

## MINUTES OF GAIN MEETING 1

April 2, 2019

**Members Present:** Carmen Nicolas (Principal), Maya Doughan (Vice-principal), Lara Belinsky (Teacher), Kathleen Usher (Teacher), Isabelle Daniel (teacher), Gonzague Le Roux de Bretagne (teacher), Aurora Flewwelling-Skup ( GB Parent), Nadine Ishak (H & S parent), David McLeod (Parent), Sandra Soule (Parent), Tanya Savickey (EDP)

**Regrets:** Cynthia Quarrie ( GB Parent)

**Meeting started at 6:40pm**

### **1. Introduction – Review of mandate**

All members were introduced and the mandate of GAIN was read out loud.

The mandate states:

- GAIN will have the mission of supporting information sharing with the parent community in such a way that respects the principle of equality of opportunity to all at Willingdon, and permit success for the greatest number of current and future students.
- GAIN's mandate will be to act as a collective of incoming parent requests for information as well as an outward flow of accurate information from GB and the Steering committee on the implementation of the Expansion.
- GAIN will have the mandate to consolidate questions and concerns on behalf of all parents at Willingdon, and where information is not already available, or where further clarity is needed, will provide regular summary requests to the Steering Committee or GB, as appropriate for each body's scope of responsibilities, and bring recommendations for information that needs to be presented to the broader parent community.
- GAIN will not have the responsibility or authority to approve or not any of the actions necessary for Willingdon to execute on the Expansion mandate, rather, GAIN will be a clear conduit for information gathering, sharing, and posing questions during the Expansion planning and execution.

### **2. Review of Annex engagement schedule**

An overview of the Engagement schedule was presented:

**April 2:** GAIN Meeting #1

**April 25:** GB Meeting (Inspection report)

**April 30:** GAIN Meeting # 2

**May 14:** Site Visit and Info session at the Senior Campus

**May 23:** Governing Board

**May 28:** GAIN Meeting # 3

**June 13:** Governing Board

**June 17:** Grade 4 & 5 Visit of the Senior Campus

**June 18:** GAIN Meeting # 4

### **3. Communication planning from GAIN**

#### **a. GAIN Communication Secretary**

The committee will have a rotation of secretaries for the GAIN meetings. Maya Doughan will be the secretary for Meeting # 1.

### **4. Annex Updates**

#### **a. Steering Committee members update on work done to date:**

##### **i. Transportation**

-The steering committee explained that the transportation department at the board is still drawing the plans for both Willingdon campuses. However, we know that all buses will be arriving to Willingdon Junior every morning and then all buses will head to the Senior campus. Senior students who choose to walk to the junior campus can hop on a designated bus heading to the Senior campus.

-Families who live closer to the Senior campus may drop off their children directly to the new campus or have their child(ren) walk to the annex.

-At the end of the day, all buses will start off at the senior campus and do a first stop at the junior campus, where students attending EDP, students who want to walk home (with or without siblings) from there or whose parents are picking them up from there, may get off the bus to do so.

-For next year, EDP will be running from the junior campus only (with a possibility of some lunch activities at the annex.)

-Bus passes will be sent in to the school by the board in August and the bus lists will be made accordingly.

-The Willingdon bus territory will expand in the new school year.

##### **ii. Material resources**

-Administration has been working with all Cycle 3 teachers, Pedagogical consultants and the Ped Services director to create a list of needs for the new campus. All lists of furniture, supplies and resources have been created and submitted to the department of material resources for tendering.

-14 classes (including a library, a science lab/maker space, a nutrition lab/student lounge, a sensory room, a music room and a resource room with professionals' offices) and a gym will be furnished and set up for the upcoming year.

- A storage area has been selected for Home & School Association
- An office is yet to be determined for EDP
- Furniture for the main office area and staff room are also being ordered

**iii. Staffing**

**List that was asked from Human Resources Department:**

- A second Vice-Principal
- 2 full time resource teachers (one on each campus)
- A specialist aide
- An additional school secretary in charge of the new campus
- A full time behavioral technician in each campus
- Professional services for each campus separately (SLP one day in each campus, psychologist 1.5 days in each campus, OT one day in each campus)
- A librarian in each campus (2 days per campus)
- Spiritual animator (1 day a week per campus)
- Request for a nurse (half a day per week in each campus)

**iv. Inspections & v. Construction/ Renovations**

An inspection of:

- The Roof (Condition and repairs needed)
- The air quality
- The water quality
- All windows
- All doors leading into the building
- Ceiling and floors of gym, classrooms and offices
- Washrooms (doors, stalls, sinks)
- The fence surrounding the school yard
- The school yard

**The inspection report and a timeline of work needed (short and long term) will be presented to Governing Board on April 25, 2019**

**5. Open questions from GAIN members**

-Teachers shared with the committee that an assembly was held with the grade 4 and 5 students last week. It was the first official meeting with the students informing them of the annex. A power point was presented to the students explaining how the Annex idea came to be, why the need for an Annex, what will happen at the Junior campus and what the Annex will offer to the students. We are happy to inform you that our students had a positive reaction to all of the shared information. There was a true sense of excitement. They were given the opportunity to ask questions to both staff and administration and to write up an exit card with more questions and feedback in their respective homeroom classes.

- Administration, GB members and teachers are scheduled to meet with the Administration and GB members of Sainte-Catherine-de-Sienne school to discuss pedestrian safety around the two schools.
- A meeting with Christian Arsenault is being scheduled to discuss traffic and safety in the area.
- There will be an increase of police and crossing guards around the annex in the upcoming school year.
- Schedules of school times are still not set because we are awaiting to get clear mandates from the ministry with regards to the two 20 minutes recesses per day. More information to come.
- EDP will be getting their classroom on the lower floor back.
- Site Visit on May 14<sup>th</sup> will be promoted to all of Willingdon families.
- Parent Facebook groups will be informed of the GAIN committee email for questions and comments and concerns.
- Sharon Sweeney has been invited to join GAIN as the NDG community representative. She accepted and will be part of GAIN meetings in the future.
- The GAIN committee will remain as a transition team in the upcoming school year.

**6. Submitted Questions from the public**

**a. 24 hrs in advance requirement**

Willingdon families can submit questions to the GAIN email [seniorcampusinfo@gmail.com](mailto:seniorcampusinfo@gmail.com) up to 24 hours in advance prior to the meeting.

**7. Review communication action Items before next meeting**

David McLeod and Maya Doughan will be managing the GAIN email

**Meeting was adjourned at 8:20 pm**