

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

**Date:** June 1, 2016

**Location:** Board Room, Sarnia Education Centre, 200 Wellington Street, Sarnia, Ontario, N7T 7L2

**Present:** Committee Members: Sean Keane, Principal Sarnia Collegiate Institute & T.S., Reena Herbstreit, Student Representative Sarnia Collegiate Institute & T.S., Joy Shah, Student Representative Sarnia Collegiate Institute & T.S., Lynn LeFaive, Parent/Community Representative Sarnia Collegiate Institute & T.S., Jennifer George, School Council Chair 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/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 deRechter, Parent/Community Representative St. Clair Secondary School, Jacqueline Knapp, School Council Chair St. Clair Secondary School, Jeannette Denes, Teaching Staff Representative 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 – Student Success, Lorie Vandeschoot, Planning Officer, Jane Kovar, Recorder

**Regrets:** Hugh Garrett, OSSTF President, Liberty Clements, Student Representative St. Clair Secondary School

*Note: This document is not a verbatim transcript. Questions and answers have been paraphrased for the sake of clarity and brevity*

<b>Item</b>	<b>Discussion</b>	<b>Action/Responsibility</b>
Welcome and Introductions	<ul style="list-style-type: none"> <li>• Roberta Buchanan thanked everyone for participating on the Transition Committee and stated she appreciated the time commitment today and going forward</li> <li>• Roberta stated that the ultimate goal of the transition process is the successful integration of students, staff, parents/guardians and</li> </ul>	

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	<p>community members into a new school setting. Students need to feel welcome, safe and comfortable, and be able to have a sense of belonging, get involved in student activities and most importantly to continue to achieve academically. In addition it is important that staff, parents/guardians and all community members feel welcome, and that they have had the opportunity to have concerns and issues addressed in a satisfactory manner.</p>	
Review of Agenda	<ul style="list-style-type: none"> <li>• Roberta Buchanan reviewed the agenda.</li> <li>• A Transition Committee addresses the transition of students and staff. The naming of a new school or consolidated school will be done in accordance with the Board's policy and regulations on Naming and Renaming of Board Facilities which are available online at <a href="http://www.lkdsb.net">www.lkdsb.net</a></li> <li>• Members of the Transition Committee will determine whether they will establish sub-committee(s) to accomplish specific tasks. All sub-committee work must be presented at a public meeting of the full Transition Committee.</li> <li>• Transition meetings are public and a copy of the agenda will be available online at <a href="http://www.lkdsb.net">www.lkdsb.net</a></li> </ul>	
Principal Report	<p><b><u>Student Learning</u></b>      Principal Wiersma indicated that student learning will continue to be the focus during the transition process. School staff will maintain a learning environment for all students.</p> <p><b><u>Orientation Activities</u></b></p> <ol style="list-style-type: none"> <li>I. Students – Principal Keane stated that all Gr 8 students from SCITS and SCSS feeder schools were invited to SCITS on May 26. Mr. Bedard and Mr. DeSchiffert coordinated teams of leaders and provided multiple fun and energized activities and sports teams presentations including wrestling and rugby. Groups of students have also attended the Women in Skilled Trade workshop recently held at Lambton College.</li> <li>II. Staff – Principal Wiersma indicated that June 6<sup>th</sup> is a scheduled PD day and both SCITS and SCSS staffs will participate in a combined staff meetings. The morning session will begin at SCITS, where staff will meet department colleagues, tour the facility and share</li> </ol>	

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	<p>discussions. Then all staff will go to SCSS and repeat this process. The afternoon session will be flexible with the day ending with a combined staff social.</p> <p>III. Parents/other –Principal Keane indicated that both schools will provide updates and information through June newsletters, school websites and School Councils. Principal Wiersma stated that transportation information and queries regarding eligibility and courtesy seats will also be made available to parents. CLASS Transportation eligibility is 3.2 km and all eligible riders would receive documentation over the summer.</p> <p><b><u>Special Education Supports</u></b></p> <ul style="list-style-type: none"> <li>Principal Wiersma indicated that there will be 1.5 resource teachers and 1.5 student success teachers available for the combined school next year.</li> </ul> <p><b><u>First Nation Supports</u></b></p> <ul style="list-style-type: none"> <li>There is a room provided for FNMI student support. Two Native Support workers, Dallas Sinopole (LKDSB) and Norma Romlewski (Aamjiwnaang FN), will continue to provide support and will meet Gr 9 students in September.</li> </ul> <p><b><u>Staffing</u></b></p> <ul style="list-style-type: none"> <li>Paul Wiersma stated that staffing timelines are being followed as per the Collective agreements for both CUPE and OSSTF members. The projected enrolment for September is 1030 students. All current staff will have employment, although not necessarily in the combined building. Timetables have been completed for the combined school.</li> <li>There will be two ALLP workers as well as the same EA complement.</li> <li>Jodi McGill asked that there be some flexibility for afternoon custodial work schedules to allow them to participate in staff functions on the June 6<sup>th</sup> PD day.</li> </ul>	
Exam Schedule	<ul style="list-style-type: none"> <li>Principal Keane provided a brief overview of the exam schedule format (Day 1, Day 2). Exams commence in the afternoon on Monday, June 20<sup>th</sup> and continue in the afternoon on Tuesday, June 21<sup>st</sup> with regular classes in the morning on both dates. Morning and afternoon exams will continue on Wednesday, June 22 and Thursday, June 23. Due to the earlier start to the exam schedule, there will be one less day of regularly scheduled classes.</li> </ul>	

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Building Services Update	<ul style="list-style-type: none"> <li>• Andy Scheibli, Manager of Plant and Maintenance provided a brief overview of Building Services, stating that he anticipates a positive transition and that Building Services staff are available to provide support and assist where possible. He will consult with both Principals to determine classrooms required for September now that timetabling has been completed.</li> <li>• Boxes will be provided for moving teacher items from SCSS over to SCITS. He encourages staff to only move necessary materials to SCITS and to purge when possible. Materials and files not required can be boxed and labelled for storage at SCSS for the 2016-17 year.</li> <li>• SCSS staff are encouraged to only take what is required and to have their solid surface areas clear by June 30th.</li> <li>• Parking will be addressed during the transition, with parking lot re-lining and traffic patterns for buses being reviewed. Additional handicap parking will be provided at the east area of the parking lot where the ramp is. There is adequate parking for staff and the Sarnia arena parking lot across the street is also available as overflow. As well, Principal Keane stated that new bike racks have been ordered.</li> <li>• Melody Borthwick, Supervisor of Building Services will oversee custodial staff to assist and support staff at both schools. She suggests that SCSS staff put all items in labelled boxes and inside desks, as well as solid surfaces should be empty. Bookshelves should be covered to avoid debris or damage.</li> </ul>	
I.T. Services Update	<ul style="list-style-type: none"> <li>• Kevin McMahon, Supervisor of Networks &amp; School Based Services provided a brief overview of I.T. Services. He indicated that the I.T. staff will take a snapshot of current equipment in both schools, ie. Computers, laptops, printers, smart boards, scanners, etc.</li> <li>• The IT Department will be meeting to discuss in more detail what items will be required at SCITS for September, ie. Smart boards. Items not in use will be stored. SCSS Staff will have the same access to programs and equipment at SCITS. Goal is to have all IT equipment moved over and functional at SCITS, prior to the 2nd week of August.</li> </ul>	

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Sub-Committees	<ul style="list-style-type: none"> <li>• Roberta Buchanan reminded members of the Transition Committee that the Committee will determine whether they will establish sub-committee(s) to accomplish specific tasks.</li> <li>• Members expressed concern that the consolidated building does not have a name established for September and that impacts new school colours, mascot, and uniforms. Superintendent Gilfoyle indicated that he would address their concern with the members of the Senior Administration Team.</li> <li>• There was also concern expressed by committee members that the renaming committee should not be rushed over the summer so that there are no regrets.</li> <li>• There was discussion concerning the issues to be addressed during the 2016/17 school year, as well as sub-committees that need to be named and the groupings to participate.</li> </ul> <p><b><u>SUB-COMMITTEES:</u></b></p> <p>Sub Committee Name: <b><u>ADMINISTRATIVE POLICIES</u></b></p> <p>Responsibilities: First day class handouts to students, Registration/Orientation process, Textbooks, Department guidelines, Exam guidelines</p> <p>Members: Vice Principals, Department Curriculum Leaders</p> <p>Communication to Invite Members: Principals will announce and email staff</p> <p>Time Frame: Immediate on on-going for 2016/17</p> <p>Location: TBD</p> <ul style="list-style-type: none"> <li>• Principal Wiersma indicated that the two Vice Principals are comparing school handbooks. Some policies, ie hat policy, code of behaviour, late policy, can be addressed.</li> <li>• Principal Wiersma stated that he spoke with both Library supervisors, and the collection of materials at SCITS is more extensive; therefore, he believes that the existing library will fulfill the needs for the consolidated school for the 2016-17 school year. He will speak with both staff and the Committee agreed that there is no need for a sub-committee at this time for Library concerns.</li> </ul>	

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	<p>Sub Committee Name: <b>SCHOOL ACTIVITIES</b>            Responsibilities: Annual Activities and School Traditions, Celebrations, ie. Gr 9 fun day, Gr 9 mentoring, what clubs are running and who is organizing the activities, what can merge, what clubs are not needed.            Members: P/VP, Student Services, Student Council, Staff, School Council            Communication to Invite Members: Principals will announce and email staff            Time Frame: Immediate and on-going for 2016/17            Location: TBD</p> <p>Sub Committee Name: <b>The IDENTITY</b>            Responsibilities: School Uniforms, Gym Uniforms, school colours, logo, crests, mascots,            Members: TBD            Communication to Invite Members: TBD            Time Frame: Immediate and on-going for 2016/17            Location: TBD</p> <p>Discussion and Concerns:</p> <ul style="list-style-type: none"> <li>• SCSS students will arrive at the consolidated site with blue bombers/colours displayed everywhere. SCSS students are intimated by move, may feel uncomfortable</li> <li>• Suggestion for SCSS items, ie. artwork, plaques, banners, be brought and displayed at SCITS</li> <li>• Suggestion for 2016/17 colours for one year be blue/purple/white</li> <li>• Suggestion to have students involved in the design of logo/crest</li> <li>• Phys Ed uniforms? Grandfather for one year? May be a financial burden for parents to have to purchase new uniforms. Students to wear black and white gym uniforms for a year?</li> <li>• Staff, students and School Council will collaborate for mascot and colours</li> <li>• Decide on Sub-Committees then have an OPEN meeting, inviting all staff and students to attend and express interest to become a member</li> </ul>	

<b>Item</b>	<b>Discussion</b>	<b>Action/Responsibility</b>
Next Meeting Date	Tuesday, June 7th, 3:00 – 5:00 p.m. Sarnia Education Centre	
Adjournment	The meeting adjourned at 5:16 p.m.	