

A meeting of the Central Kingston Intermediate/Secondary School Integration Committee met on Tuesday, April 19, 2016 at 4 pm at QECVI, Kingston, Ontario.

**In Attendance:** K. Burra, Superintendent of Education  
P. Murray, Trustee  
A Ross, Trustee  
D. Fowler, Manager Facility Services  
D. Sheard - regrets  
T. McKenna, Principal - LaSalle Secondary School  
A. McDonald, Principal - QECVI  
R. Saunders, Principal - LCVI  
K. Smith, Communications Officer  
L. Cimellaro, Principal - Module Vanier  
T. Holden, Principal – KCVI  
T. Orpin – Integration Coordinator  
L. Murray – Chair, Module Vanier Parent Council  
L. Bark – Chair, QECVI Parent Council  
C. Young – QECVI Parent Council  
D. McConnell – KCVI Parent Council - regrets  
G. Riel- KCVI Parent Council - regrets  
J. Lee – Co-Chair, LCVI Parent Council

**Regrets:**

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

Trustee Murray called the meeting to order at 4 p.m.

**1. Approval of Agenda**

*MOVED BY: T. Holden that the agenda, as distributed, be approved. Carried.*

**2. Welcome & Introductions**

K. Burra, Superintendent of Education, introduced the members of the Integration Committee:

- KCVI Administration and School Council Representatives
- LCVI Administration and School Council Representatives
- Module Vanier Administration and School Council Representatives
- QECVI Administration and School Council
- Trustee and Senior Staff
- Communications/Integration/Facilities Staff/Other Trustees.

### **3. Integration Committee Phases**

The consolidation and integration planning required for the Central Kingston Secondary Schools is multifaceted and will require several phases:

- (i) the integration of QECVI students into LCVI and the closure of QECVI;
- (ii) the integration process for QECVI and KCVI in preparing for the New Intermediate Secondary School; and
- (iii) the closure of KCVI.

### **4. Integration Committee Membership**

As outlined in Policy 15, the Integration Committee, at different times, will consist of the following persons: Krishna Burra, Superintendent of Education, the Principals of the four schools (KCVI, LCVI, Module Vanier, and QECVI) impacted by the consolidation plan, the school council chair or designate from each of the four schools, and a Trustee of the board as appointed by the Chair (Trustee Paula Murray).

It should be noted that the Integration Committee has the authority to appoint additional members.

Due to the nature of the process, with the closing of two Secondary schools and a two-tiered transition process for students to a temporary school (KCVI for incoming grade 9 and LCVI for grades 10-12), then to the new Intermediate/Secondary School the composition of the Integration Committee will change over the years. The membership for the Committee, and possible sub-committees, will be selected based on the current nature/focus of the work.

At present a number of sub-committees have already formed to focus on specific activities, such as the QECVI reunion, QECVI closing ceremony, etc.

K. Burra recommended staff and students of QE and LCVI as additional members for this phase of the integration process. Traditionally this has included two teaching staff and two students per site.

It was recommended to select a 'Grade Head' for each of grades 10, 11, 12 for the kids transitioning from QECVI to LCVI and for LC to choose an equal number of reps. In other words 4-5 students per school to ensure some student participation in future meetings.

It was also suggested that alternates for students should be selected so that there would always be representation at meetings.

Student voice sessions could take place during the school day to be respectful of students that have jobs, extra-curricular activities, homework, etc. This could also allow for joint sessions between the schools.

A Facilitator known by any student groups would allow students to feel more comfortable during consultation.

Members agreed that 2-3 teachers and 1 CUPE staff per site should be invited to the committee. Additional members should be invited for the next meeting.

*ACTION:* Please send the names of teacher and student representatives for QECVI and LCVI to Liz Strange.

## 5. Communications Update

Karen Smith, LDSB Communications Officer, provided an update on the work to date.

The Communications department has been regularly providing updates to students, staff, families and the public on the:

- construction and relocation to new school
- interim transition of students and staff to LCVI & KCVI
- upcoming closure of QECVI

Communications has also been dedicated to building awareness and excitement of programs and features of new school, and responding to questions & information gaps from the students, families and the public.

A page dedicated to the QECVI Transition to LCVI & KCVI has been set up on the LDSB website. It will include information on integration activities, transition newsletters, timeline, events, and a Frequently Asked Questions section.

[http://www.limestone.on.ca/Schools/New\\_Schools/QECVI\\_Transition/Home%20Page](http://www.limestone.on.ca/Schools/New_Schools/QECVI_Transition/Home%20Page)

On the QECVI website there is a QECVI Closure section on the front page, with links to pertinent information. <http://queenelizabeth.limestone.on.ca/>

A transition update to staff is sent out approximately every 2 weeks.

A transition update for families was provided at the open houses in April.

A Facebook page is being created in hopes of having a better way to inform and engage students about the transition process.

Several joint QECVI-LCVI activities have taken place, including a recent brainstorming session for students to think about how they can help build a safe, inclusive and diverse school community when they come together in the fall.

S. Cherry, a QECVI guidance counsellor, has been arranging trips for QE students to travel to LCVI on their lunch hours to tour the site, have lunch, and meet staff and students.

K. Smith shared a video on recent student integration activities.  
[https://www.youtube.com/playlist?list=PLB\\_B0DKfN0gvPWwUP5PwBZa6SsDCvTIK3](https://www.youtube.com/playlist?list=PLB_B0DKfN0gvPWwUP5PwBZa6SsDCvTIK3)

Upcoming communications milestones include:

- Small school visits
- "Welcome to LCVI" videos

- Upcoming Joint Student Leadership Day
- School Council meet-and-greet luncheon
- School Carnivals (separate & joint)
- Parent Information Nights/Tours
- QECVI Reunion Weekend
- QECVI Closing Ceremony
- QECVI Graduation
- QECVI Closure & Demolition

## **6. Integration Activities**

T. Orpin, Integration Coordinator, has been busy with behind-the-scenes logistics, such as course selections, timetabling and coordinating school activities with R. Saunders, T. Holden and A. McDonald. He expressed his gratitude for the cooperation from the schools and the vision in going forward.

QECVI students had a course selection session with LCVI staff, and students were impressed with the selections available to them.

KCVI staff have arranged parent meetings, student visits during the day for incoming grade nines, and additional information sessions at feeder schools.

T. Orpin has also been working with Tri-Board Student Transportation on the busing piece for students to both KCVI and LCVI for the 2016-17 school year.

The impact of the Kingston Transit Pass program on LDSB students will be updated by D. Hendry at the next Integration Committee meeting.

The QECVI office of Pathways to Education will be moving to LCVI, and will assist students with the transition process.

In going forward any issues can be brought to T. Orpin's attention.

T. Holden noted that it has been very helpful that the administrative staff involved know each other well, and have worked across all the sites affected.

Upcoming Integration Activities:

- April 27 is a Leadership Day for LCVI and QECVI students
- School to Community bowling co-planned activities for students from both schools
- Focus programs are busy processing registrations
- Trips to LCVI facilitated by guidance staff to explore programs, advance placements, etc.
- Student Trustee elections will include students from both QECVI and LCVI
- Pathways is exploring some after-hours visits to LCVI for students and parents

It was expressed that there needs to be more parent integration and information sessions to increase comfort for parents of QECVI parents. The noted events above were provided but it was noted that a range of other options could be considered.

It was suggested that other avenues for sharing information should be explored, and to not rely on newsletters and the LDSB website. K. Smith shared that Communications is

investigating a text app for parents to get key information out to them. In addition, a Facebook page has also been created.

It was suggested that a parent- teacher night to meet staff prior to the start of the new year would be beneficial for families and staff. It would allow the establishment of relationships and to inform parents of the correct people to contact re guidance, administration, coaches, etc. This could also include a tour of the LCVI site.

## **7. Closure of QECVI**

Planning is underway for packing up QECVI and for moving furniture and equipment to other sites or into storage. Board staff will be assigned to assist with packing/moving items.

D. Fowler shared that two staff had been hired to assist with the transition process; Kerry Stewart (Retired Administrator) and Dwight Sheard (Retired Facility Services). LDSB has also leased secured space for long-term storage of items that will be refurbished for the new school.

A 60<sup>th</sup> Reunion weekend is being planned, and is scheduled to take place June 10-11, 2016.

The official closing ceremony for QECVI has been tentatively scheduled for the afternoon of Friday, June 17, 2016.

The Parent Council is working on an online auction that will coincide with the 60th Anniversary Reunion Weekend with proceeds to benefit the post-secondary charitable trust.

The planning committee will be reaching out to community members to support the school closing activities.

Original class of 1955 members will have opportunities to speak at the ceremonies.

In regards to memorabilia, QECVI administration is investigating suggestions that include providing current students and staff with a piece of the hardwood gym floor or other items such as locker and room numbers. QECVI memorabilia will also need to be considered as part of the integration process moving toward the new school in 2018-19.

## **8. Transportation Update**

Board Policy 16 states that students further than 3.2 km away from the school will be provided busing.

The LDSB is also in partnership with the City of Kingston Transit department to provide bus passes to students in grades 9 thru 12. The hope is the partnership will be renewed but will have to await final decision later this spring.

Events for students to get information on routes and to be provided their bus passes will be arranged. This will include all elementary feeder schools.

There will be opportunities for students to ride their routes on City Transit so they are comfortable and knowledgeable for next school year later this spring.

**9. Other Business**

Emails should be sent to L. Strange's attention with requests for items for discussion.

It was requested that a space on the website be created where members of the public could send in questions or comments.

**10. Dates for further meetings**

Tuesday, May 10th

Date TBD in late May/early June

Tuesday, June 21<sup>st</sup>

If necessary, additional meetings made be set for early July and/or late August.

**11. Adjournment**

*MOVED BY: C. Young, That the meeting adjourn.*

The meeting adjourned at 6:10 p.m.