

**FOREST AREA FAMILY OF SCHOOLS
TRANSITION COMMITTEE
MINUTES / RECORD OF ACTION**

Date: June 23, 2022, at 6:30 p.m.

Location: North Lambton Secondary School, Library

Present: Committee: Rhonda Leystra (Principal, North Lambton Secondary School), Adam Willemse (Teaching Staff Representative, North Lambton Secondary School), Grace Needham (Student Representative, North Lambton Secondary School), Everett Moons (Community Representative, North Lambton Secondary School), Janice Morrison (Principal, Aberarder Central School), Joey Burnley (Teaching Staff Representative, Aberarder Central School), Heather Sheppard (Non-Teaching Staff Representative, Aberarder Central School), Carrie Williamson (Community Representative, Aberarder Central School), Andrea Walden (School Council Parent Representative, Bosanquet Central Public School), Vanessa Peters (Student Representative, Bosanquet Central School), Todd Hayward (Principal, Kinnwood Central School), Lori McLeish (Non-Teaching Staff Representative, Kinnwood Central School), Bryauna Batty (Student Representative, Kinnwood Central School), Claire Giles (Community Representative, Kinnwood Central School), Andy Parnham (Principal, Grand Bend Public School)

Board Office: Brian McKay (Superintendent of Business), Helen Lane (Superintendent of Education – Area Superintendent), Joyce Hastings (Administrative Assistant to Superintendent of Business)

Chairperson: Mike Gilfoyle (Transition Committee Facilitator)

Regrets: Steve Styers (Kettle and Stoney Point Representative), Mark Sherman (Superintendent of Education–Capital Planning & Accommodation), Kim Laird (Administrative Assistant), Carla Clarke (School Council Parent Representative, North Lambton Secondary School), Cheryl Anderson (Non-Teaching Staff Representative, North Lambton Secondary School), Jillian Fuller (Student Representative, North Lambton Secondary School), Mandy Wright (School Council Parent Representative, Aberarder Central School), Sam Wright (Student Representative, Aberarder Central School), Cam Gordon (Principal, Bosanquet Central School), Melinda Battram (Teaching Representative, Bosanquet Central School), Tammy Marcinov (Non-Teaching Staff Representative, Bosanquet Central School), Christine O'Reilly (Community Representative, Bosanquet Central School), Holly Vaughan (Teaching Staff Representative, Kinnwood Central School), Julie Fuller (Parent Representative, Kinnwood Central School), Kari Aubertin (Principal, East Lambton Elementary School)

Record of Action – Transition Committee Meeting – Forest Area – June 23, 2022

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 Reading of Traditional Territorial Acknowledgment</p>	<p>Chairperson Gilfoyle welcomed those in attendance and extended thanks, acknowledging graduation ceremonies, school year end, and that it is a busy time of year for everyone. A thank you was also extended to Principal Leystra for hosting the meeting.</p> <p>Principal Leystra also thanked everyone for attending and reviewed some housekeeping items.</p> <p>Grace Needham, Student Representative, North Lambton Secondary School read the Traditional Territorial Acknowledgement.</p>	
<p>Introductions of Committee Members by Principals</p>	<p>Chairperson Gilfoyle advised committee members that Superintendent Sherman and his Administrative Assistant, Kim Laird send regrets. He discussed various challenges since the introduction of this committee (i.e. pause awaiting land acquisition; COVID-19) however, eager to lead the group forward in this process. Superintendent McKay was introduced to committee members.</p> <p>Superintendent McKay advised committee members that Superintendent Sherman is retiring, and he will be joining the Transition Committee, along with Administrative Assistant, Joyce Hastings.</p> <p>Principals introduced their committee members.</p> <p>Members from the public who were also in attendance were welcomed.</p>	<p>Moving forward, any questions regarding the Transition Committee process should be directed to Mike Gilfoyle, Brian McKay or Joyce Hastings.</p>
<p>Review of DRAFT Record of Action – Meeting of May 4, 2022</p>	<p>Chairperson Gilfoyle reviewed the Record of Action (ROA) of the meeting on May 4, 2022. No errors or omissions were expressed, and the ROA was approved by the committee.</p>	<p>ROA will now be posted to the LKDSB website.</p>
<p>Review of Agenda</p>	<p>Chairperson Gilfoyle reviewed the meeting agenda. No additions to the agenda were raised by the committee.</p>	

<p>Tour of NLSS Classrooms</p>	<p>Principal Leystra provided a tour of North Lambton Secondary School. Rooms visited on the tour included: the library, music room, tech shops, foods class, teacher prep room, placement of security cameras, etc.</p> <p>The “Pro/Con” template was available for participants to make notes during the tour. The completed templates were collected and will be provided, unedited, to the architect firm, ROA, working on this project.</p> <p>Chairperson Gilfoyle stated that the committee members are fortunate to be participating in the design process of the new building.</p>	<p>Pro/Con completed templates to be provided to ROA;</p> <p>ROA to provide update at Fall 2022 meeting</p>
<p>Superintendent Update – Superintendent McKay</p>	<p>Superintendent McKay advised committee members that ROA Architects Inc., is currently reviewing information provided by the Transition Committee and Board Office Departments, as well as the Ministry Space Template.</p> <p>Superintendent McKay, his team and the architects will review this data next week.</p> <p>The goal is to have the Ministry Space Template submitted early July and anticipating Ministry approval in the Fall 2022.</p> <p>Superintendent McKay informed committee members that a cafeteria has been purposely left out of the Ministry Space Template, at this time. The architects have been asked to provide a multi-purpose space (in response to an underutilized cafeteria). He commented that changes can still be made, after the fact.</p> <p>In Fall 2022, ROA Architects Inc., will provide the committee with drawings for review. The committee will then begin to have a better visual of the design and the opportunity to markup these drawings (i.e. If the door is to the left side, there would be more room for storage, etc.). ROA will have further consultations with the committee members.</p> <p>Superintendent McKay explained that once the architects prepare draft drawings the public would be invited to the meetings and would be able to visualize and provide feedback.</p>	<p>Superintendent McKay to discuss with Sr. Administration and invite them to provide feedback on the cafeteria topic.</p>

<p>Sub-Committee Updates</p>	<p><u>Events:</u></p> <p>Principal Gordon sends regrets; Bosanquet’s graduation</p> <p>Principal Gordon has created a template and it’s been distributed to receive feedback on what type of events and suggestions people have.</p> <p><u>Facilities and Operations:</u></p> <p>Principal Hayward indicated that this sub-committee is performing a similar task as the Events Sub-Committee. A template has been sent out to committee members, which may have some similar items, however, includes operational items also (i.e. bell times, etc.).</p> <p><u>Fundraising:</u></p> <p>Committee Member Moons indicated that there are difficulties with determining, at this stage, what items to fundraise for. He provided the committee with an overview of some strategic planning sessions he attended and feels this would be beneficial to this group as well (i.e. reviewing items and consolidate by a ranking & value system). The sessions would also be open to any interested community members.</p> <p>Superintendent McKay was supportive of this idea, and there was discussion on the facilitator donating his time.</p> <p>There was consensus that this type of session would be beneficial in strengthening community interest in the new school build and fundraising efforts.</p>	<p>All committee members are asked to:</p> <ul style="list-style-type: none"> a) Prepare a list of potential donors, and b) Prepare a list of potential community members that would assist in asking for donations <p>Everett Moons will reach out to the facilitator to discuss donating his time.</p> <p>Superintendent McKay to request architects to attend the session, once booked.</p>
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	<p>Superintendent McKay advised that fundraising efforts could begin in the winter, run for an eighteen-month period, with fundraising dollars available three months prior to the school build finishes.</p> <p>There was discussion of the naming committee and regulations, timelines, etc., as well as the potential of combining the Fundraising Sub-Committee and the Naming Sub-Committee. Chairperson Gilfoyle suggested that this item should be tabled for further discussion at a meeting in Fall 2022.</p> <p>Joey Burnley asked – What is our philosophy or vision for the school (i.e. share this vision with potential donors to increase awareness and community buy-in)?</p> <p>Superintendent Lane asked – To assist in fundraising efforts, what items does the Ministry provide funding and what items do not receive funding (i.e. funding for a beautiful stage, however, no funds for stage curtains)?</p> <p>Joey Burnley asked – Is there a more sustainable item than a whiteboard and whiteboard tables (i.e. NLSS is in favour of whiteboard tables; primary classrooms indicate tables are stained and not clean)?</p>	<p>Chairperson Gilfoyle and Superintendent McKay will meet with members of the sub-committee to map out fundraising timelines</p> <p>Superintendent McKay to prepare Ministry funding items for review/discussion at another meeting</p> <p>Whiteboards item to be forwarded to ROA for further discussion & planning</p>
<p>Items for Discussion - All</p>	<p>Review of Survey Feedback to Architects</p> <p>Chairperson Gilfoyle gave special thanks to Committee Member Andrea Walden for her work on this item. It was a one-page survey to provide input regarding a few of the most pressing items the architect team indicated they wanted feedback. The survey was shared with school committee members. To date, elementary has provided 17 completed surveys and secondary has provided 70 completed surveys (who took a slightly different approach to distribution).</p> <p>Chairperson Gilfoyle indicated that the surveys collected to date provided many excellent comments, in addition to the requested rankings being completed. These surveys will be submitted to ROA, unedited.</p>	

	Principal Leystra also extended thanks to Committee Member Andrea Walden. She commented that it started people thinking and has generated some really good questions and comments.	
Questions/ Suggestions from the Public	none	
Next Meeting Date	<p>Chairperson Gilfoyle led a discussion with committee members regarding future meetings. General consensus was:</p> <ul style="list-style-type: none"> • No requirement for a meeting during July and August • Prepare a fixed meeting schedule (i.e. bi-monthly), with opportunity to arrange special meeting, if required • 5:00 p.m. dinner meetings • Sub-committee meeting on alternate months • Invite public to meetings, once architect drawings are available • Use consistent communication, school-to-school, to announce meeting dates <p>A meeting schedule for the 2022/2023 school year will be prepared, based on the above criteria.</p>	Superintendent McKay to reach out to Heather Hughes, Public Relations Officer to assist in creating a Communications Plan that is consistent.
Adjournment	Facilitator Mike Gilfoyle adjourned the meeting at 8:57 p.m.	