

**WYOMING AREA SCHOOLS
TRANSITION COMMITTEE
MINUTES / RECORD OF ACTION**

Date: November 28, 2016

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, Valerie Prudom Riess, Parent/Community Representative, South Plympton Public School, Carrie-Ann Wilson-Zavitz, Parent/Community Representative, South Plympton Public School, Missy Shain, Teaching Staff Representative, South Plympton Public School, Cynthia Buchner, Teaching Staff Representative, South Plympton Public School, Amy MacLachlan, Teaching Staff Representative, South Plympton/Wyoming Public School, Molley Hendra, ECE Representative, South Plympton Public School, DeeAnna Smith, Acting Vice-Principal, South Plympton/Wyoming Public School, Cody Hillman, Student Representative, Wyoming Public School, Brayden Bedard, Student Representative, Wyoming Public School, Allison Hawkins, Student Representative, Wyoming Public School, Bonnie Burdett, Parent/Community Representative, Wyoming Public School, Brandon Owen, Teaching Staff Representative, Wyoming Public School

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

Regrets: Taf Lounsbury, Superintendent of Education – Early Years/Elementary, Tarah Maw, School Council Chair, South Plympton/Wyoming Public School, Nieve Morton, Student Representative, Wyoming Public School, Tammy Amstine, EA Representative, Wyoming Public School, Jodi McGill, CUPE 1238 President, Ron Rivait, LKETFO President, Molly Campbell, 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

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| Welcome and Introductions | <p>Facilitator of the Transition Process Gayle Stucke welcomed committee members and members of the public.</p> <p>It was noted that there was a member added to the committee, Wyoming Public School Student Representative Nieve Morton. The committee decided at the last meeting that another student representative would be beneficial to the committee.</p> | |

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| Review of Agenda | <p>The agenda was reviewed with the committee. The facilitator suggested that an agenda item be added, "Questions/Suggestions from the Public". The committee agreed this could be added and there were no further additions to the agenda.</p> <p>It was noted that 40-50 people attended the Open House that was held prior to the meeting, where the architects from ROA Studios presented the vision of the new school.</p> | |
| Review of Record of Action – October 19, 2016 | <p>There were no corrections to the Record of Action from the committee. It was explained to the committee that any changes or additions to the Record of Action can be emailed to Administrative Assistant Jaime Gudrie.</p> <p>There were two members added to the Memorabilia Sub-Committee, Bob Hext and Linda Smith.</p> | |
| Principal Report | <p>Principal Parnham provided an update on the transition process.</p> <p>Principal Parnham sought input from the committee on where there was a need for a crossing guard or guards in the Wyoming Public School area. This question was also brought to School Council and input from all parties will be passed on to the Transportation department, who will approach the Town of Plympton-Wyoming Council if necessary.</p> <p>The committee suggested the following:</p> <ul style="list-style-type: none"> • Crossing guard at the intersection of Confederation Line and Highway 21 • Safety study done in the area • Police presence in areas <p>Principal Parnham remarked that School Council suggested a crossing guard at Confederation Line and London Street, which is close to the Catholic school, and that perhaps flashing lights could be installed at the current crosswalk and be activated at certain times during the day. The committee noted that the flashing lights would be similar to Confederation Central School.</p> <p>The facilitator suggested that committee members discuss this with the</p> | |

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| | <p>community, and that it is of paramount importance that students have a place where they can safely cross the street.</p> <p>Principal Parnham has received questions on the bell time of the new school. Currently South Plympton Public School's bell time is ten minutes later than the bell time for Wyoming Public School.</p> <p>The facilitator remarked that people will adjust to a new bell time but will need significant notice as it will affect daycare and transportation.</p> <p>Principal Parnham remarked that there was a funding announcement recently of \$3.7 million from the Ministry of Education and \$2 million from the Board for a total of \$5.7 million.</p> <p>Principal Parnham told the committee that the first transition visit involving students from both schools was completed on October 31st and was a huge success. There were different activities throughout the school and the senior students from Wyoming Public School were responsible for guiding the South Plympton Public School students to each center and helping with the activities. Vice Principal Smith remarked that there was excellent leadership shown from the Wyoming Public School students.</p> | |
| Site Design/Discussion | <p>Superintendent Girardi introduced the architects from ROA Studios, Marco Raposo and Joseph Ouellette.</p> <p>Marco Raposo remarked that it has been a great project, working with the community, the Board, and Trustees, to ensure that this community school is the best of both school sites. He noted that it will be important through the construction to ensure the safety of staff and students.</p> <p>A few features of the site vision were provided from ROA Studios while a video of the vision was displayed to the committee:</p> <ul style="list-style-type: none"> • New entrance to the Daycare facility. The Daycare and new gymnasium will be part of a hub with an independent entrance. • New administrative hub for the Principal and Vice Principal • New playground for FDK students • Small outdoor track | |

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| | <ul style="list-style-type: none"> • New Resource Centre where the gymnasium was • All existing classrooms will be renovated with new finishes <p>Marco Raposo and Joseph Ouellette were thanked for providing the overview and committee members were asked for any questions.</p> <p>Question: Carrie-Ann Wilson-Zavitz asked what the new millwork will be.</p> <p>Response: Marco Raposo responded that there will be new shelving, a new teachers' cabinet and a small kitchenette.</p> <p>Question: Carrie-Ann Wilson-Zavitz asked if there will be new walls in the building.</p> <p>Response: Marco Raposo responded that everything will be new; all floors, walls, and doors, except the door frames. Joseph Ouellette commented that all washrooms will have new fixtures and toilets.</p> <p>Question: Cindy Buchner commented that the current FDK flooring is slippery and asked what materials the architects will be using.</p> <p>Response: Marco Raposo responded that the school board standard is VCT, but the cubby areas will have rubberized floor that will be slip resistant.</p> <p>Follow-up question: Cindy Buchner asked what flooring would be around the sensory tables.</p> <p>Response: Marco Raposo responded that it would be VCT.</p> <p>Comment: Brandon Owen commented that in the pictures of the Learning Commons, it looks like there are a lot of computers and tables.</p> <p>Response: Marco Raposo responded that the desks are configured that way but there is a large space that is flexible. Joseph Ouellette commented that it will be up to the Board whether it is laptop, desktop, or iPad on the table but there will be a USB port and a power port, so it will be a multifunctional space.</p> <p>Follow-up Comment: Brandon Owen commented that some Learning Commons look more like a computer lab.</p> | |

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| | <p>Response: Superintendent Girardi commented that the Board is looking to be flexible as technology becomes more flexible and that the Board is moving away from solid desks with large computers.</p> <p>The facilitator noted that there will be a lot of teaching done in the Learning Commons so it is important that it be practical and commented that the committee members' questions and suggestions are really important.</p> <p>Question: Brayden Bedard asked if there will there be money left for new sports equipment.</p> <p>Response: Superintendent Girardi responded that it depends on the sports equipment and where it will be used, but if there is a need for any specific items it can be looked into.</p> <p>Marco Raposo commented that the gym will be state of the art with scoreboards, a dividing partition for two equally sized gymnasiums, and the exterior playground will have brand new basketball back stops. He explained that what is fixed to the building and site will be brand new.</p> <p>Question: Molley Hendra asked if the FDK rooms will have built in sensory bins with a drain and tap.</p> <p>Response: Marco Raposo responded that there will be two sinks – a hand wash sink and a lab sink – in each FDK room.</p> <p>Superintendent Girardi remarked that he would be interested in learning more about the built in sensory bins.</p> <p>Comment: Cindy Buchner commented that it is important to have warm water in the FDK rooms.</p> <p>Response: Joseph Ouellette responded that the school water lines will be renovated.</p> <p>Question: Vice Principal Smith asked if the gyms will be court sized.</p> <p>Response: Joseph Ouellette responded that they will be court sized.</p> | |

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| | <p>Question: Brandon Owen asked if the storage cubbies will have hooks like they did in the ROA Studios video.</p> <p>Response: Joseph Ouellette responded that the cubbies shown in the video are typical for all classrooms in the school.</p> <p>Comment: Missy Shain commented that in the video the top of the storage cubbies were lined with baskets.</p> <p>Response: Marco Raposo commented that there are shelves above the cubbies where baskets can be stored.</p> <p>Question: Brandon Owen asked how many cubbies can fit in one classroom.</p> <p>Response: Marco Rasposo responded that 30 cubbies can fit in one classroom.</p> <p>Question: Cindy Buchner asked if the gym will be wired for a sound system.</p> <p>Response: Marco Raposo responded that there will be drama lighting, a full sound system, a projection screen, and a projector.</p> <p>Superintendent Girardi commented that the LKDSB hopes that the community will use the facility.</p> <p>Marco Raposo commented that barrier-free accessibility is also conducted for any project, and there will be a lift for wheelchair access to the stage. He commended the board for taking the step to ensure that all students and staff can participate in the school.</p> <p>The facilitator noted that the more the community comes in to the school the more support that will be received from the community, and that the community will be proud of the school.</p> <p>Marco Raposo commented that school operating costs were thought about in the design process, so the west façade will be a translucent panel and the walls of facility will be daylight harvesters. He also explained that the lights in the gymnasium will be equipped with sensors so the lights will turn themselves on and off depending on the amount of natural lighting in the room.</p> | |

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| | <p>Superintendent Girardi remarked that the importance of the Alternative Learning and Lifeskills Program (ALLP) to the community and the desire to incorporate energy efficiency as much as possible were items Administration took note of during the ARC process last year so the architects were asked to incorporate accessibility and energy efficiency into the design.</p> <p>Question: Molley Hendra asked if the shed shown in the video will be built.</p> <p>Response: Marco Raposo responded that it is a storage bunker and is part of the project.</p> <p>Question: Carrie-Ann Wilson-Zavitz asked if the shelf with baskets is a health and safety concern, and could the Board look at it being closed cabinets for storage for teaching staff instead.</p> <p>Response: Marco Raposo responded that they would leave storage management up to the school, but there is another unit that has storage above and under cabinetry and is lockable for teachers.</p> <p>Question: Amy McLachlan asked about the classroom doors swinging into the cubbies.</p> <p>Response: Marco responded that the frames cannot be changed, but not all classrooms have the same component.</p> <p>Question: Bonnie Burdett asked about the student furniture in the classroom, and if there will be shared or individual desks.</p> <p>Response: Principal Parnham responded that some classrooms will have individual student desks, and some may have tables or a combination of the two.</p> <p>Question: Brayden Bedard asked if a bigger school meant a smaller yard.</p> <p>Response: Marco Raposo responded that this is true but it won't be impactful on the playground, as the school was expanded on the north side and won't encroach on the west side where the soccer fields are. Parking spots were also created.</p> | |

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| | <p>Question: Brayden Bedard asked if the front doors will stay in the same spot.</p> <p>Response: Marco Raposo responded that the front doors will stay in the same place and that there will be gymnasium doors as well but those will be for after-hours use.</p> <p>The facilitator commented that it is important to have the basketball hoops and outdoor equipment in the right spot to make the best use of the outdoor space. Marco Raposo commented that Wyoming Public School is a very large site to work with.</p> <p>Question: Molley Hendra asked if each classroom has access to the outside.</p> <p>Response: Marco Raposos responded that shown in the video is a heating and cooling unit, and that the only room that has access to the outside is the Daycare.</p> <p>Question: Carrie-Ann Wilson-Zavitz asked if there will be play equipment for the small children.</p> <p>Response: Marco Raposo responded that playground equipment is outside of the architects' area and that there is a specific vendor that works with Board to design the equipment once the construction is completed.</p> <p>Follow-up question: Carrie-Ann Wilson-Zavitz asked if there will be anything for them to play with when construction is done.</p> <p>Response: Marco Raposo responded that the construction is scheduled to be completed in January so the students will not be playing on equipment at that time.</p> <p>Question: Valerie Prudom Riess asked if there will be access to a kitchenette off of the gymnasium.</p> <p>Response: Marco Raposo responded that there is not a kitchenette planned, but it has two large change rooms with washrooms.</p> <p>Follow-up comment: Valerie Prudom Riess commented that the older schools have a kitchenette for groups that would rent the gymnasium.</p> | |

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| | <p>Response: Superintendent Girardi responded that there aren't a lot of requests like that for school use, but the groups could rent other space in the school if needed.</p> <p>Comment: Cody Hillman commented that students run up and down the fences, and the fence at the back of the school is not safe for the younger students.</p> <p>Principal Parnham will look into this.</p> <p>Marco Raposo commented that the new fencing in the FDK area and Daycare has coated wire so there is no risk of injury.</p> <p>Question: Cindy Buchner asked if it is Board policy to have the FDK area fenced in, because currently at South Plympton Public School the students are all together at recess, sectioned off by climber. She suggested that the smaller fenced in area could accommodate the ALLP students.</p> <p>Response: Superintendent Girardi responded that it is Board policy, but will speak to Superintendent Lounsbury about this. Marco Raposo responded that the ALLP students will be located at the other end of the school.</p> <p>Comment: Brayden Bedard commented that there is a slope near the fence that is unsafe.</p> <p>Response: Marco Raposo responded that all of the asphalt will be removed around the school.</p> <p>Follow-up comment: Brayden Bedard commented that it is at the back fence.</p> <p>Principal Parnham will investigate this.</p> | |
| Timelines/Implications | <p>Superintendent Girardi remarked that he was pleased to see so many people at the Open House to view the vision for the new school, and thanked the committee for the work they were putting into the transition process. He said that he was pleased with the funding granted from the Ministry of Education, which means so much work can be done to the school, but also means that the original timelines will not be met. The new timeline for the completion of</p> | |

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| | <p>construction will be January 2018. Because of the change in timelines there must be a decision made on when the transition will happen, either once the construction is complete in January 2018, or at the start of the following school year in September 2018. The date of transition will affect the activities of the Transition Committee.</p> <p>The facilitator remarked that the decision was not to be made at the meeting, but will be made by Trustees at a later date. The committee planning can still be done for the sub-committees, but do not need as short of timelines. The decision on the transition date will have implications for all involved.</p> <p>Comment: Cindy Buchner commented that it may be difficult for parents to find childcare midway through the year, which may be needed due to the change in start time.</p> <p>Superintendent Girardi commented that the decision should be made soon in order to make parents and the community aware. Feedback will be needed from the affected groups and then brought to the Board for a final decision.</p> <p>Comment: Molley Hendra commented that earlier in this process parents asked for an extension, but it was said the board wanted it sped up for financial reasons, and now we are delaying it.</p> <p>Response: Superintendent Girardi responded that the board would prefer to have construction done ahead of time and it is delaying some savings but the cost savings don't outweigh the fact that it is paramount to get it right.</p> <p>Question: Allison Hawkins asked if the younger children who are now in walking distance to the school will have busing provided.</p> <p>Response: The facilitator responded that busing and transportation will be based on Board guidelines and someone will talk about this with the Transition Committee.</p> <p>Comment: Molley Hendra commented that the busing company would probably prefer a transition in September rather than mid-year.</p> <p>Response: The facilitator agreed that they would probably prefer September.</p> | |

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| | <p>Question: Cindy Buchner asked what will happen to the custodian, secretary, and vice principal if the transition happens in January.</p> <p>Response: The facilitator responded that it is not simple staffing wise, but it sounds like around this table, if there has to be a delay it is better to be September.</p> <p>Principal Parnham will share the delay in construction and ask for input at the next School Council meeting.</p> <p>Comment: Carrie-Ann Wilson-Zavitz commented that a transition for the younger kids is difficult and it may be a more stressful experience if it is done mid-year.</p> <p>Response: The facilitator responded that the Board wants to do what is best for the students, staff, and families, and if the building is finished in January with a September transition there will be more time for the South Plympton Public School students to become familiar with the new building.</p> <p>Question: Carrie-Ann Wilson-Zavitz asked what the guarantee is that the construction will be done in January.</p> <p>Response: Marco Raposo responded that there is no guarantee. Superintendent Girardi explained that there are several pieces to be submitted to the Ministry and that the process is very structured. Joseph Ouellette remarked that the next phase is the tender process to secure a general contractor, and the Ministry must give the Board approval to move to this phase. The best scenario is for construction to commence in early spring. Marco Raposo commented that the first phase to be completed is the gymnasium and that it will be 10 months to complete the project.</p> <p>Superintendent Girardi asked that the committee provide input prior to Christmas Break.</p> <p>Question: Carrie-Ann Wilson-Zavita asked if the committee has access to copies of the proposed plan.</p> <p>Response: Principal Parnham responded that there will be drawings posted in both buildings.</p> | |

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| | <p>Superintendent Girardi will look into having copies provided for committee members.</p> | |
| <p>Report from Sub-committees</p> | <p><u>Resources</u></p> <p>The facilitator commented that the timeline for the school to accept items would depend on construction so this is something for the sub-committee to think about as planning continues.</p> <p>Question: Cindy Buchner asked if items can be used for a fundraiser.</p> <p>Response: The facilitator responded that it depends on what items are owned by the board and items that were purchased by the school. Principal Parnham commented that there is an administrative procedure on surplus items.</p> <p>Question: Amy McLachlan asked whose responsibility is it to pack items that won't be moved to the consolidated school.</p> <p>Response: The facilitator responded that those items could be kept separate and that staff wouldn't be responsible for delivering the items elsewhere.</p> <p>Question: Cindy Buchner asked if the school could use high school students to scan books and help with packing to be used toward volunteer hours.</p> <p>Response: The facilitator responded that this is something to be considered and would have to be done after school hours.</p> <p>Question: Valerie Prudom Riess asked when the retired principal would be engaged.</p> <p>Response: The facilitator responded that would be something in the last couple of months prior to the transition.</p> <p>Question: Cindy Buchner asked if the shelves from South Plympton Public School would be transferred to the consolidated school.</p> <p>Response: Principal Parnham responded that there would be an assessment of</p> | |

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| | <p>space in the consolidated school.</p> <p>The facilitator commented that it would be a bonus to have construction done before transition to see what space is available ahead of time. It is important for staff to start purging and housecleaning personal items now.</p> <p><u>Memorabilia Sub-Committee</u></p> <p>Molley Hendra provided an update on the Memorabilia Sub-Committee. She commented that it is difficult in school closures and amalgamations to find a good balance between the schools. There will need to be items taken out of Wyoming Public School in order to balance the items that will be displayed from South Plympton Public School.</p> <p>The sub-committee will also look into a grant, as there is a museum in Plympton-Wyoming that could possibly scan pictures. There is also a memory quilt, and would like to see photos of past principals displayed. Wyoming Public School does not currently have photos of past principals displayed. The sub-committee will decide on how many years of history to include for each school.</p> <p>Molley Hendra commented that the Kylie's Kause Award will continue until the plaque has been filled, as per founder Steve McGrail.</p> <p>Molley Hendra asked if the 25th Anniversary plaque currently displayed at South Plympton Public School will be displayed at the consolidated school.</p> <p>Principal Parnham responded that the sub-committee would make a recommendation to the Transition Committee and the committee will make the decision. He did not see an issue with the plaque coming over as it is something significant.</p> <p>The facilitator remarked that the memory quilt has been symbolic for a long time and is unique. Molley Hendra commented that it was made at the fair, so the fair board may be interested in it.</p> <p>There was discussion on how to make the community aware of special events and memorabilia items. The sub-committee will speak to Communications Officer Heather Hughes for her expertise and input.</p> | |

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| | <p>Brandon Owen suggested that something be added to the school website on memorabilia.</p> <p>Amy McLachlan commented that adding to the website would require Board approval and suggested the sub-committee speak to Jennifer Szucs.</p> <p><u>Special Events Sub-Committee</u></p> <p>The Special Events Sub-Committee has not yet met and is planning to meet in the new year.</p> <p>The facilitator suggested that the sub-committees meet and discuss how the change in timelines affects their plans.</p> | |
| Update from School Improvement Team and Communications | <p><u>School Improvement Team</u></p> <p>The School Improvement Team has a tentative meeting date in March 2017. Since the construction timeline has changed the School Improvement Team will discuss the impact this will have on the team's activities.</p> <p>Committee member Carrie-Ann Wilson-Zavitz asked if the sub-committee meetings are open to the public. The facilitator responded that no meetings are closed.</p> <p><u>Communications</u></p> <p>Principal Parnham and Vice Principal Smith will decide on the best way to communicate to parents and the community that there is a delay in the transition timeline.</p> | |
| Questions/Suggestions from Public | <p>The public was asked for any questions.</p> <p>A community member suggested that the new school has a Heritage Room, similar to the room at LCCVI, that will showcase the history of Wyoming Public School and South Plympton Public School.</p> <p>Marco Raposo commented that there is a large display case planned for the</p> | |

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| | <p>main entrance by the gymnasium. Superintendent Girardi commented that when planning a design for the school the rooms at LCCVI and WDSS were thought about. The hope was that the community will see the display case when they use the gym, and will pass by it on a regular basis.</p> | |
| <p>Future Meeting Dates</p> <ul style="list-style-type: none"> - January 16, 2017 - February 27, 2017 - cancel - April 10, 2017 | <p>It was suggested that the February meeting date be canceled due to the change in construction timelines and the committee agreed.</p> <p>The committee was reminded to keep sending suggestions and thoughts through School Council and Administrators.</p> <p>The display case will be included on the Agenda for the January 16, 2017 meeting and Best Start will be invited by Superintendent Lounsbury to attend the meeting.</p> | |
| <p>Adjournment</p> | <p>The meeting was adjourned at 8:28 p.m.</p> | |