



Accommodation Review Committee (ARC) Meeting

Working Meeting #2

May 31, 2017

6:00pm

St. Joseph Catholic Elementary School
919 D'Arcy Street North, 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.

Broader School Community - Lesley Patterson, Northumberland County.

Chair, Tim Robins.

Regrets: Diocese - Fr. Peter Seabrooke.

Resource:

Isabel Grace, Superintendent, Business & Finance.

Marian Irwin – Recorder.

1. Welcome and Opening Prayer.

Christine Brodie led the group in prayer.

2. Chair – Opening Comments.

Tim thanked all three school principals – Guy Charette, Christine Brodie and Caroline Graham for guiding the ARC on the school tours and highlighting program delivery, facility overview and community partnerships at their schools. The Tour of the schools will help the committee in understanding the School Information Profiles and Initial Staff Report.

The goal for this meeting is to examine the School Information Profiles, Initial Staff Report and to have an understanding of the upcoming Public Meeting #1 format and public

survey. As we did in Working Meeting #1, there will be both presentations and group work this evening.

Tim thanked Tim Moloney for guiding the committee through our meeting norms at our last meeting. The norms are now on a display board and they will be available for reference at each ARC meeting.

As indicated at our last meeting, all ARC working meetings are open to the public to observe the meetings and the process we follow. Members of the public attending the committee meetings are expected to act with decorum and in a manner that respects the work of the committee.

The committee took time to update their ARC Binders.

3. Approval of Minutes.

The minutes from Working Meeting on May 15, 2017 were approved, as written.

4. Presentation on School Information Profiles (SIP).

Isabel Grace presented the Notre Dame's School Information Profile. Isabel highlighted the following areas of the SIP indicating that all three school SIP's follow the same format:

- Facility Information
 - General Information
 - Site/Floor Plans
 - Boundary/Zoning Maps
- Facility Condition
 - Facility Index Value
 - 10 Year Renewal History/5 Year Renewal Requirements
 - School Utility Costs
 - School Accessibility Measures
- Student Data
 - Enrollment – 10 Year History/Enrollment Projections – 10 years
 - Student Proximity Measure
 - Out of Area Students
 - Student Transportation
- Instructional Data
 - Staff allocation
 - Grade Organization
 - Extra-Curricular Activities
 - Facility Partnerships
 - Community Use of Schools
 - Childcare
- Faith/Parish Information

5. The Chair asked the ARC members to analyze the SIP(s) and determine if any clarification or additional information is required (Group work).

The Committee broke into their 4 groups. They were instructed to answer the following questions within their designated groups:

1. What differences are notable when comparing each SIPs side by side?
2. Is there an additional information/clarification required in the SIPs?

The following were identified as notable differences:

Group 1:

St. Michael	Notre Dame	St. Joseph
<ul style="list-style-type: none"> • Parking challenge – yard (grass) • 2 levels, not accessible • Enrollment – higher at St. Michael’s (88.2%) • Out of Area Students – 2.63% 	<ul style="list-style-type: none"> • High IFA – electrical heating– high cost per sq. ft. • Many portables • Enrollment – higher at Notre Dame ((127%) • Out of Area Students – 5.4% 	<ul style="list-style-type: none"> • Does not have an Integrated Facility Assessment • Not fully utilized • OTG good / accessible • Out of Area Students – 13.17%

Group 2:

St. Michael	Notre Dame	St. Joseph
<ul style="list-style-type: none"> • 22,700 sq. ft. • Gas heated • OTG 248 • 1.4 million – 5 year renewal • Not accessible • Utilization 87% • No parking • Dual track 	<ul style="list-style-type: none"> • 20,700 sq. ft. • OTG 230 • Utilization 122% • Electric heated • 637,422 – 5 year renewal • 6 pack portables being used • Dual track (intermediate) 	<ul style="list-style-type: none"> • 29,340 sq. ft. • OTG 277 • Utilization 50% • Gas heated • 784,600 – 5 year renewal • Child care • Fully accessible • Elevator • NCDC County – hub activities

Group 3:

Differences	St. Michael	St. Joseph	Notre Dame
OTG	248	277	230
Current Enrolment	216 (87%)	140 (50%)	281 (122%)
Building Area	22,700 sq. ft.	29,342 sq. ft.	20,700 sq. ft.
Date of Construction (additions)	1893-1958	1960-1991	1962-1967
Portables	1	1	6 pack
FCI / (integrated FA)	23% / (126.54%)	13% / (-)	11% / (163%)
10 Year history \$	754,605	200,080	261,323
5 year Renewal \$	2,148,037	2,223,000	1,296,200
Utilities	Natural Gas	Natural Gas	Electric Heat
Accessibility	Not	Fully	Partially
Enrolment History/Student Data	Increasing	Decreasing drastically	Increasing
Enrolment Projections (avg.)	80%	50%	Continues to be over-capacity
Out of Area	Minimal	Minimal	Minimal
Student Proximity	Most within walk or on longer bus rides	Most within walk or on longer bus rides	Most within walk or on longer bus rides
Bus Rides	Similar	Similar	Similar
Staff Allocation (teachers)	11	7	11
Specialized courses	0	1 CASA	0
Extra-Curricular	Similar	Similar	Similar
Community/Use Childcare	Parish	YMCA Daycare	-

Group 4:

St. Michael	Notre Dame	St. Joseph
<ul style="list-style-type: none"> • 216 students • OTG 248 • 1.46 acres 1893-1958 (4 changes) • No parking • IFA = 126% • Utilities: \$1.10 sq. ft. • Accessibility issues – no options • Triple grades 	<ul style="list-style-type: none"> • 280 students • OTG 230 • 6.2 acres • 1962-1967 (1964 addition) • IFA = 163% • Utilities: \$2.59 sq. ft. (double the other schools) 	<ul style="list-style-type: none"> • 140 students • OTG 277 • 4.62 acres • 1960 (80% addition in 1991) • IFA = N/A • Utilities: \$1.21 sq. ft.

All four groups concluded that no additional clarification or information (data) was needed for the SIP's.

6. Present Initial Staff Report (ISR), rationale, demographics, options.

Isabel Grace provided background information on the Initial Staff Report. Isabel reviewed the following from the report and addressed questions from the group(s):

- Background and Purpose
- Guidelines and Policy
- Review Goals
- Accommodation Review Process
- Rationale for an Accommodation Review
- Accommodation Options
- School Information Profiles
- Conclusion
- Recommended Actions

7. Analyze ISR – (Group Work).

The Chair advised that this agenda item would be deferred to the next ARC Working Meeting so that the ARC members would be able to complete a review of all proposed accommodation options and specifically, the pros and cons of each option.

8. Discuss Public Meeting # 1 – format, purpose, communication, survey questions.

The Chair reminded the ARC that all ARC members are required to attend ARC Public Meetings. The Chair will be asking the ARC members to provide their observations at the next committee working meeting. ARC members were requested to direct any questions from the public to the Chair or the two Superintendents, Isabel Grace or Tim Moloney.

Tim Robins reviewed Public Meeting #1 format including:

- Date: June 5, 2017 at Notre Dame CES from 4pm-7pm.
- Format: Open House
 - Welcoming/Registration table
 - Area 1: Ministry Guideline, Policy/Admin Procedures 109, and Parent's Guide
 - Area 2: School Information Profiles
 - Area 3: Initial Staff Report
 - Area 4: Feedback (Survey)

A Cobourg Catholic Elementary Schools Accommodation Review Survey has been created, by staff, to allow for public input relating to the Initial Staff Report and, specifically, the four (4) proposed accommodation options. The survey will be launched on Monday, June 5, 2017. Tim went over questions on the survey and discussion followed about having the survey available on-line and available at schools along with the Initial Staff Report.

9. Next Steps.

June 5, 2017: Public Meeting at Notre Dame CES

October 11, 2017: ARC Working Meeting #3 at Notre Dame CES

- a. Review feedback from public meeting #1 and survey results relating to the Initial Staff Report and related options.

10. Closing Prayer and Adjournment

Christine Brodie led the group in closing prayer and the meeting concluded with a tour of St. Joseph. The meeting was adjourned at 8:15pm.