

Transition Advisory Committee (Terms of Reference) – Version 2 - Revised

The creation of a Transition Advisory committee with a number of different sub-committees would make the best use of community and administrative resources.

Transition Advisory Committee - March 2013- June 2015

The committee's mandate would be to provide advice on program delivery in the two-campus model. The two-campus model is expected to be in place until the final transition to the Governor's Road campus is complete.

The committee will review program delivery models and provide input regarding the implementation of the selected model. This will include activities to assist students to adjust to a two-campus program delivery model.

The committee will provide advice on the presentations and communications to the student body of each school including elementary schools.

The committee will develop a communication plan to share information with the greater community.

The committee will provide implementation advice on the Board's plan for the renewal of the Governor's Road campus.

The committee will also provide advice on the closure of Parkside and the final transition of students to the Governor's Road campus.

The committee will provide advice on the "stepping down" of Highland and the creation of the next Dundas Secondary school.

This committee will also play a role in the school naming process in communicating to the school (in accordance with Board Policy 7.18).

Membership - Transition Advisory Committee

Trustee for Ward 14 (1)
Trustee for Dundas (1)
Principals – Highland and Parkside (2)
2 School Council Reps each from Highland and Parkside (4)
Heads of Student Services from Highland & Parkside (2)
2 Teacher Rep each from Highland and Parkside (4)
1 School Council Rep and Alternate from each feeder school (9)
2 Student Council Reps each from Highland and Parkside (4)
Principals of feeder schools (9)
Facilities Management Rep (1)
Corporate Communication (1)
Student Trustees (2)

The following sub-committees will be created:

- Recognition
- Naming of New School (Policy 7.18)/Mascot and Logo development
- Fundraising
- Communication plan
- Student Event
- Staff Collaboration
- any other sub-committee as approved by the committee

Notes

A recording secretary will be assigned to each meeting of the large committee.
Minutes will be prepared and appropriately posted
Labour relations matters are not within the mandate of this committee and will not be discussed. Labour relations decisions may be shared with the committee

Committee Operation and Timelines

Committee should be formed and operational by the end of March 2013
The first order of business should be to finalize the details of the two-campus model to be used in 2013-14. (Note-planned renewal/construction in the 13/14 school year may impact timetabling and the use of the two schools.)