



COME GROW WITH US

INFORMATION SESSION: March 21, 2019



Information Session Outline

1. Welcome address and introduction of DG (E. Lamoureux)
2. Overview of Jan-Feb work (E. Lamoureux)
3. Summary of the brief and response of EMSB (E. Lamoureux)
4. Director General Address (Ms. Ann Marie Matheson)
5. Follow ups (C. Nicolas)
6. Establishing GAIN (Group Advising on Implementation & Notification) (C. Nicolas)
7. Q & A (E. Lamoureux)



OVERVIEW OF JANUARY-FEBRUARY WORK

Engagement Timeline

- **Friday January 18** : Reception consultation package
- **Monday January 21**: Staff consultation regarding expansion
- **January 22 -January 25** : Gathering staff feedback and writing of letter proposing the consultation of the expansion for Governing Board
- **Monday, January 28**: Governing board meeting - presentation of the letter regarding consultation of Annex (Senior Campus)
- **Tuesday, January 29**: Consultation letter emailed to ALL parents and Annex Consultation **WHAT'S UP WILLINGDON** posted on school website

Engagement Timeline(con.t)

- **Wednesday, January 30:** site visit(GB, staff council, cycle 3 teachers, EDP, H & S chairs.
- **Tuesday, February 5:** Info Session at Willingdon in the gym. Power point presentation. Feedback form (paper format) – distributed to parents, and an online PDF will also emailed to the parent population.
- **February 6 - February 10:** Compiled feedback. Over a 100 hours between a group of 4 committee members reading, transcribing and tabulating feedback from parents/guardians. FAQ was created by steering committee based on the feedback received so far
- **Monday, February 11:** Site visit open to all parents. FAQ was distributed.

Engagement Timeline(con.t)

- **February 11- February 18** :Ongoing one-on-one consultation activities and Brief Composition
- **Tuesday, February 19:** Open letter from all teachers at Willingdon to the parent community demonstrating their unified support of the expansion project and Governing Board special meeting/presentation of the brief
- **Wednesday, February 20:** Council of Commissioner meeting where a motion was passed that Willingdon's brief was approved and that the annex belongs to Willingdon.
- **Tuesday, February 26:** Regional Director, Ms. P. Nickoletopoulos visits GB to represent EMSB

Documentation Provided

(Hard copy, email and website)

- Introductory information letter to all parents
- Assembly Information Session Presentation
- Consultation Timeline document
- Feedback form
- FAQ addressing frequently asked questions
- Open letter from teachers to all parents
- Follow up / update letter



SUMMARY OF BRIEF PRESENTED TO THE EMSB *RENOVATIONS*



- Full Inspection of the building, its roof, grounds, electricity and plumbing and repairs as needed
- Air quality and water quality inspection
- Ensure all doors close and lock properly as necessary for modern safety and lock down drills
- A full closed fence for the yard with access to the park
- Ensure asphalt is in good shape on the schoolyard and if substantially damaged then replace with turf, install basketball hoops and nets and paint games on the pavement.
- New gym floor
- Ensure proper ventilation in the gym (ceiling fans and windows that can open)

SUMMARY OF BRIEF PRESENTED TO THE EMSB

RENOVATIONS



- Mat installation on the walls of the gym to cover all the grooves and pillars
- A paint job for the school
- A water fountain with bottle filler on each floor
- Inspection and repair of all lockers
- New kitchen cabinets
- Insuring that all the bathrooms work properly and that all the stall doors can be locked

SUMMARY OF BRIEF (Cont.)

HUMAN RESOURCES

- A second Vice-Principal
- A minimum of 2 full time resource teachers 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 and half day per campus)
- Spiritual animator (1 day a week per campus)
- Request for a nurse (half a day per week in each campus)



SUMMARY OF BRIEF (Cont.)

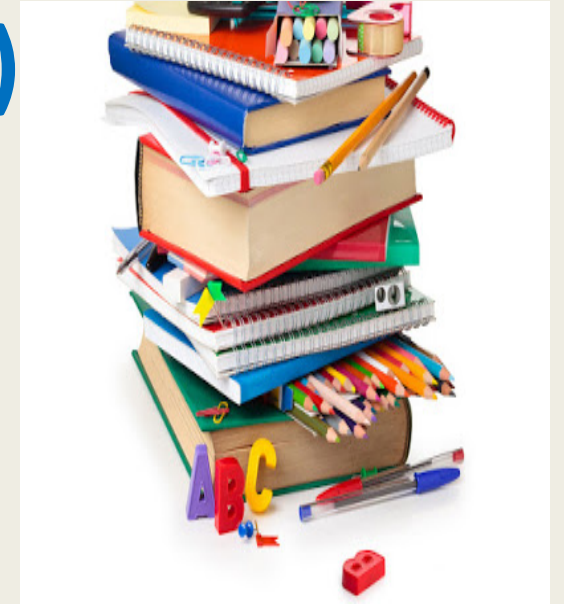
OTHER IMPORTANT CONDITIONS

- Transportation services that cover both campuses
- Enrolment Cap for both campuses
- Budget for inter-campus transportation
- EDP daycare serving both campuses
- Possibility of a Français Plus Program in the near future
- Release days for teachers
- Exit Strategy

SUMMARY OF BRIEF (cont.)

Material Resources

- Furniture for classrooms, offices and storage
(21st century vision)
- Computers, smart boards, projectors and other
IT Equipment
- Educational Supplies and materials for specialists (lists prepared by the
teachers)
- Library Budget for Senior campus
- Other general material resources : photocopier, storage units, fridge,
etc.



EMSB Director General Ms. Ann Marie Matheson



Commission scolaire English-Montréal
English Montreal School Board

Office of the Director General

March 15, 2019

Mr. Lamoureux
Governing Board Chairman
Willingdon Elementary School

RE: Preparation for the opening of the new Willingdon annex

Dear Mr. Lamoureux,

In our recent email exchange, you asked me to comment on whether the requests made by the Willingdon Governing Board will be agreed to in light of Council's approval of the new Willingdon senior annex.

When the Council of Commissioners approves by resolution to implement a new initiative like the Willingdon annex, it naturally follows that financial and human resource needs will be required; and in the months following that decision, the Council follows through on their commitment by approving the allocation of those necessary resources. So without getting into all of the specifics, I am confident that the board will be able to provide the necessary resources required for the opening of the annex.

Already, the Long Range Planning Committee of the board has met to discuss needs and timelines – both short term and longer term.

Already, the Material Resources department has assigned a Project Manager, who with the Director, the MR team and external professionals such as engineers and electricians to name a few, will review and plan the move and building preparations. They have also already met with the Willingdon administration.

Already, the Director of Educational and Technology Services has assigned the board's education consultants to work with the Willingdon administration, teacher specialists and librarian to set up the new classrooms with a 21st century vision. Preparations for required IT services and materials are also being reviewed.

Already, the Director of School Organization, who oversees school Transportation, has begun to draw up the transportation routes for both Willingdon campuses.

Already, the senior Directorate has begun to review the budgets needed to accommodate other needs to assure the success of this initiative.

I recognize that a detailed list of needs and wants were included in your brief. But I will not undertake a 'check-list' approach to report on each of those items. I will assure you, however, that the Directorate and senior Management of the EMSB is committed to the success of the annex project, and as such, we will work to ensure that Willingdon has all necessary resources.

Last, I have been made aware that some have concerns that at some point, Willingdon, in taking on this annex project, may find itself in a situation of over-crowding in the future – a situation wherein specialist classrooms could be placed in jeopardy. In response to that concern, I would like to assure you that as an educator myself, having spent 25 years as an in-school professional in several different roles, I believe that specialist subjects are of vital importance and as such, proper locales for those subjects must be ensured.

In conclusion, I would like to assure you that the school board's Management Team and Long Range Planning Committee will be working closely with the Willingdon administration as the annex initiative comes to life!

I am hoping to be able to attend part of your *Information Session* on Thursday evening – my schedule permitting. Until then, I wish you well and remain.

Yours truly,



A.M. Matheson
Director General

Cc: Ms. Carmen Nicolas, Principal
Ms. Pela Nickolettopoulos, Regional Director
Me. Benoit Duheme, Deputy Director General
Ms. Evelyne Alfonsi, Deputy Director General
Mr. Joe Lalla, Commissioner

FOLLOW UPS MARCH 2019

- **March 14:** Meeting with Project Manager and architects hired by the ESMB to go over list of inspections, renovations and material resources
- **March 14:** Site visit with Project Manager and Architects
- **March 14:** Meeting with EMSB Director of ETS to plan for 21st century classrooms (UDL). Four pedagogical consultants assigned to help Willingdon bring vision to light
- **March 15:** Meeting with EMSB Director of Transportation to discuss bussing service and inter-campus transportation budget
- **March 15:** Follow up meeting with regional Director and Director General
- **March 16-17:** Meeting with Steering Committee regarding advisory group (GAIN) and Governing Board Evote approval of the composition and mandate of the group

INSPECTION REPORT: APRIL 18, 2019



- 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 (short and long term) will be presented to GB on April 25, 2019

GAIN: Group Advising on Implementation and Notification

CONTEXT: At the last GB meeting, a motion passed that the steering committee had the mandate to develop a schedule for engagement and to develop the scope and composition for an expansion group.

COMPOSITION: 2 administrators, 4 cycle 3 teachers, 1 GB parent rep, 1 H & S parent rep, 2 parents at large and 1 EDP Member

STRUCTURE: Principal chairs the meeting, secretary to take minutes, internal rules TBD at the first meeting

MEETING DATES: April 2, April 30, May 28 and June 18



GAIN MANDATE

- *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 MANDATE (Cont.)

- *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.*



GAIN: INTERESTED CANDIDATES

- ALL INTERESTED PARENTS MUST SUBMIT THEIR NAME BY EMAIL AT THE FOLLOWING ADDRESS: WILLINGDONGGB@GMAIL.COM BY MONDAY MARCH 25TH, 2019
- IF MORE THAN 2 CANDIDATES PUT THEIR NAME FORWARD, A RANDOM DRAW WILL BE HELD AT THE GOVERNING BOARD MEETING ON TUESDAY' MARCH 26th, 2019

Schedule and Next Steps

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



Parent Feedback

We Want To Hear From You!



- Please review the documentation provided which is available online:
[http:// willingdon.emsb.qc.ca](http://willingdon.emsb.qc.ca)
- Can email us at cnicolas@emsb.qc.ca. Questions and feedback will be shared with the GAIN Members and discussed at the meetings

We believe a Senior Campus would allow Willingdon to continue leading the way toward a truly **inclusive, community based, 21st century learning environment** where students will leave feeling like they can change the world.



You Are Invited: Site Visit

Interested in seeing the site?



Join us on **Tuesday, May 14th** at **6:30**

4850 Coronation avenue, corner Somerled, H4V 2E2



**THANK YOU
FOR
ATTENDING**

Q & A Session