

**PLYMPTON-WYOMING PUBLIC SCHOOL  
TRANSITION COMMITTEE  
MINUTES / RECORD OF ACTION**

**Date:** October 5, 2017

**Location:** Wyoming Public School, 606 Thames Street, P.O. Box 339, Wyoming, Ontario, N0N 1T0

**Present:** Committee Members: Andy Parnham, Principal, South Plympton/Wyoming Public School, Carrie-Ann Wilson-Zavitz, Parent/Community Representative, South Plympton Public School, Amy MacLachlan, Teaching Staff Representative, South Plympton and Wyoming Public Schools, Molley Hendra, ECE Representative, South Plympton Public School, DeeAnna Smith, Vice-Principal, South Plympton/Wyoming Public School, Allison Hawkins, Student Representative, Wyoming Public School, Missy Shain, Teaching Staff Representative, South Plympton Public School, Richard Brydges, Teaching Staff Representative, Wyoming Public School, Jace McGrail, Student Representative, Wyoming Public School, Keenan Reidhead, Student Representative, Wyoming Public School, Mary Furlan, School Council Co-Chair, South Plympton/Wyoming Public School

Resource Personnel: Gayle Stucke, Facilitator of the Transition Process, Jaime Gudrie, Recorder

**Regrets:** Helen Lane, Superintendent of Education – Program: Leadership and Equity, Valerie Prudom Riess, Parent/Community Representative, South Plympton Public School, Nieve Morton, Student Representative, Wyoming Public School, Tarah Maw, Past School Council Chair, South Plympton/Wyoming Public School, Tammy Amstine, EA Representative, Wyoming Public School, Ryanne Turk, Student Representative, Wyoming Public School, Cynthia Buchner, Teaching Staff Representative, South Plympton Public School, Shaughn Morton, School Council Co-Chair, South Plympton/Wyoming Public School, Debbie Smeltzer, CUPE 1238 President, Bonnie Burdett, Parent/Community Representative, Wyoming Public School

*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	Facilitator of the Transition Process Gayle Stucke welcomed committee members. She noted that there were new members added to the committee for the 2017-2018 school, including Jace McGrail, Student Representative, Keenan Reidhead, Student Representative, Richard Brydges, Teaching Representative, Mary Furlan, School Council Co-Chair, and Shaughn Morton, School Council Co-Chair. Past School Council Chair Tarah Maw will continue on the committee.	

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Review of Agenda	The agenda was reviewed with the committee.	
Review of Record of Action – April 10, 2017	<p>Facilitator Gayle Stucke reviewed the purpose of the Transition Committee and provided an overview of the South Plympton and Wyoming Public School consolidation process. She reminded the committee that the decision to delay the consolidation by a year was discussed at the April meeting.</p> <p>Principal Parnham remarked that he has heard positive feedback about the delay. Staff Representatives on the committee noted that it was felt that the wait was worth it, and Parent Representatives felt the delay needed to happen instead of rushing and having kids in an unsafe environment.</p> <p>The Record of Action was reviewed and there were no suggestions or changes from committee members.</p>	
Review of Sub-Committee Mandate and Membership	The facilitator reviewed the purpose of the sub-committees and discussed their membership.	
Principal Report	Principal Parnham provided an update since the last Transition Committee meeting. He said that the Wyoming Public School site had to be completely emptied at the end of June, which was a big undertaking. He remarked that staff did a fantastic job. He said that there were six storage containers on site to hold the furniture, and the rest of the items went to the South Plympton Public School site gymnasium. The items were moved back into the school at the end of August.	
Update on Construction	<p>Principal Parnham said that overall staff and students appear to be pleased with new and renovated spaces.</p> <ul style="list-style-type: none"> <li>• 7 updated rooms - 5 are being used as classrooms, 1 is a prep teacher office, 1 is a temporary library while it is under construction – and a breakout room</li> <li>• Currently there is no gymnasium at the school, but arrangements have been</li> </ul>	

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	<p>made with Plympton-Wyoming Agricultural Society to use their hall once the cold weather arrives, possibly 1 day per week until the school gymnasium is complete</p> <ul style="list-style-type: none"> <li>• Secretary and Principal are in temporary offices until project completion</li> <li>• Student washrooms have received major upgrades</li> </ul> <p>Student Representatives noted that the construction did not have much of an impact on them, and that it seemed like a new school. Parent Representatives agreed that it did not impact them, although the fact that Wyoming Public School was dismissed a day early for summer vacation caused issues with daycare. Staff Representatives noted that the school is brighter and there is more hallway space.</p> <p>The facilitator asked if the committee would be interested in a school walkthrough as a November meeting agenda item, and committee members will provide feedback to Principal Parnham about whether or not it would be beneficial. It was noted that many committee members have already been through the updated school.</p> <p>Committee member Carrie-Ann Wilson-Zavitz asked how many rooms in the school will be redone, and Principal Parnham responded that every room in the building will be affected in a positive way in some shape or form.</p> <p>Principal Parnham remarked that there is still a lot of work to be done but overall, he hasn't heard too much in a negative way around space, and the feedback from students has been the same. He said that the changes to the school have been difficult on some staff and students as some people adjust well to change more than others. He said that staff and students have been really accommodating, because they know in the end it will all be worth it.</p>	
<p>Report from Sub-Committees</p>	<p><u>Memorabilia</u>  Committee names: Molley Hendra (chair), Bob Hext, Linda Smith, Brian Burdett, Carrie-Ann Wilson-Zavitz</p> <p>The Memorabilia Sub-committee will meet following this meeting. Committee Member Molley Hendra noted that one sub-committee member asked the size of the display case.</p> <p>Follow-up: Following the meeting, it was determined that the display case is</p>	

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	<p>planned to be 9'4"w 2'2"h 1'6"d.</p> <p><u>Special Events</u>            Committee members: Molley Hendra (chair), DeeAnna Smith, Tressa Brown</p> <p>Sub-Committee Chair Molley Hendra provided an update. There was a BBQ combined with meet the teacher night in September at the South Plympton Public School site.</p> <p>Principal Parnham said that the Wyoming Public School students will be bused to South Plympton Public School for Remembrance Day.</p> <p>Committee Member Molley Hendra and Vice-Principal DeeAnna Smith are considering a "lip dub" with the students at both school sites.</p> <p>Vice-Principal Smith noted that the BBQ held in the springtime was quite successful.</p> <p>Principal Parnham noted that the transition of the Grade 4 students from South Plympton to Wyoming Public School in September went very smoothly, as they were involved in transition activities in the 2016-17 school year.</p> <p>Carrie-Ann Wilson-Zavitz asked if an item could be put in the paper for suggestions from the community on what they would like to see done for the closing of South Plympton Public School. The facilitator suggested the Special Events Sub-Committee set a date for an open meeting for community members.</p> <p><u>Resources</u></p> <p>Committee members: Cindy Buchner (chair), Missy Shain, Amy MacLachlan, Rick Brydges</p> <p>Principal Parnham noted that there is a process and an <a href="#">Admin Procedure</a> the school must follow carefully in consolidations.</p>	
Update from School Improvement Team and Communications	<p><u>School Improvement Team</u>            This was in place prior to implementation of the Transition Committee and its purpose was to organize events to help with the transition. The committee</p>	

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	<p>agreed that it no longer has a purpose due to the introduction of the sub-committees, so it will be removed as a future agenda item.</p> <p><u>Communications</u> It was noted that communications with staff and school council has been going well, and should continue as an agenda item.</p>	
<p>Questions/Suggestions from Public</p>	<p><b>Question:</b> Committee Member Carrie-Ann Wilson-Zavitz asked what follow-up has been done in regard to the safety of students walking to school. <b>Response:</b> Principal Parnham responded that the LKDSB Transportation Department was informed of the concerns raised at the Transition Committee and School Council meetings and they were bringing the concerns forth to the Town.</p> <p><b>Question:</b> Committee Member Mary Furlan asked the Student Representatives if they felt there was any misinformation happening at the school. <b>Response:</b> A Student Representative said that the students comment on the look of the building but don't really ask questions, but were excited about having gym class at the fairgrounds. Principal Parnham added that there were a couple of assemblies held last year to talk about the construction and what to expect.</p> <p><b>Question:</b> Committee Member Carrie-Ann Wilson-Zavitz asked if there will be an opportunity for children with anxiety issues and who don't transition well to get more accustomed to the school. <b>Response:</b> Principal Parnham responded that this will be done for every student, and often a transition visit is arranged at the request of the parent, which can happen at any time. He said that some students might require a more individual transition piece.</p> <p><b>Question:</b> A Student Representative asked where volleyball will be held. <b>Response:</b> Principal Parnham responded that the school is working on possible options, and there will be volleyball but it's the logistics around practice that have to be worked out.</p> <p>Committee Member Mary Furlan thanked Principal Parnham and Vice-Principal Smith for all that they have done in the transition and for the extra work they have taken on, and also thanked the teachers for the additions to their regular job, as it was not necessarily something they signed up for.</p>	

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	<p><b>Question:</b> Committee Member Mary Furlan asked if there are any further planned get-togethers for the students. She said that the older students may not be used to being around younger students.</p> <p><b>Response:</b> Principal Parnham responded that there isn't anything official at the moment but some ideas have been discussed. Committee Member Missy Shain added that there will be interactions between the older and younger students, and the schools are planning on having reading and writing buddies.</p> <p>Facilitator Gayle Stucke suggested Principal Parnham include ideas on student activities in his November Principal Report. Committee Member Mary Furlan suggested he ask for ideas from parents at the next School Council meeting.</p> <p>Committee Member Rick Brydges noted that the older students will rise to the occasion and Principal Parnham remarked that he is looking forward to having the younger students in the building.</p>	
Next Steps	<p>At the November meeting the Sub-Committees will report back to the Transition Committee with an action plan.</p> <p>Committee Member Mary Furlan will provide an action plan template to share with the committee.</p>	
Future Meeting Dates	The next meeting will be held at the Wyoming Public School site on November 9, 2017 from 6:30 p.m. to 8:30 p.m.	
Adjournment	The meeting was adjourned at 8:00 p.m.	