

## BRC MEETING NOTES

Tuesday, February 14, 2012  
Monsignor Uyen Catholic School, Chatham

TIME	ITEM
7:02 p.m.	<p><b>Welcome/Opening Remarks</b></p> <ul style="list-style-type: none"> <li>• Deb Crawford, Superintendent of Education, introduced herself as Chair of the Boundary Review Committee (BRC) and welcomed everyone to the committee's first meeting.</li> </ul>
7:03 p.m.	<p><b>Opening</b></p> <ul style="list-style-type: none"> <li>• Ms. Crawford led the opening prayer.</li> </ul>
7:03 p.m.	<p><b>Introductions</b></p> <ul style="list-style-type: none"> <li>• Ms. Crawford introduced the members of the BRC, Board staff and Trustees in attendance and reviewed the following information: <ul style="list-style-type: none"> <li>• Trustees are present as observers only, and will not comment or ask questions.</li> <li>• Voting and non-voting roles of the BRC members were clarified.</li> <li>• Voting members are: <ul style="list-style-type: none"> <li>Monsignor Uyen Catholic School: <ul style="list-style-type: none"> <li>➤ Wanita Gebal</li> <li>➤ Deanna Bullard</li> <li>➤ Chauntelle Dziver</li> </ul> </li> <li>Our Lady of Fatima Catholic School <ul style="list-style-type: none"> <li>➤ Laura Comiskey</li> <li>➤ Bridget Blonde</li> <li>➤ Megan Lemak</li> </ul> </li> </ul> </li> <li>• Non-voting members are: Carmen Gagnier, Principal, Monsignor Uyen Catholic School; Tom Baker, Principal, Our Lady of Fatima Catholic School; and Ms. Crawford.</li> </ul> </li> </ul>
7:04 p.m.	<p><b>Rules of Order</b></p> <ul style="list-style-type: none"> <li>• All meetings will begin at 7:00 p.m. and will alternate between Monsignor Uyen and Our Lady of Fatima schools.</li> <li>• An agenda will be provided for each meeting.</li> <li>• The Chair's role is to ensure that the agenda is followed, Rules of Order are met and all questions are answered.</li> <li>• The role of the BRC is to consider the facts and to make recommendation(s) to the Board of Trustees.</li> <li>• All meetings, deliberations and recommendations of the BRC will be in public.</li> <li>• All meeting notes will be posted on the board website within ten working days. There are to be a minimum</li> </ul>

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	<p>of two meetings and a maximum of 4 meetings.</p> <ul style="list-style-type: none"> <li>• There will be a question period after the business portion of the meeting, when questions from the floor will be heard. Questioners will be asked to identify themselves and their relationship to the process. There will be a maximum of two questions per person. If a question cannot be answered it will be researched and the question and the response will be posted on the Board website.</li> <li>• The final decision regarding boundary changes rests with the elected Trustees of the Board, who will consider the recommendations of the BRC and recommendations from the Director of Education.</li> </ul> <p><b>Notes of the Meetings</b></p> <ul style="list-style-type: none"> <li>• Notes will be taken during the meeting and will be placed on the Board website within 10 working days of the meeting.</li> </ul> <p><b>Protocols</b></p> <ul style="list-style-type: none"> <li>• The meeting falls under the direction of the Chair and the Chair shall maintain order during the meetings.</li> <li>• Anyone who is hearing impaired should please notify the Chair two weeks in advance of the meeting and accommodations will be made.</li> </ul>
7:07p.m.	<p><b>Defining the Issue</b></p> <ul style="list-style-type: none"> <li>• On September 27, 2011 a motion was presented to the Board of Trustees by the Director of Education that the Board establish a Boundary Review Committee (BRC) for the school communities of Monsignor Uyen, Chatham, and Our Lady of Fatima, Chatham.</li> <li>• The question before the BRC, “How do we best address the problem of changing enrolments at both Monsignor Uyen and Our Lady of Fatima in the French Immersion and English programs?”</li> </ul>
7:08 p.m.	<p><b>Committee Mandate</b></p> <ul style="list-style-type: none"> <li>• Boundary Review Committee (BRC) is appointed by the Board and is authorized to make recommendations, per Board policy.</li> <li>• The written recommendations of the BRC will be delivered to the Director of Education, who will make them known to the Board of Trustees at a public meeting.</li> <li>• While the BRC’s establishment was triggered by the present circumstances, the future must be a primary component in considering the actions the BRC will recommend.</li> <li>• The BRC is encouraged, but not required to come to consensus with respect to its recommendation(s).</li> <li>• At all times the BRC should maintain its focus on the issue at hand and not allow itself to become</li> </ul>

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	<p>distracted by side issues.</p> <ul style="list-style-type: none"> <li>• The BRC will meet a minimum of two times.</li> <li>• Trustees will give the BRC's recommendations and recommendations from the Director of Education due consideration and will decide on a course of action that best serves the needs of the Board.</li> </ul>
<b>7:09 p.m.</b>	<p><b>Background Information</b></p> <p>The Committee was asked to consider the current school situations:</p> <ul style="list-style-type: none"> <li>• Currently there are two elementary schools in Chatham with French Immersion and English programs;</li> <li>• Currently families could have children in two different schools;</li> <li>• Our Lady of Fatima has continued to maintain a significant English student population;</li> <li>• Lower class sizes and the addition of full day kindergarten means that space may become a concern at Our Lady of Fatima;</li> <li>• Housing continues to be constructed in Our Lady of Fatima catchment area;</li> <li>• The English program at Monsignor Uyen continues to decline.</li> </ul>
<b>7:10 p.m.</b>	<p><b>Summary of January 10, 2012 Meeting</b></p> <p>Ms. Crawford summarized the previous BRC meeting:</p> <ul style="list-style-type: none"> <li>• Two elementary schools with French Immersion and English programs;</li> <li>• With current situation a family could have students in two different schools;</li> <li>• Our Lady of Fatima has continued to maintain a significant student population. Lower class sizes and the addition of full day kindergarten means that space may become a concern;</li> <li>• Housing continues to be constructed in the Our Lady of Fatima area;</li> <li>• The English program at Monsignor Uyen continues to decline (likely triple grades);</li> <li>• Projected enrolment was discussed;</li> <li>• Transportation information was received and discussed;</li> <li>• A presentation was given by the Curriculum Department around the experiences of Gregory Hogan Catholic School in Sarnia;</li> <li>• Transition of students was discussed, parents and staff want a smooth and seamless transition for all students moving between the two schools ;</li> <li>• The importance of students being with their friends, regardless of whichever school they attend consideration should be given to class organization that would ensure students are placed with their peers whenever possible.</li> <li>• Two Options were discussed:</li> </ul>

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	<ul style="list-style-type: none"> <li>➤ <b>Option 1 – Effective September 2012</b> <ul style="list-style-type: none"> <li>➤ All Immersion students attend Monsignor Uyen Catholic School;</li> <li>➤ All English students from Monsignor Uyen Catholic School transfer to Our Lady of Fatima Catholic School.</li> </ul> </li> <li>➤ <b>Option 2 – Effective September 2012</b> <ul style="list-style-type: none"> <li>➤ All Immersion students attend Monsignor Uyen Catholic School;</li> <li>➤ English students from Monsignor Uyen Catholic School transfer to Our Lady of Fatima Catholic School, with the exception of current grade 7 students who will be grandfathered to complete grade 8 at Monsignor Uyen Catholic School;.</li> <li>➤ The Board would need 12 students registered at Monsignor Uyen Catholic School in order to keep grade 8 at Monsignor Uyen Catholic School. If less than 12, they would all be moved to Our Lady of Fatima Catholic School.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• Mrs. Gagnier has surveyed all the current grade 7 families and 13 families confirmed that they would like to keep their students at Monsignor Uyen to complete their grade 8 year.</li> </ul>
7:15 p.m.	<p><b>Boundary Information – see Boundary Information Presentation</b>  The following were presented to the Committee:</p> <ul style="list-style-type: none"> <li>• <a href="#">Map</a> of transportation boundary for Monsignor Uyen Catholic School</li> <li>• <a href="#">Map</a> of complete boundary for English Program at Our Lady of Fatima Catholic School</li> <li>• <a href="#">Map</a> of Our Lady of Fatima Catholic School English program within the city of Chatham</li> </ul>
7:47 p.m.	<p><b>Recommendations from BRC to Board</b></p> <ol style="list-style-type: none"> <li>1. That the proposed new boundaries for Monsignor Uyen Catholic School and Our Lady of Fatima Catholic School as outlined in the Boundary Information be adopted.</li> <li>2. That all French Immersion program students from the Monsignor Uyen / Our Lady of Fatima Catholic catchment area attend Monsignor Uyen Catholic School, effective September 2012.</li> <li>3. That English program students from Monsignor Uyen Catholic School transfer to Our Lady of Fatima Catholic School, effective September 1, 2012, with the exception of the current Grade 7 students, who will be grandfathered to complete Grade 8 at Monsignor Uyen Catholic School. Only current Grade 7 students who have siblings currently in lower grades at Monsignor Uyen Catholic School may opt to register at Our Lady of Fatima Catholic School for September 1, 2012. A minimum of 12 students must be enrolled in the English program at Monsignor Uyen Catholic School in order to make the class viable. If fewer than 12</li> </ol>

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	<p>students are registered, the entire class would be transferred to Our Lady of Fatima Catholic School, effective September 1, 2012.</p> <p>4. That transition plans be put in place by spring 2012 so that students transferring to either Monsignor Uyen Catholic School or Our Lady of Fatima Catholic School will feel welcomed. School principals will co-plan an information evening, school tour and transition plans. Efforts will be made to ensure that students moving to new schools will be placed in classrooms with familiar peers.</p>
	<p><b>Discussion and Questions from Boundary Review Committee</b></p> <p><b>Ms. Dziver</b> (Representing Monsignor Uyen Catholic School)  <b>Question:</b> There are two current grade 7 students who may want to move to Our Lady of Fatima Catholic School with younger siblings. If that happens and there is any other movement i.e. people move out of this area, that would make it very close to the 12 students needed for the grade 8 class to run, is that likely to happen?</p> <p><b>Ms. Crawford</b>  <b>Response:</b> Looking at past history of the families in this area, there are normally few families moving over the summer. If there is less than 12 students, then we cannot run a viable class.</p> <p><b>Ms. Dolson</b>  <b>Response:</b> Once the decision is made by the Board of Trustees we will send out a pre-printed registration form for the current grade 7 parents to sign confirming their attendance at the school.</p> <p><b>Ms. Blonde</b> (Representing Our Lady of Fatima Catholic School)  <b>Question:</b> Of the three families who have indicated that they wish to attend Our Lady of Fatima Catholic School do they include the families who have younger siblings who will be attending Our Lady of Fatima Catholic School? What will the cutoff date be for families to decide?</p> <p><b>Ms. Crawford</b>  <b>Response:</b> Only those families who have younger siblings going to Our Lady of Fatima Catholic School would be able to choose to go to Our Lady of Fatima Catholic School. The decision should be made by the end of April.</p> <p><b>Ms. Dziver</b> (Representing Monsignor Uyen Catholic School)  <b>Question:</b> Why do we need a registration form completed if the current grade 7's are remaining at Monsignor Uyen Catholic School aren't they already registered at Monsignor Uyen Catholic School?</p>

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	<p><b>Ms. Crawford</b>  <b>Response:</b> This would be done in order to have a written confirmation that those students will remain at Monsignor Uyen Catholic School for their grade 8 year.</p> <p><b>Ms. Lemak</b> (Representing Our Lady of Fatima Catholic School)  <b>Question:</b> Do the Monsignor Uyen Catholic School parents have a sense of which option is preferred by the parents and students?</p> <p><b>Ms. Gagnier</b>  <b>Response:</b> Parents just want to know when they will know and they want a smooth transition for all of their children.</p>
7:27 p.m.	<p><b>Report to Board of Trustees – Boundary Review Committee Report – Monsignor Uyen and Our Lady of Fatima Catholic Schools</b></p> <p>Ms. Crawford explained the Draft Report and outlined the recommendations to the Board as follows:</p> <p><b>Recommendations from BRC to Board</b></p> <ol style="list-style-type: none"> <li>1. That the proposed new boundaries for Monsignor Uyen Catholic School and Our Lady of Fatima Catholic School as outlined in the Boundary Information be adopted.</li> <li>2. That all French Immersion program students attend Monsignor Uyen Catholic School, effective September 2012.</li> <li>3. That English program students from Monsignor Uyen Catholic School transfer to Our Lady of Fatima Catholic School, effective September 1, 2012, with the exception of the current Grade 7 students, who will be grandfathered to complete Grade 8 at Monsignor Uyen Catholic School. Only current Grade 7 students who have siblings currently in lower grades at Monsignor Uyen Catholic School may opt to register at Our Lady of Fatima Catholic School for September 1, 2012. A minimum of 12 students must be enrolled in the English program at Monsignor Uyen Catholic School in order to make the class viable. If fewer than 12 students are registered, the entire class would be transferred to Our Lady of Fatima Catholic School, effective September 1, 2012.</li> <li>4. That transition plans be put in place by spring 2012 so that students transferring to either Monsignor Uyen Catholic School or Our Lady of Fatima Catholic School will feel welcomed. School principals will co-plan an information evening, school tour and transition plans. Efforts will be made to ensure that students moving to new schools will be placed in classrooms with familiar peers.</li> </ol>

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	<p><b>Discussion and Questions from Boundary Review Committee</b></p> <p><b>Ms. Blonde</b> (Representing Our Lady of Fatima Catholic School)  <b>Question:</b> Have any changes been made to this report since it was sent out to the BRC members?</p> <p><b>Ms. Crawford</b>  <b>Response:</b> No changes have been made since the report was sent to the BRC members.</p> <p><b>Ms. Lemak</b> (Representing Our Lady of Fatima Catholic School)  <b>Question:</b> Will the Trustees vote on the recommendations the evening of the February 28th Board Meeting or will they take it away for further study?</p> <p><b>Ms. Crawford</b>  <b>Response:</b> The Director of Education will also be making his recommendations to the Board that evening so the Trustees will then decide whether they can vote on it that evening or if they need to take it away for further study. It will be up to the Board of Trustees to decide when they will vote on this issue.</p> <p><b>Ms. Dziver</b> (Representing Monsignor Uyen Catholic School)  <b>Question:</b> When will steps be taken to plan for the transition of students to Our Lady of Fatima Catholic School?</p> <p><b>Ms. Gagnier</b>  <b>Response:</b> Transition planning and meeting with parents will take place this spring to ensure that all students feel comfortable in their new schools.</p> <p><b>Ms. Crawford</b>  <b>Response:</b> As soon as the decision is made by the Trustees, we will begin to put the transition plans in place.</p> <p><b>Ms. Gebal</b> (Representing Monsignor Uyen Catholic)  <b>Question:</b> Will the Director of Education’s recommendations to the Board be different than ours?</p> <p><b>Paul Wubben, Director of Education</b>  <b>Response:</b> The Director’s recommendations usually tend to follow the recommendations of the BRC unless</p>

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	<p>there was something different which had come up which did not show up in the BRC recommendations. The Board of Trustees are not bound by either the BRC's report or the Director's report; they make their decision based on practicalities, fiscal responsibilities and political concerns.</p> <p><b>Ms. Lemak</b> (Representing Our Lady of Fatima Catholic School)  <b>Question:</b> Timing is important to parents and they are looking for information as soon as possible. We don't want to begin having information meetings in June.</p> <p><b>Ms. Gagnier</b>  <b>Response:</b> Once the decision is made we will have as many meetings as required to give parents all the information they need and to quell their anxieties.</p> <p><b>Ms. Crawford</b>  <b>Response:</b> If the Trustees decision is made at the February 28, 2012 Board Meeting then the first information meeting would need to happen shortly after March break.</p> <p><b>Ms. Lemak</b> (Representing Our Lady of Fatima Catholic School)  <b>Question:</b> Will layout of the school buildings remain the same?</p> <p><b>Ms. Gagnier</b>  <b>Response:</b> My plan would be to keep the layout the same.</p> <p><b>Tom Baker</b>  <b>Response:</b> We would keep our layout the same as well.</p> <p><b>Ms. Blonde</b> (Representing Our Lady of Fatima Catholic School)  <b>Question:</b> If the families are register by end of April are they then committed to that school?</p> <p><b>Ms. Crawford</b>  <b>Response:</b> We currently have 16 students in grade 7 and only two families, of the 16 have younger siblings, that leaves 14 students who would be in grade 8 next year.</p>



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7:43 p.m.	<p><b>Confirmation of Report to be Submitted to the Director of Education</b></p> <p>Ms. Crawford asked the Boundary Review Committee:</p> <p><b>Is the committee in agreement that this Report is complete and should be delivered to the Director of Education to take to the Board of Trustees?</b></p> <p>Ms. Bullard – yes  Ms. Dziver – yes  Ms. Gebal – yes</p> <p>Ms. Lemak – yes  Ms. Comiskey - yes  Ms. Blonde - yes</p> <p><b>CONFIRMED</b></p> <p>The word “DRAFT” will be removed from the report and delivered to Paul Wubben, Director of Education for him to present at the February 28, 2012 Board Meeting.</p>
7:45 p.m.	<p>Ms. Crawford thanked the committee for their service and commitment to the communities of Our Lady of Fatima and Monsignor Uyen Catholic Schools for their service and help.</p>
7:46 p.m.	<p><b>Questions from audience</b></p> <p><b>Name:</b> April Tremblay  <b>Relation to the Process:</b> Autistic son attending Monsignor Uyen Catholic School  <b>Question #1:</b> I have an Autistic son who attends Monsignor Uyen on an “Out of Boundary” exemption. He will be losing his school, his teachers, and his brother will also be moving to high school. Will he be able to attend Our Lady of Fatima Catholic School?</p> <p><b>Ms. Crawford</b>  <b>Response:</b> We will look at your family situation and we will work with you to come to the best solution we can for your son and your family.</p> <p><b>Name:</b> Amy Dumoulin-Jeromel</p>

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	<p><b>Relation to the Process:</b> Children at Our Lady of Fatima and one child at Monsignor Uyen</p> <p><b>Question #1:</b> Will there be a Resource Teacher at Monsignor Uyen who can provide services in both French and English?</p> <p><b>Ms. Crawford</b>  <b>Response:</b> We look at needs of schools to determine if there is a need for a Resource Teacher. We do this for all our schools. If there is a need for a Resource Teacher and there is a bilingual one available, we would look at that, however, language acquisition is not a question of French or English. Whether it is French or English we look at the needs of the school to determine the need for resource support.</p> <p><b>Question #2: Division of resources in libraries. Will there be any guarantee that we will have resources in English as well as French at Monsignor Uyen?</b></p> <p><b>Ms. Crawford</b>  <b>Response:</b> Catholic Curriculum Services – Elementary is responsible for determining the required resources at in all of our schools. They will take an inventory and then distribute materials according to the needs of the programs and the schools.</p> <p><b>Question#3:</b> Will students know who the principal of the schools will be as well as which teachers will be in which school?</p> <p><b>Ms. Crawford</b>  <b>Response:</b> The Principals of each school will be known before the school year begins. We need to follow staffing procedures for teachers and this process is active and ongoing until August so teachers in each school will not be known before school begins.</p> <p><b>Question #4:</b> Will French Immersion students be bussed?</p> <p><b>Ms. Crawford</b>  <b>Response:</b> There is a 1.6 km. walking boundary for all students in our Board as well as the Lambton Kent District School Board which is determined by the Transportation Consortium for all students. Students outside of the 1.6 km. walking distance will be bussed.</p> <p><b>Question #5:</b> Will start times and end times, at both schools, be known by parents before the beginning of the</p>

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	<p>school year?</p> <p><b>Ms. Dolson</b>  <b>Response:</b> Yes, they will be available before the end of June.  <b>Question #6:</b> Will parents still be entitled to apply for courtesy seats on buses as it relates to daycare etc.?</p> <p><b>Ms. Crawford</b>  <b>Response:</b> There is a Courtesy Seat policy in place. If you have specific questions please send me in writing and they will be addressed individually.</p> <p><b>Name:</b> Richard Gebal  <b>Relation to the Process:</b> 3 children at Monsignor Uyen</p> <p><b>Question #1:</b> Due to Our Lady of Fatima being a larger school will it be possible to have more teams at to accommodate more players?</p> <p><b>Mr. Baker</b>  <b>Response:</b> We take this into consideration every year and we try to have all students who want to play in the junior division play. Senior year is more competitive and we try and meet the needs of all students. Working with staff we determine how many teams we can have.</p> <p><b>Question #2:</b> After the last BRC meeting the Chatham Daily News reported that all English students would be moving to Our Lady of Fatima School, this sounded as if the decision had already been made by the Board.</p> <p><b>Ms. Crawford</b>  <b>Response:</b> Nothing was decided at the last meeting and this can be verified in the notes which are public and on our website, only the two options were discussed at the last meeting.</p> <p><b>Mr. Wubben</b>  <b>Response:</b> The Board does not control what the paper prints.</p>
8:03 p.m.	<p><b>Adjournment</b>  Ms. Crawford thanked the members of the BRC for serving on the committee and for their input. She also thanked the parents in attendance for their attention and questions. Thank you also to Ms. Dolson for her</p>

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	<p>information.</p> <p>If there are further questions they can be submitted, in writing, to Deb Crawford.</p> <p><b>Recommendation to Board of Trustees:</b></p> <ul style="list-style-type: none"><li>• <b><i>Tuesday, February 28, 2012 @ 7 p.m. – Catholic Education Centre, Wallaceburg</i></b></li></ul>