



Southern Victoria High School

13 School Street
Perth-Andover, NB
E7H 4T4

Parent School Support Committee Minutes

Date: October 7, 2025

Time: 5:35 pm

Location: Southern Victoria High School

PSSC Members Present: Jeremy Dube Lisa Kitchen	School/DEC Representation Present: Justin Tompkins, Principal Andrée Gagnon-Bouchard (Teacher Representative) Sofia Rodriguez-Gallagher (DEC representative)
PSSC Members Regrets: Joe Bailey Trena Hafke	School/DEC Representation Regrets: Abigail Fitzherbert (Student Representative)

Call to Order: *Called to Order by Andrée Gagnon-Bouchard at __5:40__ pm.*

Approval of the Agenda: *Approved by Jeremy Dube.*

PSSC Handbook
PSSC Nominations and Election
Chair & Vice-Chair Selection
Introduction of DEC Representative for Sub District 1
Enrollment
Staffing
School Improvement Update
Viking Learning Center

Approval of the Minutes from Previous Meeting:

Approved by: Andrée Gagnon-Bouchard

Business Arising from the Minutes:

1. Not able to cover the first 3 items on the agenda, because we did not have a quorum.

New Business:

1. PSSC Handbook

Please review the ASDW PSSC website to familiarize yourself with the roles and responsibilities of PSSC. The website can be found here: Parent School Support Committee – Anglophone School District West.

2. PSSC Nominations and Election

Nominations will be accepted by the principal. Each candidate may be asked to make a short statement providing information about themselves and why they are running for election. A vote may take place if several nominations for candidates are brought forward.

3. Chair & Vice-Chair Selection

Each October a PSSC Chair and Vice Chair must be selected by the PSSC. Please consider putting your name forward for these committee positions

4. Introduction of DEC Representative for Sub District 1

Sofia Rodriguez Gallagher has been appointed the DEC representative for sub district 1 until June 30, 2026. Mrs. Rodriguez Gallagher may wish to introduce herself to the committee.

5. Enrollment

Grade 9: 59 students enrolled, with 8 in the French Immersion program.

Grade 10: 64 students enrolled, including 8 in the French Immersion program.

Grade 11: 72 students enrolled, with 6 in the French Immersion program.

Grade 12: 73 students enrolled, with 2 in the French Immersion program.

Total enrollment: 266 students. Decrease of 17 students

6. Staffing

- 16.5 classroom teachers.
- 1 principal and 1 vice principal (1.2 FTE)
- 2 Resource & Methods Teachers (2.0)
- 1 Guidance Counsellor (0.75)
- 1 Enhancement (Wolastoqey Language) teacher.
- 3 Enhancement Student Support Staff.
- 1 Enhancement Outreach Student Support Staff
- 4 custodians.
- 1.4 Administrative Assistants.
- 0.6 librarians.
- 13 Educational Assistants.

7. School Improvement Update

Goal 1: Reduce Absenteeism

SVHS aims to reduce chronic absenteeism (students missing 10%+ of the school year) and severe absenteeism (missing 20%+) by 5% each during the 2025–26 school year.

Strategies & Actions:

- Launch after-school non-athletic clubs to increase student engagement.
- Introduce a daily homeroom period focused on relationship-building and social-emotional support.
- Implement bi-weekly Catch-Up/Intervention periods for academic support.
- Encourage staff to make monthly positive contacts with families.
- Use weekly social media posts to promote attendance and celebrate student success.

Goal 2: Strengthen Assessment & Grading Practices

SVHS will ensure all summative assessments are aligned with provincial curriculum outcomes, include rubrics and exemplars shared in advance, and are co-created and co-graded by teachers of the same course to improve consistency and reduce grade inflation.

Strategies & Actions:

- Require rubrics and exemplars for all summative tasks.
- Align assessments with curriculum outcomes and communicate them to students.
- Use PLCs for co-planning, grading calibration, and reviewing student work.
- Co-create and co-grade assessments among teachers of the same course.
- Clarify the distinction between formative and summative assessments, ensuring formative tasks are used for feedback—not grading.

8. Viking Learning Center

- 42 students follow a personalized schedule in the Viking Learning Centre working toward non-traditional high school diploma pathways.
- 19 students are following a blended schedule of VLC courses and regular or online courses.
- Sarah Shirley (Teacher) works full-time in the Viking Learning Centre and is supported by Kenda DeMerchant for one period per day.

Correspondence: *NA*

Closing Comments: *NA*

Adjournment: *Meeting adjourned by Lisa Kitchen at __6:30__pm. Seconded by Jeremy Dube.*