

**NAMING COMMITTEE FOR THE
CONSOLIDATED ELEMENTARY SCHOOL IN RIDGETOWN
RECORD OF ACTION**

Date: November 15, 2010

Location: Ridgeview Moravian Elementary School

Present: Committee Members: Jim Costello, Director of Education, Dave Doey, Superintendent of Education, Scott McKinlay, Trustee, Bruce Stonefish, Trustee, Todd Tiffin, Principal Ridgetown P.S., Lisa MacMillan, Staff Representative Ridgetown P.S., Stephanie Vandersluis, Staff Representative Ridgetown P.S., Heather Simpson, School Council Representative Ridgetown P.S., Barb McAllister, School Council Representative Ridgetown P.S., Tracey Robinson, Community Representative Ridgetown P.S., Bonnie Gotelaer, Community Representative Ridgetown P.S., Mary Lynn Anderson, Principal Ridgeview Moravian E.S., Erin Gagner, Staff Representative Ridgeview Moravian E.S., Ann Burns attending for Susan Sparling, Staff Representative Ridgeview Moravian E.S., Dave Macko, School Council Representative Ridgeview Moravian E.S., Kelli-An DeCook, School Council Representative Ridgeview Moravian E.S., Kathy Delanghe, Community Representative Ridgeview Moravian E.S., Katharine Hopkins, Community Representative Ridgeview Moravian E.S., Jody Joseph, Community Representative Ridgeview Moravian E.S.

Recorder: Jane Kovar

Trustees: Randy Campbell

Regrets: Trustee Bruce Stonefish, Susan Sparling

Note: This document is not a verbatim transcript. Questions and answers have been paraphrased for the sake of clarity and brevity.

Item	Discussion	Action/Responsibility
Welcome and Introductions	<ul style="list-style-type: none"> • Director Costello welcomed and thanked everyone for attending. • The members of the Naming Committee introduced themselves. • Director Costello indicated that as a result of the Ridgetown Accommodation Review Committee completed last year, a decision was made to consolidate Ridgetown P.S. and Ridgeview Moravian E.S. into one school and in accordance with Board Policy and Regulations, this Naming Committee was established. 	

Item	Discussion	Action/Responsibility
Selection of Trustee Chair of the Committee	<ul style="list-style-type: none"> Director Costello directed the committee's attention to the Board Regulations, Item 4 (a) and indicated that a Trustee appointed by the Board was required to chair the committee. As Trustee Stonefish was unavailable to attend, Trustee McKinlay accepted the responsibility of chairing the Naming Committee. 	
Review of Board Regulations on Naming and Renaming of Board Facilities	<ul style="list-style-type: none"> Trustee McKinlay noted that the Board Policy and Regulations relating to the Naming and Renaming of Board Facilities had recently been revised on October 12, 2010. He then reviewed the Board Policy and Regulations. Each committee member received a copy of the documents. Regulations provide direction on the process of Naming and Renaming of Board Facilities. Trustee McKinlay indicated Regulation item 4 (a) states that two trustees, appointed by the Board are to be included on the ad hoc committee. He stated that Trustee Bruce Stonefish's term with the Board will be completed by the end of November, and that Director Costello will address this concern and recommend another Trustee to participate. Trustee McKinlay indicated that while the committee will invite suggested names for the facility from individuals or groups throughout the area, that ultimately the committee will be making a recommendation to the Board of Trustees, who will in turn, make a final decision. 	<p>J. Costello to address the need for an additional Trustee, Jan 2011.</p>
Establish the process for obtaining input on possible name for consolidated school	<ul style="list-style-type: none"> Trustee McKinlay asked for input from the Committee on establishing the process for obtaining possible names for the consolidated school. Through a discussion, committee members were in agreement that the following options be made available to facilitate the submissions of name recommendations: <ul style="list-style-type: none"> A) Set up an email account centrally to accommodate electronic submissions. B) Provide a "Drop Box" at both elementary schools, as well as the Delaware First Nation Education building. Principals will forward suggestions to the Director's Office at the Chatham Regional Education Centre. C) Submit by mail to Trustee McKinlay, at the LKDSB. Chatham Regional Education Centre. The committee discussed timelines, and agreed that a <u>deadline for submissions will be Friday, January 7th, 4:00 p.m.</u> 	<p>J. Costello to arrange the creation of a central email account.</p>

Item	Discussion	Action/Responsibility
	<ul style="list-style-type: none"> Trustee McKinlay noted Regulation item 7, which states that the ad hoc committee will invite suggested names for the facility from individuals or groups throughout the area of jurisdiction of the Board and especially from the area adjacent to the location of the facility. After a brief discussion, committee members agreed that information regarding the Naming and Renaming process, as well as an invitation and direction for all members of the community to submit names, be included in the December and January elementary school newsletters. Principal Tiffin and Principal Anderson will collaboratively prepare the information which will include the criteria as outlined in Regulations 1 (a),(b),(c) and (d). Katharine Hopkins and Jody Joseph also agreed to provide historical First Nations criteria, to encourage and provide the option for name submissions to recognize our First Nations Community. Newsletters will be posted on both school websites. Katharine Hopkins agreed to share and distribute the information and process throughout the Delaware First Nations community. The committee also agreed to have an advertisement posted in the Ridgetown newspaper which would include the same details as the school newsletters, invited submissions from the community at large. Director Costello and the Communications Officer, Trish Johnston will be responsible for the advertisement. In addition, the group suggested that both schools involve student participation and awareness, by preparing posters which will be given to the School Council groups and placed strategically throughout town. Principals Anderson and Tiffin will collaborate this activity. 	<p>Principals to prepare newsletter</p> <p>K. Hopkins to distribute information throughout Delaware F.N. Community</p> <p>J. Costello and Communications Officer to prepare and post advertisement.</p>
Next Steps	<ul style="list-style-type: none"> Record of Action will be completed and sent electronically to all Committee Members. Monday, January 10th, central office staff will compile a list of names submitted. Names will be tallied for information purposes only. The Committee will be provided the list of names prior to the January 17th meeting date. Members are encouraged to review the names and be prepared to provide input with the anticipation of reaching a recommendation by the end of the next meeting. 	<p>J. Kovar</p> <p>J. Kovar</p>
Next Meeting	<ul style="list-style-type: none"> Monday, January 17th at 6:30 p.m. at Ridgeview Moravian E.S. 	