

TIFFANY HILLS TRANSITION COMMITTEE MEETING

Wednesday, November 30th, 2016

6:30 pm – 8:00 pm

Ancaster Meadow Elementary School

93 Kitty Murray Lane, Ancaster, Ontario L9K 1S3

MINUTES

In Attendance:

Principal, Tiffany Hills – Jane Gerritsen

Trustee – Alex Johnstone

Executive Assistant – Michele Lambie

Vice-Principal, Ancaster Meadow – Melissa McCormack (*Designate for Principal Paul Clemens*)

Teachers, Ancaster Meadow – Betty Thompson, Judith Wolsley

Parent Representatives, Ancaster Meadow – Amy Telford, Julie Hope

Vice-Principal, Chedoke – Jo Ann Corbin-Harper

Teacher, Chedoke – Kirsty Russell

Student Representative, Chedoke – Nathan Leon

Student Representative, Ancaster Meadow – Bleart Feta

Regrets:

Superintendent – Bill Torrens

Principal, Ancaster Meadow – Paul Clemens

Parent Representative, Chedoke – Jacqueline Moore

Gallery:

Teacher, Ancaster Meadow – Jennifer Miscas

Purpose of this meeting:

To provide information updates, including the official Tiffany Hills' opening announcement date. Also, feedback discussion generated from the committee members' To-Do Lists as a result of October 19th Transition Committee meeting.

1. General Updates: Facilities, Transportation, Communication & Moving Furniture Plan:

Facilities:

Principal Jane Gerritsen was honoured to share that the official opening of Tiffany Hills will be on **January 9th**. The staff and Administrators of the holding schools will be informed on Friday, November 25th of the opening date. However, Ms. Gerritsen stressed to the Transition Committee the importance of keeping this information confidential, until there is a public release on Monday, December 5th.

There will be reminders of the **9:00 am entry bell** and the **3:20 pm dismissal bell**, shared on the Tiffany Hills' website and to the Ancaster Meadow/Chedoke school families. Upon arrival on the first day of school, all students will report to the gymnasium to ensure a safe and smooth entry. There will be a brief welcome, safety rule discussion, and then the staff will escort students into their classrooms.

Transportation:

- **December 2nd**, there be a letter from HWSTS sent home by mail to eligible riders in the Tiffany Hills' catchment, including times, bus stop, and route number information
- **December 23rd**, will be the last day of transportation for students in the Tiffany Hills' catchment area to Ancaster Meadow and Chedoke
- **January 9th**, will be the first day of transportation for eligible riders in the Tiffany Hills' catchment area to Tiffany Hills Elementary School
- There will be *no* transportation provided to and from Tiffany Hills to *Ancaster Meadow Daycare*.
- Families are encouraged to contact the Transportation Department with any questions regarding bus eligibility, by calling **HWSTS 905-523-2318**

Communication Plan:

- **Letters** will go home in students' backpacks, including transportation information, first day school entry plan: *December 5th*
- **Website** update: *December 5th*
- **Media Release:** *December 5th*
- **Social Media** Posts: *December 5th*
- **Synervoice** to *all* Ancaster Meadow and Chedoke families: *December 5th*
- Jane Gerritsen will continue to encourage families to subscribe and check the website for updates closer to January 9th in regards to bell times within the day, Nutrition Breaks, dismissal routines and bus safety zones.

Moving Furniture Plan:

A recently selected moving company has been visiting school sites, and have made arrangements for moving items, furniture and materials from their current locations to Tiffany Hills. Also, the moving company will move purchased items into the Tiffany Hills' classrooms. This moving process will commence the week of January 3rd.

2. Spirit Wear – Colours & Mascot Plan:

The student's final decision on the school colours and mascot will be continued later in January, when the students have had a chance to settle into their new school and routines. Students will need to consider the colour choice and mascot selection so they

can be co-ordinated, recognizing that they directly impact upon one another. As a result, the colours may need to be revisited with the students, acknowledging that this cannot be a rushed process. These students have been entrusted with a decision of historical value, by creating a mascot that will impact future Tiffany Hills' alumni. Corporate Communication must be consulted for legal complications by ensuring that trademark mascots are not copied. The students' colour and mascot selection will be shared with the School Council for transparency as well as strengthening the lines of communication.

Jane Gerritsen is confident that the students will understand that the Tiffany Hills' mascot will be a respectful reflection of our cultural mosaic of families. Furthermore, the mascot will honour a pillar of values that are important to our Tiffany Hills' student, which according to the Ancaster/Chedoke teacher representatives are perimeters that the students themselves have been generating.

3. Athletics Update:

The Athletic Department has included Tiffany Hills on the Senior Basketball schedule for January and February. The senior boys will have a team, and presently the Athletic Department is working on options for the senior girls, and will "top up" their team if necessary.

Jane Gerritsen said the gymnasium is finished and the floors are stunning. Tiffany Hills' will have team representation for all types of sports; however this will depend upon the availability of staff and volunteers for coaching.

4. Next Steps: Open House/Other:

Open House:

Jane Gerritsen proposes the *end of January/beginning of February* for this event, and although it will be primarily 'student led', it will still require staff and parent input. The initial Open House will be a relatively *soft and informal event*; however it will include some community members, board personnel and Trustees as we appreciate the collaboration of many groups of people to bring this school vision to life. Once the students and staff have had the opportunity to bond and routines established, then a more *formal* Open House will take place in the *spring*, when the outside space can also be incorporated into the celebration.

Other:

Pizza Days: Jane Gerritsen is looking for volunteers to assist with Pizza Days and the discussion of possible alternate food days. Amy Telford offered to help with all of the

paper Pizza Day forms, and will work with Jane Gerritsen on setting days of the week for these special lunches.

Student Assistance in Communication: Jane Gerritsen requested assistance from our Student Reps in the delivering of communication pieces by consulting with their Ancaster Meadow/Chedoke teachers/administration: in the distribution of letters, posting of notices and flyers within their schools. As we get closer to December 23rd, our student reps create announcements to ensure key messages are shared.

Alex Johnstone advised staff to be very mindful of the fact that although the opening of Tiffany Hills may be a celebration to some students, there will be others who maybe grieving the loss of friends moving to the new school. Jane Gerritsen said this important concern will be discussed at their Tiffany Hills' staff PD session on December 2nd. Another recommendation from the Trustee were that staff members consider setting a period of time aside on Monday December 5th, with the new school opening announcement, thus allowing the Ancaster Meadow/Chedoke staff to prepare questions to have meaningful discussions with their students on their feelings, in preparation of the Tiffany Hills' students' move to their new school. Then Ancaster Meadow/Chedoke staff will have the opportunity to share their students' questions, as more than likely there will be shared themes. Moreover, schools can assist parents with the necessary tools to encourage their child's excitement, and lessen any feelings of anxiety at home. Our Student Reps can also provide support, as well as gather student questions and concerns to be shared with their present schools' Administration.

Farewell Activities: Chedoke/Ancaster Meadow have been preparing with their School Councils for good-bye assemblies, Pajama and Play Days in the gym as an opportunity to come together as a school family.

School Council: will be formed once parents have had the chance voice their wish to volunteer on this committee. Upon the creation of this committee, Jane Gerritsen will collaborate with their School Council on setting meeting dates for the remainder of the school year.

Field Trips: Tiffany Hills' staff already has been planning classroom excursions.

Q&A:

Have the plans for the safe arrival and bussing procedures been organized and shared with the staff?

Jane Gerritsen has been planning safety routines, including determining high risk areas. This discussion will be shared for best practices with the staff for fine tuning at this Friday's PD Day at Tiffany Hills. Safety is the main priority, therefore after the opening, safety procedures may need to be revisited and corrected immediately if there are any concerns.

Will all of Today's Family Daycare classes be ready to receive students on the first day?

Jane Gerritsen said this decision will be determined by Today's Family Daycare. School aged children's childminding areas will be ready, as they are using shared spaces: gym, library, 2 FDK classes and 2 empty classes. It will be Today's Family's responsibility to decide if the infant/toddler programs will be open on January 9th. However, Jane Gerritsen will be working with Today's Family to have this information posted on the website, and the daycare provider will be contacting families of their individual programs with an update of their availability. After school, the JK/SK students will remain in their classrooms for the daycare program. Ms. Gerritsen will collaborate with Today's Family for routines to ensure the students' safety at dismissal from their last class to their assigned daycare area.

Will parents have the opportunity to walk through Tiffany Hills prior to its opening?

Jane Gerritsen will bring this question back to the Site Project Manager, as there are important safety insurance factors and the availability of custodial staff to be considered. Alex Johnstone suggested the possibility of Corporate Communications creating a virtual walk through tour.

Will parents be able to access cash online for payment of trips and special food day events?

Yes, as this method of payment works with the student's pin number which continues through to high school.

Trustee Alex Johnstone asked our Student Reps what is the general feeling amongst the students in regards to the opening of Tiffany Hills?

Both Student Reps said that the overall consensus is that the students are very excited!

Closing Remarks:

Jane Gerritsen wanted to express her gratitude to the Transition Committee, with special recognition to our Student Reps whose voice propelled our members into a meaningful and purposeful direction. It is our students that embodied the heart of this journey to open a new school that will serve our future children. Trustee Alex Johnstone mirrored these sentiments and shared her appreciation of the Student Reps' insightful questions throughout the transition process, as well as their commitment. Congratulations to all, to our success of opening Tiffany Hills!