

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

Date: April 24, 2024, at 5:00 p.m.

Location: Aberarder Public School - Gymnasium

Present:

Committee: Bob Bressette (Hillside Public School, Kettle & Stony Point Representative), Randi McDonald (Principal, East Lambton Elementary School), Andy Parnham (Principal, Grand Bend Public School), Lisa Thomson (Principal, Kinnwood Central School), Holly Vaughan (Teaching Staff Representative, Kinnwood Central School), Rhonda Leystra (Principal, North Lambton Secondary School), Jon Needham (Fundraising Committee, North Lambton Secondary School), Claire Giles (Community Representative, Kinnwood Central School), Laurie Stephenson (Principal, Aberarder Central School), Cheryl Anderson (Non-Teaching Staff Representative, North Lambton Secondary School), Andrea Walden (School Council Parent Representative, Bosanquet Central School), Grace Needham (Student Representative, North Lambton Secondary School), Everett Moons (Community Representative, North Lambton Secondary School) Mandy Wright (School Council Representative, Aberarder Central School), Sam Wright (Student Representative, Aberarder Central School).

Board Office: Brian McKay (Associate Director – Corporate Services), Liz Parry (Administrative Assistant to Associate Director), Emily Dixon (Superintendent of Education-EDIJ), Brian Pelletier (Manager of Facility Maintenance & Capital)

Chairperson: Mike Gilfoyle (Transition Committee Facilitator)

Guests: Jane Bryce (Trustee of the Board), Roberta Northmore (Four First Nations Trustee of the Board), Michele LaLonge-Davey (CUPE President 1238)

Regrets: Guest(s): Marco Raposo ROA Studio, Joseph Ouellette ROA Studio, Ryan Villalta ROA Studio, Jack Fletcher (Trustee of the Board).

Committee: Lisa MacDonald (Principal, Bosanquet Central School), Melinda Battram (Teaching Representative, Bosanquet Central School), Bryauna Batty (Student Representative, Kinnwood Central School), Adam Willemse (Teaching Staff Representative, North Lambton Secondary School), Christine O'Reilly (Community Representative, Bosanquet Central School), Julie Fuller (Parent Representative, Kinnwood Central School), Tammy Marcinov (Non-Teaching Staff Representative, Bosanquet Central School), Lori McLeish (Non-Teaching Staff Representative, Kinnwood Central School), Jen Batty (School Council Representative – Kinnwood), Jordan George (Kettle & Stony Point Representative), Jillian Fuller (Student Representative, North Lambton Secondary School), Carla Sitter (School Council Parent Representative, North Lambton Secondary School), Heather Sheppard (Non-Teaching Staff Representative, Aberarder Central School), Melissa Van Engelen (Teaching Staff Representative, Aberarder), Vanessa Peters (Student Representative, Bosanquet Central School).

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
1. Welcome and Reading of the Traditional Territorial Acknowledgment	<p>Chairperson Gilfoyle opened the meeting at 5:05 p.m. and welcomed those in attendance (committee members and members of the public). He expressed thanks to those who were able to attend and participate in the meeting. He introduced Principal Stephenson.</p> <p>Principal Stephenson welcomed everyone to Aberarder Public School, gave a brief overview of the school's history, and read the Traditional Territorial Acknowledgment.</p>	
2. Introductions	<p>Chairperson Gilfoyle led introductions of those in attendance at the head table. He also introduced the trustees in attendance: Trustee Northmore and Trustee Bryce. He also introduced Superintendent Dixon.</p>	

Item	Discussion	Action/Responsibility
3. Review of Agenda	<p>Chairperson Gilfoyle reviewed the meeting agenda and asked if there were any additions.</p> <p>Chairperson Gilfoyle corrected the numbering for items 6.1, 6.2, and 6.3.</p> <p>The Fundraising Sub-Committee update was moved in the agenda to accommodate Mr. Moons’ schedule.</p> <p>No additions to the agenda were raised by the committee.</p>	
Item	Discussion	Action/Responsibility
4. Review of DRAFT Record of Action – Meeting of Feb 28, 2024.	<p>Chairperson Gilfoyle reviewed the Draft Record of Action (ROA) of the meeting held on Feb 28, 2024, at Grand Bend Public School. He reviewed the action items.</p> <p>Letters to the Ministry regarding the Specialized spaces at the new school were discussed. Many letters were provided by students at NLSS.</p> <p>Superintendent McKay – The Ministry template does not have as many shops as our design. The letters will be given to the newly elected MPP.</p> <p>No errors or omissions were expressed, and the ROA was approved by the committee.</p>	ROA will now be posted to the LKDSB website.
5. Associate Director Update – Building Design and Donor Recognition	<p>Associate Director McKay – Discussions with the Ministry – Working on the cost estimate. We are aware that other boards are receiving additional funding. \$450 per square foot is the Ministry allocation.</p> <p>Associate Director McKay suggested inviting the new MPP to the June Forest Transition Committee meeting.</p> <p>Architects continue to work on the tender package (which includes comprehensive shop drawings, etc.). They will not be in attendance at the June meeting as they are continuing to work on the Ministry submission.</p>	Associate Director McKay will bring examples of donor walls to the June Meeting.

	<p>Recognizing donors to the new school were discussed. (Variety of ways, walkways, indoor walls) It was suggested that indoor walls are a great way to honour donors. We are looking for the architects to design this wall. Associate Director McKay asks the room for their opinion. A Community Member expressed that he would not like the wall to be the first item seen when entering the building.</p> <p>Email – Writing additional letters – It’s not too late to write letters regarding the specialized spaces. Michele LaLonge-Davey would like a letter template to be distributed.</p> <p>A community member suggests inviting Bob Bailey to the June Meeting as well.</p>	<p>Admin Assistant to Associate Director – Corporate Services will send the template out to the group with the minutes.</p>
<p>6. Subcommittee Updates</p>		
<p>6.1 Events – Principal Stephenson</p>	<p>Principal Stephenson gave an update on behalf of Principal McDonald for the Events Sub-Committee.</p> <p>The goal of the events community is to identify the common thread of events from all the schools, and it will be determined which common activities will be continued in the new school.</p> <p>The attached report was shared with those in attendance.</p>	
<p>6.2 Fundraising – E. Moons</p>	<p>Everett Moons gave an update on behalf of the Fundraising Sub-Committee.</p> <p>The Fundraising Sub-Committee met. Was initially a committee of 7 members and had to be rebuilt. Upgrading the track is the first focus of this sub-committee. Waiting on updated costs and the branding (Identity Sub-Committee) and how donors will be recognized (ex-donor wall). The committee needs volunteers to reach out to different sectors (Ex - agriculture). E. Moons suggested the community use his email address to reach out to him. He mentions he will be reaching out to the Sarnia Local UA 663 Pipefitters fund.</p>	<p>E. Moons will communicate his new email address for the Fundraising Sub-Committee.</p>

	<p>Trustee Bryce suggests reaching out to Imperial Oil (or other similar companies, ex-Suncor).</p> <p>Chairperson Gilfoyle spoke regarding the Kaeden Brown Foundation. There will be a Fundraising dinner event on June 20th at Widder Station followed by the Kaeden Brown annual golf tournament on June 21st.</p> <p>Fundraising for the playground equipment was questioned by a member of the community. Associate Director McKay answered that it's difficult to ask a donor for an item the Ministry already funds. The fundraising committee is to focus on items not included in Ministry funding. Playgrounds are not included in this funding, just a small tarmac area and a grass field. We will need to fundraise for the playground approx. \$50,000. The Ministry also does not fund carbon-friendly heat sources. They only fund options such as gas-fired boilers. Associate Director McKay would like to see solar panels (\$2.5 million) and geothermal heat sources, but these options are not funded by the Ministry. The solar panels could power half of the building. The goal is a net-zero building.</p>	
<p>6.3 Identity – Principal Thomson</p>	<p>Principal Thomson shared an update from the Identity Sub-Committee. Identity Process (canva.com)</p> <p>She mentioned programs and assets in schools: snack programs to meet food insecurities, washing machines, and connections with staff. She mentioned the importance of identity.</p> <p>Principal Thomson listed the sub-committee members, the Kettle and Stony Point Committee and the EDIJ committee. She also explained the process. 1. Initial Discussions, 2. Determine a Process - Principal Thomson discussed the digital survey that will be distributed regarding the mascot, motto, logo, and colour ideas. The results will be sent to the Admin Assistant to Associate Director – Corporate Services . We will narrow down to the top 8 for motto, colour, and mascot. It will then go to the sub-committees (KSP and EDIJ approx. 16 people) to narrow it down to 3 options. Next, it will go to a vote to students. A similar process will be used for the logo once the colour, motto, and mascot are chosen. The survey will open on Monday, April 29th to staff, students, and the school communities. Paper copies will be available as well.</p>	

	<p>The announcement will be made the week of June 17th. Students will have an opportunity to submit logo designs in early Fall 2024.</p> <p>A video was shown with students stating the requirements for the survey.</p> <p>Principal Thomson asked for feedback and questions from the group. Trustee Bryce suggests including what a mascot, motto and colours represent in the survey. It was answered that yes, the rationale will be included in the survey.</p> <p>Students will be asked to submit designs for the logo. The logo will be used for athletic wear, shirts, banners, etc.</p> <p>The Fundraising committee will be using the new logo to help promote the new school.</p> <p>Question from Committee Member -Will there be duplication with TVDSB schools? It was answered that there is already a list of what colours neighbouring schools currently have, and these colours will not be duplicated.</p>	
<p>7. Questions/ Suggestions from the Public</p>	<p>None.</p>	
<p>8. Future Meeting Dates</p>	<p>June 12, 2024 @ Bosanquet Central School, at 5:00 p.m.</p>	
<p>9. Adjournment</p>	<p>Chairperson Gilfoyle adjourned the meeting at 6:13 p.m.</p>	

Principal Stephenson's Update on Behalf of Event Sub-Committee

Tonight, I have been asked to provide an update on behalf of Principal McDonald who was unable to attend the meeting this evening.

Principal McDonald presented this information at a transition meeting in March of 2023. On behalf of the Events Subcommittee, I have again reached out to the other principals to get an updated list of events, activities and sports that occur in their schools throughout the year. The goal of identifying the common or unique events, activities and/or sports will help to eventually determine which things are important to continue with at the new school when we all come together. In many of our schools there are a large number of common activities, events and athletics. But there are also some activities and events that are unique to certain schools that will need to be considered moving forward.

The list of Common Events and Activities are:

- September – Back to School BBQ or Meet the Teacher Open House
- AG in the classroom – Forest Fall Fair
- Remembrance Day Assembly – typically walk to Cenotaph
- School wide Holiday lunch in December (at the legion or school)
- Winter/Holiday Assembly
- Student leadership and planning clubs
- Student service opportunities (peer monitoring, lunch monitors, snack program helpers)
- Learning and/or reading buddies
- Jump Rope for Heart
- Terry Fox Run/Walk
- Food Drives
- Anti-Bullying Days (Pink Shirt Day)
- National Day for Truth & Reconciliation
- Treaty Awareness Week
- Play Day
- Graduation
- Book Fairs
- Hot lunch days
- Muskoka Woods Trip for Grade 8 students
- Year End Assembly

The common Athletics are:

- Basketball
- Soccer
- Cross country
- Track & Field
- Volleyball
- Badminton

Those Notable & Unique Events/Activities are:

- Nature/gardening/horticulture club
- Chess club
- Crafting club
- Speech club
- Lego club
- Recess helpers
- Musical performance groups
- Drama club
- Golf
- Gaming club
- Curling
- Diversity/Inclusion groups
- Reach for the Top (Trivia)
- Talent Show
- Junior Achievement
- Kinder Fall Fair Event
 - Walk for Wenjack
 - Halloween Family Dance
 - Family Pumpkin Contest
 - Orange shirt day – Kinnwood wears orange every Thursday as part of our commitment to Truth and Reconciliation
- House Colour Captains Bullying assembly
- Valentine's Day Dance
- Chalk a Block – downtown Forest
- Grade 8 trip to Toronto - Kinnwood

Unique to NLSS

- Wrestling
- Tennis
- Hockey
- Rugby
- baseball/softball
- Relay for Life
- Colour Run
- Musical/ Drama Presentation
- Take Kid to Work Day and Grade 8 Option Day (the same day), Awesome Eagle
- Grade 8 Parent Night
- Esports
- Key Club

Another Unique Opportunity

- Kinnwood, Hillside and St. John Fisher School – Learning and Healing Together - The Indigenous Film Fest