

SSRSB Transition Meeting

April 27 2017, 4-5:45pm

AGENDA:

1. Review of Roles/Responsibilities
 - a. What is required to align things for the transition? This is not a committee to rehash the decision
 - b. Responsibility is to the students of our school board and to set them up for success
 - c. In terms of student voice and make sure that the BHS kids who are going to PVEC are treated appropriately on all levels
 - d. Communication is important: to students, staff, community, parent

2. Action Items from previous meeting:

- SAC Meeting set up (Covered in meeting)
- Collaborative time for teams to bring them forward during CLT time to make sure there is a time allocated as opposed to asking for extra time from teachers (sub release or May 1 day) (Covered in meeting)
- Feedback from Student Café (Covered in meeting)
- French Coordinator and/or Principal will look into the DELPH test for students (Covered in meeting)
- What will TELP look like for PVEC (Covered in meeting)

3. Sub-committees to report/update for next meeting:

Transition Building staff/stuff:

- Operations will supply the operational items in order to shift/move items from BJSHS to PVEC
 - When PVEC was getting ready for renovations, the shift was done in two ways. One being items being kept and those things were boxed. The second was items that the school didn't want and those things were disposed of.
 - This will be similar to this transition. Staff that are moving will receive boxes to help with the movement of personal teaching affects. There is an issue right now with space due to
 - There is a date on May 1 where the teachers from BJSHS will be coming over to see the spaces
 - Last 3 days (marking days) can have days planned
 - Chemicals are a concern. The board has an OH&S person (Gail Sinclair) responsible for this clean-up and storage of any chemicals. Things will be picked up and disposed of correctly by code.

- There are storage areas at PVEC right now. Teachers were not given time at PVEC to pack/move – this was done on their own time.
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- **ACTION ITEM:** Finding a time to have teachers move over.
 - o Suggestion: Setting up mentors for staff between the two building and those individuals can apply to the PD committee Article 60 for mentoring days.
 - o Lamar will check into sub release time for the teachers meeting
- **ACTION ITEM:** Principals will continue to meet in order to organize the transition of stuff. Principals will establish a timeline for the movement of items
- **ACTION ITEM:** Will moving occur in June/July or Sept?
- Operations will provide staff to move BJSHS staff items

Student Services Update:

- Student services met five weeks ago with staff from both schools
- A caseload of students and a timeline was agreed on
- Student services continue to work with PVEC on the needs of resources, furniture, etc.
- Student Services has provided sub days for staff at both schools
- They have worked on what the regional staff will look like moving forward (schools plus, LD facilitators, school psychologists, etc)
- Andrea Conrad is the LD facilitator for BHS - she should go to PVEC to continue with BHS students for at least one year - probably will do this with the psychologists and SLP staff
- Follow up and September meetings are already being scheduled.
- 4 of the 6 days of transition meetings have been done
 - The four days include scheduling, concerns and questions, etc.

SAC Update:

- Mr. DeWolfe facilitated this meeting on April 3
- Letter of Agreement terms were decided on for the next two years in collaboration. Some of the agreements were:
 - No restrictions of community reps
 - Voting will be open to all, if more than one parent puts their name forward. They will have to submit a bio for others to read to aid in voting.
 - At least one Parent rep should be from BHS catchment
- **ACTION ITEM:** Board office is going to be formalizing the agreements from the meeting

Technology Update:

- Meeting was held with groups from both staff on March 29
 - Groups talked about strengths and weaknesses
 - Discussed goals and barriers that they will set
 - Both staff were looking forward to being able to get together on May 1

- Discussion about resources and what they are and what they will be
- Mr. Dexter and another regional staff person felt that they would like to come back together in order to plan how they will bring this back to the staff.
- TELP - in mid-March APPLE discontinued two models that we use from the educational price list. No iPad Mini 2 or Air 2. Currently in a holding pattern until we have more information. Mr. Dexter is looking into alternatives for families
- The board has met with Apple and will continue to meet with Apple about this.
- **CLARIFICATION MESSAGE TO FAMILIES:** A parent question around technology was asked inquiring if students can bring technology to PVEC that they currently have. The Answer: Technology is allowed to be brought to PVEC such as ipads, chrome books, etc
- From a regional standpoint, we are looking at how support can look board-wide to enhance tech knowledge and usage in the classroom

Finance Update:

Update given from Tiffany Joudrey:

Finance Update:

1. School Based Funds – booked meetings with Daphne and Gord for Friday and early next week to discuss the various accounts on an individual basis. These discussions will include:
 - a. Reviewing specific account balances at March 31, 2017 and project the funds remaining at the end of the school year to determine how they are to be handled for September 2017.
 - b. Ensuring school level scholarships have been communicated with.
 - c. Discussing various Board fund accounts and balances remaining.

After separate meetings are held we will meet as a group to review and discuss the results. This may require input from Jeff and his team for various funding the schools receive.

2. Formal letters are being sent to the Administrators of the Trust funds next week to get them thinking about updating the guidelines for their scholarships/bursaries for the 2017-18 school year. I will send these out next week and make note to follow up over the summer. I don't expect to have any complications with this process as I'm sure there can be updated guidelines to still meet the desires of the Administrators.

I've included a draft copy of the letter that is going out.

3. 2017/18 Budgeting process is well under way. The Coordinators of the various programs impacted by the transition like O2 and Co-op are ensuring the funding required and discussed in these meetings are included in current year budget.

If there are any questions, please feel free to contact me.

****WHEN COMPLETE, A FINAL LETTER OF THE DRAFT LETTER WILL BE POSTED TO THE TRANSITION PAGE ON THE SSRSB WEBPAGE UNDER "FINANCE"**

School Culture Update:

- Principals have asked that they be able to take the lead on this. The student café has been put on hold.
- Walking tours occurred on April 27 for current grade 9,10, and 11 students going to PVEC.
 - Feedback given from PVEC principal
 - o Students from BSHS came to PVEC for building tours to see what it is like during the daytime.
 - o Students were able to walk through some of the construction sites so that they can see some of the learning commons areas that are sealed
 - Student Feedback
 - o Student stated that it was a good experience
- Dance scheduled for PVEC with an open invitation to staff and students from BJSHS
- Traditions - Battle of the Grades, etc. What is going to happen.
- **Students Council:**
 - Need to organize a joint meeting.
 - Need clear communication
 - Students Council does a lot the first few days of school and it would be helpful to have it running before the school year begins.
 - Needs to be determined ASAP
 - Principals will talk and ask regional staff for assistance if needed
 - There was discussion about making sure that the voices from as many students as possible. Student Council should be reaching out to as many student voices throughout this process.

Scheduling Update:

- Student registration is just about complete
- Next steps are looking at staffing, which courses will be offered due to numbers.
- Promised courses from the transition are being offered such as French Programming and O2
- **NOTE:** For anyone who is on the French course path, PVEC will cover the cost for students cost of the DELPH.
- **ACTION ITEM:** Principal at PVEC will look into students writing the DELF who are taking a 6-week EXPLORE program during the summer at St. Anne's. Student committee rep will have answer next meeting.
- **French Immersion Question:** Is there an opportunity for other courses, more variety, of course selections for French.

ACTION ITEM: PVEC principal and Coordinator of French Programming will look into the options and how these can possibly be expanded

NAME CHANGE

- The Superintendent informed the two principals at a meeting on 31 March that the name, Park View Education Centre, would not change.

4. Action items for next meeting:

ACTION ITEM: Finding a time to have teachers move over and PVEC Principal will investigate/arrange storage options.

ACTION ITEM: Principals will continue to meet in order to organize the transition of stuff. Principals will establish a timeline for the movement of items

ACTION ITEM: Board office is going to be formalizing the agreements from the meeting (Office of the Director of Student Services)

ACTION ITEM: Posting of Finance draft letter

ACTION ITEM: PVEC principal and Coordinator of French Programming will look into the options of more broad course selection and how choice can be expanded

ACTION ITEM: Principal at PVEC will look into students writing the DELF who are taking a 6-week EXPLORE program during the summer at St. Anne's. Student committee rep will have answer next meeting.

ACTION ITEM: Bus Communication: Will students within the walking area of 3.6km have access to a bus.

ANSWER: SSRSB Transportation Department will be sending letters to all students residing in the Bridgewater area during the month of May. Students will receive a letter stating that they are walking students or busing students. As stated previously, there will be courtesy bussing for students. Currently, there are 187 students qualifying for busing based on current enrolments. There are 216 seats available. Because available seating is minimal, no walking students are guaranteed a seat on the bus. Courtesy bussing will be assessed annually.

ACTION ITEM: Letter from Superintendent or board stating that there will not be a name change.

CLARIFICATION MESSAGE TO FAMILIES: A parent question around technology was asked inquiring if students can bring technology to PVEC that they currently have. The Answer: Technology is allowed to be brought to PVEC such as ipads, chrome books, etc

5. OPEN CONVO/QUESTIONS:

- **NOTE:** Greece Italy trip will be happening 2018 and it is open to both schools. There is not priority for one school over the other.
- **NOTE:** All promises around O2 are still being upheld
 - See previous minutes from Dec 1 as reference
 - 2 O2 courses for two years and 40 seats available
 - Staffing for two cohorts
 - Continued courses based on continued interest from students

6. Next meeting scheduled:

Tuesday June 6, 2017