tammy understands the process to become a non-profit and will discuss with Lindsay how that can happen when we have more information. 	Lindsay Russell-Samways
4 Business arising from previous minutes: <ul style="list-style-type: none"> • Catchment Area proposal. <ul style="list-style-type: none"> ○ Have reached out to SGES to ask if their principal has raised it with her PSSC yet. Will aim to plan a meeting to discuss further in February. 	
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: (Via email) Our last DEC meeting last week focused on an update since the holidays/end of year and we had an AI use in schools presentation.	Shane Borthwick



Discussion / Action	Owner
7 Upcoming Dates: ●	Kathleen McDonough
8 Confirmation of Next Meeting: March 16th 5:30 pm.	Kathleen McDonough
Adjournment of Meeting: 7:02 pm	

Next Meeting: March 16th. Will arrange catchment meeting if possible in Feb.

Topics for next meeting:

Lunch Program

SIP

Catchment area