

SCHOOL TRANSITION COMMITTEE MEETING
(Dr. J. Seaton / Beverly Central / Queen's Rangers)

Wednesday March 27, 2019
6:00 pm

Dr. John Seaton School
1279 Seaton Road, Sheffield

In Attendance:

Trustee –Chair of the Board, Trustee Wards 11 & 12 Alex Johnstone
Trustee – Paul Tut, Ward 13
Transitions Support – Michael Prendergast
Executive Assistant, Recorder – Michele Lambie
Principal, Dr. Seaton/Beverly Central – Paul Clemens
Principal, Queen's Rangers – Tammy McLaughlin
Vice-Principal, Beverly Central – Barb McVittie
School Council Rep, Dr. Seaton – Susan Moelker
Teacher Rep, Dr. Seaton – Serina Andrade
Non-Teacher Rep, Beverly Central – Kailee Wolnowski
Teacher Rep, Beverly Central – Tamara Baggio
Teacher Rep, Queen's Rangers – Jamie Davy
School Council Rep, Queen's Rangers – Barb Firman
Parent Rep, Queen's Rangers – Mary Anne Somerville
Community Rep, Queen's Rangers – Sarah Thomas

Regrets:

Superintendent – Jane Macpherson
Community Rep, Dr. Seaton – Amanda VanderHarst
Student Rep, Dr. Seaton – Cameron Andree
Non-Teacher Rep, Dr. Seaton – Tracy Fairhall
Community Rep, Beverly Central – Lisa Brenn
School Council Rep, Beverly Central – Melissa Slote

6:10 pm Start Up

1. Welcome and Introductions

- Former Superintendent Michael Prendergast, presently in the role of Transition Support chaired tonight's meeting, as Superintendent Jane Macpherson was unable to attend due to a conference
- Mr. Prendergast shared the Land Acknowledgement, and thanked the Committee for their flexibility in rescheduling this meeting that was cancelled on February 13th due to inclement weather resulting in the closure of all HWDSB buildings
- Michael Prendergast introduced the Chair/Trustee Alex Johnstone, Trustee Paul Tut and Principals, including members of the Transition Committee representing Dr. Seaton, Beverly Central and Queen's Rangers 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

- Michael Prendergast presented slides that reviewed: Transition Planning; Transition Committee; Map of the Ancaster/Copetown Transitions; Site Plans; Facility highlights; Build Update; Naming of Schools Process; School Closing Ceremonies/Celebrations; and Transportation
- Beverly Central, Dr. John Seaton and Queen's Rangers will close in June 2019 and students will temporarily attend the closed Beverly Central and Dr. Seaton (two campuses of the new school), until the construction of the new school is complete
- 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/>

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 partnership with the affected schools' administration

- Transition Committees typically have 3-4 meetings prior to the commencement of the planned transition

Transition Maps – Ancaster/Copetown Transitions

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 from the PowerPoint.

- **Zone 1**
- Zone 1 Dr. John Seaton and Queen's Rangers' students attend the Dr. John Seaton building until they move to the new school on the Beverly Community centre site when it opens
- Beverly Central students remain at the Beverly Central building, until they move to the new school on the Beverly Community centre site when it opens
- For 2019-20, Grade 8 students will be given the option of continuing to attend the school on the Ancaster Senior/Fessenden site or Dr. John Seaton

- **Zone 2**
- All students attend Spencer Valley
- For 2019-20, students will be given the option of continuing to attend the CH Bray holding (Queen'sRangers site) for K-6 and the school on the Ancaster Senior/Fessenden site for Grades 7-8

- **Zone 3**
- K-6 students attend the CH Bray holding school (Queen's Rangers site)
- Grades 7-8 students continue to attend the school on the Ancaster Senior/Fessenden site

- **Zone 4**
- K-6 students attend the CH Bray holding school (Queen's Rangers site)
- Grades 7-8 students continue to attend the school on the Ancaster Senior/Fessenden site

- **Zone 5**
- All students continue to attend the school on the Ancaster Senior/Fessenden site

- **Zone 6**
- K-6 students continue to attend Rousseau

- Grades 7-8 students continue to attend the school on the Ancaster Senior/Fessenden site

Build Update

- The new school construction to consolidate Beverly Central and Dr. Seaton into a new elementary school is well underway. Typically, we communicate the opening of the school as being 12-16 months from the date construction begins
- With all construction projects, we see revised construction schedules based on site and weather conditions, general contractor delays or other factors, for example
- Currently the Board is waiting on a revised construction schedule from our General Contractor and a mid-school year opening remains our hope
- The Board will communicate with families if there are significant delays in the 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
- The Board sought public consultation through the media and HWDSB website using a survey that outlines the criteria requirements. Completion date for the survey was 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 Dr. Seaton, Beverly Central 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

Dr. J. Seaton Transition Committee

- **Playdate:**
 - Queen's Rangers' students to join
 - Includes Grade 5's from Beverly Central
 - Strive to keep a few Queen's Rangers' students together to reduce anxiety "during groupings"
 - Queen's Rangers' staff to join that day
- **Fun Day:**
 - Dr. Seaton Principal arrange a Fun Day in early June with the Queen's Rangers, Beverly Central and C.H. Bray's Administration to visit Dr. Seaton for their students to participate in a morning of fun to include a BBQ, cooperative games, and then return to their schools in the afternoon
- **Planned Activities in the Fall:**
 - To include Ancaster Senior, so that students will have the opportunity to become familiar with Ancaster Senior teachers
- **Student Life:**
 - As Dr. Seaton and Beverly Central currently participate in many shared activities, they are accustomed to welcoming students from other schools into their building
 - arrange a Fun Day in early June with the Queen's Ranger's and C.H. Bray Administration
 - Dr. Seaton will purposefully plan classes, being mindful of placing students so that they will have friends from their former school and have the opportunity to make new ones. Therefore, by the time students are moving to the new school, friendships will have already been established, as well as familiarity with the staff

Beverly Central Transition Committee

- **History:**
 - Artifacts from Sheffield and Lynden (i.e. school bell) would like to be included in the new school
- **Parents:**
 - Joint School Council Meetings
 - Combined Bingo nights shared with schools
- **Teaching/Community Staff:**
 - P.D. Days – join staffs together
 - Code 77 – P.D. together with grade teams
 - Opportunities for joint planning, etc.
 - Combined social opportunities

- **Events for Building Community:**

- Playday in the Fall (Beverly Central/Queen's Rangers/Dr. Seaton)
- Pen Pals with classrooms
- Turkey Skate (primary – primary)
- Joint field trips with grade teams

Queen's Rangers Transition Committee

- Visiting Dr. Seaton before attending school
- Class Building – Queen Ranger's friends in same class to ease transition
- "Buddy System", getting students familiar with new school/new friends
- Scavenger Hunt (to become familiar with the building)
- Group activities
- Virtual Tour of building
- First visit – Tour Buddies?
- Ancaster Senior
- Honour buildings
- Open House
- Create a map of Dr. Seaton school
- Pen Pal opportunities
- Wonder Buddies
- Share Fundraisers – to form connections and familiar faces
- Lions Club

Question & Answer

Q1. What if the new school is not ready by January?

A1. Then we would not move. The opening date could be moved to September 2020 if not complete. The Board would continue with their past practice of committing to a move of only (2) times in the school year, otherwise bussing and start times would become complicated.

Q2. Will the Bell times change?

A2. No, not planning on changing the Bell Times at Dr. Seaton.

Q3. How will Bell Times work with a January school opening, in regards to Transportation?

A3. The Board is working with HWSTS to coordinate Bell Times during this transition period. Currently, Transportation is under critical review, investigating ways to maximize the buses/drivers, to minimize the strains that the provincial driver shortage is having upon our families and schools. As a result, HWSTS are examining Bell Times across the Board, as it is a key factor that directly impacts bus pickup/drop off, in order to avoid duplication and reduce student ride times. The Board is hoping for more provincial solutions and sharing of buses with

other Boards. Understanding that this is a concern for parents to schedule their children's daycare, the Superintendent will request for earlier notification from Transportation, this will be a *'take-away' for further information item.*

Q4. With three schools amalgamating, how will staffing be determined?

A4. Once the Administrator has been established, the Principal will take the lead role in building a staffing model that will be reflected in the new school, as essentially the staff at the transition school will be the model used in the new school. Other determining factors include the Teachers' Collective Agreement, seniority and retirements. Student enrolment also plays a significant role, and consequently Queen's Ranger staffing process will be slightly delayed with having their students attending different transition schools.

Q4. With all of the changes to Education within the Province, potentially there is the threat of a teacher strike in the fall? How will this affect the Transition Committees and their plans?

A4. Should a strike occur, members of the Transition Committee that are able to participate will review the planned activities and create alternative opportunities that will continue to promote the building of a new and inclusive school community.

Q5. The history of each of the school communities is very important, and we do not want to lose their historic value. For example, each of our schools has a historical brass bell, and therefore is asking if the bells can be incorporated into the building of the new school?

A5. This will be a *'take-away' item for further information and follow up.*

Next steps

- Michael Prendergast will provide Superintendent Jane Macpherson with the 'take away items' 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:

Dr. Seaton/Beverly/Queens Rangers - at Dr. J. Seaton

Transition Committee #2 - Tuesday April 2nd (5:30-6:30 pm)

Transition Committee #3 -- Tuesday May 14th (5:30-6:30 pm)



7:03 pm Closing