

**Forest Area Family of Schools Transition Committee
Meeting Agenda**

Wednesday, December 14, 2022
Bosanquet Central School – Learning Commons
5:00 p.m. – 7:00 p.m.

LKDSB Chairperson – Mike Gilfoyle
Recorder – Joyce Hastings

Agenda

1. Welcome and Reading of the Traditional Territorial Acknowledgement
2. Introductions 5 minutes
3. Review of DRAFT Record of Action from the October 26, 2022 Meeting 10 minutes
4. Review of Agenda 5 minutes
5. Associate Director Update – Associate Director McKay 10 minutes
6. Architect Team Update – ROA Studio President, Ouellette 10 minutes
7. Subcommittee Updates
 - Events – Principal MacDonald 10 minutes
 - History – Principal Morrison 5 minutes
8. Questions/Suggestions from the Public
9. Next Meeting –
March 1st, 2023 @ 5pm – Kinnwood Central School
10. Adjournment

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

Date: October 26, 2022, at 5:00 p.m.

Location: Aberarder Central School, Gymnasium

Present: Committee: Bob Bressette (Kettle & Stoney Point Representative), Joey Burnley (Teaching Staff Representative, Aberarder Central School), Heather Sheppard (Non-Teaching Staff Representative, Aberarder Central School), Mandy Wright (School Council Representative, Aberarder Central School), Sam Wright (Student Representative, Aberarder 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), Vanessa Peters (Student Representative, Bosanquet Central School), Andrea Walden (School Council Parent Representative, Bosanquet Central Public School), Andy Parnham (Principal, Grand Bend Public School), Todd Hayward (Principal, Kinnwood Central School), Holly Vaughan (Teaching Staff Representative, 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), Rhonda Leystra (Principal, North Lambton Secondary School), Adam Willemse (Teaching Staff Representative, North Lambton Secondary School), Carla Sitter (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), Grace Needham (Student Representative, North Lambton Secondary School), Everett Moons (Community Representative, North Lambton Secondary School).

Board Office: Brian McKay (Associate Director – Corporate Services), Helen Lane (Superintendent of Education – Area Superintendent), Joyce Hastings (Administrative Assistant to Associate Director).

Chairperson: Mike Gilfoyle (Transition Committee Facilitator).

Guest: Joseph Ouellette (President, ROA Studio).

Regrets: Janice Morrison (Principal, Aberarder Central School), Kari Aubertin (Principal, East Lambton Elementary School), Brian Pelletier (Manager of Facility Maintenance & Capital), Julie Fuller (Parent Representative, Kinnwood Central School), Lisa MacDonald (Principal, Bosanquet Central School) and Alli Nickles-Smiths (Teaching Staff Representative, Aberarder).

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 (committee members and members of the public) acknowledging that everyone has busy schedules and their attendance is appreciated to assist in the transition committee process.</p> <p>A thank you was extended to the custodian, Tammy Sharpe, for assisting with set up and clean up.</p> <p>Being respectful of everyone’s time, all meetings will follow a timed meeting structure.</p> <p>Everyone was reminded that all approved meeting agendas, Records of Action and related announcements are posted to the LKDSB website under Board/Accommodation Review/Forest Area of Schools/Transition Committee. Ministry approval documents and 2022/23 scheduled committee meeting dates are also posted on this site.</p> <p>Any parents/guardians or community members with questions regarding the Forest K to Gr. 12 school can submit them via email to arc@lkdsb.net</p> <p>Chairperson Gilfoyle also reviewed some general housekeeping items.</p> <p>Sam Wright, Student Representative, Aberarder Central School read the Traditional Territorial Acknowledgement.</p>	

<p>Introductions of Committee Members by Principals</p>	<p>Chairperson Gilfoyle introduced two new members to the Transition Committee and extended appreciation for them joining the committee.</p> <p>Alii Nickles (Smit) – teacher representative from Aberarder Central and Bob Bressette from Hillside School.</p> <p>Alii wasn't able to join this meeting and sent regrets. Bob introduced himself and stated he looks forward to being a part of the committee and welcomes the opportunity to serve on the committee.</p> <p>Chairperson Gilfoyle also introduced Joe Ouellette (ROA Studio President) and extended regrets from Brian Pelletier, Manager of Facility Maintenance & Capital.</p>	
<p>Review of DRAFT Record of Action – Meeting of June 23, 2022</p>	<p>Chairperson Gilfoyle reviewed the Record of Action (ROA) of the meeting held on June 23, 2022, at North Lambton Secondary School. 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 and asked if there were any additions. No additions to the agenda were raised by the committee.</p> <p>Members were advised that meeting agendas will follow this standard format.</p>	
<p>Associate Director's Update –</p>	<p>Associate Director McKay spoke with regards to a previous meeting discussion, whereas members inquired about the size of school to build. He explained that the goal is to ensure that the board receives Ministry approval to able to build a school that houses all the students in which would be attending upon it opening the doors. He explained that there are school boards that received Ministry approval for a new school build, based on current enrolment projections, however, experienced enrolment increases after the approval. These boards have new schools and portables on-site upon opening the doors, due to not enough spaces.</p>	

<p>Associate Director's Update – (cont'd)</p>	<p>The Board has performed a great deal of research over the past summer regarding enrolment projections. Members were shown various demographic trends, ie. 2006-2021 census & projections, 2006-2011 declining enrolment vs 2016-2021 increasing enrolment.</p> <p>Associate Director McKay advised that LKDSB has a business plan to support a larger school, based on this information. The Board has information regarding a sustainable increase, based on municipal building permits and projections. These projections are generally conservative, however, have been holding steady. He also provided history on Forest area schools existing enrolment and historical enrolment data.</p> <p>He indicated that his contacts within the Ministry are aware that LKDSB is building a business plan to bring forward, for approval.</p> <p>He assured members that this has not impacted the design process. ROA Studio architects have been advised to design the school build for 1200 students, awaiting approval Minister Lecce.</p> <p>Associate Director McKay also informed committee members, in follow-up to the previous meeting record of action items, that cafeteria options were discussed with the senior administration team, and they are supportive of exploring various options.</p>	<p>ROA to have the tables imbedded in them</p>
<p>Presentation – ROA Studio, Architect</p>	<p>Joseph Ouellette of ROA Studio advised members that his team of architects continue to perform research of K to Gr. 12 schools. This is an extensive process to gather information to ensure a successful build.</p> <p>The presentation included a drawing and reviewed the draft areas of the school and adjacencies (ie. library – review adjacencies for both elementary and secondary students ease of access).</p> <p>Members of the committee were asked to provide input on outdoor spaces, either during this meeting and/or to provide information to their respective school principal who would forward to the Administrative Assistant to the Associate Director. Joe encouraged an open discussion, in which committee members should actively participate. Their input will assist with the planning</p>	<p>Members of the committee were asked to provide input on outdoor spaces, either during this meeting and/or to provide information to their respective school principal who would forward to the Administrative Assistant to the Associate Director.</p>

<p>Presentation – ROA Studio, Architect (cont'd)</p>	<p>and designing of spaces, and to exclude spaces where there is no interest (ie. exclude tennis court, if there is no interest).</p> <p>Some of the items discussed were:</p> <ul style="list-style-type: none"> • Outdoor Classrooms – funding to build these spaces; most likely will require some fundraising; build for future growth • Track – build to suit not only school track events, but the ability to hold board-wide events; current trend is several lanes • Sports Field • Playground Equipment – Kinnwood playground is used all year round; should have playground equipment of some type; may be equipment in various areas of the school grounds, based on age group • Tennis Courts – currently walk to tennis courts, which is quite a distance from the new school site; having them on school property would be beneficial • Basketball Courts • Partnering with Lambton Shores – having access to their grounds and facilities would be beneficial • Partnering with Lambton Shores – possibly extend parking with Lambton Shores, if additional parking is required • Natural Areas – an appreciation for some natural spaces • Arts & Music – a space for students with an arts & music theme; natural features • Amphitheatre – fundraise for a small outdoor amphitheatre • Archery <p>Joe pointed out that there is a low spot in the farmers area, which is currently left in the drawing as leaving this space as a natural landscape. There is also bush area, which would maintain and work with the natural features of the area.</p> <p>The lot is 19.87 acres. Everett indicated that it is approximately the same size as the fairgrounds.</p>	<p>Will reach to Lambton Shores to discuss partnering options, at a later date</p>
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<p>Presentation – ROA Studio, Architect (cont'd)</p>	<p>Joe explained that bussing lanes, drop-off areas, busses exiting on Townsend Line, etc. is an area that will require collaborative work with Chatham-Kent Lambton Administrative School Services (CLASS) and the municipality. At a later date, a study will be performed and further discussions to follow.</p> <p>Other areas discussed were:</p> <ul style="list-style-type: none"> • <u>Adjacencies of Program</u>: proximity of various shared common spaces/programs • <u>Washroom Configurations</u>: there was a significant discussion on washroom configurations – such as elementary shared sinks, traditional washrooms; the tour of PE McGibbon was referenced, with it's shared sinks (as a model); traditional model; gender neutral models (female/male/other washroom models); how to address washrooms, with regards to a security/safety standpoint, ie. challenges such as vaping and other behaviour; various security issues; commercial spaces are leaning towards locked washrooms – unlock upon use. Superintendent Lane explained that washrooms are currently a topic of board-level discussions. She advised the need to keep in mind the needs of all students; that the Board just finished looking at the demographics of students; also, an upcoming staff census; possibly gather the data to help in making these decisions. Washrooms in portables were suggested also 	
<p>Sub-Committee Updates</p>		<p>Deferred to next meeting, based on time</p>
<p>Other Business</p>	<p>none</p>	
<p>Questions/ Suggestions from the Public</p>	<p>Questions from the public will be documented in a template, with responses and posted to the LKDSB website.</p>	

Record of Action – Transition Committee Meeting – Forest Area – October 26, 2022

Next Meeting Date	December 14, 2022 at Bosanquet Central School, beginning at 5:00 p.m. - March 1, 2023 @ Kinnwood Central - April 26, 2023 @ North Lambton Secondary - June 14, 2023 (TBD, if required)	
Adjournment	Facilitator Mike Gilfoyle adjourned the meeting at 6:58 p.m.	



FROM: John Howitt, Director of Education

DATE: November 22, 2022

SUBJECT: Ad Hoc Naming Committee for the Kindergarten to Grade 12 School In Forest



This report is to inform Trustees that the initial steps are taking place to move forward with the established Ad Hoc Naming Committee for the Kindergarten to Grade 12 School.

As per LKDSB Regulations, R-AD-105-18, *Naming and Renaming of Board Facilities*, the Ad Hoc Committee will consist of:

- (a) two Trustees, appointed by the Board (one to chair the committee),
- (b) one facility administrator (principal or principal designate if applicable),
- (c) one or two representatives of the School Council (if applicable),
- (d) one or two community representatives,
- (e) one member of the senior administration.

As per Board motion on November 27, 2018, Trustees Jane Bryce and Jack Fletcher were appointed to serve on the committee. Unless changes are requested for the Trustee names appointed to the committee, it will move forward as per the motion. Senior Administration will work with principals of the schools involved to collect the names of the other members of the committee, including a representative from Kettle and Stony Point First Nation.

The Ad Hoc Naming Committee will meet to establish criteria for the new consolidated school name, the process to gather input from appropriate stakeholders and timelines for community input. The Committee will report back to the Board with this information. The Ad Hoc Naming Committee will submit a final report containing a recommended name for the consolidated school to the Board for approval.



REGULATIONS

SUBJECT: Naming and Renaming of Board Facilities
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1. Board facilities or sections thereof must be named or renamed in accordance with one or more of the following criteria:
 - (a) an historical name which once applied to the area where the facility is located,
 - (b) after a person(s) or event(s) recognized as having made a significant contribution to society in the district, province or country,
 - (c) the name of a geographic area which the facility will serve,
 - (d) the name of the street on which the facility is located.
2. Board facilities or sections thereof, may not be named or renamed after current Board members or employees.
3. When two or more schools are consolidated into one school the renaming of Board facilities process will be followed.
4. When a new facility is to be named, an ad hoc committee will be established by the Director of Education to recommend a name to the Board.

The committee shall consist of:

 - (a) two trustees, appointed by the Board (one to chair the committee),
 - (b) one facility administrator (principal or principal designate if applicable),
 - (c) one or two representatives of the School Council (if applicable),
 - (d) one or two community representatives,
 - (e) one member of the senior administration.
5. The ad hoc committee will invite suggested names for the new facility from individuals or groups throughout the area of jurisdiction of the Board and especially from the area adjacent to the location of the new facility.
6. Any proposal for a name change of an existing facility or a section thereof must be forwarded to the Board. Should the Board decide to proceed, an ad hoc committee will be established by the Director of Education to bring a recommendation to the Board. The Committee shall consist of:
 - (a) two trustees, appointed by the Board (one to chair the committee),
 - (b) one administrator from the facility,
 - (c) one or two staff representatives from the facility,
 - (d) one or two representatives of the School Council (if applicable),
 - (e) one or two community representatives,
 - (f) one member of Senior Administration.

7. A school wishing to name or rename a section(s) of their school must:
 - (a) form an in-house committee with representation from the school administration, the staff, the School Council and the students,
 - (b) forward a written request to the Board with the proposed name(s) or name change(s) and the reason(s) for the name(s) or name change(s).

8. Once the Board has divested itself of a facility, all Board signs are to be removed.

Implementation Date: September 28, 1999
Revised: February 26, 2002
Reviewed: November 8, 2005
Revised: February 23, 2010
Reviewed: November 11, 2014
Revised: October 9, 2018

References: LKDSB Policy