

**SCHOOL TRANSITION COMMITTEE MEETING**  
***(Ancaster Senior / Fessenden)***

**Tuesday, February 26, 2019**  
**6:00 pm**

**Ancaster Senior**  
**295 Nakoma Road, Ancaster**

**In Attendance:**

Trustee – Chair of the Board, Trustee Wards 11 & 12 Alex Johnstone  
Superintendent – Jane Macpherson  
Executive Assistant, Recorder – Michele Lambie  
Principal, Ancaster Senior – Jenny Seto-Vanderlip  
Principal, Fessenden – Laura Subonovich  
Vice-Principal, Fessenden – Caitlin Evans  
Teacher Rep, Ancaster Senior – Gurdeep Gill  
Teacher Rep, Ancaster Senior – Janet Fairley  
Non-Teaching Rep, Ancaster Senior – Joanne Lewis  
Parent Rep, Ancaster Senior – Erika Leake  
Home & School Rep, Ancaster Senior/Fessenden – Andrew Hawryluk  
Teacher Rep, Fessenden – Lori Horvath  
Teacher Rep, Fessenden – Kristin Ortwein  
School Council Rep, Fessenden – Melanie Skrlac  
Home & School Rep, Fessenden – John Scime

**Regrets:**

Non-Teaching Rep, Fessenden – Donna Todoric

6:10 pm Start Up

**1. Welcome and Introductions**

- Superintendent Jane Macpherson shared the Land Acknowledgement, and thanked the Committee for their flexibility in rescheduling this meeting that was cancelled on February 6<sup>th</sup> due to inclement weather resulting in the closure of all HWDSB buildings
- Ms. Macpherson introduced the Chair/Trustee Alex Johnstone, and Principals, including members of the Transition Committee representing both Ancaster Senior and Fessenden school communities

- Greetings were also extended to the school community members sitting in the “gallery”, as they are always welcome to listen, but do not participate in the Transition Committee’s discussions
- Minutes from these Transition Committee meetings will be posted on the Board’s website

## 2. **Information Shared by Staff - Slide Presentation**

Jane Macpherson presented slides that reviewed: Transition Planning; Transition Committee; Map of the Ancaster/Copetown Transitions; Construction/facility renovations; Naming of Schools Process; School Closing Ceremonies/Celebrations; and Transportation

### **Transition Planning & Transition Committee**

- In order to prepare for an effective transition, when the Board of Trustees’ decision is consolidation, closure or a major program relocation, the following school year is used for planning and implementation of the Board’s decision
- A separate advisory group called a Transition Committee is created to formulate plans at the school level that supports all students, staff, and families to ensure a smooth and successful transition
- Transition Committees are led by the Superintendent of Student Achievement in collaboration with the affected schools’ administration
- Transition Committees typically have 3-4 meetings prior to the commencement of the planned transition

### **Transitions**

- During the Ancaster transitions process, both buildings will be used and the school will preside over (2) campuses (Fessenden and Ancaster Senior)
- **Fessenden campus** will become dual track for Grades 1-5
- **Ancaster Senior campus** will be FDK, and Grades 6-8
- Enrollment projections: 471 at old ASPS; and 381 at old Fessenden
- Additions at the current Ancaster Senior will include (4) FDK rooms and (3) additional classrooms
- Renovations to align with Ministry standards: Art, Science, Music and Learning Commons rooms

### **Naming of Schools Process**

*The Naming of School process will begin under the following circumstance:*

- A new build due to growth

- Closure of two or more schools and consolidation into a new build
- Board approved motion

### **Mandate of the Naming Advisory Committee**

- The purpose of the Naming Advisory Committee is to meet and scrutinize the potential names submitted through public consultation (45 day period)
- Review current HWDSB schools' names
- Provide a report to the appropriate meeting of Trustees, listing up to (3) names for the school
- Currently, our Board is seeking public consultation through the media and HWDSB website using a survey that outlines the criteria requirements. Completion date for the survey is Friday March 22<sup>nd</sup> at 4:00 pm.

<https://www.surveymonkey.com/r/HWDSB2019SchoolNamingConsultations>

### **Naming Advisory Committee**

*The Naming Advisory Committee should consist of the following voting members:*

- (2) school Council representatives from any school in whole or in part affected by a name change or new school construction
- (2) Home and School Association representatives, where they may exist
- Representative from Hamilton Public Library and/or local historical society
- (1) teacher from each impacted school
- (2) student representatives (Grades 7-8)
- Community Representative (neighbourhood association, Business Improvement Area, etc.)

### **School Closing Ceremonies/Celebrations**

- Guidelines for School Closure Ceremonies for HWDSB, follows the Special Events Protocol
- *The Closing Ceremony and Celebration may be combined as this is a school based decision*

### **School Closing Ceremony:**

- This event would occur during the school day, involving various HWDSB staff (*as per Admin Memo SO 52: Special Events Protocol*)
- A school closure ceremony (full-school or grade assemblies) for Elementary schools should take place in the *last two weeks of June*
- ***Students should play a major role in organizing this ceremony***

- Principals must include members of Executive Council, including the Director and Chair of the School Board and their school Trustee as part of the ceremony. Principals must refer to the Special Events Protocol in planning this event
- Member(s) of this committee should participate in this sub-group

### **School Closure Celebration:**

- This event would occur after school (and could be hosted in partnership with an alumni association, School Council and/or Home and School Association)
- Typically these celebrations should take place in *May/June*

### **Transportation**

- Parents will receive letters the first week of August
- Parents can begin to call HWSTS after June 1<sup>st</sup> , if they have any specific transportation questions
- All students who qualify for transportation will receive yellow and black busing
- Elementary and Secondary letters are mailed to families at the same time

### **3. Small Group Activity for Feedback/Questions**

- The Fessenden and Ancaster Senior representatives broke into their own groups to discuss items to be brought forward at the next Transition Committee meeting
- Following this activity, the Transition Committees came together and shared their priority lists of concerns with each other, including the gallery

### **Ancaster Senior Transition Committee**

- March 6<sup>th</sup> – 2<sup>nd</sup> Annual Career Day (Gr. 1 from Fessenden; Gr.8 from ASPS)
- June 24<sup>th</sup> – Grade 6 Orientation (all feeder schools)
- May 8<sup>th</sup> – Open House (evening 5:30 pm -7:30 pm)
- June 18<sup>th</sup> – Closing Ceremony (daytime)
- Spring – French Immersion Culture Project Presentations
- June or September – Playday
- Uniforms
- Auditorium speaker (for larger population assembly)
- Playground activities and structures (play spaces/trees)
- School Name/Logo/Marketing
- Costs – jerseys, paint on walls
- Student/Community involvement: colours; keep name or vote on new name?

## ***Fessenden Transition Committee***

- Kindergarten Orientation? YMCA Program?
- What if the Kindergarten rooms are not ready for fall? Is there a “Plan B”? Will Kindergarten students move later in the year?
- Communication – feedback from parent? Re: transition and what’s important?
- Uniforms?
- Balanced Day?
- Same timetable?
- Dismissal plan – parents of Kindergarten students
- Shared activities – watch band at ASPS
- Shared activities – “Team Up to Clean Up” in April (Kdg. students with Grade 8’s)
- Mutual invitations to Open Houses and Carnival – Career Day (Grades 1 and 8); Pen Pals/Reading Buddies
- Agendas?
- Monthly assemblies “Believe in Achieving”
- What will go in the field where Fessenden is? More parking? Houses? Recreation space?
- Eco School Platinum status – maintaining our Eco School initiatives; committee’s Ambassadors (meetings)
- Grade 5/6 Graduation? Plans? Farewell?
- Pizza Day: co-ordination between (2) locations; major fundraisers

## **Question & Answer**

### **Q1. What if the Kindergarten rooms are not ready for fall? Is there a ‘Plan B’?**

A1. Should there be unforeseen construction delays, the Kindergarten would remain at Fessenden until completion.

### **Q2. If uniforms are to continue, how will this be managed within the grade levels?**

A2. A ‘take-away’ item for follow-up and information.

### **Q3. Fessenden’s Farewell Ceremony, what is the plan for Grades 5 and 6?**

A3. A ‘take-away’ item for follow-up and information.

## **Next steps**

- Superintendent Jane Macpherson will take away questions raised at this meeting for further follow up with the Board’s Central Transition Committee

- For the upcoming meeting, the agenda will be comprised of the questions and areas of concerns presented tonight, and organized into categories for the Transition Committee to work through as a cohesive group for concrete planning
- Additional agenda items for the next meeting will include: construction updates; school Closing ceremony and school Closure Celebration dates
- Next Transition Committee meeting date: will be confirmed with Chair/Trustee Alex Johnstone's calendar, and will provide the next couple of meeting dates for members' schedules (beginning of April and another meeting closer to June)

6:47 pm Closing