



# Simcoe Elementary School Transition Committee

## NOTES

The Simcoe Elementary School Transition Committee met at Lynndale Heights Elementary on Friday, February 23, 2018.

<b>1.0</b>	<b>WELCOME</b>				
	Wayne Baker welcomed everyone to the second meeting of the Simcoe Elementary Transition Committee meeting. Committee members in attendance: <b>Samantha Nicholson</b> , Principal, Elgin Avenue Public School, <b>Sheila Slood</b> , Vice-Chair, Parent Council, Elgin Avenue Public School, <b>Wanda Kelly-Backus</b> , Teacher, Elgin Avenue Public School, <b>Jessica Smith</b> , Parent Council, Lynndale Heights Elementary School, <b>Diane Clark</b> , Teacher, Lynndale Heights Elementary School, <b>William Valoppi</b> , Principal, Lynndale Heights Elementary School, <b>Nancy Norton</b> , Vice-Principal, Elgin and Lynndale Heights Elementary Schools, <b>Rob Weber</b> , Principal, West Lynn Public School, <b>Rita Collver</b> , Trustee, <b>Wayne Baker</b> , Superintendent, Chair, and <b>Heather-Jo Causyn</b> , Recorder.				
<b>2.0</b>	<b>ACCEPTANCE OF MEETING ONE NOTES – FEBRUARY 6, 2018</b>				
	Accepted as presented.				
<b>3.0</b>	<table border="1"> <thead> <tr> <th data-bbox="184 1221 1633 1253">TRANSPORTATION ISSUES RELATED TO THE TRANSITION</th><th data-bbox="1644 1221 1997 1253">Action</th></tr> </thead> <tbody> <tr> <td data-bbox="184 1269 1633 1391">P. Kuckyt, Transportation Supervisor, provided information in regards to transporting Elgin students to Lynndale. The Elgin boundary area can be broken down into four quadrants. Transportation could be provided by two buses making two rounds each or by four buses making one round. The additional costs associated with operating four buses versus two buses is \$80,000.</td><td data-bbox="1644 1269 1997 1391"><i>Bus information (ie., bus route, pick up and drop off times) will be provided to Elgin</i></td></tr> </tbody> </table>	TRANSPORTATION ISSUES RELATED TO THE TRANSITION	Action	P. Kuckyt, Transportation Supervisor, provided information in regards to transporting Elgin students to Lynndale. The Elgin boundary area can be broken down into four quadrants. Transportation could be provided by two buses making two rounds each or by four buses making one round. The additional costs associated with operating four buses versus two buses is \$80,000.	<i>Bus information (ie., bus route, pick up and drop off times) will be provided to Elgin</i>
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	<p>Discussion items around the two options included associated costs, 30-minute supervision windows - mornings and afternoons, supervised but unstructured time for students, extending the school day and the shortage of bus drivers.</p> <p>Several options for bus loading and unloading areas were discussed - Rutherford, Anderson, temporary bus loading zone and school property. It was agreed to review further a loop off of Donly with the organization of two rows of buses in the parking area at the front of the school. Further information such as when walkers leave, which part of the school they leave from and staggering departure times (e.g. kindergarten kids dismissed following the departure of the bus kids) will be reviewed by Administration.</p> <p>Bus stops occur within a maximum walking distance of 800m. Depending on the feasibility of a bus stop they could be placed closer (e.g. 240m). Bus stops may be moved throughout the school year for such things as road repairs.</p> <p>If required, a sub group could be coordinated to review transportation needs.</p> <p>There was discussion regarding the potential for the Board and the County jointly applying for funding through Active Transportation.</p>	<p><i>families prior to the end of June.</i></p> <p><i>Discussion will occur with Administrators of the Before and After School Program.</i></p>
<b>4.0</b>	<b>ACTION ITEMS FROM MEETING ONE</b>	<b>Further Discussion</b>
	<p><b>4.1 School Organization (3.1)</b></p> <p>A combined Elgin-Lynndale school was questioned. An alternative was offered: two separate schools on the Lynndale site – separate busses and arrival times, separate bell times, separate classes, separate fundraising, etc.</p> <p><b>Response: FT9 – Transition Committees was reviewed at Executive Council on February 7. Executive Council advises that school organization is not within the purview of the transition committee.</b></p> <p><b>However, the committee has the right to include an alternate school organization in the final report. The committee will be discussing the issue of school organization and, possibly, recommending that Executive Council and the Trustees consider an alternate school organization.</b></p>	<p><i>Following committee input it was decided to recommend that combining Elgin and Lynndale schools was the best alternative.</i></p>
	<p><b>4.2 Human Resources (3.4)</b></p> <p>Elgin and Lynndale teachers will be combined into one school organization for the 2018-19 school year. The Lynndale principal will be responsible for staffing the school, in consultation with the Elgin principal.</p> <p>The committee wanted to know how Elgin teachers would indicate their choices of teaching assignments for the 2018-19 school year.</p> <p><b>Response: Elgin and Lynndale teachers will submit to the Lynndale principal their top three choices in teaching assignments for 2018-19, pursuant to regular staffing procedures. The Elgin and Lynndale principals will oversee this process at their respective schools.</b></p>	

	<p>The committee wanted to know how class lists will be completed for the 2018-19 school year.</p> <p><b>Response: Elgin and Lynndale teachers will collaborate in May/June 2018 in establishing Lynndale class lists for the 2018-19 school year. The Elgin and Lynndale principals will facilitate this process.</b></p>	
	<p><b>4.3 Facilities (3.9)</b></p> <p>The County of Norfolk has informed the Board that there is no need to add additional washrooms on the Lynndale site for the 2018-19 school year. Principal Valoppi provided information on the calculation of the Lynndale student washroom ratios, specifically that washrooms included in the school ratios are not easily available to all students (e.g., kindergarten rooms, change rooms and staff rooms).</p> <p>After discussion, the committee recommends that additional washroom facilities be requested for the Lynndale site for the 2018-19 school year. In the interest of fiscal restraint, the suggestion was that portable washrooms be the option.</p> <p><b>Response: The request for additional washroom facilities on the Lynndale site for the 2018-19 school year will be included in the final report of the transition committee.</b></p>	<p><i>A request for additional washroom facilities on the Lynndale site for the 2018-19 school year will be included in the final report of the transition committee.</i></p>
	<p><b>4.4 General Discussion (3.13)</b></p> <p>The Lynndale principal, in collaboration with the Manager of Transportation, will work out the specifics in regards to the additional bussing required at Lynndale for the 2018-19 school year.</p> <p>An invitation will be extended to the Manager of Transportation to attend the next meeting of the transition committee.</p> <p><b>Response: The Manager of Transportation has been invited to the February 23 meeting of the transition committee.</b></p>	
	<p><b>4.5 General Discussion (3.14)</b></p> <p>The committee discussed parking challenges for the 2018-19 school year, including accessible parking spaces. The committee wants to determine the number of accessible parking spaces required at Lynndale for the 2018-19 school year.</p> <p><b>Response: The County of Norfolk has been asked for this information. It will be passed on to committee members when received.</b></p>	
	<p><b>4.6 General Discussion (3.15)</b></p> <p>The committee discussed congestion issues at Lynndale for the 2018-19 school year.</p>	

	<p>In the interest of establishing a potential bus drop-off zone at the Rutherford Avenue entrance to the Lynndale property, the committee wants to request of the County of Norfolk that consideration be given to the installation of a sidewalk along Rutherford Avenue.</p> <p><b>Response: The County of Norfolk has indicated that an increase in student population at Lynndale will not result in the installation of a sidewalk on Rutherford Avenue.</b></p>	
4.7	<p><b>General Discussion (3.16)</b> The committee discussed issues related to the availability of computer time for Lynndale students during the 2018-19 school year.</p> <p>There is a functional computer lab at Elgin and space at Lynndale to accommodate it. The committee supports the transfer of the Elgin computer lab to Lynndale for the 2018-19 school year.</p> <p><b>Response: The Elgin and Lynndale principals will coordinate the transfer of the Elgin computer lab to Lynndale with the I.T. department.</b></p>	<p><i>Equipment from the computer lab at Elgin will be transferred to Lynndale.</i></p>
4.8	<p><b>General Discussion (item 3.17)</b> The committee discussed what to do with the Elgin library. Elgin staff is in the process of purging the library of outdated material. Items needed at Lynndale will be transported there. Items that are useful, but not needed at Lynndale will be put into storage.</p> <p>The committee wanted to know how Elgin library materials and teacher resources would get to Lynndale.</p> <p><b>Response: The Elgin principal will facilitate the disposal of any outdated library materials, and the transport of library materials headed either to storage or to Lynndale. Elgin teachers will pack up and label any materials in their rooms headed to either storage or to Lynndale. Facilities Services will transport materials.</b></p>	<p><i>No Elgin library materials will be sent to Lynndale.</i></p>
4.9	<p><b>General Discussion (item 3.20)</b> The committee discussed the breakfast/snack programs at Elgin and Lynndale. There are significant differences in the programs.</p> <p>The committee wanted to know how the Lynndale program will function in 2018-19, and whether it will be possible to re-establish the present Elgin program in 2019-20.</p> <p><b>Response: N. Norton will contact Sharon Smyth, of the Children's Nutrition Network to inform her of the transition of Elgin students to Lynndale for the 2018-19 school year, and to answer the committee's questions.</b></p>	<p><i>The Breakfast Program will be offered 5 days each week and set up in the gym. May need to look for a new location as the gym is busy in the mornings. Parents will be asked to assist with program. Funding provided is calculated per pupil. Applying for grants.</i></p>

	<p><b>4.10 General Discussion (item 3.21)</b></p> <p>The committee discussed the materials that will be left at Elgin when the students move to Lynndale (physical education equipment, classroom furniture, music equipment, science equipment, office furniture, I.T. equipment, and consumables).</p> <p>The Committee wants to know what can be done with the Elgin material.</p> <p><b>Response: The Elgin and Lynndale staffs will collaborate to determine what Elgin materials could be used at Lynndale. Elgin teachers will dispose of any materials no longer of use, and arrange to move anything useful to storage that is not needed at Lynndale. Teachers will explore the possibility of getting packing help from secondary students who require Community Service hours. The Elgin and Lynndale principals will oversee this process.</b></p>	
	<p><b>4.11 General Discussion (item 3.22)</b></p> <p>The committee discussed issues related to the Lynndale budget for 2018-19 school year, including the purchase of student agendas.</p> <p>The committee wants to know what options exist for the purchase of agendas for the combined student population.</p> <p><b>Response: The Elgin and Lynndale principals will collaborate in determining the best option for the purchase of student agendas.</b></p>	
<b>5.0</b>	<b>Correspondence/Inquiries</b>	
	<p>5.1 Correspondence and inquiries were reviewed.</p> <p>5.1.1 Information was erroneously shared that suggested that this transition committee was determining the destination of CUPE employees. As discussed at the first committee meeting, this committee does not have such authority.</p>	
<b>6.0</b>	<b>Questions/Discussion</b>	
	6.1 There is a charge of \$1.00 for each packing/moving box that is not returned. As this is a two-year transition who will cover the cost of boxes?	<i>Facility Services will be contacted for clarification.</i>
	<p>6.2 What is happening to transition students, families and staff?</p> <p>Events that combine students and staff are being discussed. Plans are underway for Parent Night – date to be determined, Welcome to Kindergarten, May 10 Math Night at Elgin with an open house at Lynndale, May 3 Pamper Yourself Spa, Welcome to Lynndale Movie Night, etc.</p>	<i>An update will be provided at the next meeting as to the preparations and events being organized to combine students, families and staff.</i>

	6.3 Where will the portable washrooms be located? If approved, the portable washrooms may be located on the north side of the portables.	
	6.4 The Committee recommended that the final report reflect the request for twice the Parent Engagements funds of \$200 and \$500.	<i>Request for twice the Parent Engagement funds for the 2018-19 school year in the final report.</i>
	6.5 Lunch room and parking are issues for staff.	<i>W. Baker will connect with the County to determine if there is space available outside of the school grounds for additional staff parking.</i>  <i>W. Baker will request that someone from Facility Services review the asphalt areas around Lynndale for space that could be used for parking.</i>
	6.6 Staffing	<i>An update on staffing will be provided at the next meeting.</i>
5.0	<b>NEXT MEETING</b> March 19 at 5:30 pm at Lynndale Heights Elementary School	