

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

**Date:** June 14, 2023, at 5:00 p.m.

**Location:** Hillside School - Gymnasium

**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), Heather Sheppard (Non-Teaching Staff Representative, Aberarder Central School), Mandy Wright (School Council Representative, Aberarder Central School), Lisa MacDonald (Principal, 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), Carla Sitter (School Council Parent Representative, North Lambton Secondary School), Christine O'Reilly (Community Representative, Bosanquet Central School) and Claire Giles (Community Representative, Kinnwood Central School)

Board Office: Helen Lane (Superintendent of Education–Area Superintendent), Brian Pelletier (Manager of Facility Maintenance & Capital), Emily Dixon (Principal, High Park Public School) and Joyce Hastings (Administrative Assistant to Associate Director)

Chairperson: Mike Gilfoyle (Transition Committee Facilitator)

Guest(s): Jane Bryce (Trustee of the Board), Jack Fletcher (Trustee of the Board), Roberta Northmore (Four First Nations Trustee of the Board)

**Regrets:** Committee: Sam Wright (Student Representative, Aberarder Central School), Melissa Van Engelen (Teaching Staff Representative, Aberarder), Joey Burnley (Teaching Staff Representative, Aberarder Central School), Janice Morrison (Principal, Aberarder Central School), Lori McLeish (Non-Teaching Staff Representative, Kinnwood Central School), Vanessa Peters (Student Representative, Bosanquet Central School), Tammy Marcinov (Non-Teaching Staff Representative, Bosanquet Central School), Everett Moons (Community Representative, North Lambton Secondary School), Jillian Fuller (Student Representative, North Lambton Secondary School), Grace Needham (Student Representative, North Lambton Secondary School), Cheryl Anderson (Non-Teaching Staff 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*

<b>Item</b>	<b>Discussion</b>	<b>Action/Responsibility</b>
<p>Welcome and Traditional Territorial Acknowledgment</p>	<p>Chairperson Gilfoyle opened the meeting at 5:27 p.m. and welcomed those in attendance (committee members and members of the public). He expressed thanks to those that were able to attend and participate in the meeting.</p> <p>Director of Education Ennis welcomed everyone to Hillside School. He expressed his appreciation of the transition committee process, indicating it is abundantly clear that the Lambton Kent District School Board is very supportive in ensuring everyone has the opportunity to voice their thoughts as to how the school is designed.</p> <p>Principal Bressette advised members that he has been a member of the Committee since September 2022. He stated that he feels honoured to be part of the process in which he and the students of Hillside are able to express their voice for the development of the new school.</p> <p>Principal Bressette introduced Elders Barry and Deb Milliken who welcomed the group on behalf of Kettle and Stony Point First Nations.</p>	
<p>Introductions of Committee Members by Principals</p>	<p>Chairperson Gilfoyle led introductions of those in attendance at the head table. He also introduced the three trustees that were in attendance: Trustee Bryce, Trustee Fletcher, and Trustee Northmore.</p> <p>Chairperson Gilfoyle introduced Superintendent Lane, indicating that she will be retiring from the Board at the end of this school year and wished her all the best. Superintendent Lane spoke of her years in education, the complexity of being an administrator in 2023, and that she will miss attending the various schools to visit the students and staff. She commented that she feels this is a very exciting time for this community and the area to have a state-of-the-art school in a few years. Superintendent Lane introduced Superintendent Dixon who will be replacing her.</p>	

<b>Item</b>	<b>Discussion</b>	<b>Action/Responsibility</b>
Review of Agenda	<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>	
Review of DRAFT Record of Action – Meeting of April 26, 2023	<p>Chairperson Gilfoyle reviewed the Draft Record of Action (ROA) of the meeting held on April 26, 2023, at North Lambton Secondary School. He reviewed the action items and advised of items updates that would be on this evening’s agenda.</p> <p>No errors or omissions were expressed, and the ROA was approved by the committee.</p>	ROA will now be posted to the LKDSB website.
Brief Review of Committee Process to Date	<p>Chairperson Gilfoyle referred members to the document in the agenda package which highlights key dates outlining the process and projected timelines.</p> <p>Chairperson Gilfoyle advised members that also included in the agenda package is the chart of sub-committees created to date and that we are still looking for sub-committee representatives. Those interested in being a sub-committee representative should speak to their school principal. Chairperson Gilfoyle indicated that the sub-committee work will become more active and delve in deeper, beginning Fall 2023.</p>	
Introduction of Architects	<p>Manager of Facility Maintenance &amp; Capital Pelletier introduced the architects from ROA Studio Inc., Joe Ouellette, President and Marco Raposo, CEO, who will present the drawings, as drafted to date. He indicated that the architects have been working diligently on the drawings, using the information collected from the Transition Committee meetings, as well as several board and school staff, and student group consultation meetings.</p> <p>Committee members were advised that the drawings provided, at each table, are for the purposes of a final review and input. Participants were asked to make note of any proposed changes or additions directly on the drawings provided and were encouraged to express all of their building design thoughts and comments.</p>	

<b>Item</b>	<b>Discussion</b>	<b>Action/Responsibility</b>
<p>ROA Studio, Architects – Presentation and Consultation Activity</p>	<p>Marco from ROA presented the drawings/building design, as a result of the data collected during Transition Committee Meetings, staff, and student consultation meetings. He reminded the members that there are still consultation meetings to take place with some Board Office and Chatham-Kent Lambton Administrative School Services (CLASS) groups.</p> <p>Marco reminded the group that this is a large project with approximately 50 people working behind the scenes and that what we are creating together will be the building block for future generations.</p> <p>This evening’s working meeting will provide everyone with the opportunity to review the draft design plans. It is our intent to have everyone work in collaborative groups, reviewing the drawings, assessing the spaces, and adding constructive comments/ suggestions for ROA’s review.</p> <p>ROA hopes to have the building layout finalized by the end of June. This will allow ROA Studio the summer to continue to develop working drawings.</p> <p>The details regarding the specific design of each room will be discussed in the fall (ex - how much shelving is required, where the electrical and data receptacles are located, etc.).</p> <p>.....</p> <ol style="list-style-type: none"> <li>1. Site plan – look at the property itself and fabric of neighbourhood</li> <li>2. 1<sup>st</sup> floor</li> <li>3. 2<sup>nd</sup> floor</li> </ol> <p>Site Plan – Traffic flow will primarily be toward the boundary on the east side of the property; the goal is to maximize the collaborative spaces with the arena – with a possible walkway between the two properties – the main reason is to direct traffic away from the front façade.</p> <p>Traffic will be one-way with a “kiss-and-drop” area, a bus only zone (for safety). A walkway with a barrier will be created so students cannot walk into the traffic corridor (creating a safe zone; with a controlled entrance on how people enter). Marco explained the rows of parking which still may be fine-tuned to optimize safety.</p>	

Marco also highlighted traffic flow routes for various deliveries to the school. Tech shops in this area will have overhead doors for deliveries. Parking area #12 will be used during the day for staff, however, after school hours, it could be available for events (such as track and field).

The design is being developed with the carbon footprint in mind.

Tables were given an opportunity to markup drawings which were later collected. Participants were directed to indicate all questions on the drawings.

Transportation Note – Bell Times – Secondary Students from Kettle and Stony Point First Nations will align their routes with bell times at new school.

It was asked if there is going to be a Before & After School Program and participants were directed to indicate the question on the drawing.

It was asked where the long jump pits would be located on the property. It was answered that regardless of where the long jump pits are located, all students will have access to utilize them with appropriate supervision.

It was noted that access for EMS services should be considered in the design of the facility.

It was asked if sufficient parking would be available on-site. Marco stated that the parking available on-site exceeds what local bylaws require. He reiterated that the parking lot would be for shared use.

It was suggested that outside water stations be included on both the Elementary and Secondary sections of the building.

A question regarding shared parking was raised involving LKDSB space and the Lambton Shores Rec Centre. Marco mentioned that based on previous meetings between the LKDSB and Lambton Shores, there was mutual interest in having this occur, pending the review of the current legal agreement between the parties. The Municipality has indicated they are planning on adding additional parking, which potentially could be shared.

	<p>It was asked if York St will be extended into the school property. Marco answered that the Engineering Dept indicated that there must be a driveway with a slight jog to align with York St itself creating a potential for a street light at a later date. It was explained that the driveway is on the school property and is not on the property of the Municipality.</p> <p>The importance of ample parking was reiterated.</p> <p>It was noted that outdoor water sources would be useful for purposes such as filleting fish on stainless steel tables.</p> <p>1<sup>st</sup> Floor Drawing – The gymnasium was discussed. The design is such that the bleachers will be built-in, thereby saving space. The stage was also discussed. Marco highlighted key design elements for the stage and cafetorium areas.</p> <p>It was asked if locker rooms for Elementary students would be included in the design. Marco indicated that the feedback hasn't supported lockers thus far.</p> <p>Marco indicated that the gymnasium could have access to the outdoor space which would be valuable for outdoor events/activities.</p> <p>Marco highlighted the presence of a glass wall in the school entrance which will provide a panoramic view of important common spaces.</p> <p>Marco suggested that pocket doors could be used to enhance school synergy and open up classrooms into a common space.</p> <p>Access to the classroom pods would allow for usable space beyond the 780 sq ft allowed for by the Ministry of Education.</p> <p>Today, millwork costs are up to \$80k per classroom which can be saved through the use of the classroom pod area.</p> <p>The east side of the drawing represents the location of the majority the secondary school programming. In the tech wing (gas/electrical/foods/tech areas) design efficiencies (such as the location of gas lines) will be implemented.</p>	
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	<p>Tables were given an opportunity to review the 1<sup>st</sup> floor drawings and provide input and suggestions on the drawings.</p> <p>2<sup>nd</sup> Floor – After the input was provided, Marco highlighted the key areas of the second floor such as:</p> <ul style="list-style-type: none"><li>• Large open stairs which will look down to the 1<sup>st</sup> floor</li><li>• A walking track around the gymnasium</li><li>• Stationary bikes</li><li>• Sound/audio area</li><li>• East-facing secondary classrooms will allow for natural light</li><li>• Lockers towards the hallway with natural light above</li><li>• Indigenous space, potentially a green roof area</li></ul> <p>A question was asked about the design of the roof area. Marco advised the back/north area would include mechanical structures and a “green” area is being considered for other aspects of the roof area. Green roof/solar panels are being considered.</p> <p>Rain gardens &amp; their benefits were suggested. Marco indicated to include all questions/ideas on the drawings.</p> <p>Marco suggested the possible creation of a large growing space outside the greenhouse.</p> <p>On the east side of the building, the technology areas are two stories high to accommodate large equipment.</p> <p>It was asked where the ALLP classrooms would be located. Marco explained that Elementary and Secondary ALLP classrooms would be located within a similar zone of the building. Marco will follow up with the Ministry to determine the ALLP space requirements.</p> <p>Marco reminded the group that this is not the last time everyone will see these drawings; ROA will read through the comments and will continue to refine the design.</p>	
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	<p>It was asked if there will be storage near the stage. Marco indicated to include all questions/ideas on the drawings.</p> <p>It was asked if there will be steps to the stage. Marco replied, in the current design, there are 2 steps.</p> <p>It was asked if in in the existing plan, all washrooms are gender neutral. The design of washrooms within the building generated significant feedback and comments from the participants. The LKDSB in conjunction with the architects recorded all feedback and will be reviewing washroom design and function as part of the final drawings.</p> <p>Marco indicated that currently, gender-neutral washrooms will be a single washroom design and will be located throughout the building. It was also noted that urinals will not be included in the design.</p> <p>A question was raised regarding washroom accessibility. Marco replied that accessible washrooms will be located throughout the building.</p> <p>It was noted that access to a locked washroom would be an important feature in the case of an emergency. There was discussion surrounding locked washrooms. Decisions around washroom design will be made to balance privacy/safety aspects.</p> <p>Marco listed some of the elements of the Ontario building code with respect to washroom areas. It was noted that the stall doors will be from ceiling to floor.</p> <p>Example - It was asked if an opaque bottom portion could be included. Marco answered that would not follow the Ontario Building code.</p> <p>It was indicated by some staff present that many washrooms concerns can be adequately addressed using common school procedures such as: student sign-out, supervision, hall passes, etc.</p>	
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	<p>It was asked if Elementary and Secondary students could potentially access the same washroom area. Marco replied that the decisions regarding specific washroom use will be determined by Board/School Administration.</p> <p>A question was made regarding locker rooms designations (gender). Marco replied that decisions regarding locker room spaces will be determined by the Board/School Administration.</p> <p>It was asked if there are Building Code requirements for Office space design Marco indicated that currently, the design is for one main open office space, with waiting areas, technology, and separate check-in points for Elementary and Secondary. Office space will be integrated into the next drawings.</p> <p>It was asked if there is going to be an open meeting when the final drawings considering this input will be presented. The input provided will be considered in future plans with an update provided in the fall.</p> <p>It was noted that tonight is the last opportunity for design input as deadlines must be met for breaking ground and beginning construction.</p> <p>There will be a submission to the Ministry. It was noted there are 3 benchmarks which have to be met to ensure the plan is in line with cost estimates at which point the tender process can begin.</p> <p>It was asked if there is a washroom accessible to students in the library. Marco answered that the Secondary and Accessible washroom are both located nearby on the current drawing. Marco replied that the decisions regarding specific washroom use will be determined by the Board/School Administration.</p> <p>It was asked what is planned for the outside of the indigenous area. Marco answered that there are currently 2 workspaces that are part of the Indigenous area, and it was indicated that this would be developed further in consultation with Kettle and Stony Point First Nation representatives. It was suggested that the outdoor space near the office (possibly 2500 to 3000 sq ft approx.) could be used as an outdoor classroom space/Indigenous garden.</p>	
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Record of Action – Transition Committee Meeting – Forest Area – June 14, 2023

	<p>Marco thanked the group for their valuable input.</p> <p>Chairperson Gilfoyle thanked Joe, Marco, and Brian Pelletier for their work in this presentation.</p>	
Other Business	None	
Questions/ Suggestions from the Public	<p>A question was raised regarding the possibility of French Immersion being offered in the new school.</p> <p>Superintendent Lane indicated French Immersion and Indigenous Language programming would be brought back to the Program Departments regarding future viability.</p>	All design drawings with table input to be collected and submitted to ROA for consideration.
Next Meeting Date	October 18, 2023, at East Lambton Elementary School, at 5:00 p.m.	
Adjournment	Chairperson Gilfoyle adjourned the meeting at 8:39 p.m.	