

TRANSITION TEAM

February 28, 2017
3:45p.m. – Board Room

MINUTES

Present:	Tricia Weltz	Daphne Brumwell	Erica Raymond
	David Horton	Louis Clausi	Darren Berthier
	Betty Pichette	Erika Adam	Roslyn Gauthier
Regrets:	Andrew Marks		

1.0 Opening Prayer and Welcome

Tricia Weltz shared an opening prayer.

2.0 Minutes of the Last Meeting (December 13, 2016)

Louis Clausi offered congratulations to those responsible for the student letter writing activity to Pope Francis, which generated great media interest and school advertisement.

3.0 Updates

3.1 Renovations Update

David Horton provided an overview of the Pope Francis Elementary School site. He explained that the addition will be built on the existing space of the current portapak, which is different than the previous concept. We hope to have final designs for broader sharing, prior to the March Break. The committee is recommending that poster boards of the final design be made and readily available for sharing with all stakeholders.

O’Gorman Intermediate – looking at some renovations to convert existing change rooms into RT / Office space; renovating the staff room to create more space. The size of the room will not change but the dimensions will vary. The washrooms will be changed as well.

Garbage bins are also needed at O’Gorman Intermediate Catholic School, St. Paul School, and Sacred Heart School.

- There are a number of old teacher desks. David Horton confirmed that the policy states that the DOE and Manager of Plant will have the final say in the process to keep or remove such furniture and equipment from schools.

ACTION:

We need to go through the 2 schools and decide what is being kept / what is being discarded. Principals are currently engaged in the beginning stages of the identification of equipment.

Michele Mahaffy inquired about custodial hours throughout the summer and asked what the plan is in light of the renovations to two Timmins schools. More information is forthcoming in

this regard to ensure that schools are ready for start-up, across the city. Reassignment is possible, but not yet confirmed. David Horton will communicate this information to all parties.

3.2 Financial Services Update

Erika Adam confirmed that matters relating to the distribution of school funds will not take place until late June or early July, once the balances of both schools are determined. Erika will oversee all matters of finance through the consolidation process.

3.3 Working Committee Update

Tricia Weltz provided a general overview of the work undertaken by the school principals and superintendents over the past two months. Matters involving school structures, staffing, and general operations have been addressed through these working meetings.

4.0 Transition Activities (Staff & Students)

Darren Berthier and Erica Raymond confirmed that there is a planned activity for new Kindergarten students on March 21-22. T-shirts will be given to new registrants at this time, in an effort to continue to advertise the school name. Tricia Weltz will share the t-shirts for these youngsters.

All other students will receive high quality t-shirts once the school mascot is confirmed.

There is a parent meeting on the 21st of March at Sacred Heart School – Darren is targeting some parents who are still undecided. Tricia Weltz offered to attend this meeting and share relevant information. Darren Berthier will confirm the evening as soon as possible.

March Break – TSW to send out requests for families to confirm their registration (under guise of transportation) to confirm who is attending which school.

Some discussion ensued about the value in

Staff Information Evening - Tricia Weltz will hold this voluntary staff information meeting immediately following the March Break.

All educators, ECEs, and EAs will report to their respective school communities on the April 10th PA Day. More information will be shared in the coming weeks.

Louis Clausi suggested that the identification of a school mascot needs to take place sooner than later. The committee agreed.

ACTION

1. Both Betty and Darren will engage their students in the collections ideas by March 9th.
2. They will each send top two choices to Tricia Weltz.
3. The top two from each school will then be put into a google survey for student voting.
4. Students will have the opportunity to share their opinion.
5. The decision will then be confirmed and announced.

The committee engaged in a discussion about suitable ideas for the naming of the mascot, being mindful of the age of the students and the appropriateness of the mascot. Principals will engage students in such conversations for the selection process.

5.0 Communication Strategy / Next Steps

The committee discussed the need to enhance our communication strategy and identified that a social media campaign of some kind might be of great value. We need to identify a dedicated person to oversee this critical strategy.

6.0 Other Business

6.1 Moving Plan

The Plant Department will begin to develop this plan and will share the details with the respective school communities.

6.2 Closing Ceremonies

The Committee discussed the need to prepare these celebrations in a timely fashion and ensure that full community participation is considered. Among some of the required actions include:

- Confirmation of dates, per school (Sacred Heart & St. Paul)
- We need invitations ready (retired folks, public announcements, dates, trustees)
- Involve social media
- The celebration must include a faith-based element (mass, prayer services)
- Time capsule of some kind

ACTION

The Leadership Working Committee will address this matter at the next working session.

6.3 Portapak

Daphne Brumwell asked what the plan is about the portapak. David Horton confirmed that it will be in place until June 2017. As such, there is no urgency to vacate the space.

6.4 Church Pews

Daphne Brumwell inquired what the plan is for the pews from Nativity Parish. They are in really bad shape, unfortunately. We need to be mindful of their relevance and consider how they might be incorporated into the new school design.

7.0 Date of the Next Meeting

April 4, 2017
3:30 – 5:00 p.m.

8.0 Adjournment

Tricia Weltz moved adjournment at 5:01 p.m.