

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

Date: April 3, 2019

Location: Aberarder Central School, 4804 Aberarder Line, Camlachie, Ontario, N0N 1E0

Present: Committee Members: Rhonda Leystra, Principal, North Lambton Secondary School, Adam Willemse, Teaching Staff Representative, North Lambton Secondary School, Mia Boere, Parent Representative, North Lambton Secondary School, Cheryl Anderson, Non-Teaching Staff Representative, North Lambton Secondary School, Everett Moons, Community Representative, North Lambton Secondary School, Sydney Sollen, Student Representative, North Lambton Secondary School, Joyce Vlcek, Principal, Aberarder Central School, Sara Armitage, Teaching Staff Representative, Aberarder Central School, Brenda O'Connor, Non-Teaching Staff Representative, Aberarder Central School, Grace Needham, Student Representative, Aberarder Central School, Karen Houle, Community Representative, Aberarder Central School, Emily Dixon, Principal, Bosanquet Central Public School, Melinda Battram, Teaching Representative, Bosanquet Central Public School, Andrea Walden, Parent Representative, Bosanquet Central Public School, Jenny Abbott, Non-Teaching Staff Representative, Bosanquet Central Public School, Morgan Donald, Student Representative, Bosanquet Central Public School, Steve Thomas, Principal, Kinnwood Central Public School, Janet Vanos, Teaching Staff Representative, Kinnwood Central Public School, Kinnwood Central Public School, Lori McLeish, Non-Teaching Staff Representative, Kinnwood Central Public School, Jillian Fuller, Student Representative, Kinnwood Central Public School, Claire Giles, Community Representative, Kinnwood Central Public School

Resource Personnel: Mike Gilfoyle, Transition Committee Facilitator, Gary Girardi, Superintendent of Education – Capital Planning and Accommodation, Bonnie Gotelaer, Recorder, Brian McKay, Superintendent of Business, Heather Hughes, Public Relations Officer

Regrets: Mandy Wright, School Council Parent Representative, Aberarder Central School, Christine O'Reilly, Community-Representative, Bosanquet Central Public School, Doug Vaessen, Parent Representative, Kinnwood Central Public 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
Welcome and Reading of Traditional Territorial Acknowledgment	Transition Committee Facilitator Mike Gilfoyle welcomed committee members. Aberarder Central School Student Representative Grace Needham read the Traditional Territorial Acknowledgement.	
Introductions	Transition Committee Facilitator Mike Gilfoyle thanked Principal Joyce Vlcek for hosting at Aberarder Central School. Joyce gave a history of Aberarder Central School and noted the demographics of school, fundraising initiatives as well as activities and clubs/groups the students can belong to. Joyce noted the School Council has fundraised to help pay for costs of busing for the entire school's field trips. Joyce noted the size of the task due to Aberarder requiring a bus for any field trip the students would have. Facilitator Mike Gilfoyle welcomed and introduced Sydney Sollen and Morgan Donald to the group since they had missed the previous meeting Sydney Sollen and Morgan Donald spoke about their roles on the Committee Facilitator Mike Gilfoyle welcomed Brian McKay, Superintendent of Business and Heather Hughes, Public Relations Officer	
Review of Record of Action, January 16, 2019 Meeting	Facilitator Mike Gilfoyle reviewed the ROA from meeting January 16, 2019 and provided further information for the following: <ul style="list-style-type: none"> • brief follow up on the Land Acquisition inquiry with reference to Superintendent Brian McKay providing a more detailed explanation later in the meeting • the postponement of the Forest Area Family of Schools Ad Hoc Naming Committee meeting due to land acquisition delay • brief discussion regarding the timeline of the Forest Area Family of Schools Transition Committee and rotating locations for meetings • Heather Hughes, Public Relations Officer in attendance to facilitate transparency of communications to the schools and the communities • sub-committee process described 	-Bonnie to revise wording to update job title for Heather Hughes, Public Relations Officer

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Review of Agenda	Facilitator Mike Gilfoyle reviewed the Agenda.	
Land Acquisition Process Update	<p>Facilitator Mike Gilfoyle introduced Superintendent of Business Brian McKay to provide information regarding the Land Acquisition Process. Superintendent Brian McKay indicated his appreciation for the invitation to outline the Land Acquisition Process to the school community and informed the Committee that despite the change in Provincial Government, funding remains secure with no changes in the plan moving forward once land has been purchased.</p> <p>Superintendent Brian McKay indicated that offers have been proposed on properties and although for various reasons they have been unsuccessful to date, he noted the Ministry remains supportive in pursuing suitable land. Superintendent Brian McKay gave a brief outline of the timeline and process:</p> <ul style="list-style-type: none"> • once property becomes a potential building site, a Land Appraisal is completed with submission of results to the LKDSB lawyer • negotiations with property owner varies in duration and is contingent on seller meeting the appraised value of the property since the money used is public tax dollars • it can take up to 6 months for the Ministry to review submission • the process to secure the land includes the following to be completed: <ul style="list-style-type: none"> ○ soil testing to ensure the land is suitable to build on ○ an archaeological study ○ a study to determine that endangered species are not present ○ transportation studies ○ a site study for utilities and internet etc. <p>Superintendent Brian McKay presented a satellite map of Forest indicating on the map properties that had been considered thus far. He displayed the property areas around the desired location of The Shores Recreation Centre and discussed some issues with procurement.</p> <p>Superintendent Brian McKay outlined other properties posing issues which included the requirement of students to cross a provincial highway.</p>	

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	<p>Committee Member Janet Vanos asked if a traffic light could be installed. Superintendent Brian McKay indicated installing a traffic light would be problematic in that the Ministry of Transportation and the Municipality of Lambton Shores would need to be consulted which causes further delay even if approved.</p> <p>Superintendent Brian McKay displayed other scenarios and described some of the problems including irregular land shapes, access from road to the property and locations which increase cost in design and build which take away from the project.</p> <p>Superintendent Brian McKay emphasized the Lambton Kent District School Board is continuing to search within the town of Forest and informed the Committee that land acquisition money is separate from school construction.</p> <p>Superintendent Brian McKay invited the Committee to bring questions forward.</p> <p>Committee Member Adam Willemse asked if LKDSB has moved away from purchasing land near The Shores. Superintendent Brian McKay affirmed at this point the Board is not looking to purchase land near The Shores.</p> <p>Committee Member Janet Vanos asked if the old police station was an option. Superintendent Brian McKay indicated the irregular shape causes design issues at that location similar to the property behind the Legion which has an undesirable frontage.</p> <p>Committee Member Lori McLeish inquired about the amount of land recommended by the Ministry for elementary and secondary and would we be looking to utilize those numbers since Secondary is given a higher allotment (12 acres as opposed to 6). Superintendent Brian McKay indicated Ministry recommendations would be considered in the acquisition process.</p>	

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	<p>Committee Member Janet Vanos asked if the land by the Canadian Tire in town has been looked at. Superintendent Brian McKay stated the Board is looking at the whole piece.</p> <p>Committee Member Andrea Walden asked, to allow for easier walking distance, would a smaller piece in town be purchased. Superintendent Brian McKay answered a smaller piece was looked at but deemed not suitable as it would put the school in an area for development of industrial properties based on a mock-up architectural plan and also indicated zoning changes are unlikely in the future. Superintendent Brian McKay indicated a portion of property beside the Arena was deemed not viable since the property has a road that goes through it and there was not Ministry support due to road cost issues.</p> <p>Committee Member Lori McLeish asked about the suitability of the property behind Kinnwood Central Public School. Superintendent Brian McKay replied that due to a marsh located on the property and the extensive work for excavation and filling it in, busing issues and the property not being large enough, additional costs would result.</p> <p>Principal Steve Thomas asked about the viability of the property located next to Kinnwood Central Public School. Superintendent Brian McKay stated that the area has road issues and the property is not serviced. Superintendent McKay noted the area around North Lambton Secondary School poses a great deal of challenge due to the flood plain.</p> <p>Superintendent Brian McKay indicated keeping positivity in that this project will happen it's a matter of timing at this point and it will be exciting for the Committee once land is purchased and the building design begins.</p> <p>Committee Member Andrea Walden asked if the Board is looking to the west behind the agricultural grounds. Superintendent Brian McKay answered the Board is looking at property to the west end of Forest. Principal Steve Thomas noted there is a great deal of history in the community and inquired if a reciprocal arrangement could be made with</p>	

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Committee Communications	<p>the Agricultural Society and the Municipality in assisting with building a new Agricultural Centre on a different site. Superintendent Brian McKay agreed there is a great deal of history and the focus has been on viable available properties.</p> <p>Committee Member Everett Moons asked if LKDSB would be open to fundraising and what process would be followed. Superintendent Brian McKay indicated the longer a group fundraises, the stronger the results and it may be beneficial to use the LKDSB Purchasing contacts for large quantities or large items. Donations could be processed by LKDSB to issue receipts.</p> <p>Facilitator Mike Gilfoyle introduced Heather Hughes, Public Relations Officer to the Committee.</p> <p>Heather Hughes outlined her role as support to the Director of Education, Superintendents of Education and the Lambton Kent District School Board schools in helping with social media and keeping consistency of messaging between the schools.</p> <p>Heather Hughes indicated how she could help with the Forest Area Family of Schools in their Naming Committee, choosing a mascot, surveying for ideas and sharing information through social media sites and on school websites.</p> <p>Committee member Andrea Walden thanked Heather Hughes for providing avenues of communication. Andrea noted that despite the lack of progress the Committee is eager to proceed with the new school and asked members to inform the community the delay is due to a setback in purchasing property. Andrea indicated the process is moving very slow and addressed the Committee describing potential issues in a community that does not have a school. Andrea noted there is a negative long-term economic impact when a community is without a school and asked the Committee to continue to support moving forward and stay focused on the task at hand. Andrea thanked the group for being open to ideas and stated the group is set to do a wonderful thing for the community urging the</p>	

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	<p>members of the Committee to continue to work hard to make this happen.</p> <p>Committee Member Everett Moons stated the community is fortunate the board is continuing its search in the Forest area but is disappointed land has not been purchased and noted communication is needed for the community to understand the position the Committee is currently in.</p> <p>Heather Hughes indicated a message can be posted on the board website and on the school websites with clarifying details and a general statement. Superintendent Gary Girardi indicated an email would be sent to the Transition Committee regarding the information to be posted on the Board indicating the intent of the Board and the requirements the search is contingent upon.</p> <p>Superintendent Gary Girardi noted connections made with community partners would end if the location is moved and noted a solid plan is in place once property is obtained.</p> <p>Superintendent Brian McKay acknowledged the disappointment felt by the Committee and reassured the focus of the Board will not change.</p> <p>Committee Member Adam Willemse stated it is important the community understands the funding remains.</p> <p>Committee Member Sydney Sollen noted that the area by Canadian Tire is closer to the downtown area much like NLSS.</p> <p>Facilitator Mike Gilfoyle expressed thanks to both Superintendent Brian McKay and Heather Hughes for attending and sharing information with the Committee as well as extending to the Committee their help in their areas of expertise.</p>	<p>Bonnie to send email to Committee</p>

Sub-committees	<p>Facilitator Mike Gilfoyle outlined the Sub-committee process and how Sub-Committees.</p> <p>Each school group received a template to record their ideas regarding possible subcommittees. Facilitator Gilfoyle indicated the templates would be collected, collated and sent back to each principal.</p> <p>Each school group received chart paper to note school specific or inter-school possibilities for potential Sub-committees. Once finished, Facilitator Mike Gilfoyle and Principal Joyce Vlcek worked through the commonalities compiling the lists into headings not exclusive of but including:</p> <ul style="list-style-type: none"> ▪ Special Events ▪ Memorabilia ▪ Learning Commons ▪ Fundraising ▪ School Council/Home and School ▪ Graduation/Awards ▪ School Start/End Times ▪ Traditions/Identities ▪ Sports Awards ▪ Community Partners ▪ Equipment ▪ Recycle/Repurpose-Efficient Use of Resources ▪ Opening of New School <p>Facilitator Mike Gilfoyle thanked the Committee for the large amount of ideas and noted a list will be compiled, consolidated further and shared at our next meeting.</p>	Consolidated Sub-Committees to be handed out at next meeting
Questions/Suggestions from the Public	<p>Facilitator Mike Gilfoyle invited the group to ask questions.</p> <p>Committee Member Everett Moons indicated he is a member of the Forest Fair Board and would have to declare a Conflict of Interest if land acquisition includes the Fairgrounds.</p>	
Next Meeting Date	June 5, 2019 at Bosanquet Central Public School at 6:00 p.m.	
Adjournment	Meeting adjourned 8:00 p.m.	

