



**Mississauga South Family of Schools
A Family of Faith**



St. Dunstan school closure transition meetings
St. Bernadette and St. Herbert – receiving schools
Summary Notes
Monday November 7th, 2016
Held at St. Herbert 6:30pm

AGENDA ITEM		DISCUSSION/ACTIVITY	ACTION/ RESPONSIBILITY
	Opening Prayer	Heavenly Father	
	Welcome	<ul style="list-style-type: none"> • Chairperson Deborah Finegan-Downey called the meeting to order at 6:30pm 	
	Open Comments Response of the Committee	<ul style="list-style-type: none"> • The purpose of the East Credit Transition Planning Committee SOUTH will be to plan for the transition of students from St. Dunstan to both St. Herbert and St. Bernadette. • The purpose of the Transition Planning Committee is also to act in an advisory capacity to address the needs of students and staff at all these schools giving consideration of, but not limited to, the following: <ol style="list-style-type: none"> 1. Artifacts and School Traditions 2. Opening and Closing Ceremonies 3. Student Transition Activities 4. Accommodation and Program Needs 5. Transportation 6. Develop Communication Strategy 	



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		<ul style="list-style-type: none">• Through these mandates the Transition Planning Committee will review and reflect to ensure an open and welcoming transition of students from St. Dunstan that will be closed to the receiving school of St. Herbert and St. Bernadette.• The purpose of the Transition Planning Committee is to represent the community, provide input, advice and recommendations; however the final decisions are made by the Principal(s) and Family of Schools Superintendent.• The Transition Planning Committee is made up of a chair in this case is Deborah Finegan-Downey, Superintendent of Education of the Mississauga South Family of Schools, the local Catholic school Trustee, Luz Del Rosario, Local Parish priests have been invited, school principals and, teaching and non-teaching representatives from all schools impacted by the closure.• In order to support the students and their families as they prepare to move to their new schools in September 2017.• Our first meeting is today November 7th; our second is January 23rd at St. Bernadette and our third meeting has been reschedule for Monday, March 27 at St. Herbert	



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AGENDA ITEM		DISCUSSION/ACTIVITY	ACTION/ RESPONSIBILITY
		<ul style="list-style-type: none">• All our meetings will begin at 6:30 p.m.• All information pertaining to the Transition Planning Committee, including Terms of Reference, future meeting dates, meeting agenda and summaries notes of our meeting will be posted on the board website at www.dpccsb.org.• At our other meetings we will have representatives from our Transportation Department to answer any questions – we would ask that if you have any questions concerning transportation as it pertains to the transition of the students to St. Herbert and St. Bernadette next year we ask that you provide those questions to your school's principal so we can give them to the department and they can come with your answers. <p>Accommodation and program needs will also be discussed at the upcoming meetings (The Transition Planning Committee will plan for the integration of the needs of all students in terms of accommodation and program.)</p> <ol style="list-style-type: none">1. Other resources to the Committee to address specific questions related to the transition of students are the following: Operations and planning, Finance, Program, Human Resources/Employee Relations, Religious Education, Communications, ICT etc.2. Board approved childcare operators.	
	Introduction of members	<ul style="list-style-type: none">• St. Herbert, St. Bernadette and St. Dunstan community and committee members. Luz del Rosario , Trustee	



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		<ul style="list-style-type: none"> • Question from St. Dunstan parent member: He would like to know what options if any do parents have if they would like to request flex boundaries. Chair responded: Perhaps this can be addressed when transportation department attends a future meeting. The scope of this meeting is not to address this question but we will put it on a future agenda. 	
Items to Consider	Artifacts and School Traditions	<ul style="list-style-type: none"> • School went into group sessions to brainstorm ideas. • Suggestions will be taken back to the school for Principal to discuss with committee members. <p>Some suggestions were:</p> <p>St. Dunstan: School traditions are very important. For example: Angels on a tree. Suggestion from St. Herbert Principal to work together this year to start angels on a tree. This program is supported by St. Joseph parish. This has been a long standing tradition.</p> <p>Another tradition is sacramental luncheons. For both Communion and confirmation candidates.</p> <p>Movie day for the whole school at Christmas time.</p> <p>Feast Day – We walk over to the church and have mass and council provides lunch for all the students.</p> <p>Artists in the schools – School council offsets that costs.</p> <p>School trips – we alternate between Quebec and Camp Muskoka</p> <p>Father day and Mother’s day tea – for kindergarten only</p>	



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		<p>St. Bernadette: We also celebrate feast day with mass, artists in the school, play day, sacramental luncheons, we collect items for Eden food bank, doctor Simona, Christmas concerts, Collect gentle used items for local community members.</p> <p>Hot lunches are done by all schools, pancake Tuesdays etc.</p> <p>St. Herbert asked when do schools start these traditions and events. Committee members will go back to the school and work together among the 3 principals and when to start traditions.</p> <p>The principals are open for considerations.</p> <p>St. Dunstan parent suggested doing candy grams between schools and pen pals between schools.</p> <ul style="list-style-type: none">• Graduation photos• Sports banners, quilts• Time capsule• Stain glass moved• Pictures, statues• Alters• Award trophies	
	Items to consider Opening and Closing Ceremonies	<ul style="list-style-type: none">• Hot lunches: Tuesday Pizza, Thursday Lunch Lady, Friday Molisana subs/BBQ• Movies day before Christmas• Primary craft night – Angels on the alter• Canadian Food Bank Thanksgiving – grade 8	



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AGENDA ITEM		DISCUSSION/ACTIVITY	ACTION/ RESPONSIBILITY
		<ul style="list-style-type: none">• May Feast Day Mass/Lunch• Sacramental Lunches• BBQ/Open House• Scientist in the School• Artists in the School• Trips: Quebec City, Camp Muskoka	
	Closing Mass / ceremonies for St. Dunstan	<ul style="list-style-type: none">• Outdoor liturgy/mass• Last Open House, invite community• Yearend production – Willy Wonka• How do we contact former students, former staff and former administrators to welcome them to come for last open house.	
	Opening at St. Herbert and St. Bernadette	<ul style="list-style-type: none">• Suggestion to have a mass and a BBQ to welcome everyone.• It doesn't become a fundraiser. Costs of food covers the expenses.• St. Dunstan school council has a list of standing items that they fundraise for but this year they will not have money to carry over to new school.	
	Student Transition Activities	<ul style="list-style-type: none">• Once all the flex boundaries are decided then we will know which students are going to which school.• These activities are mostly for May and June.• When day activities happen, the schools will be split to two busses to attend their new school.• Communicate through twitter• School visits and school tours• Youth Faith Ambassadors• Social Justice Project	



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AGENDA ITEM		DISCUSSION/ACTIVITY	ACTION/ RESPONSIBILITY
		<ul style="list-style-type: none"> • Celebratory at the end • Plan a mass or liturgy triad Youth Faith Ambassadors • Through parish find out if retreats can be combined • End of year community BBQ • Pen pals ~ Skype class to class • Candy Gram • Family in need – pick a family of each other’s school • Pairing up students to show them around • Adjoining play days • Talent show • Play day or water day • Father’s day or a Father figure person – sports day • Mission statement revision • Dance a thon – parents didn’t like that idea • Special Ed Transition Meetings • Mary Ann/Diane Cannon to attend January 23rd session to schedule meetings with parents 	
	Develop Communication Strategy	<ul style="list-style-type: none"> • Meeting summary notes to be posted by communication department on the board. • Insert in school newsletter of events and Transition meeting items, dates, location. • January 23, 2017 meeting – Transportation update will be provided. • Communication through school newsletters, email blasts, parish newsletter. 	



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		<ul style="list-style-type: none">• Question was asked how do we translate communication to community members other than in English? Principals to investigate if necessary.• St. Dunstan parent suggested that school councils have a joint meeting.• St. Dunstan parent asked: If a parent has a question about transition items who is the person they should contact. Chair's response: The school principal is the first person who can try to answer questions or investigate with board staff members.• St. Dunstan parent asked: his main concern is to have students feel comfortable in their school. When is the target date for these activities to start? Chair's response: Schools will go back to discuss the items raised tonight then choose which activities and specifics and decided which ones can be executed well and the timing.• Trustee delRosario commented: Is there any possible activities that the receiving school can invite St. Dunstan before Christmas. Can the students have a tour before Christmas? It is a long time before the next meeting. Just to give the community an opportunity. Chair's response: The committee has to go back to the school and my only concern is that we don't want to rush to do things quickly and we want to do things well. Principals will take the comment back for consideration.	
	Questions for Transportation	<ul style="list-style-type: none">• We should have a report from the Traffic Safety council. Their findings will be shared with STOPR, Superintendent of Planning and the City of Mississauga.	



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AGENDA ITEM		DISCUSSION/ACTIVITY	ACTION/ RESPONSIBILITY
	Concern was risen about daycare provider	<ul style="list-style-type: none"> • Parents needs to follow up on their own day care provider. • St. Dunstan is the YMCA • St. Herbert is Family Day Care • St. Bernadette is Family day Care • Child Care will need to meet with the board and those decisions haven't made yet. They will determine how many spots. • We will look at those providers to attend the meeting in January. 	
	Start and end times of the schools	<ul style="list-style-type: none"> • St. Herbert 9:00a.m. – 3:30p.m. • St. Bernadette 8:30a.m. – 3:00p.m. • St. Dunstan 8:30a.m. – 3:00p.m. 	
	Questions from St. Dunstan parents	<ul style="list-style-type: none"> • Is there an opportunity to set up an evening meeting with Superintendent before the January meeting to discuss what we haven't been able to get answers our main concerns tonight? 1. Flex boundary 2. Transportation • Trustee del Rosario said she will raise the Flex boundary issue tomorrow night at Faith and Program meeting and ask staff to expedite the decision. • St. Dunstan parent reminded group that when St. Dunstan delegated to the board last year, it was confirmed that parents can have a choice of flex boundaries without transportation. This decision was documented in the meeting minutes. It is important that parents know which school they are attending. It seems that this meeting is putting the cart before the horse. We need to discuss this before we can talk about transitioning of students. 	



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AGENDA ITEM		DISCUSSION/ACTIVITY	ACTION/ RESPONSIBILITY
		<ul style="list-style-type: none"> • Students have conversation among themselves in the school yard. Name calling and concerns of potential bullying. • We need to focus on building a Catholic community of welcoming. The schools need to talk to students that this is unacceptable. • Principal of St. Herbert explains what the usual flex boundaries process. • Parents are shocked that the board hasn't made the decision when this process can start. • Will some of the staff be able to stay with our students? Chair's response: Human Resources department sets the staffing timelines according to collective agreements. 	
		Meeting adjourned at 8:15pm.	
	Next Meetings	January 23, 2017 6:30 p.m. St. Bernadette School March 27, 2017 6:30 p.m. St. Herbert School	