



Parent School Support Committee (PSSC) Handbook Summary

Anglophone East
School District

What is a PSSC?



- Advisory group of parents, guardians, and community members

- Works collaboratively with the Principal to support student learning and school improvement

- Strengthens home–school–community relationships

Membership & Elections

- 6–12 members (majority parents)

- Elected annually between opening day and Sept 30

- Term: 3 years (renewable once)

- May include:

- 1 teacher (1 year)

- 1 student (high schools)

- 1 Home & School rep (optional)

- Up to 2 community members (appointed)

- Principal & DEC members attend meetings (no vote)

PSSC Duties (Education Act, s.33)

- Advise the Principal on:
 - School Improvement Plan
 - Positive Learning & Working Environment Plan
 - Communication, partnerships, school climate, and student achievement
- Participate in Principal/Vice-Principal selection
- Review school performance results
- Provide input for Principal evaluation (if requested)



What PSSCs Do NOT Do



- Supervise or evaluate the Principal/staff
- Address individual student or staff issues
- Manage daily operations or school finances
- Fundraise (members may still support Home & School events)

Key Roles



- Chair: Leads meetings, sets agenda, ensures minutes are kept



- Members: Attend meetings, act ethically, focus on school-wide issues



- Principal: Facilitates collaboration, provides data/reports, maintains records

Meetings

- At least 6 per year, open to the public

- Quorum = majority of members (50% + 1)

- Decisions by consensus or majority vote

- Minutes are public documents shared with the District





Annual Cycle Overview

- Fall: Review School Profile & Plan

- Winter: Review student results, survey & assessment data

- Spring: Advise on next School Plan & budget priorities



Budgets & Reporting

- Funded by DEC, typically based on school enrolment
- Funds cannot be used for gifts, flowers, alcohol, hiring staff, or donations
- Principal reports on spending twice per year

Code of Conduct & Conflict Resolution



- Act in the best interest of all students



- Maintain confidentiality and respect



- Address conflict openly and constructively



- Follow the appeal process when issues persist

Engaging Parents & Community

- PROMOTE AWARENESS OF THE PSSC AND ENCOURAGE PARTICIPATION

- USE NEWSLETTERS, WEBSITES, AND SOCIAL MEDIA

- HOST FAMILY LEARNING EVENTS, PRESENTATIONS, AND DISCUSSIONS

- BUILD STRONG PARTNERSHIPS WITH PARENTS AND LOCAL ORGANIZATIONS



Resources



- **EDUCATION ACT (E-1.12)
& REGULATIONS**



- **EECD & DISTRICT
WEBSITES**



- **ROBERT'S RULES OF
ORDER FOR MEETING
GUIDANCE**

Thank You!

Your involvement in the PSSC
helps create positive, engaging,
and equitable learning
environments for all students

