

**SCHOOL TRANSITION COMMITTEE MEETING #2**  
***(New CH Bray / Queen's Rangers)***

**Wednesday April 17, 2019**  
**5:30 pm**

**Queen's Rangers Elementary**  
**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  
Principal, Queen's Rangers – Tammy McLaughlin  
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  
Student Rep, Queen's Rangers – Olivia Neil  
Teacher Rep, Queen's Rangers – Jaime Dube-Ringel  
Community Rep, C.H. Bray / Queen's Rangers – Jasmine Schoug (YMCA Area Manager)

5:36 pm Start Up

**1. Welcome and Introductions**

- Superintendent Jane Macpherson extended her appreciation to the Transition Committee members for their dedication in engaging both school communities to ensure a smooth transition
- Greetings were 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 decisions
- Minutes from these Transition Committee meetings will be posted on the Board's website

**2. School Closing and Celebration dates**

Principals shared the School Closing and Celebration dates with the Committee:

- CH Bray – June 20<sup>th</sup> at 9:15 am
- Queen's Rangers – June 25<sup>th</sup> at 2:45 pm

### **3. Working Group time**

- The goal of this meeting is to generate ideas for transition activities to develop concrete plans, based on the feedback received from our first Transition Committee meeting on March 19<sup>th</sup>
- Currently, Administrators are collaboratively reviewing activities that will benefit their respective school communities, and set dates that align with their varied schedules
- A chart was provided in the agenda package to all Committee members that outlines the items brought forward
- A group discussion was initiated to determine which transition activities are relevant for this school year, and items more suitable for the following year

### **Collaboration of School Communities**

#### **Welcome to Kindergarten**

- This event is for both school communities at Queen's Rangers on May 14<sup>th</sup> (4:30 – 6:00 pm)

#### **Playday/Fun Day**

- Purpose of this activity to bring all of the school communities together: Dr. Seaton; Beverly Central (Grade 5's); Queen's Rangers' and CH Bray students/staff
- Proposed date: June 6<sup>th</sup> (10:00 am -2:00 pm), rain date June 10<sup>th</sup>
- CH Bray students will have their Playday at Queen's Rangers school
- Queen's Rangers students transitioning to Dr. Seaton, will have the opportunity to participate in Dr. Seaton's Playday
- Both Playday locations will work towards having similar activities, including a BBQ lunch to provide equal opportunities for all students
- Queen's Rangers is in the process of creating pre-order food forms for their BBQ, that will be distributed to the CH Bray students (similar menu as the BBQ at Dr. Seaton)
- Playday to include a Scavenger Hunt to assist transition students in becoming familiar with the building
- Student Rep, Olivia Neil suggested a bug/insect activity
- Create teams that are inclusive of all schools, to reduce student anxiety
- Principals and their Planning Teams to collaborate on planning activities with student voice (suggestion of using a shared GoogleDoc)

- Team leadership opportunities for older students
- Administrators from the different school communities to follow up with Transportation in coordinating bus times for this event

### **Events for Building Community – Pen Pals/Virtual Tours:**

- As a welcoming/introductory/learning tool for students to become familiar with the students/staff/building
- Proposed 5/6 video or virtual tour of Queen's Ranger's school, visiting different classrooms to get to know each other prior to the transition
- Pen Pals between both schools (must adhere to student information privacy guidelines)
- Principals to collaborate on the various communication tools that work best with their teaching teams

### **Communication between schools**

- Creating student profiles: Principals and staff are working diligently in preparing students for transitioning, discussing strategies for learning supports and focusing on emotional well-being
- School websites are a great resource to keep both communities informed of upcoming shared events/activities
- Invitations to joint functions will continue as this school year progresses and more to come in the fall, in the form of flyers
- Agendas: are an essential communication tool, that are being ordered for the fall

### **Question & Answer**

#### **Q1. Which of the schools' Bell Times are to be followed In September?**

A1. Bell Times are predominately determined by Transportation, and are currently being discussed with the Board. Parents will be notified of the Bell Times well in advance, being respectful of families' schedules, before/after care, as well as daycare establishments.

#### **Q2. When will parents be notified about their child's transportation?**

A.2. The Transportation department will notify parents in August, mailing letters home with their child's bus information.

#### **Q3. CH Bray's students are mainly walkers, how can they become familiar with riding a bus?**

A.3. HWSTS has a First Rider program that visits schools every year, to provide a learning opportunity to reduce student anxiety and ensure safe riding practices.

**Q4. CH Bray parents asked if Queen's Rangers experience many bus delays?**

A4. Yes. Driver shortages are province wide. However, there are school-based practices in place to help manage these delays, by focusing on student safety and constant communication with HWSTS.

**Q5. What is the school board doing now to address bus driver shortages?**

A5. Although it is the hope of HWDSB that the province will provide more solutions, such as sharing buses with other boards, we recognize that time is an essential factor and therefore must be proactive in looking for immediate solutions at the Board level.

In response, the following measures are currently being reviewed by HWDSB: potential policy changes; implementation of a new student data base to increase efficiency and productivity; financial incentives for drivers to arrive on time; increased driver hours; examining Bell Times so drivers can take on additional routes to avoid duplication and reduce student ride times.

**Q6. Why doesn't the Board refuse to pay the drivers if they do not provide good service?**

A6. Due to strict ministry regulations, there are a limited number of transportation consortiums that the Board is permitted to use. Furthermore, competing transportation companies such as HSR only hire school bus drivers, resulting in dramatically reducing our experienced driver pool. Consequently, driver incentives (financial, increasing work hours) are the most effective means to attract and maintain drivers.

**Q7. How is the Daycare going to manage the increased number of children at Queen's Rangers?**

A7. Jasmine Schoug, YMCA Area Manager is currently working on a proposal to increase their license in regards to the number of rooms that can be used.

**Q8. Is it possible to set up Before/After Care at Fessenden, and arrange for bus pick up to and from the school?**

A8. The daycare can only accommodate children registered at their school into the Before/After school program. In regards to bussing, with the current driver shortage on a system that is already strained, this would not be possible.

**Q9. What will be the opening/closing hours of the Daycare?**

A9. With the understanding that parents may require an earlier drop off time, Jasmine Schoug, YMCA Area Manager is looking into licensing that will allow for an earlier start time of 7:00 am. However, Bell Times will also be a determining factor.

**Q10. Due to the transition into Queen's Rangers, do parents have to re-enroll their children into the Daycare program?**

A10. No. All students who are currently enrolled in the existing daycare program, will automatically be rolled into next school year.

**4. Next Meeting:**

- Agenda items for upcoming meetings: Transition Committee members are asked to reach out their Principals Sean Malcolmson and Tammy McLaughlin
- Transition Committee Meeting #3 -- Wednesday May 29th (6:00-7:00) at Queen's Rangers

6:35 pm Closing