

MEETING NOTES

Oakville South Pupil Accommodation Review (PAR) Transition Committee Orientation Meeting

HELD

Monday, November 6, 2017 at 7:00 p.m.
St. Thomas Aquinas Catholic Secondary School (Library)

IN ATTENDANCE

Board Staff

T. Pinelli	Superintendent of Education, School Services, St. Thomas Aquinas Family of Schools (Chair)
T. Overholt	Superintendent of Education, School Services, Transition Committee Lead
A. Swinden	Administrator, Strategic Communications
J. Neuman	Administrative Assistant, School Services
N. Piva	Administrative Assistant, School Services

School Representatives

ST. JAMES CATHOLIC ELEMENTARY SCHOOL

S. Da Silva (<i>alternate</i>)	C. Launder	J. Nadeau
M. Gesuale	Fr. L. Lenssen	Laura N.
P. Kent	Brandon M.	E. Raso
G. Kupferschmidt	D. Monter	V. Varano

ST. JOSEPH CATHOLIC ELEMENTARY SCHOOL

L. Bilaver	M. Iannace (<i>alternate</i>)	J. Soares
T. Cacciola	N. Mehrotra (<i>alternate</i>)	D. Spoletti
M. Churey	Jaidyn O.	
N. Czigli	R. Prevost	

WELCOME

T. Pinelli 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 thanked everyone for volunteering, and 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.

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.

WHY ARE WE HERE?

T. Pinelli shared background to the committee that included information regarding the pupil accommodation review and community consultation process.

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

TRANSITION COMMITTEE

➤ MEMBERSHIP

T. Pinelli 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. Pinelli 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. Pinelli 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 topics that would be governed by policy.

T. Pinelli and A. Swinden addressed other queries related to parish financial obligation and transition, boundaries, student integration, transportation, parish community boundaries, how has HCDSB handled school closures in the past and how have other boards handled the process. It was noted that the Board would reimburse any costs incurred by the parishes related to agreed-upon transition activities.

◆ SUB-COMMITTEES

T. Pinelli asked school groups to determine which members would participate on the following three sub-committees:

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

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 **first Monday of each month** from **6:30 – 8:30 pm**.
- The meetings will begin on time and end no later than 8:30 p.m.
- Exceptions to this schedule will be made, as required, and communicated in advance to committee members.

Participation

- Everyone gets a voice!
- Members will be respectful of each other
- Members will demonstrate respect by:
 - Raising hands to make comments
 - Keeping an open mind and have consideration of others
 - Having round table discussions
 - Getting to the point when discussing a topic (respectful of time)
 - Discussing conflicts in a small group, then have another member present the issue to the committee

Decision-Making

- Decisions will be made by a majority vote
- Writing out pros and cons on a chart will help members come to a decision
- Small groups (sub-committees) will report back to the entire Transition Committee

Expectations of Each Other

- We expect that everyone will keep an open mind
- We expect consideration
- We expect each member to keep the children's best interest in mind
- We expect everyone's attention – no phones!
- We expect everyone to attend every meeting, and send the alternate when they cannot attend
- We expect every member to arrive on time
- We expect everyone to come prepared
- We expect every meeting to end on time (no later than 8:30 p.m.)

Expectations of Staff

- We expect staff to act with transparency and accountability
- We expect the agenda **the Friday prior to the Monday** that the committee is to meet
- We expect staff to follow through on requests made from the committee

Transition Committee Meeting Dates:

Date	Time	Location
November 6, 2017	7:00 pm	St. Thomas Aquinas CSS - Oakville
December 4, 2017	6:30 pm	St. Thomas Aquinas CSS - Oakville
January 15, 2018	6:30 pm	St. Thomas Aquinas CSS - Oakville
February 5, 2018	6:30 pm	St. Thomas Aquinas CSS - Oakville
March 5, 2018	6:30 pm	St. Thomas Aquinas CSS - Oakville
April 9, 2018	6:30 pm	St. Thomas Aquinas CSS - Oakville
May 14, 2018	6:30 pm	St. Thomas Aquinas CSS - Oakville
June 4, 2018	6:30 pm	St. Thomas Aquinas 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 from St. James/St. Joseph
- 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
- Communication and updates with the parish communities will be included in the parish bulletins

Worries and Concerns

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

T. Overholt responded to questions regarding milestone dates, transition period and policy timelines. Board staff will be invited to attend at future dates to discuss construction timelines.

T. Overholt noted that the sub-committee will look at concerns regarding changes to the home/school/parish triad.

NEXT STEPS

The next Transition Committee Meeting will be held on December 4, 2017 at St. Thomas Aquinas CSS at 6:30 pm.

If Transition Committee members have any questions they are encouraged to contact Tony Pinelli, via email pinellit@hcdsb.org or Nickie Piva, Administrative Assistant, via email: pivan@hcdsb.org

It was noted that an information website (bit.ly/OakvilleS-Transition) has been created.

MEETING ADJOURNED AT 9:30 P.M.