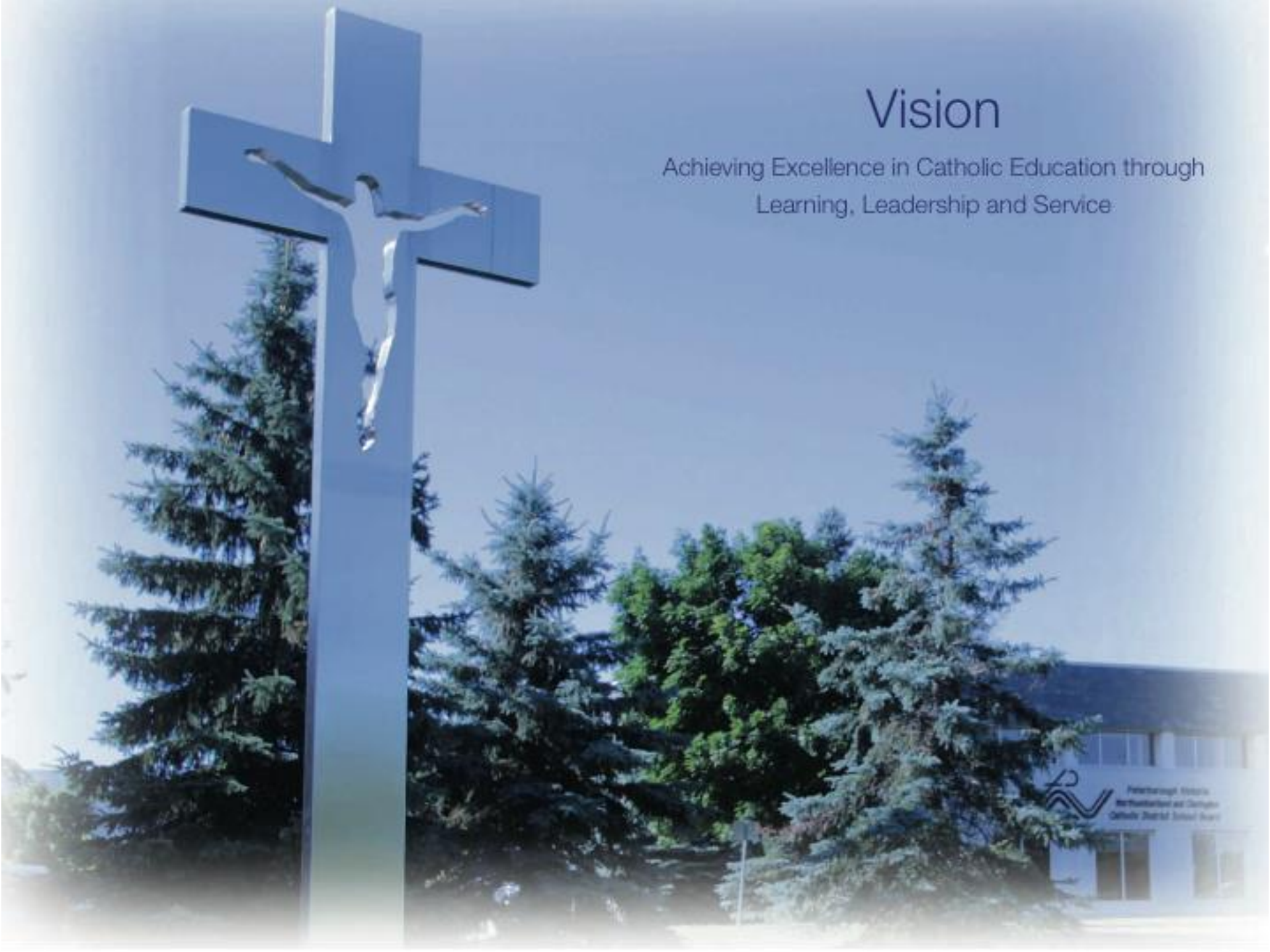


# Vision

Achieving Excellence in Catholic Education through  
Learning, Leadership and Service





# **Cobourg Catholic Elementary Schools Accommodation Review Committee**

**Working Meeting # 1  
St. Michael CES**

**Monday, May 15, 2017**

## **Vision**

**Achieving Excellence in Catholic Education through  
Learning, Leadership and Service**



*Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board*



## *Opening Prayer*

*Lord, we are meeting today to conduct matters of business.  
Guide our hearts and our minds in the spirit of fairness, right  
thought and speech.*

*Impart your supreme wisdom upon our activities so that our  
affairs may reach a successful conclusion.*

*Thank you for being our source of guidance today.*

*Amen!*



# Agenda

- Welcome and opening prayer
- Introductions (ice breaker)
- Meeting norms, schedule, binders
- Review Terms of Reference and Purpose of the Review (**Group work**)
- Review Accommodation Review Resources:
  - Ministry of Education Pupil Accommodation Review Guideline
  - Guide to Pupil Accommodation Reviews
  - Policy 109 & Administrative Procedure 109
- Review of Staff's Initial Staff Report (**Group work**)
- Review School Information Profiles
- ARC Communications
- Next Steps
- Closing prayer and adjournment



## Ice Breaker

- Introduce yourself to the person sitting next to you.
- Find out 5 things about that person.
- Each person introduce the person they met to the rest of the group, telling what they learned about them.
- Approximately 10 minutes for this exercise.





## ARC Meeting Norms

- Meant to foster an open and informed exchange of views
- ARC members are expected to:
  - Participate in discussion,
  - Be respectful of the opinions of others,
  - Attend all working and public meetings and, if unable to attend, inform the ARC Chair. In accordance with the TOR, section 4.1, no substitute parent representatives will be allowed to attend ARC meetings in the absence of the designated parent representatives.
- Staff of the Peterborough Victoria Northumberland Clarington Catholic District School Board will be in attendance as resource support or to present to the ARC on matters of a technical nature.
- Members of the public attend the regular ARC Working meetings as observers.
- Members of the public have a voice at the two public meetings.



## ARC Meeting Norms

The following norms should be followed with respect to the ARC process:

**100 % Present** – to be present to oneself and others we need to listen to the voice of the Holy Spirit and to each other – this requires a self emptying – must let go of your own concerns and anxieties in order to present to others.

**Space for Silence** – sometimes we feel the need to speak when there is silence – we need to allow the space for silence – to sit in it, and trust that it is not the absence of something.

**Empathy** – when things are difficult to accept or understand, we need to turn to wonder – wonder allows us to be open to compassion – to be non-judgmental and allow us to see the gift of different opinions and points of view.

**Reflection** – we sit back and ask the open and honest questions to deepen our own understanding and allow others to reach their own conclusions and decisions

**Individual Voice** – hold a balance – speak at your turn – allow others to share without interrupting – allow for those who do not wish to share “its about reaching not preaching”.

**Respect and Trust** – to show respect and trust of each other’s point of view.



## ARC Meeting Norms

Questions will arise during the ARC process which will require time to consider:

- For questions which arise at an ARC meeting that cannot be answered at the meeting, staff will be directed to research questions between meetings of the ARC and bring back those answers to a subsequent meeting. Answers will be included with correspondence on the agenda and will be posted to the ARC website.
- For questions which arise between meetings, from a member of the public or the ARC, staff will bring those questions to the next ARC meeting for consideration. Staff will then be directed to research questions between meetings of the ARC and bring back those answers to a subsequent meeting. Answers will be included with correspondence on the agenda and will be posted to the ARC website.
- If an ARC member is approached by other parents or guardians relating to suggestions or comments, encourage them to submit their suggestions or comments to the ARC email address at [CobourgARC@pvnccdsb.on.ca](mailto:CobourgARC@pvnccdsb.on.ca) Any media inquiry should not be responded to by an ARC member and should be immediately directed to the Chair.





# ARC Schedule & Binder

## **Schedule**

The ARC meeting schedule can be found in the Initial Staff Report, page 5.

## **Binder – Table of Contents**

1. Meetings Info: Agenda, minutes, Etc.
2. Policy and Guidelines
3. Initial Staff Report
4. School Information Profiles (SIPs)
5. Background Information
6. Options and Analysis
7. Communication
8. Public Comments
9. Public Meetings
10. Miscellaneous

ARC will update binders at the beginning of each Working Meeting.



# Terms of Reference

- Group Work
  - 4 members in each group
  - Group members to select facilitator, recorder and presenter
  - Facilitator – initiate group review and discussion
  - Recorder – record **key points** on flip chart and post
  - Presenter – present **key points** to ARC
  - Group work is to fully understanding the document (orientation only)
  - 15 minutes for group work, 15 minutes for presentations



# Terms of Reference

- Mandate
  - The ARC will act as a consultation body and official conduit for information shared between the school board and the school communities
  - The ARC will review and comment on Staff's initial report, review school information profiles and other relevant data, and suggest alternative accommodation scenarios with supporting rationale.
- Accommodation review goals
- Roles and Responsibilities (reference table)
  - Role of ARC Members
  - Role of Board Staff
- There will be 5 ARC working meetings and 2 public meetings.
- Membership and Attendance – The ARC will be deemed to be properly constituted even if one or more members resign or do not attend working or public meetings of the ARC.
- The role of the ARC will be completed and a Final Staff Report and recommendation(s) will be submitted to the Director of Education and Board of Trustees.



# Accommodation Review Resources

- Ministry of Education Pupil Accommodation Review Guideline
- Guide to Pupil Accommodation Reviews
- Board Policy 109 and Administrative Procedure 109



# Initial Staff Report

- Group Work
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# Initial Staff Report

- The Initial Staff Report was approved by the Board of Trustees on March 28, 2017 which initiated the Cobourg Catholic Elementary Schools Accommodation Review (ARC).
- The Cobourg Accommodation Review Goal.
- Current Utilization.
- Facility Condition.
- Accommodation Options.
- Staff Recommended Option.





# School Information Profiles (SIPs)

- The purpose of the SIPs is to provide an understanding and familiarity with each school under review.
- The SIPs is a tool for comparison purposes to examine each school in the review equally.
- It includes information such as:
  - Building statistics (construction year, number of classrooms etc.)
  - Site specifics (site size, number of parking spaces, etc.)
  - Proximity to students (number of walkers, bussed students, etc.)
  - Enrolment factors (historical, current, and projected enrolment)
  - Facility costs and projects (historical and projected)
  - Partnerships and community use



# ARC Communications

- ARC webpage ([www.pvnccdsb.on.ca](http://www.pvnccdsb.on.ca))
  - All agendas, minutes and supporting documents will be posted and regularly updated on the ARC webpage
- ARC email address  
([CobourgARC@pvnccdsb.on.ca](mailto:CobourgARC@pvnccdsb.on.ca))
  - Written comments and questions from the community may be submitted by email. All inquiries will receive a response and become part of the official record.



# Next Steps

- School Tours following Working Meetings 1, 2 and 3.
  - School tours held after the committee meeting is complete.
  - Each tour will be 20 minutes - Principals will highlight program, facility overview, and community partnerships.
- Working Meeting #2, Wednesday May 31, 2017 at 6 pm, St. Joseph CES.
  - Review of ISR focusing on the SIP.
  - Accommodation Options
  - Public Meeting #1 format



# Closing Prayer

*Heavenly Father, As we come to the end of our time together we thank you for what has been accomplished here today. May the matters discussed serve as a catalyst to move us forward and cause us to advance and see growth in all areas of our lives. May we leave here recognizing You are the God of all wisdom and You are willing to lead us forward. This we pray in the name of the Lord Jesus.*

*Amen*