

**TIFFANY HILLS TRANSITION COMMITTEE MEETING**

**Thursday, June 21<sup>st</sup>, 2016**

**6:30 pm – 8:30 pm**

**Ancaster Meadow Elementary School**

**93 Kitty Murray Lane, Ancaster, Ontario L9K 1S3**

***MINUTES***

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**In Attendance:**

Trustee – Alex Johnstone

Superintendent – Mag Gardner

Principal, Tiffany Hills – Jane Gerritsen

Executive Assistant – Michele Lambie

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

Teachers, Ancaster Meadow – Betty Thompson, Kyle Bunganich

Parent Representatives, Ancaster Meadow – Amy Telford, Julie Hope

Vice-Principal, Chedoke – Jo Ann Corbin-Harper

Teacher, Chedoke – Kirsty Russell

Student Representative, Chedoke – Talya Kooper (*Designate for Noor Al Neamat*)

**Regrets:**

Principal, Ancaster Meadow – Paul Clemens

Parent Representative, Chedoke – Jacqueline Moore

Student Representative, Ancaster Meadow – Tamana Atta

Student Representative, Chedoke – Noor Al Neamat

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**1. Debrief and discussion of issues raised at Parent Meeting on June 15<sup>th</sup>**

- Superintendent Mag Gardner informed the Transition Committee that she is retiring this August 2016, and therefore will not be attending the upcoming Transition Committee meetings. Presently, the new superintendent has not been announced, however he/she will be chairing the Transition Committee meetings in the fall
- Review and posting of the “*Norms chart*” agreed upon by the members outlining behaviour expectations to be respected during transition meetings: balance participation; value diverse views, beliefs; honour the “right to pass”; demonstrate unity beyond the meeting; raise concerns here; listen for understanding before avocation of one’s view; be student centred when possible; be positive; use strategies to ensure anonymously safety when there is discomfort (e.g. post-it notes); paraphrase where possibility. (*These norms will be revisited in the fall to ensure they are being honoured, using the original “Norms” chart*)
- Review of the Minutes from the Tiffany Hills Transition Parent Meeting on June 15<sup>th</sup>:  
Corrections: pg. 4 – *distance* correction to read “grades 1-8 walking more than 1.6

km to school”; pg. 2 - *date* correction to read “The Transition Committee will have another meeting on Tuesday, June 21<sup>st</sup>”

- In respect of Ramadan, some of our community members and student reps, were unable to attend the Tiffany Hills Parent Meeting on June 15<sup>th</sup>, and therefore it was videotaped. The video is available to the community on the Tiffany Hills website
- The Transition Committee were asked to debrief issues that were presented at the Parent Meeting on June 15<sup>th</sup> and to address these concerns as a committee:

### **ISSUES IDENTIFIED**

#### ***Bell Times: Start time***

- Transportation determines the bell times. There is a 35 minute difference in the start time at Chedoke (8:25 a.m. entry), which will impact upon many families’ morning routines for work and daycare schedules when the new school opens. Therefore, it is imperative for the preparation of early communication to provide families with advance notice

#### ***Daycare***

- Committee members felt the daycare information presented at the Parent Meeting was unclear, including the concern of the absence of on-line registration. However, it must be kept in perspective that Today’s Family’s contract was awarded just prior to the meeting, and consequently there would have been no time to establish registration processes that could be shared with the community. Principal Jane Gerritsen will contact Today’s Family by June 24<sup>th</sup> in order to provide registration information for families that will be posted on the Tiffany Hills’ website

#### ***Communication (Synervoice & Tiffany Hills’ website)***

- Prior to the end of this school year, the committee agreed upon communicating through Synervoice as a means to alleviate concerns for the Tiffany Hills, Ancaster Meadow and Chedoke families to direct them to the website for daycare, construction progress, transportation, information updates, minutes and future meetings. It is very important to pay special attention to the website and encourage families to *subscribe* to receive instant notifications as they occur
- Consideration of posting an alphabetical Tiffany Hills staff list (without assignments) on the website, to ease student anxiety

#### ***Invitation to City Officials and Board Facilities for early fall Transition Committee Meeting***

- Many of the Tiffany Hills’ students will be walking. Consequently, the committee suggests inviting the City councillor to the next Transition Committee early in the fall

(September 21<sup>st</sup>) to address city related queries, e.g. traffic, walkways, crossing guards and a previously proposed city park by the developer

- Parents are concerned with the accessibility from the back of the school, in relationship to the distance students will be required to walk
- Superintendent Mag Gardner said it is important to invite *both* representatives from the Board's facilities department (Project Manager, Bob White) and the city officials to the same fall meeting for the purpose of meaningful deliberation and transparency. Facilities will be able to provide maps outlining the logistical planning of fencing and paths to ensure the safety of the children, while honouring Board policies and city regulations

### ***School Bus Identification***

- Superintendent is working with Transportation to clearly identify the school buses, so they will be recognizable to students. Furthermore, Principal Jane Gerritsen will ensure that each morning and afternoon driver of the same bus route will have matching identification

### ***Building of a New School Community***

- Chedoke Student Rep Talya Kooper suggested in September to start building student activities that promote a positive school and community climate, e.g. "Stop Bullying" student groups/student council; activities to support charities (e.g. SPCA)
- It is important that during the construction period that students maintain a fulfilled and enriched school life by participating and being connected to their current home schools, as a preventative measure of generating any future negative social behaviours
- Sports teams and clubs: having a date will determine the sports that align with the season. Principal Jane Gerritsen will ensure that Tiffany Hills is on the sports roster at the beginning of the school year, in preparation for the new school opening

### ***Prior to the school opening***

- *Tiffany Hills Parent Information Night on October 5th*: will allow the parents to voice their suggestions and present issues they deem necessary to be addressed
- *Pizza Days*: to be discussed on practices and procedures
- *Sports*: at the next community meeting an invitation of parental involvement with the opportunity to assist staff and student with sports activities
- *Chedoke and Ancaster Meadow Parent Councils*: invite each other's councils to their meetings for an opportunity to voice their concerns, collaborate ideas, while encompassing their diverse views in preparation of the new school
- *Graduation*: this will be an important piece that the Transition Committee can assist with, as there maybe some students who want to attend Ancaster Meadow or Chedoke Graduations

- *Student opportunities:* Student Rep Talia said students are seeking opportunities to make them feel more comfortable during the transition period between schools, e.g. dances; fundraisers; games; selling mystery bags
- *Honour traditions and events:* from Chedoke and Ancaster Meadow for consideration of incorporating them at the new school, while building new traditions to design their own identity
- *Farewells and new beginnings:* Due to the fact that the school's opening date is unknown, the Transition Committee must be cautious on how we court these two very different cultures. Closure is another very important aspect to consider before new beginnings can occur. Discussions on farewell event locations; if Chedoke and Ancaster Meadow should host their own goodbyes, following with a "coming together" as one large welcome to Tiffany Hills School; or a single welcome and farewell event (e.g. fun fair) that involves both schools' communities and inviting new families who have recently moved into the Tiffany Hills area. Superintendent Mag Gardner said these are critical decisions that the Transition Committee will be involved with this fall, as it will set the future tone of the new school

## 2. School colours

- At our Parent Meeting on June 15<sup>th</sup>, each member of the community received a ballot and voted for (1) colour combination that they felt would represent the new school. Principal Jane Gerritson tallied these votes and identified the top (5) colour combinations that will be presented to the students for their voice. The results from the (28) ballots received are as follows:
  - Theme #2 = 2 votes
  - Theme #15 = 2 votes
  - Theme #5 = 3 votes
  - Theme #16 = 5 votes
  - ✓ **Theme #18 = 8 votes *\*most popular vote!***

## 3. Next steps

- By the end of the school year, the Superintendent will be checking the website to make sure that it's ready
- In September, during the Chedoke and Ancaster Meadow's Parent Nights, consider having tables with information requesting volunteers to assist Principal Jane Gerritsen with the organization of the first Tiffany Hill's Parent' Night; running of sports activities; and becoming Parent Council members

#### 4. Next meeting date for fall

- *Superintendent Mag Gardner informed the Transition Committee that she is retiring this August 2016, and therefore will not be attending the upcoming Transition Committee meetings. Presently, the new superintendent has not been announced, however he/she will be chairing the Transition Committee meetings in the fall*
- **September 21<sup>st</sup> Transition Committee Meeting** at Ancaster Meadow in the Library from 6:30 pm to 8:30 pm. This agenda will include City and Board issues; new/old traditions; and transportation
- **City Councillor Lloyd Ferguson and Board Project Manager Bob White:** Trustee Alex Johnstone to invite the City to this September 21<sup>st</sup> Transition Committee Meeting to address the city issues coming from the community. The availability of Councillor Ferguson and the Board's Facility representative to attend the same conference will determine our first meeting date in the fall. It is important to inform the community early in September on their school's calendars, newsletters and websites (Chedoke, Ancaster Meadow and Tiffany Hills) that there will be a public meeting in October. Consequently, it will communicate to the parents that the Transition Committee has a plan moving forward, as well as providing another opportunity to hear the communities' voices
- **Flyer:** In September, Corporate Communications will create a Flyer which will outline the Agenda for the next Transition Committee Parent Meeting. These flyers will be distributed via "backpack express"
- **(2) Synervoice Messages:** one in *early September* to invite Tiffany Hills' parents to the October 5<sup>th</sup> Parent Information Meeting. The second Synervoice message in the *beginning of October* as a reminder of the upcoming Parent Information Meeting and the Bell Times
- **October 5<sup>th</sup> Transition Committee and Parent Information Meeting** at Ancaster Meadow in the Gym from 6:30 pm to 8:30 pm.
- **October 19<sup>th</sup> Transition Committee** at Ancaster Meadow in the Library from 6:30 pm to 8:30 pm. (after Re-Organization)