



Accommodation Review Committee (ARC) Meeting

Working Meeting #1

May 15, 2017

6:00pm

St. Michael Catholic Elementary School
23 University Avenue West, Cobourg, ON

Attendance:

ARC Committee Members:

St. Joseph - Christine Brodie, Principal; Tonya Ferguson, Parent; Lori Kendrick, Teacher; Jacqueline Maynard-MacInnes, Non-teaching Staff.

St. Michael - Guy Charette, Principal; Dawn Campbell, Parent; Karyne Roy, Teacher; Georg Wieczorek, Non-teaching Staff.

Notre Dame - Caroline Graham, Principal; Sherri Slade-Brady, Teacher; Kim Bennett, Non-teaching Staff; Janet Reid, Parent.

Catholic Education Centre - Tim Moloney, Superintendent of Education.

Diocese - Fr. Peter Seabrooke.

Broader School Community - Lesley Patterson, Northumberland County.

Chair, Tim Robins.

Resource:

Isabel Grace, Superintendent, Business & Finance.

Marian Irwin – Recorder.

1. Welcome and Opening Prayer.

Tim Robins led the group in prayer and introduced himself to the Committee. He stated that the Board of Trustees, at the March 28, 2017 appointed him Chair of the ARC. Tim considers this appointment to be both an honour and a privilege. He brings to the committee many years of direct experience in the Accommodation Review process.

Tim also thanked on behalf of the Board of Trustees and the Director of Education and senior staff all of the Accommodation Review Committee members for volunteering to serve on this committee.

Tim reported the following on the Accommodation Review:

- School Accommodation Reviews are an important part of school board planning and address changing demographics, excess capacity and or facility condition.
- Accommodation Reviews help to ensure that the Board continues to provide the highest quality of learning environment and educational experiences for the students, families and the communities we serve.
- All ARC working meetings are opening to the public to observe the meetings and the process we follow and the work of the ARC will be guided by the Ministry of Education Guideline, Board Policy and Administrative Procedures. A record of all ARC working meetings will be maintained and, once approved by the ARC, will be posted on the Board's website.
- The first Working Meeting #1, the focus is orientation - getting to know one another and to understand the Accommodation Review process the committee will be undertaking. At our next ARC working meeting (May 31st), we will have the opportunity to study (in detail) and comment on the Initial Staff Report, proposed Accommodation Options and School Information Profiles (SIP'S).
- Our committee work will be based on set agendas and power point presentations, presentations from Board resource staff, group work and committee discussion.

Tim stated that his focus as your Chair, will be to ensure that the committee follows the ARC guideline and procedure and that all ARC members participate and understand the materials that are presented.

2. Introductions.

- Tim introduced Isabel Grace, Superintendent of Business and Finance and Marian Irwin, Secretary of Business and Finance as the Board's resource staff that will be supporting the ARC.
- Ice Breaker exercise followed with everyone introducing themselves to each other.
- Tim Moloney introduced Father Gerardus, who is the Parish Priest at St. Michael the Archangel Church in Cobourg. He will be attending all meetings as a member of the public.

3. ARC Meeting Norms.

Tim Moloney introduced the Meeting Norms. The Meetings Norms will be posted at every meeting and will act as guiding principles for all ARC Meetings.

4. ARC Schedule and Binder.

Tim Robins presented the ARC Binder and stated that this binder should be brought to all working meetings. Updates to binders will be provided at the beginning of each working meeting by Marian Irwin. The ARC Schedule can be found in the Initial Staff Report on page 5.

5. Review Terms of Reference and Purpose of the Review (Group work).

The Committee divided into 4 groups, selected facilitators, recorders and presenters. They were instructed to list the key points of the Terms of Reference. The following were identified as key points:

Group 1

- 3 schools identified
- Maximize school space over long term
- Create boundaries to maximize the amount of walking students
- Facility conditions to be considered
- School Information Profiles (SIPs) reviewed
- Alternative accommodation options (4 options)
- Community consultation (responding to public)

Group 2

- Physical accessibility in new and existing facilities should be maximized
- Minimize use of non-permanent accommodations
- Create boundaries that maximize number of students that can walk to school
- To fully utilize St. Joseph's via a boundary change to close St. Michael
- Recognizing existing neighbourhoods wherever possible

Group 3

- ARC is a consultation body and conduit for information shared between school board and school communities
- To make suggestions on alternative accommodation scenarios
- Objectives: Full accessibilities, efficient use of system resources
- Roles and responsibilities

Group 4

- ARC is the official conduit for info between school and board communities
- Facilities should be maximized to benefit all students' abilities
- Maximize board-owned facilities, minimize non-permanent accommodations
- The ARC is responsible for unified communication
- Prepare a final recommendation

Through the meeting power point presentation, staff provided an overview of the Terms of Reference highlighting the committee's mandate, review goals, roles and responsibilities, schedule, membership and attendance, and the role of the ARC relating to the Final Staff report.

6. Review Accommodation Review Resources.

Isabel reviewed with Committee the following resources:

- Pupil Accommodation Guidelines (March 2015), Ministry of Education
The Pupil Accommodation Guidelines provide a directive and will guide the committee through the pupil accommodation review process. This document provides the minimum standards the province requires of school boards to follow when undertaking an accommodation review.
- Board Policy and Admin Procedures 109
- Guide to Pupil Accommodation Reviews
The Guide to Pupil Accommodation Reviews is a “parent friendly” guide to help inform parents and guardians about the process the school boards undertake when reviewing whether to consolidate or close a school. Isabel referred committee to the 8 steps on Page 7.

7. Initial Staff Report – Group Work.

Isabel Grace provided background information on the Initial Staff Report. She stated staff were required to provide the Initial Staff Report to the Board of Trustees prior to initiating the accommodation review and the report had to include a recommended option or a preferred option. The Initial Staff Report was approved by the Board of Trustees on March 28, 2017. Isabel and Tim Robins addressed questions.

The Committee divided into 4 groups, selected facilitators, recorders and presenters. They were instructed to list the key points of the Initial Staff Report. The following were identified as key points:

Group 1

- Ultimate goal is to improve the infrastructure and learning environment
- Outline process, review process, rationale for the review
- Background statistics on each school
- Accommodation Options – 4 options:
 - Mega school
 - 2 schools with addition on Notre Dame
 - 2 schools – new at Notre Dame and FI Centre at St. Joseph
 - 2 schools – new at Notre Dame/Dual track at St. Joseph

Group 2

- Board staff responsible for carrying out ARC and making recommendations to the Director and Trustees
- To solicit public feedback on options presented (Public Consultation)
- All options proposed to close St. Michael's
- Facility condition and capital funding costs

Group 3

- Consolidation needed for:
 - declining enrollment
 - building maintenance expenditures
 - ARC formed to review and provide report
 - meetings for ARC scheduled
 - four accommodations options
 - review of SIP
 - recommendations provided

Group 4

- 4 options
 - New replacement school at Notre Dame for all
 - Addition at Notre Dame – St. Michael closes/Notre Dame is dual-track/St. Joseph is single track
 - New school at Notre Dame – St. Joseph to Notre Dame/St. Joseph building becomes a French Immersion Centre
 - Preferred Option – New dual track school at Notre Dame/Boundary adjustment to maximize St. Joseph

Through the Power Point Presentation, staff provided an overview of the Initial Staff Report highlighting Board of Trustees approval to proceed with Cobourg Catholic Elementary Schools Accommodation Review, the Accommodation Review Goals, Current Utilization, Facility Condition, Accommodation Options and Staff Recommended Option.

8. School Information Profiles.

Isabel Grace reported that the purpose of School Information Profiles (SIPs) are to provide consistent information for each school under review, such as enrollment, staffing, history, transportation. Also included in the SIP's are boundary and zoning maps along with floor and site plans. The SIP's will be used as a tool for comparison purposes to examine each school in the review equally.

9. ARC Communications.

Tim Robins reported that all agendas, minutes and supporting documents will be posted and regularly updated on the ARC webpage.

Written comments and questions from the community that are submitted by email will receive a response within 5 business days. All written correspondence will be posted on the ARC webpage following receipt by the committee at its scheduled Working Committee meeting.

10. Next Steps.

- Following the ARC Working Meeting #1, Guy Charette, Principal of St. Michaels led the committee on a tour of St. Michael's.
- The Chair reminded the ARC that the next Working Meeting will be on Wednesday, May 31, 2017 at 6:00pm @ St. Joseph CES.

11. Closing Prayer

Tim Moloney led the closing prayer and the meeting was adjournment at 7:55 pm.