

**TRANSITION COMMITTEE
 RECORD OF ACTION
 RIDGETOWN AREA OF SCHOOLS**

Date: November 22, 2010

Location: Ridgeview Moravian Elementary School

Present: Committee Members:

Director of Education Jim Costello,
 Superintendent of Education Dave Doey,
 First Nation Representative Katherine Hopkins
 CUPE President, Irene Duff
 ETFO Vice-President, John Neville
 OSSTF – Barb Young

Ridgeview Moravian Elementary School Representatives

Principal	Mary Lynn Anderson
Teachers	Mark MacDonald and Geraldine Van de Kleut
School Council Co-chairs	Jane Lawton, Lynette Scott
Clerical/Custodian	Andrea West
Students	Luke VanRycheghem and Mackenzie Taylor-Noah
Community	Kim Galbraith

Ridgetown Public School Representatives

Principal	Todd Tiffin
School Council Chair	Heather Simpson
Teachers	Denise Desbiens and Jenny Sheppy
Educational Assistant	Terri Konecny
Clerical/ Custodial	Eileen Osborne
Students	Jillian Carter, Valerie Gotelaer
Community	Barb McAllister

Ridgetown District High School Representatives

Principal	Mark Hunt
School Council Chair	Susan Kelner
Teachers	Kathleen Osborne and Deb Verhart and Elsa Natvik
Clerical/Custodial	Michell Jones and Ken Osborne(alternate Carolyn Oliphant)
Students	Lisa deNijs and Sunny Baek and Megan Logan
Community	Renee Geluk

Regrets: R.M.E.S None R.P.S. Terri Konecny R.D.H.S. Deb Verhart, Michell Jones, (Carolyn Oliphant),

Note: This document is not a verbatim transcript. Questions and answers have been paraphrased for the sake of clarity and brevity.

Item	Discussion	Action/Responsibility
<p>Welcome And Introductions</p>	<p>Mr. Costello welcomed everyone and expressed appreciation for their commitment. Introductions of the committee followed.</p> <p>Mr. Costello's directions:</p> <ol style="list-style-type: none"> 1) Public is welcome to observe. 2) Questions from the public may be entertained at the end of the meeting. 3) Committee members are encouraged to consult with members of the public. 4) Emphasized the importance of the school staffs, students, parents and communities driving the process. 5) Students are encouraged to speak up and their questions are to receive high priority. 6) Principals will Chair meetings on a rotating basis. 	
<p>Review of Accommodation Outcomes</p>	<p>Mr. Costello read out the Motions passed by the Trustees in June 2010. The guideline was originally drafted and used by Avon-Maitland, and then modified through a repeated review process by Senior Admin and Principals. However, it is a working document open to emendations in order to better serve the needs of all. Guidelines were read by Mr. Costello.</p> <p>Explanation of Sub-committees by Mr. Costello with specific examples given. Sub-committee must report back to all of us. Media communications will be handled by Board Office personnel.</p> <p>The sidewalk issue: letter has been written by Mr. Costello to the Municipality. Gary Northcott response: Health Unit initiates a safety traffic survey, involving the Police, must be conducted. Neighbours also have to be consulted. Letter has gone to each of the Councillors.</p>	<p>Media communications will be handled by Board Office personnel.</p>

Item	Discussion	Action/Responsibility
<p>Overview of the Transition Committee Process</p>	<p>Mr. Costello read the Sample Overview of the Entire Process</p> <p>Mark McDonald asked about the timelines for a new gym at R.M.E.S. Mr. Costello replied that the sale of R.P.S would directly generate dollars for the gym. R.M.E.S. is a Year 3 site for Full-year kindergarten. Money for the gym may arise from three sources: the potential sale of R.P.S.; funding from the Board and funding from Full Year Kindergarten.</p> <p>Both Director Costello and Superintendent Doey openly expressed their support for the eventual expansion of the R.M.E.S. gym.</p> <p>Mr. Costello noted the following points from the Avon-Maitland experience:</p> <ol style="list-style-type: none"> 1) Bullying has not been a noted occurrence, warranting S.O. attention 2) Resource and French Elementary staff travel back and forth. 3) Elementary VP is .5 and Resource 4) Separate office for Elementary VP and Clerical support 5) Combined work/prep space for Elem, and some Sec, staff 6) All students at the Secondary School adopt the same school name (e.g. Vikings) 7) 7/8s practice in all Co-curriculars at Secondary School, but compete at the Elementary level. 8) Elementary student maintain their Balanced Day (Nutrition Breaks) 9) Elementary Principal is responsible for staffing 7/8 program; Secondary Principal is responsible for supervising Elementary VPs 	

Item	Discussion	Action/Responsibility
	daily Administrative duties	
Establishment of Sub-Committees	<p>1) Colours/ jerseys/Mascot Sub-Committee—to be determined later</p> <p>2) School Orientation Sub-Committee—Chair: Kathleen Osborne, Heather Simpson, Mark McDonald, Jenny Sheppy, Elsa Natvik, Denise Desbiens, Jillian Carter, Valerie Gotelaer, Mackenzie Taylor-Noah, Jody Joseph, Sunny Baek, Lisan deNijs, Megan Logan, Mark Hunt, Todd Tiffin, Mary Lynn Anderson</p> <p>3) Graduation Sub-Committee—Chair: Eileen Osborne, Jody Joseph, Kathleen Osborne, Lisa MacMillian, Lynette Scott</p> <p>4) Memorabilia Sub-Committee— Chair: Stacey Sojak, Todd Tiffin, Mary Lynn Anderson, Kim Galbraith, Katherine Hopkins, Lisa MacMillian, Tracy Robinson,</p> <p>5) Resources/Equipment Sub-Committee— Chair: Geraldine Van de Kleut, Andrea West, Chair: Geraldine Van de Kleut, Denise Desbiens, Jenny Sheppy, Lisa MacMillan, Mark MacDonald</p> <p>6) School Day Scheduling Sub-Committee: Chair: Mark Hunt, Todd Tiffin, Kathleen Osborne, Mary Lynn Anderson,</p> <p>7) Special Events Sub-Committee: Openings & Closures. (Closures/Endings will be handled largely by schools independently, as an event for their community. Opening/Beginning will be handled as collaborative celebrations involving all schools.) The committee for the celebratory New Beginnings may be develop as a further employment of the Orientation committee, or a new committee may be struck. To be decided in the Spring</p> <p><i>All Sub-Committees are encouraged to meet as soon as possible and will be asked to report to the Transition Committee at the January 24, 2011 meeting.</i></p>	<p>Excel Spreadsheet of all email address and many phone #s has been created and email to all members of the Transition Committee.</p> <p>All Sub-committee Chairs are responsible for determining meeting places and times for their Sub-committee</p> <p>Sub-committee reports will be presented on January 24th</p> <p>Sub-Committee chairs are responsible for the membership of the Sub-Committee and all mass communications within the Sub-Committee.</p> <p>Sub-Committee Chairs are responsible for updating Director Costello and Superintendent Doey about progress and challenges.</p>

Item	Discussion	Action/Responsibility
Questions	None.	
Meeting Schedule and Next Meeting Dates	<p>2nd meeting: Dec. 6th involving Avon-Maitland at R.D.H.S 6:00 pm (Tour of RDHS will begin at 6:00, regular meeting will begin at 6:30) Location within R.D.H.S. yet to be determined, depending on whether Video Conferencing and Adobe Connect are used.</p> <p>3rd meeting: Jan. 24, 2011 – 6:30 pm at RPS</p>	
Adjournment	Meeting was adjourned at 8:33 p.m.	