

## October 30, 2023, Meeting Minutes

### 1. Membership

#### *a. Introduction of new and existing members*

- i. Present: Grant Bourque, Owen Brinson, Kelly Olaveson, Krista Kirk, Lara Falana, Vivian Lam, Melanie Doucet, Rowan Miller, Erin Miller, Sandra Savard, Suzanne Steeves, Tim Carson

#### *b. Declaration Form signing*

- i. Members signed the declaration form
- ii. Vivian joined as a member

### 2. School Update

#### *a. School Improvement Plan (SIP) review*

- i. SIP was submitted to the district office today
- ii. The District has set out 4 goals: Literacy, numeracy, safe and cared for, graduation
- iii. Sandra presented Birchmount's data on
  1. Current reality: Newcomers, PLPs
  2. Literacy: Below average in most areas, but we are areas of success
  3. Numeracy: Below average in most areas, but we are areas of success
  4. Safe and Cared For: This is an area for celebration for Birchmount
    - a. Some data is old and only taken at the beginning of the year so may be different if taken later in the year
  5. Graduation Rates: Graduation rates given for 2017 and 2018 cohorts (~88%)
- iv. Prioritized Gaps
  1. Early Literacy
  2. Grade 4 and 6 Reading results
  3. Middle level numeracy
  4. Lack of high expectations and feeling safe from staff
- v. Belt Committee met with the District SIP team to complete a cause analysis to determine which factors had the greatest impact on the cause (low reading assessments)
- vi. Staff brainstormed ideas that can make an improvement.
  1. Quick fixes were identified to be implemented.
  2. The SIP focused on the larger, more effort ideas
- vii. Birchmount's Big Ideas
  1. Literacy – Using the Building Blocks of Reading with fidelity and consistency

2. Numeracy – Implementing a hands-on, life skills math program for the middle school
3. Safe and Cared For – PBIS
- viii. Next step: the school team will meet with district staff to review the SIP and determine which supports are needed

***b. Positive Behaviour Intervention Supports update***

- i. We have renewed our commitment to be in this pilot
- ii. 3 returning members and 4 new ones
- iii. Birchmount's Behaviour Matrix has been created (shown to members tonight)
  1. This will be launched to students on Thursday followed by sending it out to the parents and posting it on the school website
- iv. Next step is to create the continuum of interventions

**3. School Property Update**

***a. Use of property during and after school hours***

- i. Sandra requested a CPTED which said that our school is in a good position
- ii. 4 recommendations were made
  1. Update old camera system – we are updating our camera system
  2. Brush/garden area by safe drop off area – This has been pulled up as it was blocking views and housing people
  3. Continue to visually inspect the property for signs of vandalism
    - a. 2 needles have been found on the property
    - b. Krista recommended that we be aware of any Ziplock's as well as any other paraphernalia. She is going to investigate getting someone to come in train staff on what to do/look for
    - c. The stairwells are the worrisome areas as well as the wooded areas and the dumpster area

**4. PSSC Update**

- a. Need to fill the secretary position
  - i. Tim will send Grant and Kelly the minutes from this meeting
  - ii. Kelly Olaveson will be the secretary going forward

**Next Meeting Date: December 11, 2023, at 6:30**

- Sandra will investigate the use of reading apps (Boukili, Je lis Je lis etc)
- Discussion about the PSSC budget