

**Forest Area Family of Schools Transition Committee
Meeting Agenda**

Wednesday, March 1, 2023
Kinnwood Central School – Learning Commons
5:00 p.m. – 7:00 p.m.

LKDSB Chairperson – Mike Gilfoyle
Recorder – Joyce Hastings

Agenda

1. Welcome and Reading of the Traditional Territorial Acknowledgement
2. Introductions 5 minutes
3. Review of DRAFT Record of Action from the December 14, 2022 Meeting 10 minutes
4. Review of Agenda 5 minutes
5. Associate Director Update – Associate Director McKay 20 minutes
 - Naming Committee Update
 - Staff Session, Preliminary Design Review with ROA
 - Student Session/Student Voice with Architect Team
 - Future Staff Consultations (curriculum leaders, teachers)
6. Architect Team, ROA Studio Update - President Ouellette & CEO Raposo 40 minutes
 - Slide Presentation
 - Question and Answer Session
7. Subcommittee Updates
 - Events – Principal MacDonald 5 minutes
 - History – Principal Morrison 5 minutes
 - Equity, Diversity and Inclusion – Superintendent Lane 5 minutes
8. Questions/Suggestions from the Public
9. Next Meeting –
April 26th, 2023 @ 5pm – North Lambton Secondary School
10. Adjournment

**FOREST AREA FAMILY OF SCHOOLS
TRANSITION COMMITTEE
“DRAFT” MINUTES / RECORD OF ACTION**

Date: December 14, 2022, at 5:00 p.m.

Location: Bosanquet Central School, Learning Commons

Present: Committee:

Bob Bressette (Hillside Public School, Kettle & Stony Point Representative), David Ennis (Director of Education, Kettle & Stony Point Representative), Jenna Southen (Secondary School Indigenous Lead, Kettle & Stony Point Representative), Mandy Wright (School Council Representative, Aberarder Central School), Sam Wright (Student Representative, Aberarder Central School), Alli Nickles-Smits (Teaching Staff Representative, Aberarder), Lisa MacDonald (Principal, Bosanquet Central School), Melinda Battram (Teaching Representative, Bosanquet Central School), Tammy Marcinov (Non-Teaching Staff Representative, Bosanquet Central School), Christine O’Reilly (Community Representative, Bosanquet Central School), Andrea Walden (School Council Parent Representative, Bosanquet Central Public School), Kari Aubertin (Principal, East Lambton Elementary School), Andy Parnham (Principal, Grand Bend Public School), Todd Hayward (Principal, Kinnwood Central School), Holly Vaughan (Teaching Staff Representative, Kinnwood Central School), Kinnwood Central School), Claire Giles (Community Representative, Kinnwood Central School), Julie Fuller (Parent Representative, Kinnwood Central School), Rhonda Leystra (Principal, North Lambton Secondary School), Adam Willemse (Teaching Staff Representative, North Lambton Secondary School), Cheryl Anderson (Non-Teaching Staff Representative, North Lambton Secondary School), and Jillian Fuller (Student Representative, North Lambton Secondary School).

Board Office: Brian McKay (Associate Director – Corporate Services), Helen Lane (Superintendent of Education – Area Superintendent), Brian Pelletier (Manager of Facility Maintenance & Capital), Joyce Hastings (Administrative Assistant to Associate Director)

Chairperson: Mike Gilfoyle (Transition Committee Facilitator)

Regrets: Janice Morrison (Principal, Aberarder Central School), Joe Ouellette (ROA President), Joey Burnley (Teaching Staff Representative, Aberarder Central School), Heather Sheppard (Non-Teaching Staff Representative, Aberarder Central School), Vanessa Peters (Student Representative, Bosanquet Central School), Bryauna Batty (Student Representative, Kinnwood Central School), Lori McLeish (Non-Teaching Staff Representative, Everett Moons (Community Representative, North Lambton Secondary School), Grace Needham (Student Representative, North Lambton Secondary School), and Carla Sitter (School Council Parent Representative, North Lambton Secondary 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
<p>Welcome and Reading of Traditional Territorial Acknowledgment</p>	<p>Chairperson Gilfoyle opened the meeting at 5:09 p.m. and welcomed those in attendance (committee members and members of the public). He extended thanks to attendees for taking the time out of their busy schedules to participate in the transition committee.</p> <p>A thank you was extended to custodial staff for assisting with set up and clean up.</p> <p>Chairperson Gilfoyle also reviewed some general housekeeping items and meeting process reminders (ie. timed meeting; agenda/ROA posted to LKDSB website; questions should be directed to arc@lkdsb.net; Q&A's will be in a table format and posted to the LKDSB website for future referencing).</p> <p>Principal MacDonald, Bosanquet Central School read the Traditional Territorial Acknowledgement.</p>	
<p>Introductions of Committee Members by Principals</p>	<p>Chairperson Gilfoyle extended a special welcome and introduction of two new members of the Transition Committee: David Ennis (Kettle and Stony Point First Nation Education Director) and Lisa Thomson (Kinnwood Central School Principal).</p> <p>Principal Hayward is retiring from the Board and Principal Thomson is his replacement. A special thank you was extended to Todd Hayward for his work to date with the committee, and his many years with the school board.</p> <p>Chairperson Gilfoyle informed committee members of a meeting he attended prior to today's Transition Committee Meeting. The meeting included representatives of Kettle and Stony Point First Nation (Education Director Bob Ennis, Hillside Student Success Teacher Bob Bressette and Secondary School Indigenous Lead Jenna Southen), Associate Director Brian McKay and Superintendent of Education-Indigenous Education, Equity, Diversity &</p>	

	<p>Inclusion, and International Education, Helen Lane.</p> <p>Bob Bressette expressed his appreciation for the invitation and that he felt honoured to attend the meeting. He expressed that there were many good discussions from today’s earlier meeting and looks forward to continuing to partner and work collaboratively in this journey. Principal Bressette spoke of this opportunity to work with the committee and the involvement of being inclusive from an Indigenous perspective (ie. stewards of this land prior to now), but also inclusive of all other individuals’ perspectives.</p> <p>Education Director Ennis indicated he felt stewardship was key (ie. traditional wisdom, a dedication to First Nation needs). He expressed his thanks for the invitation to attend, indicating it’s a wonderful opportunity.</p> <p>Indigenous Lead Southen indicated she was appreciative of attending and that she looks forward to working collaboratively with this group.</p>	
<p>Review of DRAFT Record of Action – Meeting of October 26, 2022</p>	<p>Chairperson Gilfoyle reviewed the Record of Action (ROA) of the meeting held on October 26, 2022, at Aberarder Central School.</p> <p>No errors or omissions were expressed, and the ROA was approved by the committee.</p>	<p>ROA will now be posted to the LKDSB website.</p>
<p>Review of Agenda</p>	<p>Chairperson Gilfoyle reviewed the meeting agenda and asked if there were any additions. No additions to the agenda were raised by the committee.</p>	
<p>Associate Director’s Update –</p>	<p>Associate Director McKay discussed the formation of the Ad Hoc Naming Committee for the new K-12 school in Forest. Members of the committee were advised to start thinking of representatives to serve on this ad hoc committee.</p> <p>The Regulation indicates:</p> <ul style="list-style-type: none"> a) Two Trustees, appointed by the Board (one to chair the committee); b) One Facility Administrator (principal or designate if applicable); c) One or two School Council representatives; d) One or two Community representatives; e) One Member of the senior administration. 	

<p>Associate Director's Update (cont'd) –</p>	<p>Trustee Jane Bryce will chair the committee. Trustee Jack Fletcher will also be a part of this committee.</p> <p>Every school community in this process will have representation (facility administrator, school council and community representation). Aberarder, Bosanquet, East Lambton, Grand Bend, Hillside, Kinnwood and North Lambton Secondary School.</p> <p>Associate Director McKay's office will be issuing a communication to the school administrators to obtain representatives. If several individuals are interested in representing their respective school, there may be an election.</p> <p>He indicated that there will be public consultation, public input, and ample opportunity for everyone to participate.</p> <p>The Naming Committee works through the process and selects the name - the Board does not determine the name.</p> <p>The agenda package included a copy of the Board Report and Regulation. Questions can be sent to arc@lkdsb.net email address. Questions collected, along with answers will be provided to the community, as a whole.</p> <p>Associate Director McKay advised that an invitation to attend the next Transition Committee Meeting has been extended to Lambton Shores.</p>	
<p>Architect Update – ROA Studio</p>	<p>Chairperson Gilfoyle provided an update on behalf of President Ouellette (sends regrets).</p> <p>He advised that ROA Studio is currently working on the programing and adjacencies for the new school. This includes confirming the number and sizes of classrooms, how they relate to the administration areas and to each other. This will form the basis for the initial schematic design of the school.</p>	

<p>Architect Update – ROA Studio (cont'd)</p>	<p>Committee members' input, as provided at the previous meeting (Oct. 26th) regarding the exterior yard amenities, is also being incorporated into the design of the site.</p> <p>Associate Director McKay indicated that this work will provide the visual that members have been requesting. The committee will then review, begin marking changes and engaging in further discussions.</p>	
<p>Sub-Committee Updates</p>	<p><u>Events:</u></p> <p>Principal MacDonald highlighted some examples of events that are important to an elementary or secondary school and emphasized the importance of bringing such events forward into the new school. She indicated that the sub-committee will use this opportunity to connect with each of the school communities to determine what is important to them in bringing forward to the new school. Principal MacDonald's colleagues have also provided great input in this area.</p> <p>The Events Sub-Committee intends to meet this Spring to discuss activities and events that are valued by the school communities. There will be lots of commonalities and lots of outreach to community groups (ie. North Lambton Lodge). Some examples of commonalities among the school communities may be: student leadership groups; inter-class groups (ie. reading buddies); athletics; special lunch days; antibullying awareness; recess helpers, etc.</p> <p><u>History/Memorabilia:</u></p> <p>Chairperson Gilfoyle provided an update on behalf of Principal Morrison (sends regrets). He indicated who the current sub-committee members are and advised that they'll be reaching out to inquire who else may have an interest in assisting.</p> <p>The sub-committee will arrange an initial meeting in the new calendar year and are looking forward to getting started.</p>	

<p>Sub-Committee Updates (cont'd)</p>	<p>Chairperson Gilfoyle indicated that scholarships/bursaries/awards are important during this process, not only for transitioning to the new school, but also capturing the history on how each scholarship/bursary began, etc.</p> <p>Principal MacDonald referenced daily activity of students pointing at photos on the school walls and reflecting on family members, etc. She indicated that some form of historical, visual representation of students is important.</p> <p><u>Events and/or Equity, Diversity and Inclusion (EDI):</u></p> <p>Associate Director McKay indicated that during last evening's Board Meeting, Superintendent Barrese spoke of the Summer Transition Camp. He indicated that it is currently held as an opportunity for students engaging in the transition from Grade 8 to 9, or in the case of RDHS or WDSS, it is the Grade 6 students transitioning to the Grade 7/8 at the secondary school. This camp is to provide an easier transition and assist in dealing with the anxiety, in advance of attending school start up in September. He suggested that, as the building is being constructed, there may be opportunities for the students to visually transition and interact with other area school students.</p>	<p>Associate Director McKay indicated this may be an opportunity to assist with the students' transitioning – an item for the Events and/or EDI Sub-Committees to consider.</p>
<p>Other Business</p>	<p>none</p>	
<p>Questions/ Suggestions from the Public</p>	<p>CUPE President, Michele LaLonge-Davey referred to the Great Lakes Secondary School (GLSS) opening, indicating that a tour of the school was led by the students. She expressed that "It was awesome!".</p> <p>Lynn Faulds, a former educator with the Board and FI parent, inquired about the possibility of bringing French Immersion back into the new school; Lynn indicated it was a wonderful opportunity for the students; provided an opportunity to be immersed in an additional language (possibly Indigenous language as well?). Lynn offered to help as an immersion language program would give additional opportunities to students to assist them in future job opportunities; promote the French/Indigenous language, etc.</p>	<p><u>Student-Led Tour:</u> Request to have a similar student-lead tour upon the opening</p> <p><u>French Immersion Program:</u> Superintendent Lane to bring these discussions to Superintendents Hazzard and Mancini</p>

<p>Questions/ Suggestions from the Public (cont'd)</p>	<p>Chairperson Gilfoyle indicated that although French Immersion is not the mandate of this Transition Committee – comments have been added into the ROA.</p> <p>Superintendent Lane indicated she can take the comments back and have discussions with Mr. Hazzard and Ms. Mancini.</p> <p>Alli Nickles-Smiths suggested that if another school system were to offer French Immersion before “we do”, it would be a shame to lose enrolment elsewhere. Brooke is currently the closest school offering FI in our system; believe demand is there.</p> <p>Some discussion occurred with respect to whether such a program would require special design considerations for planning purposes. It was acknowledged that in other locations (including Bosanquet Central previously) no special/segregated facilities were created to allow all students the opportunity to intermingle vs being segregating for a language.</p>	
<p>Next Meeting Date</p>	<p>March 1, 2023 at Kinnwood Central School, beginning at 5:00 p.m.</p> <ul style="list-style-type: none"> - April 26, 2023 @ North Lambton Secondary - June 14, 2023 (TBD, if required) 	
<p>Adjournment</p>	<p>Chairperson Mike Gilfoyle adjourned the meeting at 5:59 p.m.</p>	

Forest Area Family of Schools Transition Committee List 2022-23

(as at Feb. 21, 2023)

School	Position and Numbers	Names
North Lambton SS	1 Principal 1 Teacher 1 Parent 1 CUPE Member 2 Students 1 Community Member	Rhonda Leystra(F) (O) Adam Willemse (F) (I) Carla Sitter (SC) Cheryl Anderson (E) Grace Needham(I), Jillian Fuller (H) Everett Moons (F)
Aberarder PS	1 Principal 1 Teacher 1 Parent 1 CUPE Member 1 Student 1 Community Member	Janice Morrison (H) (F&O) Melissa Van Engelen (H) Mandy Wright (SC) Heather Sheppard (F) Sam Wright (E) Joey Burnley (H) (I) (O)
Bosanquet PS	1 Principal 1 Teacher 1 Parent 1 CUPE Member 1 Student 1 Community Member	Lisa MacDonald(F) (E) Melinda Battram (E) (F&O) Andrea Walden (F) (SC) (F) Tammy Marcinov (E) (I) (H) (SC) Vanessa Peters (E) (I) Christine O'Reilly (E) (I) (O)
Kinnwood PS	1 Principal 1 Teacher 1 Parent 1 CUPE Member 1 Student 1 Community Member	Lisa Thomson (F&O) Holly Vaughan (H) Julie Fuller (E) Lori McLeish (F) Bryauna Batty (I) Claire Giles (Best Start) (F&O)
First Nation Representative	1 Kettle and Stony Point School	Bob Bressette
LKDSB Membership	1 LKDSB Chairperson 1 Area Superintendent Administrative Assistant	Mike Gilfoyle Brian McKay Joyce Hastings Helen Lane Kari Aubertin (I); Andy Parnham (E)
Total	31 Members	

F - Fundraising; E – Events; I – Identity; H – History; F & O – Facilities & Operation; SC – School Council; O - Opening