



March 29, 2017

Dear Parents and Guardians,

This letter is to inform you that at the Regular Board Meeting of March 28, 2017, the Peterborough Victoria Northumberland and Clarington Catholic District School Board of Trustees approved a pupil accommodation review process for the Town of Cobourg. This review will determine the future of our elementary schools in Cobourg in accordance with the Board's Pupil Accommodation Review Policy (109), Administrative Procedure (AP-109) and the Ministry of Education's Accommodation Review Guideline.

Trustees received a summary of the accommodation issues at St. Michael Catholic School, Notre Dame Catholic School and St. Joseph Catholic School, including enrolment and utilization data, facility condition and the impact on student programs and services. This **Initial Staff Report** to the Board of Trustees can be viewed on the Pupil Accommodation Review page of the Board's website at <http://www.pvnccdsb.on.ca>.

Initial staff recommendations have been made that could result in the consolidation of the three schools into two schools, pending the outcome of the pupil accommodation review process.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to an open and transparent accommodation review process. In keeping with the timelines outlined by the Board's Policy and the Pupil Accommodation Review Guideline from the Ministry of Education, a series of both Accommodation Review Committee (ARC) working meetings and public meetings has been scheduled (see attached scheduled).

Information will be available on the Pupil Accommodation Review page on the Board's website throughout this process, and an e-mail address (CobourgARC@pvnccdsb.on.ca) has been established to receive questions and comments from our communities throughout the accommodation review.

As your Chair of the Board and Director of Education, we are committed to supporting our schools as we engage in the initiation of a pupil accommodation review for the Town of Cobourg.

Yours in Catholic Education,

Michelle Griepsma
Chair of the Board of Trustees

Michael Nasello
Director of Education

ARC Meeting Schedule – Attached.

**COBOURG CATHOLIC ELEMENTARY SCHOOLS ACCOMMODATION REVIEW COMMITTEE:
TIMELINES**

The following table outlines the dates of ARC meetings, public meetings, purpose and the required timelines stipulated in the Ministry Guideline and Policy 109 for an Accommodation Review.

Date	Meeting	Purpose	Required Timeline
Tuesday, March 28, 2017	Board Meeting	Initial staff report received. Board decision to initiate a school closure review.	
Monday, May 15, 2017 6-8 PM	ARC Working Meeting #1 St. Michael CES	Discuss ARC's mandate, roles and responsibilities, and the procedures of the ARC	
Wednesday, May 31, 2017 6-8 PM	ARC Working Meeting #2 St. Joseph CES	Review initial staff report and accommodation options.	
Monday, June 5, 2017 4-7 PM	Public Meeting #1 Notre Dame CES	Overview of ARC orientation session (1 st ARC working meeting). Present initial staff report Present SIP's	No fewer than 30 business days after review is initiated
Wednesday, October 11, 2017 6-8 PM	ARC Working Meeting #3 Notre Dame CES	Review feedback from public meeting relating to initial staff report and related options.	
Tuesday, November 7, 2017 6-8 PM	ARC Working Meeting #4 St. Joseph CES	Consider adjustments to initial staff report options and consider additional accommodation options and related rationale.	
Monday, November 20, 2017 4-7 PM	Public Meeting #2 St. Michael CES	Present preferred option(s) and implementation recommendations	Minimum of 40 business days after Public Meeting #1
Monday, December 18, 2017 6-8 PM	ARC Working Meeting #5 Notre Dame CES	Review staff's draft recommendations	
Tuesday, January 23, 2018	Board meeting	Presentation of Final Staff Report	Final staff report made public no fewer than 10 business days before public delegations
Wednesday, February 7, 2018	Special Board Meeting	Delegations	
Tuesday, February 27, 2018	Board Meeting	Decision	No fewer than 10 business days between delegations and final decision