



Elgin Transition Committee

NOTES

The Elgin Transition Committee met at Lynndale Heights Elementary on Monday, March 19, 2018.

1.0	<p>WELCOME</p> <p>Wayne Baker welcomed everyone to the third meeting of the Elgin Transition Committee meeting.</p> <p>Committee members in attendance: Samantha Nicholson, Principal, Elgin Avenue Public School, Megan Allen, Parent Council, Lynndale Heights Elementary School, Sheila Sloat, Vice-Chair, Parent Council, Elgin Avenue Public School, Nicole Auld, Teacher, Elgin Avenue Public 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, Rita Collver, Trustee, Wayne Baker, Superintendent, Chair, and Heather-Jo Causyn, Recorder.</p> <p>Regrets: Rob Weber</p>
2.0	<p>ACCEPTANCE OF MEETING ONE NOTES – FEBRUARY 23, 2018</p> <p>The meeting #2 notes were accepted with a couple changes.</p>
3.0	<p>RESIGNATION LETTER</p> <p>A letter of resignation was received from committee member Jessica Smith.</p>

4.0	<p>ACTION ITEMS FROM MEETING TWO</p> <p>4.1 RECOMMENDATION/ACTION ITEM: Transportation Issues Related to the Transition (Item 3.0) Phil Kuckyt answered committee questions related to transportation during the 2018-19 school year. Specifically, the committee was interested in: <ul style="list-style-type: none"> • the additional costs related to having Lynndale being served by four busses, rather than two is \$80,000.00 annually • locations for student pick-up and drop-off on the Lynndale site • communication with current Elgin parents about pick-up times/locations for 2018-19 school year Response: The final report of the transition committee will include a request for four busses to be used in transporting current Elgin students to Lynndale in 2018-19. The Transportation Department will confer with the Lynndale principal in establishing bus drop-off and pick-up locations. Parents of current Elgin students will be informed before the end of the current school year as to the transportation details for their children for the 2018-19 school year.</p> <p>4.2 ACTION ITEM: General Discussion (Item 6.1) The committee discussed potential costs for packing materials, specifically a \$1.00/box fee for boxes not returned to Facilities. Given the two-year transition process, who will cover the costs? Does it make sense to return the boxes after the first year, when we'll have to use them again next year? Response: Facilities has clarified that there isn't an expectation that the boxes will have to be returned after the Elgin-to-Lynndale transition; the boxes could be kept for two years if that is preferable. The intent of the cost is to ensure that the boxes are returned.</p> <p>4.3 ACTION ITEM: General Discussion (Item 6.2) The committee was informed of some preliminary considerations for combined Elgin-Lynndale events: a Parent Night; Welcome to Kindergarten; Math Night & Open House; Pamper Yourself Spa; Welcome to Lynndale Movie Night. Response: The following list of events are being organized to combine Elgin and Lynndale students, families and staff: <ul style="list-style-type: none"> - February 22 – organizers of Elgin and Lynndale snack programs met to plan for the 2017-18 school year - April 10 – Elgin invited Lynndale staff to “Minds Up” workshop, after school - May 3 – Lynndale Community Spring Fling and Spa (5:30-9:00 pm), Elgin families are invited to participate - May 30 – Elgin Welcome to Kindergarten Orientation, a bus will take Elgin soon-to-be JK students and their families to Lynndale for a tour - June 7 – Movie Night at Lynndale, organized by Parent Council, Elgin families are invited to attend - June 18 – Possible SCS Leadership class activities at Lynndale for grades 1 – 8, Elgin students and staff are invited (if C. Harvey's leadership class organizes this again this year) - Elgin is also planning activities (e.g. Lucas Wilson) to wrap up the school year - Self-Contained classes will be included in activities at their new schools </p>
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4.4 **General Discussion** (Item 6.3)

The committee discussed the possible location of portable washrooms on the Lynndale site for 2018-19.

Response: Pending approval by the Grand Erie Facilities department and the County of Norfolk, the probable location of the outside washrooms would be on the north side of the portables on the south east corner of the property.

4.5 **RECOMMENDATION:**

General Discussion (Item 6.4)

The committee discussed parent engagement funds for the 2018-19 school year, specifically the amount forthcoming for the combined Lynndale school.

Response: The final transition report will include a recommendation from the committee for Lynndale to receive a 2018-19 allotment for parent engagement funds equivalent to the total amounts for Elgin and Lynndale, had they been separate.

4.6 **ACTION ITEM:**

General Discussion (Item 6.5)

The committee discussed potential congested issues on the Lynndale site during the 2018-19 school year, specifically with respect to the staff lunchroom and parking for staff.

Response: W. Valoppi conferred with staff to determine possibilities for creating additional lunchroom space. A couple scenarios are being discussed.

W. Valoppi will connect with T. Oldham, Facility Services, to determine if additional parking spaces could be located at the back of the school near the portables. W. Baker will connect with Norfolk County to determine if approval could be received to have additional parking spots located north of the school.

4.7 **ACTION ITEM:**

Staffing (Item 6.6)

The committee discussed the process of creating a school organization, include class-size caps, Board averages, and constituting a class.

Response: W. Valoppi provided the following projected student enrolment for the 2018-19 school year:

	Elgin	Lynndale	Merged
JK	20	40	60
SK	28	37	65
Grade 1	29	45	74
Grade 2	22	39	61
Grade 3	21	36	57
Grade 4	22	39	61
Grade 5	28	30	58
Grade 6	18	55	73
Grade 7	29	35	64
Grade 8	21	43	64
Total	238	399	637

Note: This information does not include the self-contained classes.

5.0	Elgin Transition Committee Report The Elgin Transition Committee Report was reviewed. Changes were made to the report and the report was agreed upon.
6.0	Disbanding Report Disbanding the Elgin Transition Committee report was reviewed.
7.0	Questions/Discussion <p>7.1 Elgin is a comp ed school that receives additional funding and staffing. Will Lynndale be considered a comp ed school with the Elgin students added to the organization for the 2018-19 school year? W. Baker will look into this and report back to the committee.</p> <p>7.2 Lynndale staff have expressed concerns regarding the potential for the bus drop off at the front of the school and the lack of parking at the school. Discussion will continue on both of these items until the best scenario is determined.</p> <p>7.3 Technology from Elgin such as Smartboards, portable computers, classroom computers and tablets will be taken to Lynndale. The computer lab will be moved to another school or stored.</p>
8.0	Timelines <p>Letter regarding transportation could be sent home with the report cards.</p> <p>Communication to parents explaining such things as what is being packed at Elgin and where items are going, bell times, nutrition breaks, breakfast program, a request for volunteers, etc. will be prepared by W. Valoppi, N. Norton and S. Nicholson. The information will then be vetted through K. Newhouse prior to being sent out to the families of both schools.</p>