



PARENT & SECONDARY STUDENT REPRESENTATIVE JOB DESCRIPTION

The Waterloo Catholic District School Board (WCDSB) must establish boundaries for the new St. Patrick elementary and East Kitchener 7-12 schools in advance of their opening. Through a boundary review, WCDSB is proposing to redirect students from Canadian Martyrs, Saint John Paul II, St. Anne (K), and St. Daniel to the new St. Patrick school, effective September 2024 (anticipated opening of St. Patrick school). In addition, these schools would be part of the East Kitchener 7-12 family of schools instead of feeding into St. Mary's, effective September 2024 (anticipated opening of the East Kitchener school).

At its April 25, 2022 meeting, the Board of Trustees approved the formation of a Boundary Review Committee (BRC) to undertake the East Kitchener 7-12 Boundary Review. As such, we are seeking parent representatives from each of the five schools involved to be members of the BRC. WCDSB is also seeking one secondary student from St. Mary's to be a member of the BRC.

The Boundary Review Committee (BRC) is responsible for:

- Acting as the official conduit of unified information shared between the school board and the school communities (individual members are not allowed to distribute their own communication without approval of the committee and/or Board staff).
- Approving the minutes of each BRC meeting; reviewing information prepared by staff, seeking clarification, and providing comments.
- Suggesting additional boundary options with supporting rationale and evaluating accommodation options for consistency with the Education and Accommodation objectives.
- Considering the needs of the entire school system and all of its students and resist advocating for any particular school or neighbourhood.

Please note: WCDSB staff will be responsible for developing the final recommendation(s) including recommended boundary options.

The parent and student representative will:

- Provide the committee with insight into the school community.
- Provide the committee with a parent's or student's perspective. This may include bringing forward the opinions of other parents/students in the school community to the committee.
- Review all materials provided through the review and adequately prepare for committee meetings.
- Maintain regular attendance at all committee meetings and attend public consultation sessions.
- Share BRC information and updates, including meeting information, with school council and the school community.

The parent/student representative is **not** expected to:

- Advocate for a particular school or neighbourhood.
- Answer specific questions or concerns of parents in the school community.

