

A meeting of the Central Kingston Intermediate/Secondary School Integration Committee met on Tuesday, November 15, 2016 at LCVI in Kingston, Ontario.

**In Attendance:** K. Burra, Superintendent of Education  
P. Murray, Trustee  
A Ross, Trustee - regrets  
A. McDonald, Principal - LCVI  
K. Smith, Communications Officer - regrets  
T. Orpin, Integration Coordinator  
L. Bark – Parent Rep  
C. Young - Parent Rep  
J. Lee – Co-Chair, LCVI Parent Council - regrets  
S. Islam, Chair, LCVI Parent Council  
J. Riley, Teacher  
S. Cherry, Teacher - regrets  
J. Ascough, Student  
M. Brant, Student - regrets  
S. Amsden, Teacher - regrets  
M. Leake, Teacher - regrets  
S. Murphy, Student -regrets  
M. Major-Thompson, Student - regrets  
R. Munroe, Student - regrets  
S. Laing, Student

**Guests:**

**Recorder:** L. Strange, Records Management Coordinator

### **1. Approval of Agenda**

Trustee Murray called the meeting to order at 5:10 p.m.

The agenda was approved by consensus.

### **2. Welcome & Introductions**

P. Murray welcome members and each attendee introduced themselves and their affiliation.

### **3. Feedback Session 1: What has gone well in the transition/consolidation process?**

- Principal McDonald is doing an excellent job
- Student leadership team did a great job in making every one feel welcome
- Pirate Day a big success - a lot of positive feedback
- Former QE kids wearing Raiders gear are now wearing LC Lancers clothing
- Students are appreciative of being able to make more friends
- QE students getting very involved in the school activities, especially sports
- The busing is going well
- More class choices for school to community students

- Greater timetable flexibility and course options for most students
- The basketball fundraiser was well received
- Having someone with an education background was very helpful when making decisions about packing/purging

**4. Feedback/Planning Session 2: What further student/staff/parent work could be done to continue to support the transition/consolidation?**

- More clerical support for additional work load due to increased student numbers - for website & social media attention, attendance, etc.
- Remove the items about 'transition' on LCVI website - need more focus on cohesion of students
- The student council is still trying to get more former QE students involved
- Not many former QE students involved in clubs, mostly sports involvement
- Another activities carousel to encourage more former QE students to participate in school activities
- Focus on planning more activities and student engagement
- Teachers should be encouraged to mix students in group work, create opportunities for new interactions/friendships
- Replication of QECVI 'team room' where food is available after school hours. A suggestion was made that the Lancer Lair could be kept open later. Food prep is the limiting factor right now. It was suggested that it could be covered with a co-op placement or through volunteer hours for students
- Address the overcrowding of the gym at lunch. Part of the issue is kids are not using the gym at Calvin Park site
- Addressing the stress of teachers that students are feeling

**5. Dinner**

The members took a short recess for dinner.

The students withdrew from the meeting at 6 p.m.

**6. Feedback Session 3: What lessons have been learned during the transition/consolidation process that need to be noted for future reference?**

- Packing was not well organized - there is a need for a bigger staff role.
- Learning the new space/roles takes time for all staff
- The demo happening while transition was going on was emotional for staff and students. Now that the demo is done there is more acceptance
- The M drive for QE is gone, students lost all their saved files - make plans for transition of files for the closure of KCVI. UPDATE... files have been recovered and can be returned to students in their new school.
- Confusion over transfer of transcripts - need better planning and communication (OSRs that are one year-old are at LCVI, those older than one year are at Frontenac Public School)
- The clean-up of OSRs is time consuming - for KCVI should start the year before the move
- Managing mail going to the old address was not considered

- The disconnection of the phone line meant people were unsure where to call for assistance/information
- A lot of staff experienced frustration over IT issues - long time periods without access to devices, printers, etc. This raised concerns that some staff may share frustrations with KCVI staff and encourage teachers to move their own equipment
- An 'On the Ground Team' should be set up for all transitions - include a dedicated IT technician, Facility Services staff and extra Clerical support (at least for first month)
- Due to increased demands on clerical staff regular duties were not able to be done -- i.e mailing allergy forms, IEP updates, student information verification, website update, etc. Limiting turnover of clerical staff would also assist.
- Concerns were raised that although the student population rose from 550 to 800 the Clerical staff was only bumped from 4 to 4.3 FTE
- The placement of a new office manager at LCVI prevented a seamless start-up for the office staff
- K. Burra clarified that additional office support is in place until Christmas, and will then be reassessed. Could be extended.
- Communication to parents from the school is lacking, information on the website is outdated
- Some students are still without lockers. The situation will be reviewed this week and a solution put in place:
  - should know this week how many students don't have lockers, and how many lockers are available
  - The use of some lockers in Calvin Park site was suggested
  - Purchasing locker manager software for all secondary sites was suggested
  - installing additional lockers at LCVI will be considered
- 2 office staff off on leave
- Preservation of historical items needs to be better organized
- Time management of memorabilia distribution needs to be a consideration, puts too much demand on school staff

**7. Feedback Session 4: What further efforts/supports are needed to help with transition/consolidation as we move forward?**

- A staff member dedicated to social media - website, Twitter account
- Introducing the use of Remind software - reaches parents through text
- Synervoice - enhanced version allows for texting, and possible to send out messaging in more than one language
- Longer time planned for clearing KCVI on closure of the school - this site won't have the urgency that QECVI did
- Focus on a new school identity -- limiting amount of memorabilia in new school
- Addressing staff issues:
  - A survey monkey in September identified a number of issues needing to be addressed for staff
  - A recent staff meeting was held with 22 staff
  - A staff meeting has been planned for the end of November for team building
  - Concerns were expressed about more staff leaving
  - More support for IEP and IPRC meetings - letters have gone out. Parents to contact Tonia Moore and Matt Myer

- Increase Pathway worker's time at school (Pathways for Children and Youth) - currently 1.5 days per week Mental Health support
- Request for additional Adolescent Care support to assist. Students should make an appointment, but can drop in
- Clinical Consultant going to a new position - need to be filled to keep up with student testing
- K. Burra meeting with LCVI staff re input on transition on Thursday
- Student survey TTFM - goal to have 650 complete
- Consider a parent survey
- Next steps will focus on the planning for the new building and closure of KCVI

**8. Other Business**

- Concerns were raised about Remembrance Day presenter- comparison of QECVI closing to larger world issues. Have teachers address to clarify
- New school naming has a Board process - this work will be at least a year in the future

**9. Adjournment**

The meeting adjourned at 8:15 p.m.