

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

Date: May 4, 2022, at 6:30 p.m.

Location: Kinnwood Central School

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 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

Regrets: Helen Lane, Superintendent of Education, Steve Styers, Kettle and Stoney Point, Kim Laird, Recorder, Mark Sherman, Superintendent of Education – Capital Planning and Accommodation

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	<p>Transition Committee Facilitator Mike Gilfoyle welcomed committee members. Bryauna Batty, the student representative from Kinnwood Central, read the Traditional Territorial Acknowledgement.</p> <p>Principal Hayward also welcomed those in attendance to Kinnwood Central and reviewed a few housekeeping items with everyone in attendance.</p>	
Introductions of Committee Members by Principals	<p>Transition Committee Facilitator Gilfoyle thanked the members of the committee for attending our first “face to face” Transition Committee meeting since we met at Bosanquet Central in June 2019. Members from the public who were also in attendance were welcomed.</p>	
Review of DRAFT Record of Action – Meeting of March 30, 2022	<p>Facilitator Gilfoyle reviewed the ROA from the meeting on March 30, 2022. No concerns were expressed, and it was approved by the Committee.</p>	
Review of Agenda	<p>Facilitator Gilfoyle reviewed the agenda. No additional agenda items were raised by the committee.</p>	
Tour of Kinnwood Classrooms	<p>Principal Hayward introduced members of his staff who were in attendance and thanked them for making their classrooms available for committee members to visit. Committee members toured the Early Years and Primary Division classrooms with teaching staff indicating to committee members design aspects they believed were particularly conducive to creating an ideal instructional space for children. Committee members were encouraged to document those design elements they felt were important to try to maintain in future design plans for the new school into the template provided.</p>	

<p>Items for Discussion – All</p>	<ul style="list-style-type: none"> • School Transition Sub-Committee Membership and Structures <p>Principal Leystra was thanked for her work on documenting the Sub-Committee structures established during previous meetings of the committee. Current sub-committee membership representatives were reviewed and updated as required.</p> <ul style="list-style-type: none"> • Sub-Committee Follow-up Tasks – Question Template Activity <p>Committee members were grouped by school and asked to move to chart paper stations posted around the gymnasium. Each “station” was dedicated to a few of the various sub-committees which have been created to help facilitate the eventual transition to the new school. At each station, committee members were asked to record their brainstormed list of possible items for each subcommittee to consider moving forward in their future work. Schools rotated through the posted stations to review/add to the brainstormed ideas until each school committee had an opportunity to visit each of the posted stations. A summary of the “items to consider” will be collated and passed on to each of the subcommittee members to assist them in beginning their work moving forward.</p> <ul style="list-style-type: none"> • Site Visit Feedback <p>Facilitator Gilfoyle distributed a “Pro/Con Template” for committee members to use to document their thoughts from the various site visits completed to date. A summary will be compiled and shared at subsequent meeting with the architect team.</p> <ul style="list-style-type: none"> • Consultation Framework with Architects <p>At an initial presentation made by Superintendent McKay and the architect team to the committee, it was suggested that a follow-up meeting be scheduled, after a few site visits had occurred. This would allow for initial feedback/thoughts on aspects the committee thought might be worth considering in the early stages of the design process</p>	<p>A final copy of the subcommittee structures and membership will be distributed at our next meeting.</p> <p>A summary of the subcommittee items to Consider will be distributed at our next meeting.</p> <p>Facilitator Gilfoyle agreed to reach out to Board staff to see if arrangements can be made for this to occur prior to our next formal</p>
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	<p>of the new K-12 school. It was suggested by the committee that there would be value in visiting a couple of the newly designed school within our own school district prior to this follow-up meeting with the architects.</p>	<p>committee meeting to be held prior to the end of the current school year.</p>
<p>Sub-Committee Updates</p>	<p>Fundraising Subcommittee Report – Principal Leystra</p> <p>Building Size/Footprint - fundraising for this purpose is discouraged for a few reasons:</p> <ul style="list-style-type: none"> • the Ministry will not approve as it would increase operating costs • timing - nothing can be approved until all the funds are raised for the increase, delaying the design process and Ministry approval <p>Equipment and other items</p> <ul style="list-style-type: none"> • the Board will supply everything to get the school started, including bulletin boards, furnishings, window coverings, shop equipment, technology • fundraising should be for general categories of items vs specifics (STEM room equipment vs a 3-D printer); this would allow the funds to be used to augment what the board provides • donations in cash are preferred (vs equipment, tools); mandated by the province to use contracted suppliers • there was a question about ongoing/yearly donations (e.g., steel) - this will be investigated • anything not in the building itself is a good place for fundraising target - outdoor classroom, outdoor play equipment <p>Method</p> <ul style="list-style-type: none"> • Cash online can be used to accept donations; board site will be set up to with the link • tax receipts will be issued • if items (as opposed to cash) are accepted, there must be an independent valuation for a tax receipt to be issued 	<p>The fundraising committee will meet in the next couple of weeks to:</p> <ul style="list-style-type: none"> • determine what the needs of the new school will be, i.e. - what would the community wish to add that will require fundraising? • determine a method to contact potential sources of funding - community knowledge base- employers, service groups, unions, large corporations that have a community presence while ensuring that we are not having multiple requests or contact people linked to the same potential donor/organization /company

	<ul style="list-style-type: none"> provincial grants cannot be used (double-dipping), but federal grants can be applied for (e.g., Cultural) <p>Large donations</p> <ul style="list-style-type: none"> there have been a number of individuals/businesses in the community who wish to donate large sums for specific purposes - these will be directed to Superintendent McKay to ensure proper processes are followed some suggestions are a greenhouse, 8-lane track, outdoor classroom <p>Recognition</p> <ul style="list-style-type: none"> the subcommittee should look for ways to recognize those who have contributed <p>Events, History, Identify, Facilities and Operations, School Council, Opening</p> <p>The above subcommittees have yet to formally meet and will update the committee at future meetings, as appropriate.</p>	
	Discussion	Action/Responsibility
Questions/ Suggestions from the Public	A member of the public inquired as to whether it would be possible for a French Immersion Program to return to our community given the possibility of an increased enrollment in the new K-12 school. Facilitator Gilfoyle indicated that while this likely falls outside the scope of our Transition Committee mandate, the inquiry would be noted in the ROA.	
Next Meeting Date	Thursday, June 23, 2022, at 6:30 p.m. at North Lambton Secondary School.	
Adjournment	Facilitator Mike Gilfoyle adjourned the meeting at 8:15 p.m.	