

**TRANSITION COMMITTEE
 RECORD OF ACTION WALLACEBURG
 FAMILY OF SCHOOLS**

Date: January 29, 2014
Location: D.A. Gordon Public School
Present: **Committee Members:**

Facilitator Gayle Stucke
Director of Education Jim Costello, (regrets)
Superintendent of Education Joy Badder
Superintendent OF Education Mike Gilfoyle (regrets)
Psychoeducational Clinician Stephanie McMath-Williams
CUPE President, Jody McGill (regrets)
ETFO Vice-President, John Neville (regrets)
OSSTF Vice-President Scott Stitch (regrets)

A.A. Wright Public School Representatives

Principal	Chris Coyle
Teachers	Jean Van Damme, Crystal Babbitt
School Council Co-chairs	David Gough
Clerical/Custodian	
Parent/Community	Lisa Findlater
First Nation/Parent	Shawna Smith
Educational Assistant	Michelle Freeburn
Students	Lillian Herreweyers, Gabriel Therrien

D.A. Gordon Public School Representatives

Principal	Ben Hazzard
School Council Chair	Merissa Fox
Teachers	Kathy Myers, Candi Richards
Educational Assistant	Fred McPherson
Clerical/ Custodial	Deb Aarssen
Early Years	Kim Unsworth
Community Member	Ben Moyes
Students	Allan Hadlock, Krislyn Howell

H.W. Burgess Public School Representatives

Principal	Todd Tiffin
School Council Chair	Hillary Murphy

Teachers	Laura Comiskey, Kristan Blair
Educational Assistant	Marchel Martin
Clerical/ Custodial	Lynda Nicholson
Students	Carter Benedict, Zoe Broadbent

Wallaceburg District Secondary School Representatives

Principal	Rob Lee
School Council Chair	Sylkie Kilbride
Teachers	Scott Lalonde, Janine Day
First Nation	Suzette Sands (regrets)
Educational Assistant	Lisa Cornish
Clerical/Custodial	Russell Hebert
Students	Nathan Outridge, Cassidy Turner

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 Introductions	Trustee Anika Altman was introduced.	
Review of December 4 ROA	There were no changes suggested.	
Business Arising Boundary Proposal	<p>Gayle Stucke explained the additional review of student data that had occurred following the December Transition Meeting. Specifically there was investigation again in January of the Wallace Street area that had been suggested by a Committee Member as a possible consideration for inclusion in the HW Burgess catchment area. At that time 24 current students were in the Wallace Street and “Arm” area, including housing further east along the south side of the river. It was found that the data showing student distribution had changed again since December. That fact combined with the unknown “actuals” for JK Registration makes projected enrolment not totally reliable.</p> <p>There was concern that the addition of students in the Wallace Street extended area, in addition to unknown new JK students to the Burgess catchment area, could be assigning more kindergarten and primary students than could be accommodated. While the same concern exists with the larger number of students assigned to AA Wright, that school has the property to accommodate an addition of one or two more classrooms.</p>	

Item	Discussion	Action/Responsibility
	<p>Based on the lack of any negative feedback on the proposed River Boundary it is believed that the community and parents directly involved support that direction.</p> <p>The River Scenario, with current DA Gordon students to the north reassigned to HW Burgess Public School and those to the south directed to Wright, would be the proposal taken to the Board of Trustees for final decision in February.</p> <p>The current boundaries will exist for students in rural areas. That is, students east of Hwy 40 will attend Burgess and west of Hwy 40 will be bussed to AA Wright Public School.</p> <p>Any current out of boundary students at Wright and Burgess will return to their home schools. As per Board Policy, application can be made to attend an out of boundary school. Permission will be based on available space after school start up. Transportation is not provided for out of boundary students.</p> <p>A report on the proposed new boundaries will be taken to the Board of Trustees for approval at the February 11, 2014 Regular Board Meeting.</p>	
<p>New Item added to Agenda: Board Update</p>	<p>Superintendent Badder reported on two recent decisions that will impact Transition planning:</p> <ul style="list-style-type: none"> i) Principal transfers will see Ben Hazzard currently at DA Gordon Public School assigned to AA Wright Public School beginning in September 2014. Lisa MacDonald, currently a Vice-Principal at WDSS, will be assigned to work with the WDSS Grade 7 and 8 students in September. ii) Wednesday June 25 will be the last day of classes for LKDSB elementary students in Wallaceburg. This will allow time for final packing, moving and unpacking of classroom supplies, resources and furniture. 	
<p>Sub-Committee Updates:</p>	<p>Brief summaries will be included in the Record of Action with Reports from each Sub-Committee posted on the LKDSB website. It was noted that after the December meeting only 2 of the 6 sub-committees had reports available for the public to view on the website and it was agreed that it is important that all Chairs submit an outline of their groups' activities.</p>	

Item	Discussion	Action/Responsibility
School orientation/transition – Kathy Myers	<p>Several orientation activities have been planned for students JK to Grade 5 moving to new schools in September. These include: a Pen Pal program beginning in February; students from Wright and Burgess visiting Gordon to meet their Pen Pals; students from the 3 schools joining at Burgess for a “carnival” activity in March; a combined schools picnic at Wright in May. A highlight will be students coming together for special author visits.</p> <p>The one concern raised by this committee was the safety of children in the event portables had to be used as classrooms at Wright. Joy Badder confirmed that the portables might be used in the short term for junior classrooms but that the Board has discussed the need for an addition at AA Wright Public School if enrolment exceeds capacity. Many schools with portables have safety measures in place for students going to the washroom in the main building, such as, a buddy system.</p>	
Transition to gr 7/8 – Janine Day (Fred McPherson to assist)	<p>A visit to Ridgetown is planned for Grade 6 and 7 students and their teachers on March 4. Leadership students from each of the high schools will interact with the students and help in the organization.</p> <p>Parent surveys indicated uncertainty about the unknown for both students and parents. A monthly newsletter is recommended to update parents and students on the status and progress of committee work.</p> <p>Student survey results prompted the planning of Grade 9 students visiting each elementary school to share their transition experiences. Visits to WDSS will be arranged for Grade 6 and 7 classrooms. A Facebook page will be set up and monitored to allow on line interaction of students as a means to get to know each other and alleviate any worries that may exist.</p>	
Memorabilia –Sylke Kilbride	<p>A chart has been developed to indicate memorabilia in each school and this has been shared with the Museum.</p> <p>Grade 7 and 8 plaques will go to WDSS.</p> <p>It is important that each school determine what things should be sent to the receiving schools to have a welcoming and familiar environment on the first day of school.</p>	

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Resources and equipment- Kim Unsworth	<p>Librarians have had preliminary discussions and plan to meet to decide where resources should be directed. Superintendent Badder suggested they have flexibility in the use of “Ministry days” for that purpose.</p> <p>An inventory of DA Gordon Public School books has been completed and other schools are creating “wish lists”.</p> <p>The Librarian for WDSS introduced herself and indicated she has already visited RDHS to learn more about the introduction of Grade 7 and 8 books to the high school collection. WDSS has an ideal room adjacent to the main library for exclusive use of the grade 7 and students. These students will also have access to the high school resources with specific books flagged as inappropriate due to mature content.</p>	
Special events (including Graduation and awards) – David Gough	<p>This committee has been discussing suggestions via e-mail. Recommendations include: respecting and honouring DA Gordon history and culture with that school community determining distribution of memorabilia; holding Open Houses at each of the receiving elementary schools; determining “moving on” special activities by individual school; following each school’s practices for 2014 graduations; leaving planning of 2015 graduation to new grade 7 and 8 School Council, staff and students.</p>	
Extra-curricular Activities – Kristan Blair	<p>Suggestions from last meeting’s report are “on hold” until staffing decisions are made in April. Detailed planning can occur in May.</p>	
Transition Timelines Isabella Beattie	<p>Former Principal, Isabella Beattie, who had taken a lead role in the practical aspects of the Ridgetown transition two years ago, presented a detailed list of tasks and timelines. She will work closely with Principals who will share this information with staff and School Councils. Movers have already been booked with specific dates for delivery of boxes and packing and moving deadlines are established. She emphasized the challenging but important task of teachers carefully selecting what needs to be moved and leaving other things boxed and labeled at DA Gordon for review in September.</p>	

Item	Discussion	Action/Responsibility
Questions/ Suggestions from Members	<ol style="list-style-type: none"> 1. Some parents are unaware of the activities of the Sub-committees and would be reassured to know significant decisions have been made with planning ongoing. It was agreed that the Board website should have an update from each committee. 2. The suggestion of the fairness of a boundary study involving the whole town of Wallaceburg rather than just the reassignment of DA Gordon students was raised again. 3. Q. The specific question was "Since there is not a Board Policy about this, how could it be considered in future consolidations?" A. Administration agrees this will be a consideration in future consolidations and the option would be considered during the ARC process. 	Principals to inform parents via School Council, newsletter etc.
Questions/Suggestions from Public	<p>Q. How will construction of a "play area" at WDSS impact gym classes or availability of the football field?</p> <p>A. The construction of this area should occur over the summer to be ready for the first day of school. No impact on high school program is expected. There are still two areas being considered for the location of the play area.</p>	
Next Steps	<ul style="list-style-type: none"> • Newsletter to be developed by the four Wallaceburg Principals with distribution to students and parents projected for the first week of February. • LKDSB website will be updated with Record of Action from this meeting and Reports for all six Sub-Committees. • Report on the proposed new boundaries will be taken to the Board of Trustees for approval at the February 11, 2014 Regular Board Meeting. • Sub-Committees will continue to meet 	
Meeting Schedule and Next Meeting Dates	<ul style="list-style-type: none"> • March 26 @ H.W. Burgess Public School • April 30 @ WDSS • May 28 (if needed) 	
Adjournment	Meeting was adjourned at 8:15 p.m.	