



**Burton Elementary School  
412 Route 102 Hwy  
Burton, New Brunswick  
E2V 3C7**

**Parent School Support Committee Minutes  
Date: September 17<sup>th</sup> 2025  
Time: 5:30 pm  
Location: In Person**

**Attendees: Tinika Lowe (Principal), Kim Kucey (outgoing Chair-Via Teams), Jennifer Boyd, Amy-Jean Johnson, Sheena Caissie**

**Regrets: Wallace Carr (DECH Rep)**

**Call to Order: Kim called meeting to order at 5:36**

**Approval of the Agenda:**

**Approval of the Minutes from the Previous Meeting: N/A**

**Business Arising from the Minutes: N/A**

**New Business:**

- Schedule of the PSSC meetings, we meet at a minimum of 6 times a year. A Teams link will be available upon request for all meetings.
- Discussed importance of PSSC in schools, Review of Handbook and roles of the PSSC, members to sign declaration agreements.
- Outlines additional roles within the PSSC and importance of regular attendance.
- Election of Chair, Vice Chair, Secretary (this role can be shared)
  - Chair Kim Kucey – unanimous appointment
  - Vice Chair- Amy Jean Johnson
  - Secretary shared
- **Principals Report:** September at a Glance
  - Our School Rules are being reviewed and introduced to our new students and teachers began teaching lesson based on our School Code of Conduct. Made updates to our Code of Conduct to make it more focused on 4 key rules. Copies of Code of Conduct available to members. These are also in student agenda.

- We will hold our first school assembly with 2 students from each room receiving an award for showing exemplary examples rule # 1 Be Respectful. I also award several students principal awards for being Star students based on observed behaviour or for things like overcoming challenges. Our focus for Oct is rule # 2 Be Responsible
  - We practiced all school safety procedures-including several fire drills and a whole school evacuation. We will practice a Lockdown on Sept 22. Tinika has talked with the new
  - Terry Fox Walk- Happening on Sept 24<sup>th</sup>. Goal is to raise \$75 through our Toonies for Terry campaign.
  - Our students enjoyed a field trip to the Country pumpkin where the cost of the trip was covered by the Burton Bottle Fund. They are heading to Gilbert Farm tomorrow for some apple picking!
  - Hot lunch -Tue & Thursday with a pizza and sub/wrap option coming in at \$24 for the month if they order every week. Breakfast at our school is subsidized by the NB gov under the Student Nutrition program. We are so lucky to have access to breakfast items such a bread, bagels, butter, eggs, apple sauce, yogurt, cheese and milk. Students are offered a full breakfast each morning with every child having equal access to milk and a healthy breakfast for free each day. This is also why milk is not offered with our hot lunch program this year as the students are getting it for free each day.
  - Burton School social media page now has 79 followers in the fall of 2024 and now has 137 followers, all of which are connected to our students or are local educators. Burton is on the local stage!
  - School Plan review-Two goals this year. Sept 26<sup>th</sup> PL day we will spend some time completing an inventory of math materials so that we can focus our purchasing.
  - Sept 26<sup>th</sup> is a staff PL Day with a focus on Positive Working and Learning environments. Last year our entire staff completed a module on Building a Network of Safety: Foundational Skills for Suicide prevention and I was trained in Asist. This year we will complete a module on Proactive and De-escalation strategies.
  - Staffing: We have a new EST-Resource teacher-Sarah Carr and several new EA's joining our team. Haley Holt and ? and happy to report we have an increase in our BIM time from 2 days per week last year to a 50/50 split with us and Gagetown.
  - New Playground equipment to be installed early October and some additional pea gravel. Playground inspection was just done and met all requirements.
  - Upgrades to siding happening this week and next to repair some damage to the outside.
  - Upgrades to oil tank are also happening this month.
  - School was awarded a LSD grant for just over 10,900 to have a sound system installed in the gym and a washer and dryer installed in the custodian room. These items will make a huge impact to the learning environment.
  - School data: 39 students ,3 classroom teachers, 1 .5 BIM, 4 EA'S but have applied for a 5<sup>th</sup>, one Resource/Physical Education teacher, Margaret and Megan and Me
- DEC Report: Forwarded to Principal by Wallace

**DEC Report for September 2025 created by Wallace Carr**

DEC next meeting is September 25, 2025

Dec Strategic Working Session Held on September 13, Items discussed


- Review DEC Meeting Schedule, Annual Planning Cycle, Curriculum Presentations for 2025-2026
- District Plan Update
- DEC Goals for 2025-2026 School Year
- DEC Responsibilities, DEC Handbook, PSSC Handbook, PSSC Formation, PSSC Budget, PSSC Training
- DEC Meeting Quorum and DEC Meeting Process Proposal
- DEC Committees
- DEC Councillor Cover for Sub-district Vacancies at PSSCs (Sub-districts 1 and 10)
- DEC Elections (May, 2026)
- Major Capital Projects Update
- Capital Improvements Submission
- Self Sustaining Fund Briefing
- Superintendent Updates
- Policy - Middle School End Year Trips (Operational)
- Policy – Micro / Macro Aggressions (Councillor Eden)
- Policy – Out of Zone Attendance for Sports (Operational)

Wallace will elaborate on these items at our next meeting.

- PSSC paint project from last year: Member will send an email to set up a time to come and do the painting on the playground. It was too hot this summer to do the work outside so we delayed until it was cooler. Tinika will be available to let them have access to the school while this work is being done.
- PSSC Budget will be \$750 again this year.

**Date of Next Meeting: Nov 19<sup>th</sup> at 5:30**

**Adjournment: 6:31 by Chair**




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**Kim Kucey (Chair)**

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**Tinika Lowe (Principal)**