

SSRSB Transition Meeting

3 November 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 October 13, 2016

3. Action Items from previous meeting:

• Communication

- Communication link - will go live Nov 4th
- Communication link will be connected to BHS and PVEC websites

• Provincial Policy Rename:

- Contact with TIR
- Naming of a school at the time of a new build is left to school boards
- There are a couple of boards who have policy on this, ultimately for new builds
- Historical - TIR - had not been involved in any similar scenario where that name change came from a non-closure of the receiving school
 - Will require a name change at 100 York Street next year - this is not a new build (Lamar will investigate what will happen there)
 - BJSHS parent rep. will send examples of name change situations to Co-Facilitators

• Staggered Start time:

- Transportation - start times will remain the same, this depends on bussing; bussing will be with us at our next meeting for updates and to take considerations from the team
- A request to the Department is being put forward asking for a staggered/delayed start time from the first day. We will continue asking about this item from the province.

• School Tours

- This will occur in the future - allowing for school tours and school visits will be arranged between the school administrators with support from the board for students, staff, families/public

4. Sub-Committees Reports:

QUESTION RAISED: How to make a decision about what parents would be part of sub-committees?

- Point of contact - needs to be shared with the public –
 - It should be funneled through the Co-facilitators so that names aren't coming from multiple places.
 - Both Schools have SACs – PVEC principal would be cautious to operate outside of them - what is the motivation behind the interest - let's not forget about those SACs that we have

*** A questions/comment/suggestions link has been added to the transition team website page on the SSRSB home page, BJSHS home page and PVEC home page**

****Information requests, committee requests, parent questions should filter through Mark or Lamar using: TransitionTeam@ssrsb.ca**

Student Services (Darren Haley)

- Met with admin from both schools
- Already have a natural process for transitioning students
- Making sure they review the process with both schools
- Proactive in communication with parents.
 - Parent have a right in the program planning process
- Process will engage parents and students
- Role of parents on this team will be on an individual basis due to confidentiality of student information. The individual families of students will be contacted directly.
- Concern around stress and anxiety of students
 - Address this through School Counselor's and Program Planning Team
 - Not sure of the role of PVEC students in this - perhaps through Students Council
- Student Services meeting scheduled for November 9th to:
 - Identify students with special needs and what their needs are
 - Identifying space required for students with special needs
 - Equipment and Materials required
 - Draft a letter to go home to parents/guardians of students with a DA, IPP or diagnosed LD
- Time for more in-depth training and happens on a step-by-step basis
- Will be giving days to BHS and PVEC staff
- Students with intensive needs at BJSHS - segregated classroom - was there any thought to delaying their transition - Inappropriate for Darren to make that decision - these decisions will be made at an individual program planning meeting
- **ACTION:** Link from transition tab to Student Services documents

- Student Question:
 - Would you be willing for the first year or first half year to have an additional guidance counselor on hand?
 - Need to hear student needs. We have a great group of school counselors, but also Mental Health professionals who work in our schools.
 - Critical Incident Team - regional team and school based team - if we identify that we need additional support at the school - may reallocate to address a need
 - Schools Plus - we have supports available through them
- **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
- BJSHS Student Rep found tour helpful - feels all students should have a tour before transitioning. This could help with anxiety
- If students could lead the tours would be helpful
- All families could use more information on services available - from both schools - keeping up with acronyms
- Possible ideas/actions at the school level to support families: Meet the Teacher or Parent Nights - print resources available for families
- **ACTION**: Darren/Mark and Lamar - communication - sharing of terms/acronyms/available supports - have it available for both schools for parent nights.

Human Resources (Tina Munro)

- Talking about all groups - teaching and non-teaching
- No custodial changes
- Tech services - very minimal change
- Schools plus - slight shift
- Admin assistants - there will be a shift - have talked to affected individuals
- TAs - schools given based on needs at school and go through a process and that will continue the same as years past
- NSTU - there won't be any changes
 - Admin staff remain the same at each school
 - Teachers based mostly on percentage of time of where they teach
 - Meeting with principals on Monday
 - Have some preliminary information
 - Have met with both staffs and have had some individual meetings
 - Timeline: staffing timeline tied into budget
 - November - talk to staff who might possibly have moves
 - January - how many staff we think we have - # students/ AP/ Immersion/ etc. - get a number of how many teachers will be in each school and try to get teachers the best fit
 - March - Typically will have final numbers near the end of the month

- Teachers will officially know they are moving by the end of April
- Opportunity through NSTU to have counselors come - their specialty is teachers - we don't want the BHS teachers being put in the extra spots at the school - they often come and stay for a few days and will come back as necessary
- We want to make sure that everyone is valued

Timeline and Update: (Jeff DeWolfe)

- Overall programs and registration – The group heard that students from this table do not want a rapid process for course selection - they seemed to have the impression that would be too early and cause anxiety. Programming sub-committee has heard this request and is listening to the student voice.
- Student course selection and registration process - for all students moving into PVEC next year
 - Grade 10 and 11 at BHS - have already started high school
 - Grade 9 students at BHS - have not yet started high school
- Course Booklet will be created for PVEC with collaboration from BJSHS
- Committed to paying special attention to students in grade 10/11 at BHS and offering individual meetings for students to bridge what they have and what they are going to need moving forward.
- There will be Parent Information Nights
- There will be course selection deadlines
- Student Question:
 - Course Selection for students - When two students councils met, they brought up scheduling – an issue around not getting your schedule until the day before and then not having time to make changes
 - Conflicts are inevitable in any high school
 - Don't want to have a bottleneck in late August - want a process in place for students new to the school so that this doesn't happen.
 - This will be part of the work of the scheduling group. There is a committee that will be activated between the two schools - Vice Principals, schedulers, school counselors

O2/COOP (Mark MacLeod)

- On going discussions with the DOEEDC about our two programs
 - On going talks about preferred seats
 - If you get O2 and COOP - you are guaranteed a seat at NSCC
 - There is some talk at the provincial table as to whether this would continue to exist from the DOEEDC
 - Being told by DOEEDC that current grade 10 and 11 BHS kids would be grandfathered into their preferred seats
 - Current grade 9 students from BHS who start the cohort - the preferred seat may not be available to these kids.

- It will be communicated to both cohorts that there may not be grandfathered seats for all students who graduate (20 is the current confirmed number)
 - \$13, 000 is related to finance for the programs- good that Tiffany is here
 - Talks about funding
- Now schools have to have a number of 25 in grade 10, 11, 12
- Both BHS and PVEC have good numbers - strong O2 programs
- 2 Cohorts at PVEC for the next three years starting with the grade 10s next year at PVEC - if the numbers stay at grade 10, 11, 12
 - Cohort of 20 - grade 10 PVEC
 - Cohort of 20 - students coming from BHS
 - The two cohorts would not be segregated into PVEC/BHS - there would be two cohorts and the makeup of the cohorts would depend on course selections of the students in O2.
- All schools get 1.5 FTE - we will be able to transfer this with the students from BHS. This was a promise from the board to fund two programs for that duration of time.
- Mark would like to have a sub-committee with O2 teachers, principals. Team agrees
- **ACTION:** What about information about STEP and Skilled Trades - the sub-committee - Mark will invite Roddie MacRae and Mark Power
- The Alternate School and COSTAR would fall under Darren in Student Services

French Language Programs (Mary Chisholm)

- French Immersion continues for 10, 11, and 12
- The commitment has been made to students currently in grade 10 that they will be able to get the immersion certificate.
- Draft Letter is in place - for families and will be going out.
 - **ACTION:** Link from transition site on SSRSB when ready
- Hebbville Academy students in 7, 8, 9 Immersion will have an opportunity to continue Immersion studies with BHS students
- Middle Immersion will join Late Immersion - this has happened in other places provincially
- In grade 10, students will all come together and take their instruction in French
- Will work with HR to see who will be providing these programs.

IB/AP Programs (Jeff DeWolfe)

- Committed to providing students in grade 12 with AP level course - do not have the option to jump into IB
- Students currently in grade 11 will have access to AP - not sure which courses - some sections will be small and there will be a staff pressure on this.
- Current grade 10 students in BHS who did not take Pre-IB to be able to go into the IB courses - there is no reason the students could not go into IB
- Student Question:

- Are there plans to have AP studies at PVEC –
 - At this point they do not have plans for current grade 10 students to take AP - they would be able to enter IB
- The grade 9s in BHS would get visits and access to Information nights
- Question:
 - Who would teach AP next year at PVEC?
 - This is an HR question - Tina cannot answer at this time. Would make sure whoever is teaching it would be qualified.
- Question:
 - Have students at PVEC right now taking IB courses who missed Pre-IB:
 - Yes

Technology Integration

- Committee being formed. Will be headed by Jim Dexter and Erin Dunn-Keefe
 - Currently both schools have tech committees and this is where the committee will start
- Student devices will be a topic covered
- Technology integration support for students and teachers will be a priority
- Question:
 - Will there be staff on this committee?
 - Yes

School Culture (Denise Dodge-Baker & Jeff DeWolfe)

- SAC
 - Membership - we need to determine membership for September 2017- June 2019
 - BHS needs designated representation for those two years for the students transitioning. Their will still be an SAC located at the current BJSHS for the 7-9 students
 - Changes to Letter of Agreement need to occur
 - Need a committee to look at the LOA for the SACs - could put the two SACs together and the administration
 - This is a great committee for parent voice.
- Fair representation of both groups coming together in many of these areas of school culture
- Student Councils - looking to touch base with presidents and staff advisors.
- When will elections be? Co-presidents? Fall election when everyone is there?
 - These are questions that the student councils will be addressing as they work together
- Students invited Denise to future Student Council meetings
 - Student Councils came together yesterday to start a dialogue.
- Extra Curricular and Special Events - looking at what is already going on in the schools: Arts, Clubs, Social Justice;

- Membership: current Student Councils and Student Council Staff Liaisons
- *Graduation*
 - Awards Committee - member/chair
 - Guidance
 - Administrator
 - SSRSB Finance Staff
 - Parents
 - The names such as Silver B's and Panthers will be discussed to be bridged and representative of all students

*General Question asked about the Transition of the Lunenburg Schools

- What was the process like for the Lunenburg transition team?
- Some things were done in the short term and not many things were done in the long term when Lunenburg High School students moved to BHS and PVEC because of the time of year that that decision was made.
- The Lunenburg decision happened in March and the students and staff moved in September
 - Asked the kids what works and what does not work
 - Program Planning Team: Staff sat on the PPT as the teachers knew the students best
 - In the first year some things were addressed as they came up.
 - Senior Student Council money went into a scholarship for a student who attended Lunenburg when it was a high school
 - **STATEMENT:**
 - There continues to be a school at 100 York Street. We cannot forget that students are still at that school and are also important. Though the transition is for the 10-12's, we still have to remember that there are students not to be forgotten.
 - There needs to be some expertise in how we turn this into a high functioning middle school.

Finances: (Tiffany Jodrey)

- Tiffany will be present at meetings going forward
- Scholarships and bursaries held in trust at the Board office - they are reviewing these to ensure the people in charge of these are OK with them going to PVEC - list attached to audited financial statements
- There are some held at BHS - will need a good list of these - funds held at the school would transition with
- Sports team - is there a money with the team that will move with them
- Will have more information at our next meeting

ACTION ITEMS GOING FORWARD:

1. Looking at question on BJSHS name change on that school - past policies from Stephanie
2. Parents through SAC committee - SAC committee - not limited to SAC members
3. Will ask for updated on staggered start from the department
4. Collaboration and timing for the school visits - Lamar will talk to principals
5. Sharing of terms and services - acronyms/terms/available supports - on websites and to families
6. Student tour dates - student led tours
7. Include French Family letter to go out on correspondence page and post it online as well
8. Transition Information Night – This will be worked on at the school level. (could possibly connect this with an Open House at PVEC)
9. Membership lists should be available at our next meeting.

Information requests, committee requests, parent questions should filter through Mark or Lamar using: TransitionTeam@ssrsb.ca

Next Meeting: Thursday, December 1 @ 4-6 pm

Action Groups for next meeting:

Will ask for updates from Finance, Transportation, Culture, Programs, Technology