

# ***SSRSB Transition Meeting***

## ***1 December 2016, 4-6pm***

### Agenda

#### **1. Review of Roles/Responsibilities**

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

#### **2. Review of meeting notes from NOV 3, 2016**

- Note made: The meeting minutes are taken in collaboration by BJSHS principal and Co-chair Lamar Eason.
- These minutes are sent to the team and changes/additions are taken.
- This is an open communication as we know the importance of being transparent to all school communities

#### **3. Action Items from previous meeting:**

- **ACTION:** Link Student Services documents/terms/acronyms/to transition team tab - Complete
- **ACTION:** Letting people know what things are available and that we have thought ahead - eg. Schools Plus, Mental Health Supports - where we get them and who to talk to - right now and in print would be helpful- In Progress
- **ACTION:** What about information about STEP and Skilled Trades being at the subcommittee meeting - Complete
- **ACTION:** French Draft letter for families - Complete
- **ACTION:** BJSHS/PVEC name conversation - Sent to School Culture Committee
- **ACTION:** Will ask for updated on staggered start from the department – Pending Response

#### **4. UPDATE RE-WORK TO RULE AND IMPACT**

- Scheduled to start on Monday, December 5th - things will be slowed or halted depending on NSTU direction; as Coordinators of the SSRSB, there will be things that they are working on.
- Will set a future meeting date - won't know until that date if we can meet

#### **5. SUB-COMMITTEE UPDATE REPORTS:**

##### **Student services (Darren Haley)**

- Student Services Team initiated meetings on November 9th with BJSHS and with PVEC staff on November 16th (Resource Teachers, Administration, Guidance)

- Community of Schools Staff (COS) - they will each be involved with transition meetings for students that they work with
- November 14th - met with staff of Newton House at BHS to discuss transition of their students; at this time looking at senior high students moving to PVEC and junior high students would remain at BJSHS
- November 24th - letters sent home to all families of students currently in grades 9, 10 and 11 at BHS who receive Student Support Services;
- During Parent Teacher meetings on November 24th at BHS, there were 10-12 meetings held with families and Central Office Student Services staff, to discuss transitioning of individual students
- Future Step: To meet as a full group of BJSHS and PVEC staff to look at needs of students, equipment, training needs of staff, current students who attend PVEC
- Future Step: Continue individual transition meetings with our students and families
- Future Step: Work with BJSHS and psychologists to have a student cafe to discuss some of the anxiety provoking things related to transition
- Future Step: Tour of BJSHS staff of PVEC - moved from November 30th to December 7th (all staff of BJSHS will visit PVEC)

QUESTION: What will happen with Verge House?

- They are to stay where they are at along with the staffing. The Verge House is under the direction of BJSHS principal and this will continue for 2017-2018

#### **Programs - French (Mary Chisholm)**

- Letter finalized and sent out to all families (grade 4 and up) and Hebbville Academy (grades 7-9)
- November 22nd Meeting with French programming staff at BHS and PVEC - looked at current course offerings and what this needs to look like for the next two years.
- Looked at grade 9s coming into grade 10
- Next meeting will be held in January and a brochure will be produced to explain the Immersion Program to students and families

Considerations for future meeting(s):

- Bluenose Academy - are there students there who might have a level of French that would make them eligible for French Immersion?
- There is other French programming that will be available at PVEC - eg. IB program - want to clarify what course selections that students can take.

Next Steps:

- A presentation for parents will be coming in the

#### **Programs - O2 (Mark Macleod)**

- Meeting held on November 21, 2016 - review of minutes (handed out by Mark)
- The minutes shared by Mark are in *BLUE and added online as a document:*

***BHS / PVEC Transition Team  
O2 / COOP Sub-Committee meeting  
Monday, November 21, 2016***

Attendees: Daphne Egilsson, Jane Berrigan, Allan Muir, Gord Walters, Mary Lou Samson, Shelley Bolivar-Sabeau, Roddie MacRae, Mark Power, Mark MacLeod, Don Hill (met with Mark earlier)

Updates (**in bold**) from the November 3<sup>rd</sup>, 2016 meeting

- The current Grade 10 (18 students) and Grade 11 (12 students) O2 classes at BHS would continue as a cohort at PVEC beginning with the 2017-18 school year. PVEC's corresponding numbers for the 2017-18 school year would be Grade 11 (18 students) and Grade 12 (19 students). Scheduling conflicts may see combinations of BHS and PVEC students in the various Grade 11 O2 required courses (i.e. CD 11). **Numbers come from PowerSchool and should be correct-teachers to double-check.**
- The current Grade 10 (18 students) and Grade 11 (12 students) O2 classes at BHS would both be grandfathered with respect to the NSCC preferred seats (20). **Don Hill (O2 Consultant from the DoE) was made aware of this in a previous meeting today with SSRSB.**
- The current Grade 9's at BHS who opt for the O2 program in Grade 10 (max of 20) would be assured O2 seats at PVEC. This would most likely consist of two O2 cohorts with a mix of students from BJSHS, BA, HA and BCS. **There will be 20 students starting O2 from current PVEC feeder schools and 20 starting from BHS in September 2017. They will not be segregated groups. Preferred seats at NSCC would be a competitive process and 20 students would get preferred seats regardless of feeder school. Attrition will most likely reduce the 2 cohorts lower than 40- only 6% of O2 students who qualify for preferred seats at NSCC ever use them. There may also still be a slim chance that we may be grandfathered another 20 NSCC preferred seats-stay tuned.**
- SSRSB would provide the required funding, depending on enrollment numbers, for these possible additional O2 cohorts and follow through to take place. Funding would consist of FTE, supplies, student conveyance, substitute costs and travel. **This additional funding will be provided by SSRSB for an additional cohort (max 20) in Grade 10 in 2017-2018 and follow those students through to 2019-2020; follow Grade 11 in 2017-2018 through to 2018-2019; and follow Grade 12 in 2017-2018. Possibilities that larger schools may be able to offer 2 cohorts in the future-discussions currently going on.**
- SSRSB would provide the required funding, depending on enrollment numbers, for non-O2 students taking Co-op (expansion funding of 0.15 FTE and travel expenses). **This additional funding will be provided by SSRSB for the next three school years. This funding could be completely DoE funded if number of non-O2 Co-ops reaches 50 or more students.**
- To ensure BHS students understand all career related opportunities at PVEC, more information was requested on STEP and Skilled Trades courses at PVEC- invite Mark Power (STEP) and Roddie MacRae (ST) to our Sub-Committee meeting. **Both Roddie and Mark attended and were able to talk about their**

**program/courses/type of students that are enrolled. Transportation Trades and Construction Trades are academic courses that follow the required Skilled Trades 10 course, also academic. All courses have various sections and max out at 16 students. STEP has a maximum of 15 students in Grade 10 and in Grade 11-receive training from certified journey-persons each Friday. More information for parents and students can be received at PVEC's Grade 9 Course Information night about what STEP and Skilled Trades is all about or even a session for BHS students at BHS? Recommendations for how to share space (i.e. STEP and Tech Ed) need to come from teachers first, and then go to the administration with their suggestions.**

Other topics of interest brought forward by the group:

- **O2 Interview Process / 2017-2018.**  
**Jane, Mary Lou, Shelley and Allan agreed to get together and do the interviews in the Spring 2017-very experienced group of O2 and Co-op Lead teachers.**
- **Grade 9 information sessions at PVEC.**  
**Expected that grade 9 students at BHS would attend information nights at PVEC. Additional information (as required) can be provided to students at BHS and Jane and Allan will be there to assist them, when needed-small school approach needed for those who will have anxiety about the move.**
- **Schedules are different currently at PVEC (8 day) and BHS (5 day).**  
**For example: CBL 10/CD 10 run year-long linear at BHS. They count hours throughout the year from trips, Holiday Meal, etc. to get their full number of hours. Students and families will be made aware of courses offered, registration process, etc-another sub-committee.**
- **Recognition that we are fortunate to have four very solid and experienced O2 and Co-op Lead teachers.**  
**Being able to share what has worked well over the years from both schools and to learn from each other will benefit the students. Both schools have very successful O2 programs and we hope to take the best of both programs together.**
- **Continued support for events like the Backyard Project & Holiday Meal.**  
**Would like to still have these at BHS. Can still apply through WorkIt for funding as a Junior High school.**

**Draft Nov 20, 2016/mm**

**QUESTION:**

- **The information that we have about the grandfathering - is it in a letter?**
  - **NO - but we will get a letter**
  - **ACTION: Mark will get a letter from the department from NSCC confirming the grandfathering of the seats available to our students for the current grade 10's and 11's.**
- **Will there be staffing for these additional O2/Coop courses?**

- The promise from the board was that it would cover, if there is enough interest, the programs for the current grade 9, 10 and 11 students.
- Was there a motion by the Board to have a second program?
  - That was a promise that was made and will be included in the staffing for PVEC
- The promise is made for three years - students currently in grade 9 - there will be two cohorts.
  - If the numbers remain high, this will follow until these current grade 9 students complete their three years.

**NOTE:** Preferred Seats at NSCC: A lot of students in O2 have a preferred seat through O2, but do not necessarily use it

**Programs: P/IB (Jeff DeWolfe)**

- Initiated contact with Cindy Tulley (enrollment, special projects at the Department of Education and Early Childhood Development) - there is an application process to bring AP to PVEC
- The committee has been formed including administration, teachers, and guidance and as soon as possible this committee will get together to move forward. Students voice will be included in this committee as well.
- IB is a grade 11 and 12 program, PreIB was a locally developed course
- Would not want to offer advanced courses and then AP for students currently in grade 10
- **NOTE:**
  - AP does not have a threshold minimum number
  - There is also AP Capstone Biology through NSVS (Nova Scotia Virtual School)
- The committee focus and considerations:
  - AP continuing for grade 12 (current 11's) because of the commitment made by the board.
  - IB courses will be offered for grade 11 students without pre-IB.
  - Some students currently at PVEC may want to take a grade 12 AP course
  - Because AP doesn't have a threshold, this will be looked at for how IB will include this.
  - Committee members: BJSHS and PVEC staff
  - Pre-IB is not part of the IB program. It is a local course. IB does not require it. The committee will discuss the entrance to IB without having the AP.

**QUESTIONS:**

- Is there any way for them to take courses before going to PVEC in order for them to be prepared without taking pre-IB
  - Consideration for the group: Putting supports in place for students in current grade 10 that will move into IB without pre-IB
- Who will be the teachers of AP at PVEC?
  - All teacher movement is being handled by Human Resources - there will be a qualified person there

- Some students would find it very difficult to jump right into IB, but who still wanted Advanced Courses in Grade 11 - is there something that could be done second semester to help students prepare for September in PVEC in IB
  - Pre IB is not the only entry point to IB. Students that have
  - The current BHS students enter with supports not having had pre-IB. Supports do currently exist for students at PVEC with academic support and will be extended to all students, including those that take IB

\*\*Students are on the committee and will have voice.

### **Transportation (Denise Crouse)**

- Visuals - the proposed centralized school bus stops that are outside the proposed 3.6 km (via existing roadways) walking zone to PVEC - visuals are based on BHS numbers from last school year (2015-16 school year)
- The 3.6 is routing, not as the crow flies.
- As this evolves and students move, the bus stops can also move - how to best suit the students who live there at the time
- They are not set in stone, but looking for suggestions
- How the routes were taken:
  - Mapped all students currently at BHS who would be impacted by the transition
  - Consideration was taken so that no student walks further than 800m
  - Transportation went out to look at stops to make sure that no students walks further than that 800m.
  - Both PVEC and BJSHS live within the boundary maps proposed

### **Questions:**

- What about students with mobility issues?
  - A bus stop could be requested - there is a procedure to request a stop for any student with special needs.
- Will the bus stop at BHS?
  - Currently there are students being dropped off at the Verge House - those busses could be used.
- If you live less than 3.6 km and are considered a “walking student” - can you go to one of the hubs and get on a bus?
  - This depends on how many kids are on the bus.
- Can a student within the 3.6km walk zone be allowed to catch a “hub bus”
  - Yes, as long as there is space on that bus. Currently, there are 187 students that are available based on current enrolments. There are 216 seats available
- All feeder school students have a potential seat on a bus, do the walking students get preferred parking spots as they are not guaranteed a seat on the bus?
  - Parking is first come/first served at PVEC; there is potential for extending parking at PVEC - even more when the portables are removed
- Empire Street is within the 3.6 km - why couldn't they make a loop around to get the BHS kids –
  - This is a provincial regulation

- Is carpooling and option?
  - PVEC can help parents find each other in relation to carpooling.
- ACTION: Lamar will post the transportation policy on the Transition Website
- ACTION: They will be sending notification to all students about where they need to go to catch the closest bus

**Culture - Student (Denise Dodge-Bake):**

- Student Council Meeting: Meeting was planned for Nov. 16th, but students had to cancel based on some other commitments
- Upcoming meeting on Dec. 5 which will not take place at this point because of the work-to-rule
  - Focus:
    - Influence within the school
    - Representation on school committee meetings
    - Constitution of the student council rework
- Some money being put forward for the students to make a movie coming forward from grant money. It would be on student voice piece. Barb Welsford from the Assistive Tech (AT) Centre connected with Denise - could be a movie around transition with the student voice - driven by the students - Denise will bring this forward
- Student led tours talking about this forward with leadership from the group and participate/being involved
- Extra Curricular:
  - Initial meetings with Erin Doliver and Dean McDowell
  - Meeting with some of the arts folks around drama and arts

**Culture – School (Denise Dodge-Bake):**

- Focus on student voice
- So they feel that they are being represented at PVEC
  - 25 students from each school to meet about what they can do from grade 9's, 10's, and 11's.
  - Diverse range of students from both schools
  - Hearing from the students about what they want to come to the school
  - Those students would present to the Transition Team/Steering Committee
  - World café model
  - The topics and suggestions will come from the students to make sure that it is their focus and they are represented in all things
- Question:
  - Would that include the grade 9 students from the other feeder schools?
    - Denise will take this forward

**Culture – SAC (Jeff DeWolfe)**

- This committee has been set up.
- They have admin from the school, representatives from the SAC and parent members, SAC school staff rep (NSTU and support staff), community, student,

- Looking at Letter of Agreements (LoA) and making sure that representation on the SAC of PVEC is representative. That SAC will be a very important body and it is important that BHS be represented.
- Conversations and concerns brought forward at the public meetings will be addressed
- Parent concerns will be brought forward to the committee
- BHS current grade 10 and 11 students would have formal representation through each of the groups potentially
- Every student at PVEC next year needs to be represented

### **Finance (Tiffany Joudry)**

- Met with Nancy and Daphne at BHS - Julie Lohnes will draft letters to donors which will suggest to donors that they may want to look at 2018 and beyond
- Anything over \$5, 000 is held in trust at the Board - there are pretty specific rules around these - Finance is contacting these people
- School Based Funds - no decisions made as there is no way to know what will be there - sports teams (for example) are user pay and fees
- There is no budget for transition - not anticipating any big items
- Future Actions and considerations:
  - Next is to go to PVEC to review what they have.
  - Carry forward - have to have a discussion - how is that handled
  - Go to PVEC to review what they have.
  - Funding in place to help transition students to PVEC, and also funding for changes at BHS and changes there eg. middle school
- Concern Raised: Impact of fewer NSISP students at BHS next year . There will be a significant decrease in funding because of the loss of international students. This will also be looking at increasing

### **Technology (Jim Dexter and Jeff DeWolfe)**

- Have met with the PVEC SAC to go forward with technology integration
- Jeff met with PVEC Staff - was to be done on November 30th
- Jim would like to meet with each Tech Committee individually and then have a meeting together. Jim would like Erin Dunn-Keefe (former BJSHS teacher) to help out with this committee
- Devised a HS version of TELP that includes 4 devices:
  - Chromebooks - viable economically
    1. iPad mini
    2. iPad Air
  - 2 Chromebook devices (from Standing Offer)
    3. 11 inch touchscreen - each high school in the board will get a sample) can take the Android Apps
      - 11.6 inch device laptop
    4. 14 inch Chromebook device - not a touch screen
- As the groups have moved up from the middle school systems - there are an increasingly larger group of students coming with their own devices.



- If you have your own device you can bring it. Do not consider phones a device. Older devices that would take time away from teachers would not be considered.
- Recognition of teacher time related to multiple platforms and development of instructional materials.
- Decisions are going to be made based on what technology is being used at the postsecondary level.
- ACTION: tech committees will get together
- ACTION: invite Finance back to next meeting

**Sub-committees to report/update for next meeting:**

- SAC
- Culture
- AP/IB
- Technology
- HR
- Finance

**NEXT MEETING DATE:**

**Feb. 2<sup>nd</sup>**