

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

Date: November 9, 2017

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 Smith, Vice-Principal, South Plympton/Wyoming Public School, Allison Hawkins, Student Representative, Wyoming Public School, Missy Shain, Teaching Staff Representative, South Plympton Public School, Richard Brydges, Teaching Staff Representative, Wyoming Public School, Jace McGrail, Student Representative, Wyoming Public School, Keenan Reidhead, 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, Helen Lane, Superintendent of Education – Program: Leadership and Equity, Gary Girardi, Superintendent of Education – Capital Planning and Accommodation, Jaime Shannon, Recorder

Regrets: Mary Furlan, School Council Co-Chair, South Plympton/Wyoming Public School, Carrie-Ann Wilson-Zavitz, Parent/Community Representative, South Plympton Public School, Tarah Maw, Past School Council Chair, South Plympton/Wyoming Public School, Ryanne Turk, Student Representative, Wyoming Public School, Debbie Smeltzer, CUPE 1238 President, Bonnie Burdett, Parent/Community 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. Superintendent Helen Lane was in attendance and was introduced to committee members as the Superintendent whose 2017-18 family of schools includes South Plympton and Wyoming Public Schools.	

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Review of Agenda	There were no changes or additions to the agenda after it was reviewed by the committee.	
Review of Record of Action – October 5, 2017	<p>It was noted that there were no members of the public in attendance at the last meeting, so agenda item “Questions/Suggestions from the Public” should have been changed to “Questions/Suggestions”.</p> <p>The Record of Action was approved by the committee.</p>	
Principal Report	<p>Principal Parnham provided the committee with an update on the transition process. He noted that at the last meeting a follow-up was requested on the feedback from the committee on crossing guards, which was to be provided to the Town of Plympton-Wyoming. Principal Parnham noted that Pat Teahan from CLASS indicated that the feedback was to go forth to the Town this past winter. There will be a follow-up on this.</p> <p>The following transition updates were also noted:</p> <ul style="list-style-type: none"> • A Remembrance Day assembly was held at South Plympton Public School, which both schools attended • Other events will be planned, which could include caroling during the holiday season and a joint play day in the spring • Grade 4 South Plympton Public School students may join Wyoming Public School’s track and field day, similar to the previous school year • There may be transition visits held in June, in which students spend 30-40 minutes visiting a potential classroom • 1-2 classes from South Plympton Public School may buddy up with a Wyoming Public School class, instead of the entire student body visiting the school <p>Principal Parnham shared that Superintendent Girardi hosted a meeting for principals currently going through the transition process and for principals who have gone through a transition process in the past. He remarked that the meeting was very helpful and there is a second meeting scheduled in December.</p>	
Update on Construction	Principal Parnham provided an update on the construction at Wyoming Public	

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	<p>School. He said that there has been a lot of work completed on the building, including:</p> <ul style="list-style-type: none"> • Sidewalks and curbing • Prepping for paving of parking lots • Windows installed in gym • Sidewalk to daycare • Painting in unoccupied spaces • Work completed on gym stage, sub flooring, stairs • Work completed on main entrance • Garbage enclosure relocated <p>Committee member Valerie Prudom Riess asked if there have been any community or safety issues raised. Principal Parnham responded that the process has been pretty smooth, and a staff member commented to him that overall, besides temporary parking, the disruption has been fairly minimal.</p>	
<p>Report from Sub-Committees</p>	<p><u>Resources</u></p> <p>Committee member Cindy Buchner relayed that the sub-committee met two weeks prior to the meeting and realized that a space is needed at the school for them to work with and that they need to determine a list of priority items. An itemized list of what is in the storage room was made and it will be distributed to South Plympton Public School and Wyoming Public School staff.</p> <p>Committee member Shaughn Morton asked if the bathtub from South Plympton Public School will be moving to Wyoming Public School. Vice Principal Smith responded that many people have asked her about this, and confirmed that it will be moving to the school.</p> <p>Committee member Missy Shain asked Principal Parnham what the current gym storage room will be used for once the construction is completed. Principal Parnham responded that it won't be determined until the building is completely finished. He said that he had a general idea of where the storage areas will be and that some items can be moved to the school prior to the end of June. He noted that there is still purging to do.</p> <p>Committee member Molley Hendra asked if there will be storage for the kindergarten rooms. Principal Parnham responded that there is a shed for storage.</p>	

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	<p>Superintendent Girardi suggested that South Plympton Public School staff could review the plans and could walk through the site in the New Year in order to better understand what space would be available.</p> <p><u>Special events</u> Committee member Molley Hendra provided an update on the Special Events sub-committee. There was an advertisement in the newspaper inviting the community to their Final Farewell Event(s) Meeting. A dozen people attended the meeting, including some who provided their name to help with special events, a past student from the 1960s, and Mayor Lonny Napper. Mayor Napper offered the proceeds of the Mayors' Luncheon on February 10, 2018 to help with the closing of South Plympton Public School.</p> <p>The following items/suggestions were brought up at this meeting:</p> <ul style="list-style-type: none"> • Live stream of the Final Farewell for former students • Having a BBQ • Time capsule • Sharing memories through pictures or a video • Student yearbook for the school's last year • "Where are they now" for past students • A decade room, having classrooms set up as different decades • Having a button maker • Face painting • Planning it like a homecoming • Lambton Youth Choir performing <p>Principal Parnham announced that possible dates were sent to Senior Administration, and the most available date was April 28, 2018. The open house will be held on April 28, 2018 from 10 a.m. to 4 p.m.</p> <p>Committee member Molley Hendra remarked that April 28 is a good date because they could make use of the empty school on the PD Day the day before. Principal Parnham noted that it is a system day so the teachers will not be in the building and there will be an opportunity for members of the community to be in the school helping that day.</p> <p>The facilitator asked if there are any students on the sub-committee. Committee member Molley Hendra responded that a student put a request in and it is open</p>	

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	<p>for anyone to join.</p> <p>Committee member Molley Hendra noted that there will also be something done within the school during the last week of school for students as a celebration. Vice Principal Smith suggested a butterfly release, one butterfly for each year South Plympton Public School was open. It was also noted that there is a final school wide excursion for the entire staff and student body of South Plympton Public School to be planned in June.</p> <p>Committee member Molley Hendra asked Student Representatives what they would like to see prior to South Plympton Public School closing. Student representative Jace McGrail said that it would be nice to go back to the school to see old classrooms.</p> <p><u>Memorabilia</u></p> <p>The sub-committee held a meeting on November 7:</p> <ul style="list-style-type: none"> • A box of memorabilia from the 25th Anniversary celebration was found • Decade rooms with memorabilia are planned for the Final Celebration • Memorabilia needs to be organized and a decision needs to be made on which items will be auctioned off through silent auction • The sub-committee has a contact who is part of a network of retired teachers and will contact past teachers to ask for help with the decade rooms • Some decades do not have as much memorabilia as others. • Wyoming Public School memorabilia will also need to be organized and decisions made on the items, but this will be following the South Plympton Public School Final Celebration • Lambton County Historical Society may be contacted <p>Principal Parnham noted that principals who have gone through consolidations suggested that 10% of items be kept.</p>	
Update from Communications	<p>Principal Parnham noted the following communication pieces:</p> <ul style="list-style-type: none"> • Monthly newsletter • Calendar • Facebook page for final event at South Plympton Public School, monitored by Vice Principal Smith 	

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	<ul style="list-style-type: none"> • Sharing updates via morning announcements • Transition Committee Record of Action shared with staff and at school council meetings • Future voluntary staff meetings to keep staff abreast of any updates or changes <p>The facilitator asked the committee if the amount of communication in regard to the transition has been adequate. Committee member Shaughn Morton responded that if anyone wants to know something specific they will make a point to call Principal Parnham. Staff and student representatives agreed.</p> <p>Principal Parnham noted that he needs to communicate the new school name more, as there was a lot of excitement once it was renamed but it hasn't been talked about much since. Committee member Molley Hendra asked when the name would be official. Superintendent Girardi responded that the name will change once the staff and students are moved into one building.</p> <p>Committee member Molley Hendra asked if a Vice Principal will be provided for Plympton-Wyoming Public School for the first year of transition. Superintendent Girardi responded that it would be a staffing decision completed by the Human Resources department, which is overseen by Superintendent Phil Warner.</p>	
Questions/Suggestions from the Public	There was one member of the public in attendance. There were no questions or suggestions.	
Next Steps	<p>Committee member Molley Hendra said that the sub-committee would like students to help on April 28. Principal Parnham said that they will put it out to the students.</p> <p>Superintendent Lane remarked that she was really impressed how well everything has been organized as it is not an easy process.</p> <p>Superintendent Girardi noted that there could be a walkthrough of Wyoming Public School planned for the next meeting.</p> <p>Principal Parnham thanked committee member Molley Hendra for all of her hard work.</p>	

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	<p>The possibility of a time capsule at South Plympton Public School was noted. Superintendent Girardi remarked that Brian Pelletier and Andy Schiebli could review the school plans. Committee member Molley Hendra asked what the timeline would be to add a time capsule to the school before it is finished. Principal Parnham will contact Superintendent Girardi to discuss this.</p>	
<p>Future Meeting Dates</p>	<p>The next meeting will be held on Thursday, April 12, 2018 from 6:30 p.m. to 8:30 p.m.</p>	
<p>Adjournment</p>	<p>The meeting was adjourned at 8:11 p.m.</p>	