



Elgin Transition Committee

NOTES

The Elgin Transition Committee met at Lynndale Heights Elementary on Tuesday, February 6, 2018.

1.0	WELCOME AND INTRODUCTIONS
	<p>Wayne Baker welcomed everyone to the first Elgin Transition Committee meeting. Committee members introduced themselves. Samantha Nicholson, Principal, Elgin Avenue Public School, Sheila Sloat, Vice-Chair, Parent Council, Elgin Avenue Public School, Nicole Auld, Teacher, Elgin Avenue Public School, Jessica Smith, Parent Council, Lynndale Heights Elementary School, Diane Clark, Teacher, Lynndale Heights Elementary School, William Valoppi, Principal, Lynndale Heights Elementary School, Nancy Norton, Vice-Principal, Elgin and Lynndale Heights Elementary Schools, Rob Weber, Principal, West Lynn Public School, Rita Collver, Trustee, Wayne Baker, Superintendent, Chair, and Heather-Jo Causyn, Recorder.</p>
2.0	TERMS OF REFERENCE - <i>POLICY FT9 – TRANSITION COMMITTEES</i>
	<p>The Grand Erie District School Board approved the establishment of a Transition Committee to support the movement of Elgin Avenue Public School students to Lynndale Heights Elementary School for the 2018-19 school year. Elgin Avenue Public School will be closed to students during the 2018-19 school year for renovations; Elgin is scheduled to re-open in preparation for the 2019-20 school year.</p> <p>Mr. Baker explained that the role of the Transition Committee is to:</p> <ul style="list-style-type: none"> - provide recommendations to the Trustees regarding the transfer of Elgin students to Lynndale - keep the Elgin and Lynndale parent groups apprised of information shared with the transition committee

3.0	ARISING ISSUES	Action
	<i>School Organization</i>	
	3.1 It has been suggested that Elgin students will be combined into the Lynndale school population. Classes will be made up of students from both schools. A second suggestion included two separately run schools, Elgin and Lynndale at one site (i.e., separate bell times, separate classes, separate fundraising, etc.).	<ul style="list-style-type: none"> • <i>W. Baker will follow up with Executive Council</i>
	3.2 It is the responsibility of the principal to transfer student's OSR to the student's next school. The Elgin teachers will sign off on their classes' OSRs, then turn them over to the Elgin principal, who will determine the process for transferring them to Lynndale. OSR transfers usually take place at the end of the school year.	
	3.3 It was suggested that at the grade 8 graduation ceremony that the present Elgin students graduate as "Elgin Eagles".	
	<i>Human Resources</i>	
	3.4 Elgin and Lynndale teachers will be combined into one school organization for the 2018-19 school year. Regular surplus-to-school rules will apply. The Lynndale principal will be responsible for the staffing, in consultation with the Elgin principal.	<ul style="list-style-type: none"> • <i>Elgin teachers are to continue to complete their top three choices</i> • <i>Division teachers will meet with administration to discuss class lists</i>
	3.5 Elgin teachers will have the right to return to Elgin when it re-opens. They will have no entitlement to remain at Lynndale.	
	3.6 Elgin Educational Assistants will follow the contractual job placement procedures.	
	3.7 There are discussions about relocating current Elgin staff that will not be required at Lynndale to other locations for the 2018-19 school year, then having them return to Elgin for the 2019-20 school year. This has not been finalized.	
	3.8 There is a formula for determining custodial staffing. With an increase in student enrolment, Lynndale's custodial staffing complement will increase accordingly, however the work loading (ie., the addition of portables) has not been finalized.	
	<i>Facilities</i>	

	3.9 The County of Norfolk has informed the Board that there is no need to add additional washrooms on the Lynndale site. W. Valoppi provided information as to the number of washrooms currently at Lynndale. The ratio used by Norfolk County includes washrooms in areas such as the kindergarten room, change rooms and staff room.	<ul style="list-style-type: none"> • <i>It is recommended that additional washroom facilities (i.e., portable washrooms) be located at Lynndale for the 2018-19 school year</i>
	3.10 Portables can be wired into the school's alarm system. Closed circuit cameras can be added for additional security.	
	<i>Information Technology</i>	
	3.11 Elgin parents will pre-register their kindergarten children at Elgin and the information will be forwarded to Lynndale.	
	3.12 Portables can be provided with internet access and have the same technology (e.g., SmartBoards) available to classes as any other classroom.	
	<i>General Discussion</i>	
	3.13 The principal of Lynndale along with the Transportation Supervisor will work out the details in regards to the additional busing at Lynndale.	<ul style="list-style-type: none"> • <i>An invitation will be extended to the Manager of Transportation to attend the next meeting</i>
	3.14 Various scenarios are being looked at in regards to parking at Lynndale (e.g., adjusting the area south of the portables to accommodate additional parking, request to Norfolk County might to provide a parking area on the north side of Lynndale or off-site parking). Currently there are four designated handicap parking spaces.	<ul style="list-style-type: none"> • <i>A request will be made to the County of Norfolk to determine how many designated handicap parking spots are required at Lynndale</i>
	3.15 Request for a sidewalk on Rutherford for the potential of bus pick up and drop off and safety reasons for walkers.	<ul style="list-style-type: none"> • <i>Lynndale Parent Council will make a request through the County of Norfolk to consider the addition of a sidewalk on Rutherford</i>
	3.16 Elgin teachers will be responsible for packing items (ie., resources, phys ed equipment, furniture, technology) that are to go to Lynndale and items to be kept in storage and returned to Elgin following the construction. All boxes will be clearly marked with their name, room number or if it is to go into storage. Facility Services will provide boxes to be used for packing. Facilities will transport items to Lynndale or to storage. Teachers will unpack the	<ul style="list-style-type: none"> • <i>A computer lab is available at Elgin to be moved to Lynndale for the 2018-19 school year</i>

	boxes and arrange their rooms accordingly. This is to be done on their own time. Nothing can remain at Elgin during the construction phase.	
	3.17 Elgin staff is in the process of purging library resources. Items to go to Lynndale or into storage will be boxed and labelled accordingly. Facility Services will transport the items as required.	<ul style="list-style-type: none"> • <i>Teachers are to pack and mark appropriately any library resources that they use in their programs. These items will then be sent to Lynndale.</i>
	3.18 The Lynndale principal will ensure that all students have equitable access to all of the opportunities within the school. With additional students during the 2018-19 school year, it is likely that less time will be available for each class. However, with imaginative planning, the impact of increased student enrolment can be mitigated. With additional staff and a small staff room it may mean that there are two lunch breaks scheduled.	
	3.19 Pennants will be provided to both Elgin and Lynndale for the sport teams that win an event.	<ul style="list-style-type: none"> • <i>Two pennants (one for Elgin and one for Lynndale) will be provided</i>
	3.20 The breakfast/snack program is run differently at each of the two schools.	<ul style="list-style-type: none"> • <i>N. Norton will contact S. Smyth to update her as to the changes for the 2018-19 school year. As well, a request will be made to have the funding remain separate (ie., Elgin and Lynndale) in order that the funding model will continue for both schools in the 2019-20 school year</i>
	3.21 The computer lab, phys. ed. equipment, furniture, appliances, music equipment, science equipment, office furniture, teacher desks, IT equipment, etc. that can be used at Lynndale will be moved there. Those items not required will be placed into storage or purged.	<ul style="list-style-type: none"> • <i>Work as a group to complete an inventory and label items to be sent to Lynndale or stored. A request will be made for students that require Community Service Hours to assist where possible</i>
	3.22 All ordering for the 2018-19 school year will be done by the Lynndale principal; the Lynndale budget for next year will be increased to reflect the increased student population. The Lynndale principal will confer with the Elgin principal in this process.	<ul style="list-style-type: none"> • <i>Discussion will continue in regards to the purchase of agendas for the 2018-19 school year</i>

4.0	QUESTIONS FROM COMMITTEE MEMBERS	
	4.1 Finding space for non-classroom teachers will be explored.	
	4.2 Elgin will not receive the Parent Engagement funding for the 2018-19 school year. It was suggested that we may need to do some extra family engagement activities to foster inclusion for all.	<ul style="list-style-type: none"> • <i>W. Baker will request that the Parent Engagement funding continue for both Elgin and Lynndale in the 2018-19 school year.</i>
	4.3 Fundraising may continue in the 2018-19 school year. How the funds will be disbursed will be explored. (e.g., 2/3 Lynndale, 1/3 Elgin, year end trips)?	
5.0	NEXT MEETING February 23 at 1:00 pm at Lynndale Heights Elementary School	