

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

Date: March 1, 2023, at 5:00 p.m.

Location: Kinnwood 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), Janice Morrison (Principal, Aberarder Central School), Joey Burnley (Teaching Staff Representative, Aberarder Central School), Heather Sheppard (Non-Teaching Staff Representative, Aberarder Central School), Mandy Wright (School Council Representative, Aberarder Central School), Sam Wright (Student Representative, Aberarder Central School), Lisa MacDonald (Principal, Bosanquet Central School), Vanessa Peters (Student Representative, Bosanquet Central School), Melinda Battram (Teaching 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), Lisa Thomson (Principal, Kinnwood Central School), Bryauna Batty (Student Representative, Kinnwood Central School), Holly Vaughan (Teaching Staff Representative, Kinnwood Central School), 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), 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)

Board Office: Brian McKay (Associate Director), 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)

Guest(s): Joe Ouellette (ROA Studio, President) and Marco Raposo (ROA Studio, CEO), Jane Bryce (Trustee of the Board), Doug Cook (Lambton Shores, Mayor), Dan Sageman (Lambton Shores, Deputy Mayor), and Steve McAuley (Lambton Shores, Chief Administrative Officer)

Regrets: Melissa VanEngelen (Teaching Staff Representative, Aberarder), Tammy Marcinov (Non-Teaching Staff Representative, Bosanquet Central School), Christine O’Reilly (Community Representative, Bosanquet Central School) and Jillian Fuller (Student Representative, North Lambton Secondary School), Lori McLeish (Non-Teaching Staff Representative, Kinnwood Central School), Claire Giles (Community Representative, Kinnwood Central School)

Record of Action – Transition Committee Meeting – Forest Area – March 1, 2023

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 5:10 p.m. and welcomed those in attendance (committee members and members of the public). He extended thanks to everyone for attending.</p> <p>Chairperson Gilfoyle introduced and welcomed Principal Thomson, Kinnwood Central School, and thanked her and school staff for their work in hosting the meeting. Principal Thomson welcomed those in attendance and reviewed some general housekeeping items.</p> <p>Principal Thomson introduced two students from Kinnwood Central School, Victoria MacDonald and Bryauna Batty (Grade 7 students) who read the Traditional Territorial Acknowledgement.</p>	
<p>Introductions of Committee Members by Principals</p>	<p>Chairperson Gilfoyle introduced members of the head table to those in the audience. A special welcome was extended to Jane Bryce (Trustee of the Board for approximately 28 years), Doug Cook (Lambton Shores, Mayor), Dan Sageman (Lambton Shores, Deputy Mayor) and Steve McAuley (Lambton Shores, Chief Administrative Officer).</p> <p>Mayor Cook thanked the members of the committee for the work that has been accomplished since January 2019 when the committee began. He indicated that the work completed so far has been excellent! Mayor Cook advised that he has been involved in making a K-12 school in Forest a reality since its inception and is excited about the progress made to date.</p>	
<p>Review of DRAFT Record of Action – Meeting of December 14, 2022</p>	<p>Chairperson Gilfoyle reviewed the Draft Record of Action (ROA) of the meeting held on December 14, 2022, at Bosanquet 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>

Item	Discussion	Action/Responsibility
<p>Review of Agenda</p>	<p>Chairperson Gilfoyle reviewed the meeting agenda and asked if there were any additions.</p> <p>No additions to the agenda were raised by the committee.</p>	
<p>Associate Director's Update –</p>	<p>Associate Director McKay provided members with the following updates:</p> <p><u>Ad Hoc Naming Committee:</u> Trustee Bryce, Committee Chair Trustee Fletcher, Committee Trustee Member Associate Director McKay and Superintendent of Education Lane will share the senior administration responsibility Each school principal will represent the facility administrator role</p> <p>Once all schools have filled the role of the School Council and the Community representative roles, a list of committee members will be produced. Trustee Bryce will move towards arranging an initial meeting, once committee names are finalized.</p> <p>All Naming Committee meetings are public meetings, and everyone is welcome. We are hopeful for lots of community input and suggestions for a name.</p> <p>Trustee Bryce added that she is very proud of this community; a community that has really pulled together to support a new K-12 school in Lambton Shores. Trustee Bryce indicated that she is looking forward to beginning the work of the Naming Committee. She advised that those individuals who will be involved should receive an invite, to the first committee meeting, hopefully before the end of March.</p> <p>Trustee Bryce invited questions about the Naming Committee process. Everett Moons asked if school colours, mascot, etc. would be determined at the same time the Naming Committee is to meet? Trustee Bryce indicated that generally the new school colours/mascot are determined by the schools involved in the Transition Committee process (Identity Committee) and is typically after the Naming Committee has concluded its work.</p>	<p>A list of Naming Cmt. Members will be prepared, once all names have been determined.</p> <p>A meeting invite will be sent to Naming Cmt. Members (date & location to be determined).</p> <p>An invite to students will be extended through their principal with a possible early May meeting timeline.</p> <p>We will work with principals for dates/times/methods for these consultations</p>

Item	Discussion	Action/Responsibility
<p>Associate Director's Update (cont'd) –</p>	<p>Joey Burnley asked for clarification as to what platform will be used for the public meetings?</p> <p>Associate Director McKay indicated that committee members will receive a meeting invitation with meeting details also posted to the LKDSB website - the same process currently used for all Transition Committee meetings.</p> <p><u>Board Office Departmental Staff Session - Preliminary Design Review with ROA:</u> On Friday February 17th, ROA led a very detailed meeting to provide board office staff with an initial look at some of the conceptual blocks of the school - a few slides of which we will view this evening. During this meeting, various teams from the schools and Board Office (Principals, Elementary and Secondary Program Departments, Transportation, etc.) were asked to provide input after receiving their initial thoughts several months ago. The meeting was well attended and some excellent feedback was obtained from the various groups in attendance.</p> <p><u>Student Session/Student Voice with Architect Team:</u> ROA and members of our Transition Committee continue to look forward to receiving input from our students on all elements of school design. To facilitate this input we are looking to arrange a session exclusively for students with ROA. In this session we would be looking to bring together student representatives from each of our schools and ask them to provide their input into the design by marking up our current conceptual drawings and providing verbal input to our current design elements.</p> <p><u>Future Staff Consultations:</u> One of the next stages in our consultation process is to invite teachers, EA's/ECE's/custodial/clerical staff to provide additional input – staff that work in the school on a daily-basis. For example, we are interested in hearing from Curriculum Leaders and Tech. Department staff to provide their input to ensure the technical shops are being set up correctly; foods classes are functionally well-designed, etc.</p> <p>Questions? There were no questions from those in attendance.</p>	<p>An invite to students will be extended through their principal once a date is determined, possibly early May.</p> <p>An invite to school staff will be extended through their principal once a date is determined, possibly early May.</p>

Item	Discussion	Action/Responsibility
<p>Architect Update – ROA Studio</p>	<p>Joe and Marco were introduced, once again, by Associate Director McKay. It was suggested that an additional “break-out” session for our Transition Committee might be important moving forward. Transition Committee members seemed comfortable attending a special meeting for this purpose specifically so that we might keep the process moving forward in a timely manner.</p> <p>Joe and Marco provided a brief overview as to where they are in the design process to date. Marco emphasized that they were currently at the concept design stage at this point and that nothing was yet carved in stone. He invited committee members to continue to be involved in the generation of the design concepts as they work to create a 3D visualization so that stakeholders can have a better idea as to how the space will feel - work that is very exciting to participate in, as an architect team.</p> <p>Marco reiterated that members of the committee should not be afraid to make suggestions and that everything is possible; don’t think of the school we know today – think of the school of the future – be open minded.</p> <p>Joe indicated that what they are about to show the committee is a general schematic of the design features, at this point in time, with each rectangle representing a program zone with both safety and functional elements illustrated - a blended element of each.</p> <p>Joe and Marco indicated that they have taken all of the input received prior to today and come up with these zones with efficiency in mind (ie. going from Program A to Program B; safety of students; supervision; etc.) ROA is currently looking at a hybrid of a single and two-storey building.</p> <p><u>2nd Slide: Elementary Classrooms</u> – Joe and Marco referred to the February 17th meeting with staff and the significant amount of input they received. Highlights of the input received include the importance of a connection to the outdoor space; creating larger classroom spaces with common pod areas which would provide flexible learning spaces while staying within current Ministry funding models.</p>	<p>Invite Transition Committee Members to an additional “break-out” session with ROA.</p> <p>Slide presentation to be included with the Draft Record of Action prior to the next meeting.</p>

Item	Discussion	Action/Responsibility
<p>Architect Update – ROA Studio (cont'd)</p>	<p>Principal Morrison asked about the partition between classrooms, specifically, what is used to remove the noise? Joe indicated that they were not at that stage yet. Joe referred to the slide, focusing on classroom 3, he indicated that while synergies can be shared it doesn't mean learning experiences throughout the day need to be shared, although resources can be; ie. does not have fixed shelves but mobile shelving making the classroom more functionable/more resource sharing. When we get to details such as sound it will be an important consideration. We know that teachers are collaborative - therefore it is important to develop facilities which allow each teacher to be collaborative with appropriate sound considerations. Marco indicated that an SDC Rating (sound) for a wall is 54, partition won't be close to this rating – sound transition won't be lost; again, sound is definitely a significant consideration moving forward in the design.</p> <p>Principal Parnham suggested a slider would be good; time for isolation but would like a slider in the bottom part of the door only if possible (not entire floor to ceiling space) for collaboration while allowing for supervision – easy transition between the rooms (referred to PE McGibbon). Marco indicated that this idea can be explored further.</p> <p>Julie Green asked if considerations had been made for students wearing wet clothing coming into classrooms from an outdoor space? Marco acknowledged the question and expanded on related considerations to keep in mind re:design – what is that floor surface?; where are boots stored?; how do they come back indoors?; etc...all great points!</p> <p>Joe indicated a possible rethinking of corridors for coat hooks so that corridors can get wider; etc.</p> <p>Joey Burnley asked for clarification as to where hallways were located within some parts of the elementary drawing. She also asked if consideration had been given to student supervision in the design details. Joe indicated that ROA wasn't quite at that level yet but that presently, all pods are connected, and that supervision of students is always a design consideration.</p>	

Item	Discussion	Action/Responsibility
<p>Architect Update – ROA Studio (cont'd)</p>	<p>Jon Needham indicated that he really liked the idea of using the hallway as a learning space; incorporating teaching in every space is genius and congratulated ROA for that aspect of their design thus far.</p> <p><u>3rd Slide - Secondary Classrooms</u> – ROA considered university/college concepts in some design elements; collaborative spaces that breakaway from the traditional classroom and take advantage of/maximize the size (ie. infoboard wall) Joe indicated that the secondary team on Feb. 17 suggested they also liked some of the aspects of the elementary drawing for the secondary learning space since it inspires more collaborative learning.</p> <p>Adam Willemse questioned if the drawings were to scale (ie. if literally this comparative size of space)? Marco indicated that the ROA Team looked at the linear space of classrooms and what is taken up for millwork. He indicated that collaborative space is not funded, so there needs to be creativity.</p> <p>Natalie Hilborn indicated that it would be an advantage for elementary students being able to access facilities generally found only in a secondary school environment.</p> <p><u>4th Slide - Shared Common Areas</u> - Janice Morrison asked about gym height dimensions and whether they are standard? Marco indicated that they will be extremely high - a minimum of 29 feet to allow for provincial or national athletic competitions to occur.</p> <p>Marco indicated where the tech wing was located in the schematic and reviewed considerations for future discussion with Tech. Curriculum Leaders and teaching staff such as; how does this space function inside itself?; is the visual of vehicles & tractor in tech room a reasonable schematic with regards to vehicle flow?, etc. Marco indicated that these are also higher ceiling spaces.</p> <p>Marco reviewed Phys Ed/Gym Spaces – spaces used by the greater population of the school/student body. Important considerations include how the community uses the space after hours, etc.; 3-fold/triple gym, how to design a gym facility to get best use of space based on Ministry funding criteria.</p>	

Item	Discussion	Action/Responsibility
<p>Architect Update – ROA Studio (cont'd)</p>	<p>Marco indicated that the school is 100% barrier-free; everyone can get to every space within the shared common areas. Future questions to consider include how much seating is required? Should we have integrated tiered seating? etc.;</p> <p>Marco reviewed the current proposed kitchen design - one which is bistro-style versus the standard cafeteria as you know of it today; a cafetorium that can be doubled up for multiple uses?; a cafetorium/stage in the heart of school providing flexibility with respect to how it could be used ie. theatre arts with use of cafetorium; how to use this space 100% of the day; etc.</p> <p>Feedback received during our February 17th meeting with Board office staff indicated possible benefits of having outdoor gym equipment; position trees & outdoor canopy, etc.</p> <p>Marco confirmed that it is a 3-part gym (technically is 4-part gym as one part can split)</p> <p>Adam Willemse inquired about bleachers; asking about whether there might be seating for about 400 students which would be ideal. Adam also mentioned that St. Pat's has movable bleachers which seem to work well.</p> <p>Marco referred to some design elements from previous work he had been involved with at the St. Clair College HealthPlex in Chatham which has a glass wall allowing people to stop in to view various activities taking place in the gym area.</p> <p>Julie Green asked for clarification with respect to the elementary wing and the location of the elevator(s). She also wondered whether a wheelchair would be able to go through the partitioned area? Marco confirmed that a wheelchair would be able to go through the partitioned area and showed access points in all 4-corners of gymnasium, either by way of the ramp or elevator.</p> <p>Vanessa Peters asked what the 3 little rooms off the gym were for. Marco responded that they are additional spaces for now but will eventually be washrooms.</p>	<p>ROA to provide pictures of St. Clair College HealthPlex to Joyce, who will distribute to committee members.</p>

Item	Discussion	Action/Responsibility
<p>Architect Update – ROA Studio (cont'd)</p>	<p>Marco once again reviewed the various control points which could be used to access the gym.</p> <p>Finally, Marco pointed out the graphic & visual arts space in the design schematic. He indicated that they looked at where the best location was for this space; looked at what it can serve and indicated that a portion of it is a glass wall with an obvious connection to the outdoors and outdoor learning spaces.</p> <p>Mike Gilfoyle mentioned to the committee that earlier in the day he had received questions from Christine O'Reilly regarding some of the design elements of the school. For the sake of time at tonight's meeting, these questions have been forwarded to ROA and will be addressed at our next meeting.</p> <p>Marco discussed team rooms and cluster of washrooms; gender neutral washrooms throughout the building and indicated further details will be presented, at a later date.</p> <p><u>5th Slide: Indigenous Space</u> – Marco presented some initial design thoughts regarding an Indigenous Space/Indigenous Sculpture Garden. It is a very visual space in a centralized location/gathering space. We will look carefully at how it will function as a gathering space/kitchen space/etc.; Marco described where the space is currently located with a need to define and enhance further - a blend of privacy and inclusion; a beacon in the common area. Marco indicated that ROA would welcome input moving forward. Helen Lane indicated that Bob Bressette is on our Transition Committee and we will look to him for guidance around design as well as how to open a room/close Indigenous Learning Spaces, etc. There are lots of conversations to come including those with the Kettle and Stony Point First Nation Education Committee.</p> <p>Marco and Joe thanked everyone.</p>	<p>ROA to address Christine O'Reilly's questions/concerns at the next meeting.</p>

Item	Discussion	Action/Responsibility
<p>Sub-Committee Updates</p>	<p>Chairperson Gilfoyle introduced Principal MacDonald to provide an update from the Events Sub-committee.</p> <p><u>Events:</u></p> <p>Principal MacDonald surveyed all schools through Events Sub-Committee members and provided an overview of information obtained to date: A summary is outlined below:</p> <p>“Many of our schools share commonalities in activities & events that are offered to our students. It will be very important to provide opportunities for the students who will be coming together in the new school to get to know each other, and honour their current school experiences. These groups could connect with each other (ie. Aberarder/Bosanquet/Kinnwood) during the year prior to students coming together to experience these events/activities together and get to know each other.”</p> <p><u>Common Events & Activities (at least 5 of 7 schools offer these)</u></p> <ul style="list-style-type: none"> - student leadership & planning clubs (parliament, council) - student service opportunities (peer mentoring, lunch monitors, snack program helpers) - learning and/or reading buddies (classes joining together) - Jump Rope for Heart - Terry Fox Run - Anti-Bullying (Pink Shirt) Day - National Day for Truth & Reconciliation - Treaty Awareness Week - Play Day - Graduation (Grade 8; Grade 12) - bookfairs - hot lunch days <p><u>Athletics</u> (important that there is lots of tiers of opportunities as we build)</p>	

Item	Discussion	Action/Responsibility
<p>Sub-Committee Updates (cont'd)</p>	<p>A larger school population in the new K-12 school should definitely allow for more athletic opportunities for students. It will be important for us to be mindful of ensuring that opportunities are available for ALL levels of athletes. Travelling or interleague teams should be as inclusive as possible, balancing a competitive spirit with a “skill-building” focus. Intramural leagues should also be offered as much as possible within the school, and these should be easier to facilitate with a larger number of staff members.</p> <p><u>Current Common Athletic Teams/Activities (at least 5 of 7 schools offer these)</u></p> <ul style="list-style-type: none"> - basketball - soccer - cross country - track and field - volleyball - badminton <p><u>Notable & Unique Events & Activities</u></p> <p>Again, with a larger school population, these should be easier to facilitate in the new school (larger school population, there’s opportunity for more unique events/activities); suggested clubs from various schools potentially come together in the months prior to the new school opening to become familiar with each other)</p> <ul style="list-style-type: none"> - nature/gardening/horticulture club - chess club - crafting club - speech club - Lego club - recess helpers - musical performance groups (choral, instrumental) - drama club - golf - gaming club - curling - diversity/inclusion groups - “Reach for the Top” (trivia group) 	

Item	Discussion	Action/Responsibility
<p>Sub-Committee Updates (cont'd)</p>	<p>“I look forward to working with the Events Committee further to plan collaborative experiences as we move closer to our new school being built.”</p> <p>Chairperson Gilfoyle introduced Principal Morrison to provide an update from the History/Memorabilia Sub-committee.</p> <p><u>History/Memorabilia:</u></p> <p>Principal Morrison indicated that the History/Memorabilia Sub-Committee members are: Principal Morrison (Aberarder), Tammy Marcinov (Bosanquet), Holly Vaughan (Kinnwood), Joey Burnley (Aberarder), Melissa VanEngelen (Aberarder) and Jillian Fuller (NLSS student).</p> <p>Suggested contacts for the sub-committee to reach out to for assistance were noted and members will follow up.</p> <p>An initial list of items to consider has been prepared which includes:</p> <ul style="list-style-type: none"> - scholarships / bursaries - donated items in memory of ie; trees, playground equipment etc - time capsules - plaques - name change (NLSS) - people: <ul style="list-style-type: none"> - students who have graduated who have gone on to bigger things; represented Canada through sports etc. - WWI & WW2- war history- plaque - artifacts <p>Janice indicated that the sub-committee is just in its beginning stages and will be reaching out to sub-committee members to set up an initial face-to-face meeting. The History/Memorabilia sub-committee welcomes input and hopes to provide a more detailed report at our April Transition Committee Meeting.</p>	

Item	Discussion	Action/Responsibility
Sub-Committee Updates (cont'd)	<p>Chairperson Gilfoyle introduced Superintendent Lane to provide an update about a soon to be created EDI Committee which would guide the work of each of our various Transition Committee Sub-committees.</p> <p><u>Equity, Diversity and Inclusion (EDI):</u></p> <p>Superintendent Lane shared with committee members that she and EDI board staff will be reaching out to area principals for the Forest area schools to request school and community members to serve on this committee. We want to honour equitability; create an awareness of what we know works/doesn't. We want all students to see themselves as they move throughout the new K-12 school. We hope to have a full report at the April meeting.</p>	
Other Business	none	
Questions/ Suggestions from the Public	none	
Next Meeting Date	<p>April 26, 2023 at North Lambton Secondary School, beginning at 5:00 p.m.</p> <p>June 14, 2023 (TBD, if required)</p>	
Adjournment	Chairperson Mike Gilfoyle adjourned the meeting at 7:03 p.m.	