

BRC MEETING NOTES
Tuesday, January 10, 2012
Our Lady of Fatima Catholic School, Chatham

TIME	ITEM
7:04 p.m.	<p>Welcome/Opening Remarks</p> <ul style="list-style-type: none"> • Deb Crawford, Superintendent of Education, introduced herself as Chair of the Boundary Review Committee (BRC) and welcomed everyone to the committee’s second meeting.
7:04 p.m.	<p>Opening</p> <ul style="list-style-type: none"> • Mrs. Crawford led the opening prayer.
7:05 p.m.	<p>Introductions</p> <ul style="list-style-type: none"> • Mrs. Crawford introduced the members of the BRC, Board staff and Trustees in attendance and reviewed the following information: <ul style="list-style-type: none"> • Trustees are present as observers only, and will not comment or ask questions. • Voting and non-voting roles of the BRC members were clarified. • Non-voting members are: Carmen Gagnier, Principal, Monsignor UyenCatholicSchool; Tom Baker, Principal, Our Lady of Fatima Catholic School; and Mrs. Crawford.
7:08 p.m.	<p>Rules of Order</p> <ul style="list-style-type: none"> • All meetings will begin at 7:00 p.m. and will alternate between Monsignor Uyen and Our Lady of Fatima schools. • An agenda will be provided for each meeting. • The Chair’s role is to ensure that the agenda is followed, Rules of Order are met and all questions are answered. • The role of the BRC is to consider the facts and to make recommendation(s) to the Board of Trustees. • All meetings, deliberations and recommendations of the BRC will be in public. • All meeting notes will be posted on the Board website within ten working days. There are to be a minimum of two meetings and a maximum of 4 meetings. • 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 limit of two questions per person. If a question requires research, the question and the response will be posted on the Board website with the meeting notes. • 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.

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	<p>Notes of the Meetings</p> <ul style="list-style-type: none"> • Notes will be taken during the meeting and will be placed on the Board website within 10 working days of the meeting. <p>Protocols</p> <ul style="list-style-type: none"> • The meeting falls under the direction of the Chair and the Chair shall maintain order during the meetings. • Anyone who is hearing impaired should please notify the Chair two weeks in advance of the meeting and accommodations will be made.
7:09 p.m.	<p>Defining the Issue</p> <ul style="list-style-type: none"> • 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. • 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?”
7:10 p.m.	<p>Summary of November 8, 2011 Meeting</p> <p>Deb Crawford summarized the previous BRC meeting:</p> <ul style="list-style-type: none"> • Two elementary schools with French Immersion and English programs • With current situation a family could have students in two different schools • 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 • Housing continues to be constructed in the Our Lady of Fatima area • The English program at Monsignor Uyen continues to decline (likely triple grades) • Options Discussed were: <ul style="list-style-type: none"> ➤ Change boundaries to increase English stream enrolment at Monsignor Uyen – not a viable option as this is a short-term solution. It was done about ten years ago, and now the problem is recurring. ➤ Change boundaries to establish a single-stream French Immersion school and a single-stream English school. Considering the OTG capacities – OLOF 425 and Monsignor Uyen 342 – French Immersion single stream would be established at Monsignor Uyen.

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7:12 p.m.	<p>Committee Mandate</p> <ul style="list-style-type: none"> • Boundary Review Committee (BRC) is appointed by the Board and is authorized to make recommendations, per Board policy. • 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. • 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. • The BRC is encouraged, but not required to come to consensus with respect to its recommendation(s). • At all times the BRC should maintain its focus on the issue at hand and not allow itself to become distracted by side issues. • The BRC will meet a minimum of two times. • 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.
7:25 p.m.	<p>Additional Information as requested by Committee on November 8, 2011</p> <p>a) Projected Enrolment Information</p> <ul style="list-style-type: none"> ▪ Report by Karen Dolson, Manager – Planning Services, which can be viewed by clicking on report. <p>b) Current Transportation Data</p> <ul style="list-style-type: none"> ▪ Report by Karen Dolson, Manager – Planning Services, which can be viewed by clicking on report. ▪ 1.6 km is the walk distance for all students in the board. The maps show some inconsistencies in bussing distance, in that the 1.6 km distance has not always been enforced in the Monsignor Uyen/Our Lady of Fatima school boundaries. At some time in the future, the 1.6 km regulation will be enforced, and students who may currently be riding the bus will be required to walk. <p>c) French Immersion Information from Gregory A. Hogan Catholic School, Sarnia</p> <ul style="list-style-type: none"> ▪ Laura Callaghan, Assistant to the Superintendent and Liz Bujaki, Catholic Curriculum Consultant, presented their report, which can be viewed by clicking on report. <p>d) Transition of Special Education Students</p> <ul style="list-style-type: none"> ▪ Lisa Demers, Principal – Special Education presented her report, which can be viewed by clicking on report.

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7:47 p.m.	<p>Consideration of Options – Presented by Deb Crawford</p> <p><u>Option 1</u> Effective September 2012:</p> <ul style="list-style-type: none"> • All Immersion students attend Monsignor Uyen Catholic School • All English students from Monsignor Uyen Catholic School transfer to Our Lady of Fatima Catholic School <p><u>Option 2</u> Effective September 2012:</p> <ul style="list-style-type: none"> • All Immersion students attend Monsignor Uyen Catholic School • 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.
7:50 p.m.	<p>Projections – Karen Dolson Manager, Planning Services</p> <ul style="list-style-type: none"> • Information presented by Karen Dolson, Manager – Planning Services, which can be viewed by clicking on report.
	<p>Discussion and Questions from Boundary Review Committee</p> <p>Bridget Blonde (Representing Our Lady of Fatima Catholic School) Question: What is number to grandfather class?</p> <p>Ms. Dolson Response: The number we would probably use would be 12.</p> <p>Ms. Dziver (Representing Monsignor Uyen Catholic School) Question: I have 2 children currently in grade 7 & grade 5. Would I be able to move both children to Our Lady of Fatima if Option #2 is chosen?</p> <p>Ms. Dolson Response: It may be possible. We would probably make allowances for families with siblings in lower grades.</p>

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	<p>Ms. Crawford Response: One of the goals of the recommendations we have discussed is to keep the Grade 7s together as a graduating class. Although we would probably make allowances for families with siblings in lower grades, if other parents opted to send their Grade 7 children to OLOF, the graduating class of 7s at Monsignor Uyen would not be viable.</p> <p>Ms. Blonde Question: Are there any other reasons a family could choose to send their children to Our Lady of Fatima?</p> <p>Ms. Dolson Response: It would not be an option for parents to choose which school they want their children to attend, the intention of choosing Option 2 would be to keep the current grade 7 class together.</p> <p>Ms. Lemak (Representing Our Lady of Fatima Catholic School) Comment: I am not comfortable making recommendation which would be speaking for 16 families at Monsignor Uyen. Is it possible to assess how those 16 families feel about the two options?</p> <p>Ms. Crawford: Question: Has anyone spoken to anyone in the community to see how they feel about the two options?</p> <p>Response: There was no response from the committee members.</p> <p>Mr. Paul Wubben, Director of Education Comment: We would require that parents of Grade 7 students register at the school and then by the registration form it would be determined which option they prefer.</p> <p>Ms. Dolson Comment: In the past we have not required registration forms to be filled out from families who remain in their current school.</p> <p>Mr. Wubben Comment: Perhaps a letter could be sent home as an “intent to register” and then we could ensure that we would have the number to run the Grade 8 English class next year at Monsignor Uyen Catholic School. This could be part of the BRC recommendation.</p>

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	<p>Ms. Dziver: Question: If the class numbers for the Grade 8 English class at Monsignor Uyen Catholic School drop under 12 partway through the school year what would you do?</p> <p>Ms. Dolson Response: After school year begins staffing is in place and there would be no change for that year.</p> <p>Ms. Crawford Comment: Once a class is set it would not be changed. The intent of choosing Option #2 is to keep the current Grade 7 students together to graduate, if that is what they want.</p> <p>Ms. Lemak Question: Do the Monsignor Uyen Catholic School parents have a sense of what those parents and students want i.e. Option 1 or 2?</p> <p>Ms. Carmen Gagnier, Principal, Monsignor Uyen Catholic School Comment: I am hearing students say that they want to graduate from Monsignor Uyen Catholic School. I do not know what the parents are thinking.</p> <p>Ms. Crawford Comment: We need a commitment from the Grade 7 parents which would show that they will stay at Monsignor Uyen Catholic School, in order to assess whether we have enough students to run a class.</p> <p>Mr. Tom Baker, Principal, Our Lady of Fatima Catholic School Question: What happens if we do get that commitment from the parents in June and by September there is change and we are down to 8 or 10 students in the English grade 8 class at Monsignor Uyen Catholic School?</p> <p>Ms. Crawford Response: We really don't want that to happen and that is why we want parents to be sure of their decision. A small class with only a few students does not make for a good classroom experience, we need to provide the best educational experience for the students and if that were to occur then Our Lady of Fatima may provide to be the best experience.</p>

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	<p>Ms. Comiskey (Representing Our Lady of Fatima Catholic School) Question: I think we need to ask for feedback from the students as well as the parents so that the students feel they have some say about what happens.</p> <p>Ms. Crawford Comment: Parents register the students and conversations will naturally occur between parents and their children and between principals and students.</p> <p>Mr. Wubben Comment: If Option #2 is chosen and you are in that class as an English student your only option would be to attend Monsignor Uyen Catholic School. Once the boundary set then it is set. If the BRC recommendation is Option #2 then the only changes, other than special consideration for families with siblings in lower grades, would be due to transfers in and out of the school boundary.</p> <p>Ms. Dolson Comment: Mobility rates (transfers in and out) for these two schools are low.</p> <p>Ms. Crawford Comment: It would not be an option for half of the current English grade 7 class at Monsignor Uyen Catholic School to move to Our Lady of Fatima and half to stay where they currently are. There must be a majority decision and then all would stay or all would go.</p>
8:13 p.m.	<p>Bell Times</p> <ul style="list-style-type: none"> • Currently the same for both schools. These are dependent upon bus schedules and are developed in May/June. <p>Child Care</p> <p>Mr. Baker</p> <ul style="list-style-type: none"> • Currently OLOF has before and after care and alternate day care as well our daycare is open to students in the general area <p>Ms. Gagnier</p> <ul style="list-style-type: none"> • The Monsignor Uyen Catholic School community currently has child care available at Our Lady of Fatima Catholic School. Students are picked up by bus and dropped at the daycare

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	<ul style="list-style-type: none"> In a single stream situation we may be able to provide daycare at Monsignor Uyen Catholic School depending on need and if there are interested providers <p>Viable Class Size Ms. Crawford</p> <ul style="list-style-type: none"> There must be sufficient numbers to run an English grade 8 class next year at Monsignor Uyen Catholic School as previously discussed.
	<p>Discussion and Questions from Boundary Review Committee</p> <p>Ms. Blonde (Representing Our Lady of Fatima Catholic School) Comment: Only difference between Option 1 and Option 2 is the current English grade 7 class remaining at Monsignor Uyen Catholic School next year or going to Our Lady of Fatima Catholic School next year. Would it be possible to do an informal poll of the parents and see which option they prefer? Ms. Crawford Response: Yes, Ms. Gagnier can do that before the next meeting, which is scheduled for February 14, 2012. Perhaps a letter can be sent to the current Grade 7 parents outlining the two options the BRC is considering and asking them which option they would prefer.</p> <p>Ms. Dziver Question: Can we ensure that students moving from Monsignor Uyen Catholic School can remain together in the same class at Our Lady of Fatima Catholic School at least for one year?</p> <p>Ms. Dolson Response: Class lists are determined by principal and teachers.</p> <p>Mr. Baker Response: At the end of a school year there are a whole host of things to look at to establish class lists, i.e., male/female ratio; Special Education students and how to best serve their needs; class numbers; etc. We would also take into account the peers of the students from Monsignor Uyen Catholic School coming to Our Lady of Fatima Catholic School. We would try and give them the security of having someone they know in their class. We cannot guarantee that we would be able to accommodate an entire class together but it would definitely be a consideration.</p>

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	<p>Ms. Comiskey Question: Is it possible for the staff from each school to get together to set the class lists?</p> <p>Mr. Baker Response: Yes, definitely we do that now with the current set up of our schools.</p> <p>Ms. Bullard (Representing Monsignor Uyen Catholic School) Question: What will Monsignor Uyen Catholic School use for English resources? Will they all go to Our Lady of Fatima Catholic School or will they remain here?</p> <p>Ms. Crawford Response: The program department makes the decisions regarding resources for all the schools in our Board and ensures that that all students will have the resources that they need.</p> <p>Ms. Gebal (Representing Monsignor Uyen Catholic School) Question: Will it be possible to have a tour and information night for families moving to Our Lady of Fatima Catholic School?</p> <p>Mrs. Crawford Response: Yes, that is possible.</p> <p>Mr. Baker Response: Ms. Gagnier and I have already met to discuss the implementation of a smooth transition. We would like to have students, who will be moving to Our Lady of Fatima Catholic School, visit during a normal school day. A Play Day and lunch could be planned in the spring also an Open House for parents and students would be offered, with an opportunity to ask questions and see the school.</p>
8:26 p.m.	<p>Preparation of Draft BRC Recommendation – Deb Crawford, Superintendent of Education</p> <p>Ms. Crawford will prepare a Draft BRC Recommendation using Option 2 and including the following:</p> <ul style="list-style-type: none"> • Effort to be made to keep moving students in classes with friends • Teachers and/or principals from both schools will co-plan class lists • Principals will co-plan information night, tour and transition plans

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	<ul style="list-style-type: none"> • Special Education Department will work on early transition planning <p>The draft recommendation will be sent to BRC members prior to the next meeting, February 14, 2012, giving them an opportunity to add their comments and suggestions prior to the next meeting. By the next meeting we will have a recommendation that all BRC members have reviewed and are comfortable with.</p>
<p>8: 29 p.m.</p>	<p>Discussion and Questions from Boundary Review Committee</p> <p>Ms. Gebal Question: When will bussing be decided?</p> <p>Ms. Crawford Response: Bussing is done in May or June</p>
<p>8:30 p.m.</p>	<p>Questions from audience</p> <p>Name: Michelle Ritchie Relation to the Process: Parent - Monsignor Uyen Catholic School – son currently in Grade 7 Question #1: I would like Ms. Gagnier to call me for my opinion on which option I would prefer – Option #2 is the <u>only</u> option for our family.</p> <p>Name: Richard Gabel Relation to the Process: Parent - Monsignor Uyen Catholic School Question #1: Why was this change not done 10 years ago when boundaries were looked at?</p> <p>Ms. Dolson Answer: When the boundaries were looked at 10 years ago there was not enough space to house a single stream English school at any of our schools. Any students who were impacted by the changes 10 years ago will not be impacted by the current changes we are considering as any student who were in JK at that time would now be high school.</p> <p>Question #2: What will happen to the English teachers at Monsignor Uyen Catholic School with the proposed boundary changes?</p>

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	<p>Ms. Crawford Answer: Staffing is done using a staffing formula based on student numbers, we will want to try and maintain consistency as much as possible.</p> <p>Mr. Wubben Answer: We also have a collective agreement for our teachers, which we need to follow with respect to staffing.</p> <p>Name: Linda Kuipers Relation to the Process: Parent - Monsignor Uyen Catholic School – son currently in grade 7 Question #1: Can we ask the current grade 7 students which Option they prefer? Can we not put the option out to include the current grade 6 students at Monsignor Uyen Catholic School as well?</p> <p>Mr. Wubben Answer: This process was done over a two year period at Gregory A. Hogan Catholic School and it has not been the experience that was hoped for. The first year was good but the second year was less so, due to the small number of English stream students who remained at the school. Issues arose because they were a very small minority. There were also issues related to sports, clubs, etc.</p> <p>Name: Chuck Dubois Relation to the Process: Parent - Monsignor Uyen Catholic School – 2 students in school Question #1: Would like to give both parents and student opportunity for their input as to which Option is chosen. Can students who move be kept together as a class at their new school at least for their first year in the new location?</p> <p>Ms. Crawford Answer: It will be a definite priority to keep students together with their friends but we are governed by Ministry class size caps, collective agreements etc.</p> <p>Ms. Dolson Answer: We have not looked specifically at class set up but classes are organized in accordance with ministry class size caps. Question #2: Question #1: How will the walking boundaries be determined?</p>

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	<p>Ms. Crawford Answer: The walking distance will be the same as it is for all students in our Board. Any student who is within 1.6 km of their school is required to walk. When the presentation with the street names is placed on our website you will be able to see the proposed boundaries for each school.</p> <p>Name: Jennifer Coffin Relation to the Process: Parent - Monsignor Uyen Catholic School – 2 students in school Question #1: When will the decision be made?</p> <p>Ms. Crawford Answer: Our next meeting is February 14, 2012 and our recommendation will be finalized at that meeting, then it will go to Board in March or April for a decision by the Board of Trustees.</p> <p>Mr. Wubben Answer: If the BRC decision is finalized in February it will go to Board as soon as possible, as we need this decision to do our staffing for next year.</p>
8:50p.m.	<p>Adjournment</p> <p>Next BRC Meeting Date</p> <ul style="list-style-type: none"> <i>Tuesday, February 14, 2012 – Monsignor Uyen Catholic School, Chatham</i>