

SCHOOL TRANSITION COMMITTEE MEETING #2
(Dr. J. Seaton / Beverly Central / Queen's Rangers)

Tuesday April 2, 2019
5:30 pm

Dr. John Seaton School
1279 Seaton Road, Sheffield

In Attendance:

Trustee –Chair of the Board, Trustee Wards 11 & 12 Alex Johnstone
Superintendent – Jane Macpherson
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
Community Rep, Dr. Seaton – Amanda VanderHarst
Student Rep, Dr. Seaton – Cameron Andree
Teacher Rep, Dr. Seaton – Serina Andrade
Community Rep, Beverly Central – Lisa Brenn
School Council Rep, Beverly Central – Melissa Slote
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:

Trustee – Paul Tut, Ward 13
Non-Teacher Rep, Dr. Seaton – Tracy Fairhall

5:35 pm Start Up

1. Welcome and Introductions

- Superintendent Jane Macpherson extended her appreciation to the Transition Committee members for their dedication in engaging all of the school communities to ensure a smooth transition
- Jane Macpherson introduced the Principals and Chair/Trustee Alex Johnstone. Ms. Johnstone conveyed Trustee Paul Tut's regrets, as he is attending another meeting this evening
- 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:

- Dr. Seaton – June 10th at 1:25 pm
- Beverly Central – *TBD*
- Queen's Rangers – June 25th 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 27th
- 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

Playday/Fun Day

- An activity to amalgamate all school families: Dr. Seaton; Beverly Central (Grade 5's); Queen's Rangers' and CH Bray students/staff
- Organizers to strive to keep a few Queen's Rangers' students together to reduce anxiety "during groupings"
- Due to the large number of students attending this event, may consider having Dr. Seaton/Beverly Central continue with their regular transition practice
- Students to arrive at Dr. Seaton in the morning (10:00 am); and returning to their schools in the afternoon (1:00, 1:30 or 1:45 pm)
- Lunch at noon: BBQ stations with freezies - *Principals to follow-up with Optimist/Lion's Clubs*

- Administrations from all schools (including CH Bray) to follow up with Transportation in coordinating bus times for this event
- Proposed date: June 6th

Scavenger Hunt

- Scavenger Hunt will assist transition students in becoming familiar with the building
- Suggestion to possibly build a Scavenger Hunt into the Playday/Fun Day as a start-up activity for the day
- Create teams that are inclusive of all schools
- Teachers to collaborate on planning activities with student input
- Leadership role opportunities for older students
- Suggestion to rotate activities every ½ hour

History:

- School communities propose plans to honour their artifacts and memorabilia with the assistance of HWDSB Educational Archives & Heritage Centre
- Request for historic brass bells from Dr. Seaton, Beverly Central and Queen's Rangers be incorporated in the building of the new school – *Jane Macpherson to follow up with upcoming System Transition Planning meeting*
- Principals are investigating with Facilities into the possibility of having Time Capsules in their present school facility/property
- Dr. Seaton has a Time Capsule that they are considering opening at their Closing Ceremony
- Suggestion of creating a Time Capsule for the new building, encompassing all of the transitioning communities to become one united school family

School Councils

- Plans already in progress with Principals creating opportunities for the collaboration of School Councils (e.g. Pizza Meet & Greet at Queen's Rangers)
- Dr. Seaton and Beverly Central School Councils are accustomed to working together with the cross-over of their Grade 5 students, and therefore look forward to welcoming additional School Councils
- Proposed School Councils' meeting date (Dr. Seaton/Beverly Central/Queen's Rangers/CH Bray) on: April 24th at Queen's Rangers (5:00 pm - 6:00 pm)

Student Life:

- Principals are in the process of purposefully building classes by grouping students together so they will have friends from their former school, as well as having the opportunity to make new ones

- Intentionally creating classes will benefit students when they are moving to the new school, having established friends and recognizable staff

Teaching/Community Staff:

- Planning for joint staffing opportunities will continue as this school year progresses, and more to come in the fall
- Suggestions: Code 77/P.D. with grade teams; combined social activities

Events for Building Community – Pen Pals/Virtual Tours/Skype:

- As a welcoming/introductory/learning tool for students to become familiar with the students/staff/building
- Interested teacher reps from different sites could create strategies to determine the best use of Skype to promote team work between the schools
- Suggestions for teaching staff: match grade classes; teachers exchange emails addresses with each other for shared planning
- Student voice: student reps to create videos or Skype “A Day in the Life of (school name)...”
- Class based project: as a markable student activity
- “Mystery Skype”: as a tool to engage students by asking 20 questions to learn about each other’s schools (e.g. What’s your school’s mascot?) – consideration for incorporating this activity into the Scavenger Hunt
- Create a school video or class letter from each school by June 4th, in preparation of the June 6th Playday
- *Administrators to follow up with their teaching staffs*

Open Houses Shared with Transitioning School Communities:

- Dr. Seaton – May 7th (5:00 pm – 7:00 pm)
- Queen’s Rangers – May 9th (5:00 pm – 6:30 pm)
- Beverly Central – May 9th (collaboration of Grandparent Day and Open House in the afternoon)

Following School Year - Planned Activities:

- “Tour Buddies” for student’s first visit to their schools, as an opportunity to become familiar with staff/students (including Ancaster Senior)
- “Buddy System”, encouraging partnerships while transitioning into their new school
- “Wonder Buddies”
- Joint field trips with grade teams
- Shared fundraising opportunities with School Councils, to form connections (e.g. Bingo)

- Joint School Council Meetings
- Involving our dedicated community partners with transition activities: Lions and Optimist Clubs

4. Next Meeting:

Transition Committee #3 -- Tuesday May 14th (5:30-6:30 pm) at Dr. J. Seaton

6:25 pm Closing