

SCHOOL TRANSITION COMMITTEE MEETING
(New CH Bray / Queen's Rangers)

Tuesday March 19, 2019
6:00 pm

Queen's Rangers
1886 Governor's Road, Copetown

In Attendance:

Trustee –Chair of the Board, Trustee Wards 11 & 12 Alex Johnstone
Superintendent – Jane Macpherson
Executive Assistant, Recorder – Michele Lambie
Principal, C.H. Bray – Sean Malcolmson
Non-Teaching Rep, C.H. Bray – Caroline Harding
Parent Rep, C.H. Bray – Karen Lane-Green
Teacher Rep, C.H. Bray – Stephanie McDonald
School Council Rep, Queen's Rangers – Michele Money
Parent Rep, Queen's Rangers – Jessica Neil
Community Rep, C.H. Bray / Queen's Rangers – Jessica Schoug (YMCA Area Manager)

Regrets:

Student Rep, Queen's Rangers – Olivia Neil

6:05 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 12th 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 C.H. Bray and Queen's Rangers school communities, including Queen's Rangers' Student Rep Olivia Neil (Grade 4). Although Olivia was unable to attend tonight's meeting, she provided written input.
- 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; Facility highlights; Build Update; 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

Transition Maps - Queen's Rangers students

The presentation includes an Ancaster Transition map that shows the new school boundaries and the co-ordination of school closure and consolidation planned for Ancaster over the months/years ahead. As can be seen in the map, **current Queen's Rangers students are in Zones 1, 2 and 3**

- **Zone 1** students who live on, and north, of Powerline Road West **will attend the new school on the Beverly Community Centre** site when it is complete. Starting in September 2019, these students in **Zone 1 will temporarily attend Dr. J. Seaton** until the new school opens
- **Zone 3** students who live south of Powerline Road West will attend the **new school on the CH Bray site** when it is complete. Starting in September 2019, these students in Zone 2 will be temporarily accommodated as follows:
 - **K-Grade 6:** at the current Queen's Rangers site
 - **Grades 7-8:** at the new school on the Ancaster Senior site

- **Zone 2** students will attend the new school on the **Greenville site** when it is complete. During the construction period, these students will have the *option* of **joining the Zone 3 students or attending Spencer Valley**

Transition Maps – C.H. Bray students

As can be seen in the map, **current C.H. Bray students are located in Zone 4** and will be accommodated in the new school on the C.H. Bray site.

- During the construction period, the new school students **Zones 3 and 4** will be temporarily accommodated as follows:
 - **K-Grade 6:** at the current Queen's Rangers site
 - **Grades 7-8:** at the new school on the Ancaster Senior site

Build Update

- Site plan approval has been received from the City of Hamilton
- Building permit application has been submitted
- Once the building permit is received, the request for tenders commences
- Currently on track to secure a construction company for this Spring
- Duration for construction of an elementary schools typically takes 12-16 months
- Please visit the Construction Updates section on the HWDSB's website for updates and more information about school consolidation plans:
<http://www.hwdsb.on.ca/about/school-renewal/construction/>

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 22nd 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 1st , 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 C.H. Bray and Queen's Rangers' 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

C.H. Bray Transition Committee

- **Activities:**
 - Cake Raffle
 - Grade 6 Play Day
 - Family Picnic
 - Sports: Baseball; Track; Cross Country; Swimming; Volleyball; Basketball
 - Carol Sings
 - Choir
 - Checkers
 - Skating
 - Food Days: Pita Pit; Pizza; Popcorn; Yogurt
 - Halloween Parade
 - Kindergarten Buddies; Lunch Helpers
 - Carrington Place: Connections; Pen Pals
 - Bus Patrollers
- **Student Life:**
 - Recycling
 - Thankful Tree
 - Announcements
 - Toy/Mitten Drive
 - Poinsettia Sales
 - Mom/Dad's Day in Kindergarten
 - Bus Patrollers
- **Communication:**
 - Website (school)
 - Facebook (Parent-run)
 - Emails/Phone Calls

- Letters Home
- Agendas (continue to use)
- Bus Patrollers
- **Shared Activities:**
 - Farewell Ceremony – Invite opposite school
 - Invite to Picnic
 - Play Day at Queen's Rangers
 - Houses (for next year)
 - Plan shared activities to include Dr. Seaton students
 - Pen Pals between grades - Skype
- Queen's Rangers Transition Committee***
- Day time transition activities *must* be coordinated with the Dr. Seaton Transition Committee or host in the evening
 - **Parent consideration:** parent relations need to be considered
 - **Primary students considerations:** able to form relationships
 - **Student Rep Olivia Neil** forwarded suggestions: try to have a few Queen's Rangers' students in each class; have a Welcoming Ceremony in September; in summer send the students a class list with their new teacher's name so they won't be so nervous on the first day; the new school should be named "Bray Rangers"
 - **Student groupings/student reassurances:** team building activities; identify the possibility that there may not be a Queen's Ranger familiar face i.e. teacher
- **Activities:**
 - Use Food Trucks: Lions
 - French Café
 - Lynden Lions & Copetown
 - Skating
 - Food Days
 - Halloween Dance-a-thon
 - Wonder Buddies
 - Angels of Hope
 - Food Donation – family donation to support a child
- **Shared Activities:**
 - Shared Play Day
 - M.I. Day
 - Pen Pals? Queens Rangers sends letters to C.H. Bray students
- **Student Life:**

- Swim Team
- Glee Club - performs in the community
- Cross Country; Track & Field
- Milk Days
- Wing Ding
- Christmas Lunch
- Mother's Day Tea

Question & Answer

Q1. How can the Board say that construction will begin in spring, when the CH Bray facility will not be demolished until the end of June?

A1. In spring the construction process will begin, meaning that measurements and mapping of the new school will take place, including securing construction areas. The target for the actual build will not occur until June, unless there are unforeseen construction delays, due to weather etc.

Q2. Queen's Rangers School has never had a problem with driver shortages, but with so few Queen's Ranger students remaining, and the larger population going to Dr. Seaton, this may become a factor.

A2. The HWSTS manages the drivers, gathering eligible riders' data to determine the requirement needed to fill the routes by their approved carriers, for both rural and urban areas. It is important to note that Transportation is currently under review, investigating ways to maximize the buses/drivers, to minimize the strains that the provincial driver shortage is having upon our school communities. Consequently, the Board and HWSTS are examining Bell Times across the Board, as it directly impacts bus pickup/drop off, to avoid duplication and reduce student ride times. Also, we are hoping for solutions on the provincial level, including sharing buses with other Boards.

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

- In collaboration with the Superintendent and Chair/Trustee Alex Johnstone's calendars the upcoming Transition Committee meetings will be as follows:

CH Bray/Queens Rangers - at Queens Rangers

Transition Committee Meeting #2 - Wednesday April 17th (5:30-6:30)

Transition Committee Meeting #3 - Wednesday May 29th (6:00-7:00)

7:00 pm Closing