

**SARNIA SOUTH SECONDARY SCHOOLS
TRANSITION COMMITTEE
MINUTES / RECORD OF ACTION**

Date: June 7, 2016

Location: Board Room, Sarnia Education Centre, 200 Wellington Street, Sarnia, Ontario, N7T 7L2

Present: Committee Members: Sean Keane, Principal Sarnia Collegiate Institute & T.S., Reena Herbstreit, Student Representative Sarnia Collegiate Institute & T.S., Joy Shah, Student Representative Sarnia Collegiate Institute & T.S., Lynn LeFaive, Parent/Community Representative Sarnia Collegiate Institute & T.S., April Brander, Teaching Staff Representative Sarnia Collegiate Institute & T.S., Marnie Majeski, Teaching Staff Representative Sarnia Collegiate Institute & T.S., Jayne Collier, Clerical Representative Sarnia Collegiate Institute & T.S., Bev Brodie, Custodial Representative Sarnia Collegiate Institute & T.S., Max Cryderman, EA Representative, Sarnia Collegiate Institute & T.S., Paul Wiersma, Principal St. Clair Secondary School, Keaton Jennings, Student Representative St. Clair Secondary School, Renata de Rechter, Parent/Community Representative St. Clair Secondary School, Jacqueline Knapp, School Council Chair St. Clair Secondary School, Paul Frayne, Teaching Staff Representative St. Clair Secondary School, Kathy Beatty, Clerical/Custodial Representative St. Clair Secondary School, Vicki Ware, First Nation Representative,

Resource Personnel: Roberta Buchanan, Facilitator of Transition Process, Gary Girardi, Superintendent of Education – Capital Planning and Pupil Accommodation, Jane Kovar, Recorder

Regrets: Hugh Garrett, OSSTF President, Jodi McGill, CUPE President, Jeannette Denes, Teaching Staff Representative St. Clair Secondary School, Jennifer George, School Council Chair Sarnia Collegiate Institute, Mike Gilfoyle Superintendent of Education - Program

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	<ul style="list-style-type: none"> • Roberta Buchanan welcomed the Transition Committee members and introduced Bev Brodie, Custodian SCSS attending to represent building services • She stated that this committee has a significant role and needs to proceed thoughtfully and carefully. She reminded members that the 	

Item	Discussion	Action/Responsibility
	<p>committee's responsibilities include the students first and their learning and academic achievement. In addition, staff, parents/guardians and community members have the opportunity to have concerns and issues addressed.</p> <ul style="list-style-type: none"> • Roberta added that there needs to be careful consideration of sub-committees, who will have the responsibility to report back to this transition committee. • Roberta confirmed that the naming committee will meet on June 20th 	
Review of Agenda	<ul style="list-style-type: none"> • Roberta Buchanan reviewed the agenda. 	
Review of Record of Action	<ul style="list-style-type: none"> • Roberta Buchanan reviewed the Record of Action • A copy of the Record of Action will be emailed to the Transition Committee members and will also be posted on the Board website 	
Principal Update	<ul style="list-style-type: none"> • Principal Keane stated that communication has been sent to Curriculum Leaders at both schools, who are looking at common items and procedures at both schools. There will be a joint Curriculum Leaders meeting held prior to the end of June to facilitate a successful September start-up. • A committee member asked for clarification of the Transition committee's responsibilities. Roberta stated that a member of this committee can be a member or chair of a sub-committee, and therefore be a liaison to report back to this committee. This committee will decide how many members are on each sub-committee and each sub-committee will report back to the transition committee. • Principal Wiersma stated that the combined staff meeting on the PD day held on June 6th was very successful. Staff had an opportunity to meet, share discussions. The afternoon provided time for staff to plan, purge and pack materials for next year. Paul stated that the end of day social provided opportunity for staff to network and to get to know colleagues in a casual setting. 	

Item	Discussion	Action/Responsibility
	<ul style="list-style-type: none"> • Principal Wiersma stated that although staff are making preparations to consolidate the two schools, student achievement remains our focus. Original enrolment projections was anticipated at 1013 students, however, present enrolment indicates 1051 students based on course requests for September. Time tables for the 2016-17 school year have been completed. • Building Services is arranging for two portables to be added to the SCITS property. • Principal Wiersma indicated that movers have been arranged for Tuesday, June 28th and added that he is working with the Board IT department to ensure that staff will have the same access to programs and computer equipment including smart boards for September start-up. 	
<p>2016-17 Sub-Committees</p>	<p>1. Sub Committee Name: <u>ADMINISTRATIVE POLICIES</u></p> <p>Responsibilities: Course statements, Textbooks, Department guidelines, Exam guidelines, bell times</p> <p>Members: Vice Principals, Department Curriculum Leaders</p> <p>Communication to Invite Members: Principals will announce and email staff</p> <p>Time Frame: Immediate and on-going for 2016/17</p> <p>2. Sub Committee Name: <u>SCHOOL ACTIVITIES</u></p> <p>Responsibilities: Annual Activities and School Traditions, ie. Gr 9 fun day, Gr 9 Mentoring, Celebrations, Registration/Orientation (Student activities), what clubs are running and who is organizing the activities?, what can merge?, what clubs are not needed?</p> <p>Members: P/VP, Student Services, Student Council, Staff, School Council</p>	

Item	Discussion	Action/Responsibility
	<p>Communication to Invite Members: Principals will announce and email staff</p> <p>Time Frame: Immediate and on-going for 2016/17</p> <p>3. Sub-Committee Name: <u>December Awards/Scholarships</u></p> <p>Members: P/VP, Student Services,</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • School letter – review criteria, possible grandfather for SCITS, SCSS • Review all Awards and Scholarships, which can be merged or retired • Discuss process for selecting award recipients • Commencement/Valedictorian <ul style="list-style-type: none"> ➤ Commencement/Valedictorian representatives will liaise with student council and school council <p>Communication to Invite Members: Principal Keane will contact Student Services Curriculum Leaders from both schools (Ryan Bedard, SCITS and Jerome deSchiffert, SCSS), Principal Keane will contact past Guidance staff; Laurie Girard, Dan Thorner and Susan Underwood, to invite them to also participate.</p> <p>Time Frame: on-going for 2016/17</p> <p>4. Sub-Committee Name: <u>June Awards</u></p> <p>Members: Two Phys. Ed Curriculum Leaders, Paul Frayne will co-chair and will contact Matt Godfrey to invite to also co-chair this sub-committee. Two additional staff advisors for extra-curricular from each school. Student Services staff from both schools.</p>	

Item	Discussion	Action/Responsibility
	<p>Responsibilities:</p> <ul style="list-style-type: none"> • Determine and review point process for athletics and athletic awards • Gather information on non- athletic awards, liaise with staff advisors • Determine and review School letter designation regarding athletics • One co-chair will report back to this committee <p>Paul Frayne will contact Matt Godfrey to approach Rebecca Shaw SCITS, Ryan Bedard SCITS. Principal Wiersma will approach possibly Laurie Hamill SCSS, and one other</p> <p>Time Frame: on-going for 2016/17</p> <p>5. Sub-Committee Name: <u>History and Memorabilia</u></p> <p>Members: One of the following members from SCSS and SCITS: Staff, Student, Alumni, Community Member</p> <ul style="list-style-type: none"> • There was a suggestion to include representation from the Sarnia Historical Society • Need to determine chair/co-chairs <p>Communication to Invite Members:</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Time Capsule • Plaques, Trophies, Awards (Central/SCSS/SCITS) • • • • <p>Time Frame: on-going for 2016/17</p>	<p>AGENDA ITEM : NEXT MEETING</p>
Identity Committee	Sub Committee Name: <u>IDENTITY</u>	

Item	Discussion	Action/Responsibility
	<p>Responsibilities: school colours, logo, crests, mascots, timeline, process</p> <p><u>MEMBERS:</u></p> <p>Students: Keaton Jennings (SCSS), Liberty Clements (SCSS) Joy Shah(SCITS), Reena Herbstreit (SCITS)</p> <p>Parent/Community: Lynn LeFaive (SCITS), Kristen Schrie (SCSS) Vicki Ware (Aamjiwnaang FN)</p> <p>Teaching Staff: Paul Frayne (SCSS), Jeannette Denes (SCSS) Marnie Majeski (SCITS), April Brander (SCITS)</p> <p>Other Staff: Jayne Collier (SCITS), Kathy Beatty (SCSS)</p> <p>School Council: Renata deRechter (SCSS), Jennifer George (SCITS) tbd</p> <p><u>Co-CHAIRS:</u> Paul Frayne and April Brander</p> <p>Time Frame: Immediate and on-going for 2016/17</p>	
Next Meeting Date	<p>Wednesday, June 22nd, 12:00 – 2:00 pm lunch will be provided Location: SCSS Library</p>	
Adjournment	<p>The meeting adjourned at 5:08 p.m.</p>	