

AD HOC NAMING COMMITTEE MEETING RECORD OF ACTION

for the Forest Area Family of Schools Transition Committee
PUBLIC SESSION

Chairperson: Trustee Jane Bryce

Recorder: Joyce Hastings

Thursday, May 4, 2023 5:00 p.m. North Lambton Secondary School, Library

Attendance:	
Present:	Andy Parnham, Dan Sageman, Brian McKay, Carla Sitter, Christine O'Reilly, Helen Lane, Jack Fletcher, Jane Bryce, Jamie Verhoeven, Jen Batty, Lisa MacDonald, Lisa Thomson, Mandy Wright, Mike Gilfoyle and Rhonda Leystra
	WacDonald, Lisa Monison, Mandy Wright, Mike Gilloyle and Khonda Leystra
Regrets:	Andrea Walden, Bob Bressette, Brenda Herygers, Claire Giles, Elders Barry & Deb Milliken, Janice Morrison, Jeromy Bristowe, Kari Aubertin, Martina Jackson, Melanie Barnett and Murray Finch
Welcome and Reading of the Traditional Territorial	Chair, Trustee Jane Bryce opened the meeting at 5:08 p.m. and welcomed everyone for taking the time to attend.
Acknowledgement	Chair, Trustee Jane Bryce read the Traditional Territorial Acknowledgement.
Introductions of Committee Members	Committee members in attendance announced their name and identified their location representing.
	Chair, Trustee Jane Bryce reviewed a few housekeeping items. She also asked of the Committee, "In order to get the best outcome we possibly can have from our Committee, I would respectfully ask all committee members to agree to a few meeting principles:
	1. We respect all ideas (ie. If someone was to propose we have a 30 meters x 4 meter banner printed with the new school name on it, we do not reply, Do you know how much money that would cost? We respectfully add that idea to all the other ideas and then as a committee we agree to the idea that best fits our purpose.)
	2. We respect the speaker (ie. Please no sidebar conversations while someone is speaking. Please no interrupting while someone is speaking. If a committee member has something they wish to add to the speakers' comments, then please jot down your thoughts or your question, and when the speaker is finished, your thoughts/questions can be expressed.)

	T
Introductions of Committee Members (cont'd)	3. <u>Audience participation through your school representative</u> The audience is asked to express their thoughts, ideas and questions through your school representative. Please do not interrupt the committee while the meeting is in progress.
	Each principle was read aloud by the Chair. Following each principle, members were asked if everyone understood, had any questions or objections to these principles – all members present agreed with all meeting principles, as presented.
Review of Agenda	Chair, Trustee Jane Bryce reviewed the meeting agenda and asked if there were any questions or additions to the agenda – none.
Review of Board Regulation No. R-AD-105-18:	Associate Director, Brian McKay reviewed the Regulation "Naming and Renaming of Board Facilities", indicating that the Regulation was approved by the Board of Trustees and is the process to follow when naming or renaming of Board facilities or section of a facility. He explained that an example of a
Naming and Renaming of Board Facilities	section of a facility refers to schools that name a section or wing of a school.
	The Regulation states that the facility is to be named in accordance with "one or more" of the criteria - not necessarily all criteria listed - the committee reviews criteria (a) through (d) and determines which criteria is used.
	The establishment of the committee members indicates one or two representatives to serve as a facility administrator, School Council and community member. Senior administration determined that all schools within the catchment area would have representation for these three areas. It increases the committee members, however, administration felt it was important to do so.
ACTION ITEM:	Superintendent, Helen Lane indicated that a few years ago, the Board was required, by the Ministry of Education, to review all board facility names, logos and/or mascots, to ensure respectfulness. This requirement will be brought forward at the next meeting.
Establishment of	<u>Criteria for school name</u>
Criteria and Process	
for obtaining input on possible names	Criteria items (a) through (d) of the Regulations were reviewed and discussed. Committee members agreed to striking from the criteria, as follows:
	(a) a historical name which once applied to the area where the facility is located; [remains]
	(b) after a person(s) or event(s) recognized as having made a significant contribution to society in the district, province or county; [consensus to strike both: "after a person(s)" and "or event(s)"]
	(c) the name of a geographic area which the facility will serve; [remains](d) the name of the street on which the facility is located; [consensus to strike]

Establishment of Criteria and Process for obtaining input on possible names (cont'd)

Process for student input and Process for parent/community input

There was lots of good discussion and many great ideas with regards to making the naming process of the new school known throughout the applicable catchment areas, as well as how to collect the proposed names. Below is a list of these suggestions:

- suggestion boxes in school offices;
- classroom teachers using as a learning opportunity/exercise and encouraging student participation in the naming process (ie. creating posters, learning of the process and/or submitting names);
- LKDSB generic email address;
- LKDSB website and school websites
- School Messenger script to catchment area families (automated calling service, ie. used for attendance notifications; emergency school closure notifications, etc.)
- committee members may receive submissions from community members
- Google form (Principal, Rhonda Leystra offered to create) link to form could be used on LKDSB website, school websites, etc.; submissions would automatically go to the LKDSB generic email address
- school newsletters
- "Sarnia This Week" newspaper (free to post in list of events)
- posters/flyers
- local community buildings, ie. libraries, post offices, Forest Fair
- municipal partners; ensuring to reach out to all applicable municipal offices

Associate Director, Brian McKay's office will distribute a notice to school principals indicating what information to display on the notifications publicizing this process. Once posters/flyers are approved by their respective school principals, they may forward them to the Board Office for printing services, to alleviate school budgets.

Timelines for input

Chair, Trustee Jane Bryce explained to members, that this initial meeting was to outline the process and establish an understanding of the committee work involved. With the end of the school year quickly approaching and influx of activities in schools during May and June, it was the committee members consensus to begin creating posters/flyers, suggestion boxes and establish the generic email address during the remainder of the school year. The intent is to create awareness that the naming process has begun and generate thinking of name suggestions over the summer months. However, the committee will not reconvene until September.

ACTION ITEM:

Establishment of Criteria and Process for obtaining input on possible names (cont'd)	A deadline of September 25, 2023 has been set for the submission of names, which provides time to collate a list of names, prior to the next meeting date. Timeline for presenting a recommendation to the Board, for approval Associate Director, Brian McKay advised that there are Regular Board Meetings the second and fourth Tuesday of every month. There is plenty of opportunity to submit the name for Board approval.
Next Steps	Some next steps were discussed and will be reviewed in further detail at the September meeting: - determine how to select the name (ie. cmt. reviews all names; students assist in reviewing names; or community involvement, etc.) - online voting of name (approx. 2 wks to vote on the most common names) - eventually narrowed down to one name to submit to Board for approval - determine the selection process/timelines at the September meeting, once the volume of names submitted is known - approx. three to four committee meetings in total Selection of school mascot and colours is not determined by the Ad Hoc Naming Committee. The Transition Committee has an Identity Sub-Committee that will be involved in this process.
Next Meeting	Date: Thursday, September 28, 2023 Time: 5:00 p.m. Location: North Lambton Secondary School, Library
Adjournment	Chair, Trustee Jane Bryce adjourned the meeting at 5:58 p.m.