

**Meeting Date:** February 4th, 2026

**Time:** 7-8pm

**Location:** KPES Staffroom

**Attendees(8):**

- Ashley Anderson,
- Tong Gao,
- Kate Goodine (teacher rep.),
- Meghan Hamilton,
- Klara Michael,
- Laura Runcie (secretary),
- Melissa Savoie (principal),
- Julia Wowchuk (chair)

**Regrets(3):** Mark Jenkins, Nicole Hurley, Mike Wong

Discussion	Speaker
<ol style="list-style-type: none"><li>1. Welcome and Organization<ol style="list-style-type: none"><li>a. Land Acknowledgement</li><li>b. Introductions/requests for additions (none)</li></ol></li></ol>	Melissa Savoie
<ol style="list-style-type: none"><li>2. Approval of Agenda<ol style="list-style-type: none"><li>a. No additions. Agenda approved as is by<ol style="list-style-type: none"><li>i. Meghan Hamilton</li><li>ii. Laura Runcie</li></ol></li></ol></li><li>3. Approval of Previous meeting Minutes<ol style="list-style-type: none"><li>a. Correct spelling of attendee name, no additional changes.</li><li>b. Meeting minutes approved with correction by<ol style="list-style-type: none"><li>i. Ashley Anderson</li><li>ii. Meghan Hamilton</li></ol></li></ol></li></ol> <p>Approved meeting minutes can be found on the schools <a href="#">website</a>.</p>	Julia Wowchuk
<ol style="list-style-type: none"><li>4. Chair's Report<ol style="list-style-type: none"><li>a. Nothing to report.</li><li>b. Melissa Savoie shared the details for the District Education Council (DEC) representative (Jonathon Barry) as the point of contact with the District, and that district issues could be communicated through him/the DEC monthly meeting.</li></ol></li></ol>	Julia Wowchuk
<ol style="list-style-type: none"><li>5. Principal's Report<ol style="list-style-type: none"><li>a. Reminder of upcoming Provincial Assessments, and what to expect, for <a href="#">Grade 4</a> &amp; <a href="#">Grade 5</a> students as well as review of <a href="#">previous results</a>.</li><li>b. <a href="#">School Improvement Plan</a>: has been sent to the district and is in effect.<ol style="list-style-type: none"><li>i. PLC: rolled out biweekly class updates with initial feedback being positive.</li><li>ii. Cultural Competency: current area of focus is Black History Month, to be followed by Lunar New Year and Ramadan.</li><li>iii. PBIS Committee: focusing on safety and positive learning</li></ol></li></ol></li></ol>	Melissa Savoie

<p>environments through</p> <ul style="list-style-type: none"> <li>- Creating a “Sensory Circuit” for next school year.</li> <li>- Currently focusing on Tier 1: classroom teacher response to behaviour, showing/modeling positive behaviour with positive reinforcement and fewer "punitive" responses. <ul style="list-style-type: none"> <li>● Planning a reward system including “ballots” to be given to students exhibiting positive behavior by KPES teachers/staff. Ballot printing quote from Select Printing was \$250.</li> </ul> </li> </ul> <p>iv. Facilities:</p> <ul style="list-style-type: none"> <li>- A work order has been put in to repair a damaged pole.</li> <li>- Upcoming meeting with Town of Rothesay Directors Tim Colwell &amp; Mark Reid regarding access to town owned land for outdoor learning space +/- sourcing of stump seating. The school has acquired a \$2500 Outdoor Learning Grant.</li> <li>- Plan for new hallway/stairwell posters next year encouraging positive behaviours/cultural competency.</li> </ul>	
<p>6. Treasurer’s Report</p> <p>a. The Following motion for funding was presented by Melissa Savoie: To use the \$500 PSSC Budget as follows:</p> <ul style="list-style-type: none"> <li>i. \$250 towards the “sensory circuit”</li> <li>ii. \$250 towards the ballots required for the PBIS initiative. <ul style="list-style-type: none"> <li>1st Julia Wowchuk</li> <li>2nd Meghand Hamilton</li> <li>● Present members voted in favour unanimously.</li> </ul> </li> </ul>	<p>Melissa Savoie</p>
<p>7. Accounts for discussion: School Lunch Program &amp; KPES RFP</p> <p>a. Ashley Anderson, Provincial Project Lead - School Food Program, provided information pertaining to the proposed Provincial Lunch Program scheduled for launch next school year. The program is expected to offer “pay-what-you-can” lunches 5 days a week replacing the school’s current PTA lunch fundraiser. The initial RFP details were posted on the <a href="#">NBON</a> site, with a deadline of February 13th. Further discussion and decision making is to take place between the principal and Project Lead/district.</p>	<p>Ashley Anderson</p>
<p>8. Upcoming meetings:</p> <ul style="list-style-type: none"> <li>a. April 8th, 2026 at 7pm</li> <li>b. June 3rd, 2026 at 7pm</li> </ul>	<p>Julia Wowchuk</p>
<p>Meeting adjourned.</p>	<p>Julia Wowchuk</p>

**Terms and Accronyms:**  
DEC: District Education Council  
PLC: Professional Learning Communities  
SIP: School Improvement Plan  
PBIS: Positive Behaviour Intervention & Support. A provincial pilot project