

# MEETING NOTES

## North East Oakville Pupil Accommodation Review (PAR) Transition Committee Orientation Meeting

### HELD

Monday, October 23, 2017 at 7:00 p.m.  
Holy Trinity Catholic Secondary School Library

### IN ATTENDANCE

#### Board Staff

T. Overholt	Superintendent of Education, School Services, Transition Committee Lead
T. Pinelli	Superintendent of Education, School Services, Holy Trinity Family of Schools
A. Swinden	Administrator, Strategic Communications
J. Neuman	Administrative Assistant, School Services
N. Piva	Administrative Assistant, School Services

#### School Representatives

##### OUR LADY OF PEACE CATHOLIC ELEMENTARY SCHOOL

J. Chandler	Victoria. F.	J. Vasiliaskas
R. Dore Anderson	Nicholas H.	E. Williams
J. Delevante	M. McKenzie	
D. Di Fruscia	L. Strauss	

##### ST. JOHN CATHOLIC ELEMENTARY SCHOOL

Emilio A.	K. Douthart	B. Melanson
A. Benson ( <i>alternate</i> )	C. Fay	Z. Reeves
M. Bolland	J. Kerr	J. Vasiliaskas
Luca C.	T. Le Conte	

##### ST. MICHAEL CATHOLIC ELEMENTARY SCHOOL

J. Caramanico	C. Fay	Jonathan P.
L. Cronin-Nowitsky	A. Juricic	F. Spahiu
K. Cullen	Felicia L.	
J. D'Souza	K. O'Brien	

### WELCOME

T. Overholt welcomed the committee and opened the meeting at 7:00 pm.

### OPENING PRAYER

The meeting opened with a prayer led by T. Pinelli

### INTRODUCTIONS

T. Pinelli asked the Transition Committee members to introduce themselves.

### ACTIVITY - What are some of the things that worry you most about this school consolidation process?

T. Pinelli invited the committee to participate in an activity where they could share their concerns regarding the transition process, with Board Staff.

T. Overholt explained how the concerns will be addressed and shared some context to the members by sharing the work of the Pupil Accommodation Review (PAR) Accommodation Review Committee (ARC) in the past school year. Members were thanked for their participation in the Transition Committee.

### **WHY ARE WE HERE?**

T. Overholt shared background to the committee that included information regarding the pupil accommodation review and community consultation process. It was noted that at the Regular Board Meeting held on March 7, 2017, the Board of Trustees approved two motions: 1) a preferred accommodation plan, which would have required Ministry funding approval; 2) an alternate accommodation plan recommended by the ARC.

Since the Ministry denied approval to fund the preferred accommodation plan, the Board is proceeding with the alternate accommodation plan. This plan will consolidate the St. John and St. Michael school communities on the St. Michael school site, and redirect some students to Our Lady of Peace.

The first step in moving ahead with this consolidation is to establish a Transition Committee.

### **TRANSITION COMMITTEE**

#### **➤ MEMBERSHIP**

T. Overholt provided an overview of the Transition Committee membership.

The organization of the Transition Committee, by school community, includes: 2 parents/guardians; 1 Catholic School Council member; 2 students; 2 teachers; 2 support staff, School Principal; Parish Priest/Rep.

#### **➤ MANDATE**

T. Overholt provided an overview of the Transition Committee mandate

It was noted that the Transition Committee will act as a conduit of information shared between the Board and the school communities, and will provide stakeholder perspective of the schools to be closed or consolidated.

#### **➤ TOPICS TO COVER**

T. Overholt provided an overview of the topics that will be discussed and reviewed by the Transition Committee at each meeting.

The following items will be included as agenda items.

- Community Building Activities
- Strategies for Student Integration
- Home, School, Parish Connections
  
- School Closing Event(s)
- School Generated Funds (SGF)
- School Name Selection Process
- School Uniform Process
- Other items identified by Transition Committee

The School Name Selection process and School Uniform process were identified as policy mandated in response to questions from members.

#### **◆ SUB-COMMITTEES**

T. Overholt asked committee members to participate on the following three sub-committees:

1. **Community Building Activities**
2. **Strategies for Student Integration**
3. **Home, School, Parish Connections**

In response to questions from members, it was noted that the activity board will be available at each meeting so members can continue to add any concerns that arise so they can be addressed.

## ESTABLISHING OUR NORMS

A. Swinden invited the committee members to reorganize into groups of parents; teachers and support staff; and administrators and students to participate in an activity where they could give their input to establish the norms (or ground rules) that will guide the Transition Committee meetings moving forward.

Responses were collated into four categories:

- Day/Time
- Participation
- Decision Making
- Expectations: of each other/of staff

The Meeting Norms were determined as follows:

### Meeting Dates and Time

- As much as possible the committee will meet on the **second Wednesday of each month from 6:30 – 8:30 pm.**
- The meetings will **begin on time and end promptly at the two-hour mark** (8:30 p.m.)
- Exceptions to this schedule will be made, as required, and communicated in advance to committee members.

### Participation

- Every member will be encouraged to share their thoughts and feelings (through a variety of ways including conversation at the meetings, parking lots, opinion boxes, etc.)
- Members will demonstrate respect by:
  - speaking one at a time
  - listening to other members
  - acknowledging emotions

### Decision-Making

- the method of decision-making will vary depending on the topic
- the committee will determine the method of decision-making (majority consensus, weighted vote, etc.) in advance of the meeting at which the matter is to be addressed

### Expectations of Each Other

- We expect to keep children as the focus
- We expect our faith to be central to all our decisions
- We expect that everyone will be treated with dignity and kindness, empathy and respect; and we will model these behaviours for our children
- We expect each member to approach our work with a growth mindset, understanding that change is difficult

### Expectations of Staff

- We expect staff to act with transparency and accountability
- We expect staff to do the legwork and provide the funding for initiatives undertaken by this committee
- We expect the agenda one week in advance of each committee meeting
- We expect staff to provide committee members with consistent messaging to share with their communities

T. Overholt responded to questions regarding milestone dates and policy timelines.

### Transition Committee Meeting Dates:

Date	Time	Location
October 23, 2017	7:00 pm	Holy Trinity CSS - Oakville
November 15, 2017	6:30 pm	Holy Trinity CSS - Oakville
December 13, 2017	6:30 pm	Holy Trinity CSS - Oakville

January 10, 2018	6:30 pm	Holy Trinity CSS - Oakville
February 7, 2018	6:30 pm	Holy Trinity CSS - Oakville
March 7, 2018	6:30 pm	Holy Trinity CSS - Oakville
April 11, 2018	6:30 pm	Holy Trinity CSS - Oakville
May 2, 2018	6:30 pm	Holy Trinity CSS - Oakville
June 13, 2018	6:30 pm	Holy Trinity CSS - Oakville

## COMMUNICATION WITH YOUR SCHOOL COMMUNITIES

A. Swinden gave an overview of the communication process.

Some of the proposed ways that the Transition Committee will communicate with their school communities include:

- Initial survey to gather community feedback
- Regular updates will be posted on the website and sent to school community via email
- Future consultations will be considered and implemented throughout the process.

### Worries and Concerns

T. Overholt reviewed the concerns and worries shared through the activity at the start of the meeting. He reiterated that the sharing of concerns and worries would be a recurring item on the agenda at each Transition Committee Meeting.

## NEXT STEPS

The next Transition Committee Meeting will be held on November 15, 2017 at Holy Trinity CSS at 6:30 pm

If Transition Committee members have any questions they are encouraged to contact Tim Overholt, via email [overholtt@hcdsb.org](mailto:overholtt@hcdsb.org) or Janine Neuman, Administrative Assistant, via email: [neumanj@hcdsb.org](mailto:neumanj@hcdsb.org).

It was noted that an information website ([bit.ly/OakvilleNE-Transition](http://bit.ly/OakvilleNE-Transition)) has been created.

C. Lecanda, Pastoral Associate, St. Michael Parish, encouraged the committee to work together through the transition process so it can be peaceful and good for students, by keeping our faith at the forefront so that we can do our best for the students at school and at church.

## MEETING ADJOURNED AT 9:30 P.M.