Marketing Communications Task Force
School Unification Steering Committee

November 13, 2017

School Unification Update

The School Unification Steering Committee and the ten task force groups have continued with their regular meetings to investigate the many issues to unify St. Mary’s School and St. Charles’ School. As the process continues the following steps have been put into place to handle the various task force recommendations:

1. Task Force Committee Liaisons should notify the Steering Committee Chairman, by email, when ready to make a proposal to the Steering Committee.
2. Chairman will place that item on the agenda for the next Steering Committee meeting.
3. At the meeting, the recommendation should be presented by the Task Force Liaison with an opportunity for questions and answers from the committee.
4. Action to accept or reject the recommendation will occur at the next scheduled meeting. This provides anyone who chooses the opportunity to speak at the public input portion of the meeting before the Steering Committee action occurs.

In developing the Task Force recommendations, Liaisons should follow these guidelines:

1. Email a written version of your proposal to the Steering Committee Chairman before the meeting. The proposal will then be forwarded to the entire Steering Committee.
2. When presenting a recommendation, the Liaison should read the recommendation to the Steering Committee. Please do not "ad-lib" or try to make recommendations from memory.
3. When writing the recommendation, be broad rather than detailed. (For example - IF Policy and Culture is going to recommend uniforms for the unified school, the recommendation should simply state we are recommending uniforms based on feedback from parental surveys and teacher experiences. There is no need to detail a uniform policy in the recommendation. However, if there are some extenuating circumstances that you want to address, please do so. For example - The Policy and Culture committee might add that the uniform policy should include more options than what is currently in place today at St. Mary’s.)

Individuals with concerns and questions are encouraged to contact Bob O’Neill, Steering Committee Chair, at boneill@mystcharles.org or attend a meeting. The Steering Committee will meet on Monday, November 20 at 6:00 p.m. in St. Charles’ Andre Hall. Additional information is located at: https://sites.google.com/a/stmb.org/burlington-catholic-school-information/ or via links on each school’s website.