

TIFFANY HILLS TRANSITION COMMITTEE MEETING

Wednesday, October 19th, 2016

6:30 pm – 8:30 pm

Ancaster Meadow Elementary School

93 Kitty Murray Lane, Ancaster, Ontario L9K 1S3

MINUTES

In Attendance:

Superintendent – Bill Torrens

Principal, Tiffany Hills – Jane Gerritsen

Executive Assistant – Michele Lambie

Teachers, Ancaster Meadow – Betty Thompson, Judith Wolsley

Vice-Principal, Chedoke – Jo Ann Corbin-Harper

Student Representative, Ancaster Meadow – Areebah Qureshi

Regrets:

Trustee – Alex Johnstone

Principal, Ancaster Meadow – Paul Clemens

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

Parent Representatives, Ancaster Meadow – Amy Telford, Julie Hope

Teacher, Chedoke – Kirsty Russell

Parent Representative, Chedoke – Jacqueline Moore

Student Representative, Chedoke – Nathan Leon

Purpose of this meeting:

To provide information updates and next steps as we get closer to the end of this calendar year. On October 12th, there was a Tiffany Hills Working Group Meeting whose attendees included managers/representatives from Facilities, Budget, Purchasing, Corporate Communications, Early Years and Transportation to review the current state of preparations and identify next steps in each of their key areas.

1. Update From Working Group Meeting

Construction:

Board Project Manager, Bob White confirmed Facilities are still moving forward with the City for October 31st, and are working towards substantial completion and documentation for the handover for occupancy. Wireless will be working by December 4th. At this point, there is no confirmed opening date as the Board is still waiting for all of the permit approvals, and therefore Jane Gerritsen will continue to collaborate with Bob White to work out a timeline.

Budget/Purchasing:

The budget has been approved. Jane Gerritsen will be generating a "Wants & Needs" list with the Purchasing Department to ensure items requested are within the budget. Many of the materials have already been purchased, and although the building will be accepting deliveries, it will not be open to staff. Jane Gerritsen will continue to fine tune the lists with the System Principal. Next week, Principal Gerritsen will be ordering student chairs and desks and she will be requesting the Tiffany Hills' staff and Transition Committee for recommendations.

Human Resources:

HR will make sure that a caretaker is on site sometime in November. Jane Gerritsen will be consulting with HR for an Office Administrator to ensure the completion of the transferring of student records to Tiffany Hills.

Corporate Communications:

Members of this department will work with Principal Jane Gerritsen on announcing the opening of Tiffany Hills; school colours; mascot; planning the opening; and creating an overall communications strategy.

Early Years:

Daycare will have shared space: FDK rooms to be shared with 18 month olds to 2 1/2; grades 1-5 in classrooms, preferably by gym; keep all daycare children close in proximity in case of emergency and a suitable entry/exit for families. Jane Gerritsen said there are still vacancies at Today's Family in all age groups - please encourage families to register their children.

Purchasing:

New items and resources that were bought for Tiffany Hills are presently being used in the (3) Chedoke portables and FDK classrooms. These materials will be transferred to Tiffany Hills. There will be only new items at Tiffany Hills.

Transportation:

Parents may call Transportation in November to confirm their addresses for bus eligibility. *It is important to note that bus letters are not for the family, but rather each individual child will receive a letter.* Also, for those Tiffany Hills' families who have chosen to keep their children in attendance at Chedoke and Ancaster Meadow, there will be no busing provided, understanding that it will become the parent's responsibility. Jane Gerritsen confirmed that *Ancaster High remain as the catchment Secondary School.*

2. Other Updates**Principal Release:**

Principal Jane Gerritsen will be released from Flamborough Centre as of November 1st in order to focus on Tiffany Hills, in preparation of its opening.

City Parking and Bylaw Officer:

Jane Gerritsen met with City Parking and Bylaw Officer, to verify location of crossing guards, by walking the streets to Tiffany Hills in order to determine best practices ensuring student safety. There will be (1) crossing guard, and there are (2) points for “zebra” markings for crosswalks. The Crossing Guards will be in place in the morning from 8:30 am to 9:00 am; and at dismissal time from 3:15 pm to 3:45 pm. Historically in winter, there are fewer walkers as many parents opt to drive their children in school. Consequently, in spring when typically there’s more walkers, another review has been planned to determine if the present plan is working or to move forward if changes are necessary.

The Private Property Officer will post “No Parking” signs along the bus lanes and fire zones. Principal Gerritsen has requested flashing beacons but this is not guaranteed, however there will be School Signs posted.

School Safety Program:

Upon the opening of Tiffany Hills, the Police Liaison Officer has been arranged to present at the School Council meeting to discuss best practices for safety. Presently, Ancaster Meadow/Tiffany Hills’ teacher, Judith Wolsley is organizing safety patrollers.

Bus Stops:

There will be designated cement pads at the bus stops for students to stand on while waiting for their bus, to prevent neighbourhood lawns from being ruined with student traffic.

3. Walking Distant Boundary Map (Revised):

Principal Gerritsen presented a *revised* Tiffany Hills Walking Distance Boundary map (*see attached*). This adjustment was necessary upon investigation of Garner Road which was presently deemed as unsafe for walking because there are presently no sidewalks. Consequently, bussing will be provided to Garner Road students. However, it is important to note that this map will be reviewed next year, dependent upon future construction of housing developments and formation of sidewalks. **Purple** zone: FDK students as well as students in grades 1-8 are walkers; **Green** zone: all FDK students are eligible for bussing; siblings of FDK students who are in grades 1-8 in the green zone are still walkers; all students in the **White** zone are eligible for bussing regardless of grades.

4. To-Do Lists and Next Steps

Principal Jane Gerritsen created To-Do Lists for the Transition Committee, for their assistance in the decision making processes. By encouraging student voice, it will

promote growth and ownership while building a solid foundation as a means to identify the student and community body of Tiffany Hills.

1.	Grow your Tiffany Hills Committee.	Take back to Chedoke/Ancaster Meadow schools in creating a Tiffany Hills' Committee (<i>Please note: it is important to keep this committee small</i>). Student Reps will lead their school committees: recruiting 1-2 students; teachers; school administrator; and parents. Share exciting information updates & assist in decision making processes.
2.	Generate mascot ideas: reflect on colour options.	At each school the Tiffany Hills Committee will generate appropriate mascot ideas, which align with Board Policy; determining the kind of culture the chosen mascot reflects; decision on the final colour combination with the Committee discussing the meanings/messages that colours convey; and an effective process to gather student voice. (<i>Jane Gerritsen will email teachers: mascot guidelines and the 5 colour combination chart</i>)
3.	Set up communication plan: email; blog; announcements; newsletters; etc.	Determine what are the best tools and methods to inform students and community of Tiffany Hills' updates.
4.	Generate Open House ideas.	Discuss Open House ideas, including the steps required and determine what assistance is required to achieve their goals.
5.	School website magnets	Vista Print has proven to be a great resource for magnets; consider giving magnets out now to families of Chedoke/Ancaster Meadow and magnets for the Tiffany Hills' Opening.
6.	Research Spirit Wear companies: prices, options, and timelines.	Research what products companies offer (hoodies, T-shirts, hats); timeline requirements; references from other schools.
7.	Teacher To-Do: List of students on sports teams and clubs (name, club/team, duration)	<i>Immediate Attention:</i> Teachers to provide a list of students who are on sports teams, clubs, competition bands, etc., including its duration. This important information will aid Jane Gerritsen & the Athletic Dept. to plan ahead, as well as the impact of those listed sports over the remainder of the school year.
8.	Teacher To-Do: Teacher desk choice/feedback	<i>Immediate Attention:</i> Jane G. will provide all staff members with a picture chart of choices of desk & classroom furniture for feedback, including

		rationale behind their selection. These materials will be ordered by Mon. Oct. 24 th .
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Next Steps

School Councils:

Ancaster Meadow and Chedoke are to inform Jane Gerritsen of their School Council members' names and contacts she may use for resource and information.

Assembly for an opening date:

Principal Gerritsen will gather Tiffany Hills' students at their respective schools to discuss ideas of bringing Chedoke/Ancaster Meadow student bodies together as one.

Textbook & Technology:

Currently, Jane Gerritsen is working with the System Principal and the IT Department to determine best resources and cost factors. In regards to the Grade 5 Rollout, students will have already have received these items (*confirmed by Chedoke Jo Ann Corbin-Harper; Jane G. will contact Ancaster Meadow's Melissa McCormack for confirmation*).

Next Meeting:

The goal will be to collaborate at the *end of November*, thus allowing a month to complete the To-Do Lists and discuss accomplishments, challenges and next steps. Superintendent Bill Torrens and Principal Jane Gerritsen will set a meeting date. Michele Lambie will inform the Tiffany Hills Transition Committee members of the confirmed November meeting date.