

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

**Date:** March 30, 2022 at 6:30 p.m.

**Location:** Virtual Via Teams

**Present:** Committee Members: **Rhonda Leystra**, Principal, North Lambton Secondary School, **Adam Willemse**, Teaching Staff Representative, North Lambton Secondary School, **Carla Clarke**, School Council Parent Representative, North Lambton Secondary School, **Cheryl Anderson**, Non-Teaching Staff Representative, North Lambton Secondary School, **Grace Needham**, Student Representative, North Lambton Secondary School, **Jillian Fuller**, Student Representative, North Lambton Secondary School, **Everett Moons**, Community Representative, North Lambton Secondary School, **Janice Morrison**, Principal, Aberarder Central School, **Joey (Karla) Burnley**, Teaching Staff Representative, Aberarder Central School, **Mandy Wright**, School Council Parent Representative, Aberarder Central School, **Heather Sheppard**, Non-Teaching Staff Representative, Aberarder Central School, **Sam Wright**, Student Representative, Aberarder Central School, **Carrie Williamson**, Community Representative, Aberarder Central School, **Cam Gordon**, Principal, Bosanquet Central Public School, **Melinda Battram**, Teaching Representative, Bosanquet Central Public School, **Andrea Walden**, Parent Representative, Bosanquet Central Public School, **Vanessa Peters**, Student Representative, Bosanquet Central School, **Tammy Marcinov**, Non-Teaching Staff Representative, Bosanquet Central Public School, **Christine O'Reilly**, Community Representative, Bosanquet Central Public School, **Todd Hayward**, Principal, Kinnwood Central Public School, **Holly Vaughan**, Teaching Staff Representative, Kinnwood Central Public School, **Julie Fuller**, Parent Representative, Kinnwood Central Public School, **Lori McLeish**, Non-Teaching Staff Representative, Kinnwood Central Public School, **Bryauna Batty**, Student Representative, Kinnwood Central Public School, Claire Giles, Community Representative, Kinnwood Central Public School, **Kari Aubertin**, Principal, East Lambton Elementary School, **Andy Parnham**, Principal, Grand Bend Public School

Resource Personnel: Mike Gilfoyle, Transition Committee Facilitator, Mark Sherman, Superintendent of Education – Capital Planning and Accommodation, Kim Laird, Recorder

**Regrets:** Helen Lane, Superintendent of Education, **Steve Styers**, Kettle and Stoney Point

*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 Reading of Traditional Territorial Acknowledgment	Transition Committee Facilitator Mike Gilfoyle welcomed committee members. Bryauna Batty, Student Representative, Kinnwood Public School read the Traditional Territorial Acknowledgement.	
Introductions of Committee Members by Principals	Transition Committee Facilitator Mike Gilfoyle thanked those in attendance. It is hoped that our future meetings together will be able to return to a more traditional face to face format with proper safety protocols in place.  Principals introduced their committee members.	
Review of Record of Action June 5, 2019 Meeting	Facilitator Mike Gilfoyle reviewed the ROA from the meeting on June 5, 2019 and it was approved by the Committee.	
Review of Agenda	Facilitator Mike Gilfoyle reviewed the agenda. No additional agenda items were raised by the committee.	
Review of Committee Progress to Date	Summary of March 1/22 meeting with Superintendent McKay and Architects - The architects are working through the design process of the building which is expected to take approximately 8 months. The current stage of the design process is the completion of the Ministry of Education space template. Once completed, the space template, which outlines the various educational spaces in the school (classrooms, common areas, admin areas) will be sent to the Ministry of Education for approval. More detailed design needs to wait for the Ministry approval of the space template. The Ministry can request changes to the space template which can significantly	

	<p>change school design. Board staff input into the space template is the focus on this stage of the design process. The architect is working through a number of board staff input sessions over the next 6 weeks to help define the spaces in the school.</p> <p>Public consultation sessions will be scheduled throughout the design process in order to receive public suggestions/comments on the building design. The transition committee will play a key role in the consultation process with the architects scheduling consultation sessions with the committee.</p> <p>As an FYI to the transition committee, the design process will continue throughout the summer with the potential need for consultation sessions during July and August to keep the process going.</p> <p>- Andrea Walden asked if the architects would be on location for the NLSS Trade Show on May 5<sup>th</sup>.</p> <p>Review of Fundraising Committee Membership</p> <p>- Superintendent Sherman reported that Superintendent McKay will be in touch with the fundraising committee members to set up a mutually convenient time to meet to discuss parameters regarding fundraising.</p> <p>Site Visit – Walkerton District Community School</p> <p>- Plan to do a site visit at Walkerton District Community School on <u>Thursday, April 28<sup>th</sup></u> with a plan to travel via bus from North Lambton Secondary School. We have been asked to wear a mask while inside Walkerton school.</p>	<p>- Andrea to share the information with Rhonda who will relay it to Mark. Mark will then discuss further with Brian McKay</p> <p>- Principals are asked to notify Kim by Monday, April 4<sup>th</sup> if they would like to attend the site visit. Final excursion details such as departure/return times, lunch arrangements, etc. will be provided to those interested in attending via principals.</p>
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	<b>Discussion</b>	<b>Action/Responsibility</b>
Items for Discussion	<p>Review of Committee Structures and Membership – Principal Leystra</p> <ul style="list-style-type: none"> <li>- Rhonda Leystra shared a PowerPoint slide show reviewing the sub-committee structures initially presented at our June 2019 committee meeting.</li> <li>- Rhonda Leystra indicated that a principal representative would be on each sub-committee and that summary of each sub-committee’s discussions/ideas would be reported back to the Forest Area Family of Schools Transition Committee by a designated sub-committee member.</li> <li>- Superintendent Sherman stated we have a set process for naming the school. This is a public consultation process</li> <li>- Facilitator Mike Gilfoyle indicated each sub-committee are welcome to invite stakeholders from the community in order to be as inclusive as possible.</li> <li>- Superintendent Sherman commented that the board will ensure the money is there to start off on the right foot.</li> </ul>	<p>Principals were asked to meet with their school committee members to identify which subcommittee each of their school committee members wished to be involved with. Ideally, each school should have a committee member on <u>each</u> of the various subcommittees.</p> <p>Each subcommittee will be asked to report back to the Forest Area Family of Schools Transition Committee at each future meeting.</p> <p>Principals were asked to report the results of their school-level discussions re: subcommittee reps back to Mike/Kim as soon as possible.</p>
Questions/Suggestions	<p>Q - Chris O'Reilly had a question regarding topics like naming the school, announcing the logo, mascot, colours and wondered if this is done before the building is finished? What is the target date to have this announced?  A – Superintendent Sherman suggested having this information nailed down a year out from the site being completed.</p> <p>Q – Everett Moons wondered if this is the time to reach out for volunteers.  A – Mike said once we had the initial committees in place, the sub committees can invite others as the need arises.</p>	

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Next Meeting Date	Wednesday, May 4, 2022 at Kinnwood Central at 6:30 p.m.	
Adjournment	Facilitator Mike Gilfoyle adjourned the meeting at 7:22 p.m.	