

**PLYMPTON-WYOMING PUBLIC SCHOOL
TRANSITION COMMITTEE
MINUTES / RECORD OF ACTION**

Date: April 12, 2018

Location: Wyoming Public School, 606 Thames Street, P.O. Box 339, Wyoming, Ontario, N0N 1T0

Present: Committee Members: Andy Parnham, Principal, South Plympton/Wyoming Public School, Amy MacLachlan, Teaching Staff Representative, South Plympton and Wyoming Public Schools, Molley Hendra, ECE Representative, South Plympton Public School, DeeAnna Stokes, Vice-Principal, South Plympton/Wyoming Public School, Allison Hawkins, Student Representative, Wyoming Public School, Missy Shain, Teaching Staff Representative, South Plympton Public School, Jace McGrail, Student Representative, Wyoming Public School, Valerie Prudom Riess, Parent/Community Representative, South Plympton Public School, Nieve Morton, Student Representative, Wyoming Public School, Tammy Amstine, EA Representative, Wyoming Public School, Cynthia Buchner, Teaching Staff Representative, South Plympton Public School, Shaughn Morton, School Council Co-Chair, South Plympton/Wyoming Public School,

Resource Personnel: Gayle Stucke, Facilitator of the Transition Process, Gary Girardi, Superintendent of Education – Capital Planning and Accommodation, Jaime Shannon, Recorder

Regrets: Laurel Liddicoat, LK-ETFO President, Helen Lane, Superintendent of Education – Program: Leadership and Equity, Keenan Reidhead, Student Representative, Wyoming Public School, Richard Brydges, Teaching Staff Representative, Wyoming Public School, Tarah Maw, Past School Council Chair, South Plympton/Wyoming Public School, Michele LaLonge-Davey, CUPE 1238 President, Bonnie Burdett, Parent/Community Representative, Wyoming Public School, Mary Furlan, School Council Co-Chair, South Plympton/Wyoming Public School, Carrie-Ann Wilson-Zavitz, Parent/Community Representative, South Plympton Public School, Ryanne Turk, Student Representative, Wyoming 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	Facilitator of the Transition Process Gayle Stucke welcomed committee members.	
Review of Agenda	The agenda was reviewed and there were no changes made by the committee.	

<p>Review of Record of Action – November 9, 2017</p>	<p>The Record of Action was approved by the committee.</p>	
<p>Principal Report</p>	<p>Principal Parnham announced that a motion was carried at the Town of Plympton-Wyoming Council meeting that \$45,000.00 for a proper stoplight pedestrian crosswalk, \$15,000.00 for a crosswalk at London Street and Confederation Line, and an amount for sidewalk on the south side of Confederation Line between London Street and Broadway Street be included in the 2018 budget. He added that there was a discussion that this will be reviewed following the transition as the needs may change.</p> <p>Committee member Cindy Buchner asked if it would be an electronic crosswalk or a crossing guard at the crosswalks. Principal Parnham responded that it would not be a crossing guard.</p> <p>Principal Parnham provided the committee with an update on the transition process:</p> <ul style="list-style-type: none"> - Grade 4 South Plympton Public School students will join Wyoming Public School students for track and field at Wyoming Public School on May 10, 2018 (May 14, 2018 rain date). He said that this is something that normally occurs with the Grade 4 students. - Coordinators Rick Brydges and Amy MacLachlan may combine the jump rope event for both schools and hold it at Wyoming Public School. - Students may be told who their teacher tentatively is for the 2018-19 school year by the end of the 2017-18 school year, possibly sent home with report cards. - The Grade 8 class will be performing the Island Mania play on June 6, 2018, and South Plympton Public School students will be attending. South Plympton Public School has an assembly planned that day so it may be held at Wyoming Public School. - Grade 4, 5, 6, and 7 Wyoming Public School students are rehearsing the play, Witches and Princesses. South Plympton Public School students may be invited to view the play. - Some South Plympton Public School students will be attending the Grade 8 Industrial Fair, tentatively scheduled on Wednesday, June 13, 2018. - Possible Play Day at Wyoming Public School during the last week of school with South Plympton Public School students. Students may be able to spend time in their tentative classrooms on that date. 	

	<ul style="list-style-type: none"> - Wyoming Public School Grade 4 students will attend South Plympton Public School's Medieval Feast on May 7, 2018. 	
Update on Construction	<p>Principal Parnham provided an update on the construction at Wyoming Public School:</p> <ul style="list-style-type: none"> - Occupancy of the gymnasium portion of the addition to the building has recently been granted, but at the time of the meeting it was not ready for daily use. This addition includes new washrooms, change rooms, a custodian closet, an electrical/mechanical room, gymnasium with a stage, daycare, and four new entrances and exits. - The renovated section of the school was scheduled to be available for use in the second or third week of May. This section includes the office area, meeting and conference room, principal's office, library/learning Commons, two FDK rooms, 2 classrooms, and an accessible washroom. - A Facility Change Request was submitted to Building Services to relocate two of the existing play structures at South Plympton Public School to the Plympton-Wyoming Public School campus. He asked that equipment not be removed until the school year is done. <p>Committee members and those observing the meeting were provided with a tour of the addition.</p> <p>Committee member Cindy Buchner asked for an update on a question that was asked at the November meeting in regard to the washrooms being too large for the young students. Principal Parnham responded that Building Services investigated with other schools around the height of sink fixtures and countertops and the size will stay as is. He added if it needs to be addressed in the future he will bring it forward again, and that there is a lower counter in FDK rooms, with two heights.</p> <p>Committee member Amy MacLachlan asked how community booking of the gymnasium works. Principal Parnham responded that the gymnasium is booked through Community Use of Schools Coordinator/CLASS. He explained that an application is submitted through the online process that eventually comes to the principal for comment, as school events always have priority. He added that an increase in community use is anticipated.</p> <p>Committee member Shaughn Morton asked if the custodian is required to stay late if the gymnasium is booked. Superintendent Girardi explained that the custodian located at the site is offered the additional hours first, and there is a process in place for equitable work amongst staff for the additional hours. He showed the committee</p>	

	<p>the CLASS website.</p> <p>Committee member Shaughn Morton asked if the flooring in the gymnasium is located anywhere else in the board. Superintendent Girardi responded that he would look into this. He added that it is in place in other boards and the architect has been adamant that they are installing products for good wear and a long life.</p> <p>Committee member Tammy Amstine asked where the money from rentals goes. Superintendent Girardi responded that it goes to the Board but the school also receives a portion.</p> <p>Committee member Amy MacLachlan asked if the use of the gym would include the use of the equipment. Principal Parnham responded that it would depend on the group and on the request.</p> <p>Committee member Molley Hendra asked if any event can be booked at the school. Superintendent Girardi explained that groups have to meet certain criteria in order to the book at the school, and it is a formal transaction through CLASS. He added that annual rental amounts per school are reported on annually through the LKDSB Capital Plan.</p>	
<p>Report from Sub-Committees</p>	<p><u>Memorabilia/Special Events</u></p> <p>Committee member Molley Hendra noted that the Memorabilia and Special Events sub-committees have been combined for South Plympton Public School, and provided an update:</p> <ul style="list-style-type: none"> - The committee has met a few times since the last Transition Committee meeting. - Pictures have been sorted into boxes by year, and the trophies/plaques that will be displayed, both athletic and academic, have been decided upon. - Leftover plaques, pennants, and trophies will be auctioned off starting at one dollar and will go up in increments of one dollar. - Vice Principal Stokes started a Facebook page. - Two thousand dollars was received from the Mayor’s luncheon in February. - southpmemories@gmail has been created for those who want to share memories. - The Final Farewell BBQ at South Plympton Public School will include “one more ride with Bruce” honoring a bus driver who has served three generations of students, food served by the Lions Club and local fire fighters, music by Demi Krall, memorabilia rooms with pictures from each era, 	

including current, face painting, button making, and a photo booth. Lambton County Library will attend and are willing to take any memorabilia items that are leftover to be archived.

- Vice Principal Stokes will be creating a video including past students and staff.
- The tub from the South Plympton Public School library will be moving to Plympton-Wyoming Public School.

Resources

Committee member Cindy Buchner provided an update on the Resources sub-committee for South Plympton Public School:

- Purging rooms has continued since the fall, and staff have been very helpful.
- They have been ensuring staff have an opportunity to keep items they would like.
- The Process of moving items to Wyoming Public School has started.

Committee member Cindy Buchner asked what would happen to excess items if they are not removed prior to the school closing. Principal Parnham responded that he and Vice-Principal Stokes would make decisions on the items at that time in coordination with Building Services. He added that he hoped there would not be a lot of leftover items and suggested that staff members mark items they are unsure of with their name and 'maybe'. He said arrangements can be made to move these items to the school if it is decided that they are needed.

Committee member Cindy Buchner asked about a packing day for staff and noted that Best Start is closing a week early. She added that packing early would be disruptive to the class and teachers would like Thursday, June 28, 2018 to pack in order to use the June 29, 2018 PD Day to plan for the upcoming school year.

Committee member Valerie Prudom Riess remarked that Best Start sent a letter to parents informing them that they would be closing on June 22, 2018, one week early, and that many parents are now concerned with before and after school child care. She added that she has contacted the company for more information.

Committee member Shaughn Morton said that School Council has concerns with the amount of time teachers will have to pack their classrooms.

Superintendent Girardi remarked that during the Pupil Accommodation Review process it was noted that closing the school early would be a hardship on parents. He said that he responded that the Board works to protect instructional days and that parents depend on schools to be open, but sometimes it is necessary. He explained

	<p>that he will bring the request to Senior Administration, who will make the decision. He added that a letter from School Council to Principal Parnham would add to the discussion. He said that the decision would be made in a few weeks following the meeting.</p> <p>Committee member Cindy Buchner asked if a letter from staff would help and that Wyoming Public School staff were given a day to pack the previous year. Superintendent Girardi responded that Principal Parnham and Vice Principal Stokes have advocated on behalf of the staff, and that last year's packing day was due to a request from the contractors.</p> <p>Committee member Cindy Buchner asked if there would be no access to South Plympton Public School after Friday, June 29, 2018. Principal Parnham responded that this was a request from Building Services, but the date was not firm at that point. He added that they would like items moved as quickly as possible, but aren't under the same time constraint as the previous year when Wyoming Public School was emptied. He said that if an item is left behind, especially a personal item, arrangements can be made to retrieve the item.</p> <p>An audience member remarked that staff at most closed schools in the past have received a day to pack and that packing would be done during their own time if they do not receive this. Superintendent Girardi responded that all sites are different, and this situation is unique as there is early access to the new site whereas sometimes there is a need when construction is not completed. He added that Principal Parnham and Vice Principal Stokes have advocated for staff, and School Council is in support of this as well. He further explained that these arguments will be provided to Senior Administration.</p>	
<p>Update from Communications</p>	<p>Principal Parnham noted the following communication pieces:</p> <ul style="list-style-type: none"> - Vice-Principal Stokes created a Facebook page. - Local newspapers, school website, school newsletter, the Transition Committee Record of Action, holding combined staff meetings and PD Days, and morning announcements for students and staff have been used to share information. - Laminated invitations were sent to each school in the north of the district for the Final Farewell Event. <p>Committee member Cindy Buchner suggested something be included in the local newspaper about the gymnasium in order to generate rentals. Principal Parnham</p>	

	<p>noted that he liked that idea but would wait until the gymnasium was officially available for groups to rent.</p>	
<p>Committee Recommendation to LKDSB</p>	<p>Facilitator Gayle Stucke explained that in the Transition Committee guidelines, the Transition Committee is to provide a report to the Director of Education, to be presented to the Board. She further explained that this report would summarize what has occurred in the meetings, the dates of the meeting, and provide recommendations from the committee.</p> <p>Committee members provided the following recommendations:</p> <ul style="list-style-type: none"> - When a daycare is involved, ensure there is close communications with them. - It is important to communicate with municipal council. - Ensure busing eligibility information is provided to parents prior to the end of the school year for childcare purposes. - Opportunities for staff and students to see their new school in advance are important. - Makeup of committee is important, and the inclusion of regular members with a vested interest. - It worked well to host Kinderstart at new location, as it was a good opportunity for preschool children to see the new space. - Looking at what other schools have done who have gone through a similar process in the past was helpful. <p>Facilitator Stucke asked committee members to provide any additional recommendations to Principal Parnham in order to be included in the report.</p> <p>Committee member Valerie Prudom Reiss asked if the Board has to complete a report on how they felt the construction went as there were some safety concerns and she wondered how those concerns were filtered through. Superintendent Girardi responded that the construction is assessed. He remarked that he was pleased with how any concerns were brought to Principal Parnham's attention and how he advocated with Building Services and the architects. He said that Senior Administration appreciated the concerns being expressed.</p> <p>Committee member Shaughn Morton asked if there were plans for the flag in the gymnasium. Principal Parnham responded that he is not aware of any plans but will make a note of this.</p>	<p>Superintendent Girardi will look into the timing of the update to Address Eligibility Query.</p>

<p>Questions/Suggestions from the Public</p>	<p>There were no questions or suggestions from the committee or members of the public.</p>	
<p>Next Steps</p>	<p>There was consensus amongst the committee that there would be no further meetings of the Transition Committee.</p> <p>Facilitator Gayle Stucke will draft a report to be reviewed by committee members. This report will be submitted to Director Jim Costello.</p>	
<p>Future Meeting Dates</p>	<p>There will be no future meeting dates for this committee. The work of the sub-committees will continue.</p>	
<p>Adjournment</p>	<p>The meeting was adjourned at 8:40 p.m.</p>	