

**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:	<p>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</p> <p>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</p>
Welcome and Reading of the Traditional Territorial Acknowledgement	<p>Chair, Trustee Jane Bryce opened the meeting at 5:08 p.m. and welcomed everyone for taking the time to attend.</p> <p>Chair, Trustee Jane Bryce read the Traditional Territorial Acknowledgement.</p>
Introductions of Committee Members	<p>Committee members in attendance announced their name and identified their location representing.</p> <p>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:</p> <ol style="list-style-type: none"> 1. <u>We respect all ideas</u> (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. <u>We respect the speaker</u> (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.)

<p>Establishment of Criteria and Process for obtaining input on possible names (cont'd)</p> <p style="text-align: right;">ACTION ITEM:</p>	<p><u>Process for student input and Process for parent/community input</u></p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p><u>Timelines for input</u></p> <p>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.</p>
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<p>Establishment of Criteria and Process for obtaining input on possible names (cont'd)</p>	<p>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.</p> <p><u>Timeline for presenting a recommendation to the Board, for approval</u></p> <p>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.</p>
<p>Next Steps</p>	<p>Some next steps were discussed and will be reviewed in further detail at the September meeting:</p> <ul style="list-style-type: none"> - 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 <p>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.</p>
<p>Next Meeting</p>	<p>Date: Thursday, September 28, 2023 Time: 5:00 p.m. Location: North Lambton Secondary School, Library</p>
<p>Adjournment</p>	<p>Chair, Trustee Jane Bryce adjourned the meeting at 5:58 p.m.</p>