

Lester B. Pearson/M.M. Robinson Integration Committee Record of Action - Meeting #2

Date: November 9, 2017 (5:15 - 7:15 p.m.)

Location: Small Boardroom, J. W. Singleton Centre Education Centre, 2050 Guelph Line, Burlington, ON L7P 5A8

Committee Members Present: Loraine Fedurco, Principal - Lester B. Pearson; Claire Proteau, Principal - M.M. Robinson; Linna Luo and Taya Armstrong - student reps Lester B. Pearson; Zion Oginni and Meg Malloy - student reps M.M. Robinson; Steve Armstrong and Cheryl DeLugt - parent reps Lester B. Pearson; Rishia Burke - parent rep M. M. Robinson; Lisa Galay and Danielle McCarthy - staff reps Lester B. Pearson; Lee Banks and Caitlin Boutros - staff reps M.M. Robinson; Richelle Papin - Trustee Lester B. Pearson; Andréa Grebenc - Trustee M.M. Robinson; John Pennyfather - Superintendent Lester B. Pearson and M.M. Robinson; Terri Blackwell - PAR Coordinating Superintendent; Michelle Bates - Mental Health Lead/MASS rep; Jim Young - OSSTF rep, Kelly Ponce - OCTU rep

Resource Personnel: Mitchell Gundy - Planning Officer/Recorder

Regrets: Judy Watson - HDEAA rep

Guests: Anil Gokarn - Snyder Architects Inc.; Rebecca Newcombe, Vice Principal - Lester B. Pearson; Susan Gabriele, Vice Principal - Lester B. Pearson; Marnie Denton, Manager of Communications HDSB

Note: This document is not a verbatim transcript. Questions and answers have been paraphrased for the sake of clarity and brevity.

Item/Responsibility	Discussion	Action/Responsibility
<p>Welcome back</p> <p>Superintendent Pennyfather</p>	<p>Superintendent Pennyfather welcomes the committee and introduces guests and new members</p> <p>The committee discussed positivity in the process at the last meeting and watched a sample Student Intro video from Limestone District School Board.</p> <p>Superintendent Pennyfather shared back committee member thinking/questions from meeting #1 and the emerging themes; the committee reviewed these and were asked to keep these in mind in their work. The Emergent Themes included: Student Voice, Expanded Academic Program/Extracurricular Opportunities, Communicate/Listen/Engage staff/students/families, Transition Activities/Opportunities for Staff/Students, Culture/Integration, Student Achievement, Addressing Known/Emerging Student Needs, Rates at which Students/Staff Adapt, Ongoing Monitoring of Plans</p>	<p>Continue to use the Emergent Themes handout to guide discussions and meeting agendas</p>

<p>Board Report</p> <p>Superintendent Blackwell</p>	<p>As per the Integration Committee request for direct links at Lester B. Pearson (LBP) and M.M. Robinson (MMR) schools, the school webpages were shared with the committee. The FAQ section at the Board website was also highlighted, as was the importance of members of the Integration Committee in sharing back with their respective stakeholder groups.</p> <p>A question was asked about the opportunity to ask questions. Superintendent Blackwell shared the Board has an email address to submit questions (PARimplementation@hdsb.ca) as well as the FAQ section at the Board's website (with a specific section for LBP/MMR).</p> <p>Superintendent Blackwell shared that the Board is developing an Administrative Procedure identifying tasks and timelines to support school closure processes and a budget to support the transition of staff and students.</p> <p>A question regarding a budget was asked. It was shared that the Board policy identifies \$500 for a closing celebration. There was further discussion around additional costs that would be determined at the Board Steering Committee level. Funding has been provided for opportunities shared by the two school communities (e.g., bringing the Leadership teams of both schools together, PEP/LINK student event). The Board has made a commitment to be cognizant of minimizing the expenditures of the implementation during the Administrative Review. Steve Armstrong, LBP parent, stated an anticipated Administrative Review Report would be coming from the ministry by December.</p> <p>Superintendent Blackwell would like to have those involved in the transition (e.g., students) to share at an upcoming Board meeting on January 10, 2108, recognizing that students will be involved in end of semester assessments.</p> <p>Superintendent Blackwell introduced Anil Gokarn from Snyder Architects Inc. Anil introduced himself and shared the company's previous projects in the Halton District School Board with the committee. He also shared that the architects have toured 4 of the schools in the implementation of the PAR.</p> <p>A question is asked regarding which four schools. The response was the two that are closing (Lester B. Pearson and Robert Bateman) and the other two that are accommodating them (M.M. Robinson and Nelson). Anil lets the committee know that he is here to help gather information from this meeting and take it back to his team.</p>	<p>Superintendent Blackwell to share updates on processes and timelines at the January, 2018 Integration Committee meeting.</p> <p>Schools will be supported by Board staff, as needed, in the tasks identified in these timelines. This work has been ongoing through the Board Steering Committee.</p>
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<p>Principal's Report</p> <p>Principal Fedurco (Lester B. Pearson)</p> <p>Principal Proteau (M.M. Robinson)</p>	<p>Principal Fedurco shared that Lester B. Pearson has created an electronic staff Q&A document which will be updated as new questions arise. She adds that students and teachers have been asking and are ready to go with the transition. She shared that in many consolidations, schools have only a few months. With a year to work together, we are at an advantage and are continuing to develop these opportunities. She also pointed out that the integration is a process vs. an event.</p> <p>Principal Fedurco shared that many of the staff questions are around staffing. Human Resources will be at Lester B. Pearson's staff meeting in December. Michelle Bates (Board's Mental Health Lead) attended the November staff meeting to work with staff regarding "change". This included discussion in support of staff, and how they can support students, including strategies for developing resiliency.</p> <p>Principal Fedurco shared that the Student Services department and Student Success staff have and will continue to work with other staff to support all students. Identifying and working with students in risk has and will continue to be a focus.</p> <p>Principal Proteau mentioned that there are informal co-learning opportunities taking place with LBP/MMR staff and students. Principal Fedurco adds that the schools share support staff (e.g., Instructional Program Leader, Student Services Program Leader and ESL regional itinerant). Staff are also working together through PD opportunities such as ICT lead learners. Both staff are working together with respect to technology resources and school technology infusion funding. Transition planning for is already underway. The girls' and boys' hockey teams are comprised of students from both schools.</p> <p>Principal Fedurco shared recent success of the Lester B. Pearson Basketball team. They just won the championship and will be heading to OFSAA in Timmins.</p>	<p>Human Resources will be attending the Lester B. Pearson December staff meeting.</p> <p>Schools will continue to build in opportunities for transition collaboration for staff and students.</p>

Principal Proteau shared that MMR will host the Grade 9 Parent Night on November 16. An additional program night for French will be held on November 30. MMR/LBP staff/student will work together in visiting all feeder schools (Pep Rally Roadshow). Information postcards will be handed out to all students to bring home.

Earlier in the day, the staff Leadership Teams from LBP and MMR worked together for program planning for 2018-2019. There was excitement regarding the number of course options on the table for the students.

A member asks if the staff from LBP will be moving over to MMR? Superintendent Blackwell states that the intent is to move teaching staff with students. Staffing is determined by the number of students and the courses they select. Once this is established, a seniority process will determine if there are any staff that are surplus. The administrators shared that this could happen at either school. Additionally, staff may choose to apply to a posted position at another location, as per the staffing timelines in the collective agreement. Currently, there are many staff with part time status that may seek full time opportunities through the staffing process. This would not be unusual.

Superintendent Blackwell shared that it is important to recognize that there are other staff from different employee groups that do not necessarily move when there is a school closure (e.g., office staff, facilities staff). Part time staff will be seeking full time position elsewhere.

A follow up question is asked if the resource team will be moving with the teachers? Superintendent Blackwell responds stating that the staffing allocation is for Student Services and Student Success is also in alignment with enrolment. Administration will monitor as the staffing process moves forward.

Superintendent Blackwell asks students from LBP and MMR (Pep or Link Crew) to share any feedback from the recent work they did together.

The students on the committee shared. The LBP crew had a chance to go to MMR and found it a positive experience. They also think it is important to have the students to be in the school prior to the integration and that it is time to get the whole school involved not just the leaders. The MMR students mentioned that having the LBP students come over raised some important questions that they may have overlooked, and that having a larger sample size could help. Both groups shared that they had made connections working together throughout the day and are looking forward to further opportunities.

<p>Subcommittees</p> <p>Superintendent Blackwell</p>	<p>Superintendent Blackwell provided a review of the subcommittees structure, and asks everyone to review the structures, membership and mandate. The structure was developed from the feedback from the last meeting, emerging themes and the need to engage student voice. This is also based on the Committee's desire to get the work started.</p> <p>Artifacts and memorabilia committee is exclusively Lester B. Pearson representatives, chaired by Vice Principal Newcombe. Vice Principal Newcombe shared that she has been in contact with the Burlington Historical Society and mentioned the many items at the school (e.g., panels of pictures and newspaper articles in the hallway).</p> <p>A member asks if MMR students could be on the committee as well as to help with the end result of honouring and shared understanding of the schools historical items. It was shared that by having MMR Vice Principal Gabriele work with Vice Principal Newcombe with respect to the facilities and location needs for honouring and preserving memorabilia, as well as focus of the student voice committee to honour each other's' cultures and traditions, this would be addressed.</p> <p>Closing Ceremonies/Activities subcommittee, chaired by Principal Fedurco, will plan closing ceremonies and activities. This too, would be comprised of Lester B. Pearson students, staff, parents and alumni. A question is asked about the timing of a celebration, given what happens in schools in June. Principal Fedurco shared that the preferred date would be in May, to prevent any ceremonies around any exams, commencement, and other important end of year activities.</p> <p>A question is asked regarding if the alumni are able to take part in any of the process? Alumni will be able to put their name forward via an Expression of Interest form provided online through www.hdsb.ca website. The form will be available until Dec. 1, 2017</p> <p>A question is asked about putting an ad into the Burlington Post. Marnie Denton, HDSB Communications, shared that the Board would be sending out a news release on Nov. 13. This lets the media know what is going on and might get more milage/coverage than an ad would. Additionally, Lester B. Pearson will send to their staff and families on Nov. 10. All board staff will receive an email on Nov. 13 and everyone is encouraged to share these additional opportunities. There are also other ways such as posters in community hubs or childcare centres. However they are time consuming. Whereas social media encourages more input and has a faster turnout rate.</p>	<p>Committee members promote the subcommittee opportunities</p> <p>Update the draft Expression of Interest form to delineate the role of Subcommittee member vs. volunteer</p> <p>Modify timelines:</p> <ul style="list-style-type: none"> ● Expression of Interest form will be available Nov. 10 - Dec. 1 ● Subcommittee members will be contacted by Dec. 8 ● Subcommittee chairs will communicate meeting times for Dec. 14 meeting at Lester B. Pearson
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	<p>A question was asked if there is an option to add an email on the interest form? The answer is “yes”.</p> <p>A student asked if it would be possible to have a French subcommittee? Principal Proteau shared the work being done with feeder schools regarding French (French Immersion and Extended French) and that the student voice committee would ensure this representation.</p> <p>A question is asked on why there isn't a parent on the student voice committee. Superintendent Blackwell shared that the committee is responsible for parent outreach via the mandate for school welcoming activities.</p> <p>A question was asked about being on these subcommittees. Superintendent Blackwell shared that the subcommittees were additional opportunities for more people to get involved. Where there would be a need, integration committee members could put forth their names as “volunteer”.</p> <p>A committee member asks what the time commitment would be like for one of the subcommittees. The response being the subcommittees would determine the meeting times and dates. There was a suggestion to clarify the commitment of a “subcommittee member” vs. a “volunteer”. This is an action item prior to sending the form.</p> <p>Superintendent Blackwell suggests that the dates can be extended, however this committee would like to get the first meeting in before the end of this year. Schools will work to identify students on the subcommittees with the intent that all voices are represented. The decision is to extend Expression of Interest to Dec. 8 and hold meetings on Dec. 14.</p>	
<p>Communications</p> <p>Marnie Denton (Manager of Communications, HDSB)</p>	<p>Superintendent Blackwell asks for thoughts on flyers as a means of communicating with community members, given the comments on finding ways to communicate with community members who would not receive school or Board communication?</p> <p>A committee member shared that there would need to be approval for flyers such as through the Burlington Library and City of Burlington (e.g., digital boards) .While this would be a great opportunity for students to create, it was decided that given the short timelines, the communications department would work with Vice Principal Newcombe to develop a flyer re: Expression of Interest and Opportunities. Superintendent Pennyfather adds that we want artistic people to be involved. Maybe there is an internal flyer that the students can make.</p> <p>A suggestion was made to hand these out at the Grade 8 night.</p>	<p>Communications department to connect with community contacts re: flyers to promote subcommittees</p>

December Meeting	<p>The Integration Committee determined that the December meeting would be for subcommittee work (Artifacts and Memorabilia and Closing Ceremonies).</p> <p>Chairs of the subcommittees will determine time and communicate to members. The Student Voice committee will have their initial meeting at a mutually convenient time for students.</p>	The next Integration Committee meeting will be January 18, 2018.
Sharing of responses	<p>Superintendent Pennyfather asks the members to look over the Emerging Themes and see how much has been covered tonight and provide their feedback on the exit pass.</p> <p>One final question is asked on the possibility of a school name change. Superintendent Blackwell states that given the schools involved in the PAR Implementation, this is being brought to Board Steering Committee's agenda for December and information will come back to the Integration Committee's January Meeting.</p>	Completion of Exit Pass
Adjournment		