

**SARNIA SOUTH SECONDARY SCHOOLS
TRANSITION COMMITTEE
MINUTES / RECORD OF ACTION**

Date: June 22, 2016

Location: Library, St. Clair Secondary School, 340 Murphy Road, Sarnia, Ontario, N7S 2X1

Present: Committee Members: Sean Keane, Principal Sarnia Collegiate Institute & T.S., Reena Herbstreit, Student Representative Sarnia Collegiate Institute & T.S., Lynn LeFaive, Parent/ Community Representative Sarnia Collegiate Institute & T.S., April Brander, Teaching Staff Representative Sarnia Collegiate Institute & T.S., Marnie Majeski, Teaching Staff Representative Sarnia Collegiate Institute & T.S., Jayne Collier, Clerical Representative Sarnia Collegiate Institute & T.S., Bev Brodie, Custodial Representative Sarnia Collegiate Institute & T.S., Max Cryderman, EA Representative, Sarnia Collegiate Institute & T.S., Paul Wiersma, Principal St. Clair Secondary School, Keaton Jennings, Student Representative St. Clair Secondary School, Renata de Rechter, Parent/Community Representative St. Clair Secondary School, Jacqueline Knapp, School Council Chair St. Clair Secondary School, Paul Frayne, Teaching Staff Representative St. Clair Secondary School, Kathy Beatty, Clerical/Custodial Representative St. Clair Secondary School, Vicki Ware, First Nation Representative, Jodi McGill, CUPE President

Resource Personnel: Roberta Buchanan, Facilitator of Transition Process, Gary Girardi, Superintendent of Education – Capital Planning and Pupil Accommodation, Mike Gilfoyle, Superintendent of Education – Secondary Program, Jane Kovar, Recorder

Regrets: Hugh Garrett, OSSTF President, Jennifer George, School Council Chair Sarnia Collegiate Institute, Joy Shah, Student Representative Sarnia Collegiate Institute & T.S.,

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	<ul style="list-style-type: none"> Roberta Buchanan welcomed the Transition Committee members 	
Review of Agenda	<ul style="list-style-type: none"> Roberta Buchanan reviewed the agenda. 	

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Review of Record of Action	<ul style="list-style-type: none"> • Roberta Buchanan reviewed the Record of Action • A copy of the Record of Action will be emailed to the Transition Committee members and will also be posted on the Board website 	
Principal Report	<ul style="list-style-type: none"> • Principal Keane stated both school Guidance Curriculum Leads, Ryan Bedard and Jerome DeSchiffert have agreed to Co-chair the December Awards/scholarships sub-committee. • Principal Keane indicated that Laurie Girard has agreed to assist as a former Guidance staff member on the December awards/scholarship sub-committee. He indicated that a SCSS former Guidance staff representative is still needed. • Principal Wiersma announced the consolidated school's Administration for September 2016. He will be the Principal, and Vice-Principals: Caroline White from SCSS and newly appointed Vice-Principal Jeremy Gower will be joining him. • Principal Wiersma indicated that Thursday, June 23 is the last date of exams. Exams started early at both schools this year to allow for more time for the transition process. Building Services has arranged for movers to assist on Tuesday, June 28th. St. Clair's commencement will be held Wednesday, June 29th. Staff will be working on year end wrap up meetings on the June 30th PD day. Both Principals will continue to meet and consult with IT and Building Services personnel to assist in a smooth transition and September start-up. • Principal Wiersma stated that both school VP's and Guidance CL's recently met to make plans for the grade 9 registration/orientation on August 29th. Student registration will take place at 9:00 a.m. followed by tours and team building activities, finishing at noon with lunch provided for all grade 9 students, student mentors and staff involved in the orientation. • Curriculum Leaders from both schools met on June 14th to discuss school administration policies, including student planners, demonstration of learning, course statements, student attendance, bell times and time tables. 	

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Updates from Transition Committee members	<ul style="list-style-type: none"> • Jayne Collier indicated that former SCITS staff Laurie Girard and Leslie Amlin are both interested in assisting with the History & Memorabilia sub-committee. • Vicki Ware indicated there is a discrepancy between the criteria for honours of each school. This will be addressed by the Awards/Scholarship/Commencement sub-committee. • Paul Frayne confirmed that he and Matt Godfrey will co-chair and coordinate the June Awards at the consolidated school. 	
History and Memorabilia Sub-Committee suggestions	<p>Sub-Committee Name: <u>History and Memorabilia</u></p> <p>Members: Two representatives from each school from the following stakeholder groups: students, current staff, former staff, alumni</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Time Capsule • Plaques, Trophies, Awards (Central/SCSS/SCITS) • Inventory of memorabilia items, ie. trophies, plaques, awards, etc. • Yearbooks • Design and dedication of space for memorabilia • Liaise with Sarnia Historical Society <p>Time Frame: on-going for 2016/17</p> <p>Table for next meeting:</p> <ul style="list-style-type: none"> • Communication to invite and determine the selection process of members for this sub-committee. • Determination of chair / Co-chair. 	
Sub-Committee Activity	Transition Committee members reviewed and discussed the responsibilities and	

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sheets	<p>the committee members for each Sub-Committee. Members agreed that inaugural meetings of sub-committees would occur in September.</p> <p>Administrative Policies</p> <ul style="list-style-type: none"> • There was consensus that this sub-committee did not require a chair / co-chair <p>School Activities</p> <ul style="list-style-type: none"> • Principal Wiersma had emailed all staff and confirmed interest in the following staff involvement: Ryan Bedard, Jeannette Denes, Jessie Donner, Tina Ferguson, Shaun Stewardson and Diane Vienneau. • Jessie Donner and Tina Ferguson are both staff advisors and will liaise with student council. • Principal Wiersma stated there is a School Council meeting scheduled for September 20th and he will invite a member for representation. • Principal Wiersma will call the first sub-committee meeting and a chair of this committee will be determined. <p>December/Awards/Scholarships</p> <ul style="list-style-type: none"> • There was agreement to revise the name of this sub-committee to Awards/Scholarship/Commencement. • Principal Wiersma will follow up regarding former Guidance staff from SCSS. <p>June Awards</p> <ul style="list-style-type: none"> • There was agreement to revise the name of this sub-committee to June Awards/Recognition • Co-chairs Paul Frayne and Matt Godfrey will call the 1st meeting date and they will invite all interested staff to attend and participate <p>Identity</p> <ul style="list-style-type: none"> • There was discussion about the start timelines for this committee. There was agreement to wait until September in order to allow for more input and participation from students at the consolidated school. • Possibility of having a special presentation in December to reveal new mascot, colours for the consolidated school. • Superintendent Girardi indicated that there is a Naming Committee report going to Board Tuesday, June 28th and that he would email a copy to the 	

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	<p>Transition committee members</p> <p>History & Memorabilia</p> <ul style="list-style-type: none"> • Storage will be required for history and memorabilia items prior to an inventory task, as current storage location at SCITS is being re-defined as a classroom. • Superintendent Girardi stated that Building Services will assist with storage concerns while transitioning is occurring and would support this committee's decision to move items to locked classrooms at SCSS to store securely. He added that he will consult with Building Services to determine if there will be access available at SCSS to obtain stored items when necessary during 2016-17. • Principal Kean stated that there could be a significant amount of history and memorabilia items as SCSS has approximately 60 years of memorabilia and SCITS has over 90 years of memorabilia. He added that all SCITS yearbooks are digital. • It was noted, that the majority of SCSS memorabilia will remain in the building. Some items will be brought over to SCITS to make students welcomed. Principal Keane indicated that there are two large display cases available at the main entrance of SCITS. Arrangements will be made to showcase each school's memorabilia for the first day of school. • Principal Keane indicated that he has had requests from community members to visit and tour SCITS before the end of June. The committee agreed that no memorabilia showcasing would be disturbed prior to June 30th. 	
Next Meeting Date	Tuesday, October 4 th 3:00 – 5:00 pm at SCITS – St. Clair Consolidated School Room Location: to be determined	
Adjournment	The meeting adjourned at 2:13 pm	