

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

Date: April 26, 2023, at 5:00 p.m.

Location: North Lambton Secondary School - Library

Present: Committee: Bob Bressette (Hillside Public School, Kettle & Stony Point Representative), David Ennis (Director of Education, Kettle & Stony Point Representative), Jenna Southen (Secondary School Indigenous Lead, Kettle & Stony Point Representative), Janice Morrison (Principal, Aberarder Central School), 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), Lisa MacDonald (Principal, Bosanquet Central School), Vanessa Peters (Student Representative, Bosanquet Central School), Melinda Battram (Teaching Representative, Bosanquet Central School), Andrea Walden (School Council Parent Representative, Bosanquet Central Public School), Kari Aubertin (Principal, East Lambton Elementary School), Andy Parnham (Principal, Grand Bend Public School), Lisa Thomson (Principal, Kinnwood Central School), Bryauna Batty (Student Representative, Kinnwood Central School), Holly Vaughan (Teaching Staff Representative, Kinnwood Central School), Kinnwood Central School, Julie Fuller (Parent Representative, Kinnwood Central School), Rhonda Leystra (Principal, North Lambton Secondary School), Adam Willemse (Teaching Staff Representative, North Lambton Secondary School), Cheryl Anderson (Non-Teaching Staff Representative, North Lambton Secondary School), Everett Moons (Community Representative, North Lambton Secondary School), Grace Needham (Student Representative, North Lambton Secondary School), and Carla Sitter (School Council Parent Representative, North Lambton Secondary School) Melissa VanEngelen (Teaching Staff Representative, Aberarder), Tammy Marcinov (Non-Teaching Staff Representative, Bosanquet Central School), Christine O’Reilly (Community Representative, Bosanquet Central School) and Jillian Fuller (Student Representative, North Lambton Secondary School), Lori McLeish (Non-Teaching Staff Representative, Kinnwood Central School), and Claire Giles (Community Representative, Kinnwood Central School)

Board Office: Helen Lane (Superintendent of Education–Area Superintendent), Brian Pelletier (Manager of Facility Maintenance & Capital), and Joyce Hastings (Administrative Assistant to Associate Director)

Chairperson: Mike Gilfoyle (Transition Committee Facilitator)

Guest(s): Jane Bryce (Trustee of the Board), Roberta Northmore (Four First Nations Trustee of the Board), Denise Helmer-Johnston and Dallas Sinopole

Regrets: Brian McKay (Associate Director),

Record of Action – Transition Committee Meeting – Forest Area – April 26, 2023

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
Welcome and Reading of Traditional Territorial Acknowledgment	<p>Chairperson Gilfoyle opened the meeting at 5:09 p.m. and welcomed those in attendance (committee members and members of the public). He expressed thanks for those that were able to attend and participate in the meeting.</p> <p>Chairperson Gilfoyle introduced and welcomed Principal Leystra, North Lambton Secondary School, and thanked her and school staff for their work in hosting the meeting. Principal Leystra welcomed those in attendance and reviewed some general housekeeping items.</p> <p>Principal Leystra introduced Grace Needham from North Lambton Secondary School, who read the Traditional Territorial Acknowledgement.</p>	
Introductions of Committee Members by Principals	<p>Chairperson Gilfoyle introduced members of the head table to those in the audience. A special welcome was extended to the Equity, Diversity and Inclusion Team (Denise Helmer-Johnston and Dallas Sinopole) who will be presenting at this meeting.</p>	
Review of DRAFT Record of Action – Meeting of March 1, 2023	<p>Chairperson Gilfoyle reviewed the Draft Record of Action (ROA) of the meeting held on March 1, 2023, at Kinnwood Central School. He reviewed the action items and advised of items updates that would be on this evening’s agenda.</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.
Review of Agenda	<p>Chairperson Gilfoyle reviewed the meeting agenda and asked if there were any additions.</p> <p>No additions to the agenda were raised by the committee.</p>	

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<p>Associate Director's Update -</p>	<p>Chairperson Gilfoyle provided comments on behalf of Associate Director McKay, in his absence:</p> <p><u>Naming Committee Update (on behalf of Associate Director McKay):</u> The first naming committee meeting will be held next Thursday night (May 4) at 5:00pm at NLSS. The naming committee invite was sent to those individuals, as provided by the schools. An agenda is currently being reviewed with the Naming Committee Chair, Trustee Jane Bryce and will be sent out to committee members shortly. The first meeting will be used to review the school board naming regulation and to set out the process for the committee's work. Trustee Jack Fletcher is the second board trustee on the committee.</p>	
<p>ROA Studio, Architects Update –</p>	<p>Manager of Facility Maintenance & Capital, Brian Pelletier provided an update from the architects, ROA Studio, indicating that they are currently refining the building design. working on all the information as provided to date and updating drawings for review at the June meeting.</p> <p>Session dates are being arranged and invitations will be sent to principals for school staff consultation sessions as well as student sessions. The sessions will occur over a few dates to ensure group sessions focus on various aspects, ie. student input, office administration, secondary curriculum leaders, elementary primary/junior/intermediate teachers, phys. ed., library, student success, and guidance teachers, ALLP, Community Use of Schools, daycare, Health & Safety, Safe School, etc. The purpose of these meetings is to discuss the building layout, specifically, where in the building does each program space need to be to function safely and efficiently.</p> <p>The June Transition Committee meeting will provide members the opportunity of a detailed review of the building plans. The intent is to have the building layout finalized by the end of June to allow ROA Studio the summer to work on building sciences and produce working drawings.</p> <p>The details about specific design of each room will be discussed in the fall (how much shelving is required, where the electrical and data receptacles are located, etc.).</p>	

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<p>ROA Studio, Architects Update – (cont'd)</p>	<p>Brian Pelletier read an email submitted by Christine O’Reilly, March 1, 2023 and provided responses, where necessary:</p> <ol style="list-style-type: none"> 1. Christine advised that Principal MacDonald approached her to join the Naming Committee, which she’s agreed to serve on. 2. Christine indicated that she has not been able to see clearly the draft blueprint /design for the new school. Areas of concern, she’d like to express are: <ol style="list-style-type: none"> a) Safety around parking lots – for drive in and pick up at the elementary end of the building, in particular. <p>Architect Feedback: At this time; the site area is being developed in conjunction with the facility programing – although the question is broad in nature; you will have the opportunity to review / evaluate the proposed design once it is established but we can assure the entire LKDSB it will be developed with the utmost evaluation of pedestrian safety and separation from vehicular traffic.</p> <ol style="list-style-type: none"> b) Attention to detail in outdoor spaces, to ensure good clear vision for supervision in all areas <p>Architect Feedback: As noted above all outdoor spaces are currently being developed as the interior programing is also evolving. You will also have the opportunity to review / evaluate and provide further feedback once these spaces have been conceptually developed.</p> <ol style="list-style-type: none"> c) Washroom and locker room facilities - I understand that having safe spaces is very important, and that there is some move towards gender neutral spaces for washrooms and locker rooms. I have, I think, a good bit of experience working with students in both elementary and high school age groups (35 years in this community). I would strongly advocate for an area that is dedicated as gender neutral, and that affords privacy; and to maintain gender specific washrooms and locker rooms. 	

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<p>ROA Studio, Architects Update – (cont'd)</p>	<p>I am particularly concerned about young girls/women who would not feel safe or at ease in a room with boys/young men. I have young women who have experienced male violence in their homes for whom such an arrangement would create further anxiety.</p> <p>There are parents whose views desiring gender specific washrooms and locker rooms need to be heard and respected – again, equity and inclusion needs to work for, and respect, all. There needs to be safe spaces for girls and young women, that are gender specific.</p> <p>I agree that space needs to be provided, for students who are transitioning, for them to feel safe, as well. Equity and inclusion needs to work for, and respect, everyone.</p> <p>Sadly, I am aware (in my professional capacity) of males claiming transgender transition to female who have been admitted to womens’ shelters and correctional facilities who have committed violence against those women with whom they share space. I do not believe that is true for all, or even a majority of males transitioning, but I do believe we must be aware and do all we can to protect all students.</p> <p>Architect Feedback: Thank you for the input – such spaces have and will continue to be part of the design focus of the entire school environment not only Elementary but also Secondary and community having access to the School.</p> <p>There may be questions about a place for students who have religious views and practices – Indigenous, Muslim, and yes, Christian- where those practices will be protected and welcomed. Is there any discussion about this? Again, equity and inclusion need to work for everyone, with respect.</p> <p>Architect Feedback: Yes, a non-denominational spiritual space has been part of the design discussions and is being integrated into the overall school environment.</p>	

Item	Discussion	Action/Responsibility
<p>ROA Studio, Architects Update – (cont'd)</p>	<p>I look forward to working with others to create a great school for our communities.</p> <p>Architect Feedback: Thank you for your continual input; as this will most definitely assist us (Architects) in the creation of the perfect school environment for our families.</p> <p>Chairperson Gilfoyle advised that these questions and the responses will now be incorporated into the record of action.</p>	
<p>Equity, Diversity and Inclusion</p>	<p>Presentation by the Equity, Diversity & Inclusion Team –Superintendent of Education Lane, Denise Helmer-Johnston and Dallas Sinopole</p> <p>Superintendent of Education Lane expressed that there has been discussions regarding the bricks and mortar of the new school and along with this we need to consider the social fabric of the building ie. non-denominational space (where is it located and who uses it). She and her team would</p> <p>Denise Helmer-Johnston presented a slide presentation and discussed “socially just spaces”, spaces can create a culture or atmosphere in a building. She asked the group to consider: 1. How might a thoughtful building plan create an inclusive culture within a school? and 2. How might this group create a collaborative culture before students even arrive at the new facility?</p> <p>Dallas Sinopole and Denise Helmer-Johnston lead the committee through some interactive activities to assist members to begin thinking of the social fabric of the new school and what aspects should be considered. Members were encouraged to participate and share their ideas. Members were advised that it is very important to think of their own individuality and it is difficult to step out of your own perspective – members participated in an activity (Power Flower/petals of the flower) to document their own identity and visualize other identities. It is important that people get what they need.</p>	

Item	Discussion	Action/Responsibility
Equity, Diversity and Inclusion (cont'd)	<p>During this session, the committee provided valuable input as to what should be considered for the new school.</p> <p>A separate resource document was created to be shared with various sub-committees, board departments and architects to assist in their work.</p>	
Sub-Committee Updates	<p>Chairperson Gilfoyle introduced Principal MacDonald to provide an update from the Events Sub-committee.</p> <p><u>Events:</u></p> <p>Principal MacDonald indicated that there will be an upcoming event that Hillside is going to be doing and many in our school will be able to participate in the event (in June). The Events Sub-committee will use this opportunity as a “jumping off place” for the sub-committee to find other events to do as well.</p> <p><u>History:</u></p> <p>Principal Morrison advised that they held a meeting today, prior to the Transition Committee Meeting. She expressed that there is a big job ahead for this sub-committee, ie. what to do with items (identify what is in each building, cataloguing of inventory, relocating of items; archival of items; disposal of items, etc.).</p>	
Other Business	none	
Questions/ Suggestions from the Public	none	
Next Meeting Date	June 14, 2023 at Hillside Public School, beginning at 5:00 p.m.	
Adjournment	Chairperson Mike Gilfoyle adjourned the meeting at 6:41 p.m.	