

**NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD  
TRANSITION TEAM**

**October 25, 2016  
MINUTES**

<b>Present:</b>	Michele Mahaffy	Roslyn Gauthier
	Erica Raymond	Betty Pichette
	Darren Berthier	Andrew Marks
	Louis Clausi	Tricia Weltz
<b>Regrets:</b>	David Horton	Erika Adam

**1.0 Opening Prayer and Welcome**

The members recited an opening prayer together. Tricia Weltz extended welcome to all members present.

**2.0 Acceptance of Minutes from September 12 meeting**

Erica Raymond moved the agenda. Louis Clausi seconded the motion. There was no business arising from the minutes.

**3.0 Since We Last Met**

**3.1 Overview of Work Completed**

Andrew Marks advised that committee that the website page had been created and launched. He explained how viewers can access the information under the “what’s new” feature on the homepage. The committee was asked to publicize this communication tool widely across their schools and community.

**3.2 Transition Tuesday Messages**

Tricia Weltz shared the status of family and staff updates to this point. A second communique is scheduled to be released this week. The committee generated some general ideas on types of information to be shared and what concerns might need to be addressed.

**4.0 Action Plan**

**4.1 School Naming Process**

Tricia Weltz shared a draft copy of the process to be considered for the naming of the new Kindergarten to Grade 4 school. Members made suggestions on ways to improve the process. This information will be shared with staff and students to encourage active engagement in the naming process.

**5.0 Communication Strategy**

Andrew Marks revisited the communication strategy and reminded committee members that this will be a standing agenda item. All committee members agree that active and ongoing communication is key to a successful transition. We will maximize every opportunity to keep our families and stakeholders informed of our progress and share important messages as often and as clearly as possible.

## **6.0 Other Business**

The committee addressed several different matters throughout the course of the meeting. Highlights are captured under this section of the agenda.

### **6.1 PLAYGROUND REQUIREMENTS**

It will be necessary for careful consideration of playground equipment for both school sites. Plans will have to be made to ensure that students have adequate and suitable equipment.

### **6.2 SCHOOL PLANNING**

It is the recommendation of this committee that a sub-committee be formed to collaborate on the design of the K-4 school, pending the approval of capital funds. It will be critical that educators and leaders have the opportunity to be a part of the process to ensure that the building meets the educational needs of students.

### **6.3 TRANSPORTATION**

This continues to be an area of concern for OICS. It is recommended that staff and superintendent work together to ensure safe dismissal procedures are planned and implemented in September. This includes, but is not limited to, denying car access onto the school grounds at OICS at dismissal time.

### **6.4 SCHOOL ACTIVITIES**

Once staffing assignments are confirmed, then the committee and/or a sub-committee will be able to collaborate on effective program and activity planning. This includes, but is not limited to, volunteer breakfast programs, fundraising ventures, and student activities. Tricia Weltz encouraged all team members to keep track of such concerns and inquiries as they surface at the school. Each matter will be considered and addressed as the process to consolidation continues. We need to assure all members of our communities that we are committed to addressing as many details and issues as possible to ensure a smooth transition.

## **7.0 Date of the Next Meeting**

November 8<sup>th</sup> 3:30 p.m.

Board Room

## **8.0 Adjournment**

Tricia Weltz moved adjournment at 5:15 p.m.