

March 29, 2017

Dear Principal:

I am pleased to introduce myself to you. The Board of Trustees has appointed me as the Chair of the Cobourg Catholic Elementary Schools Accommodation Review Committee. As a recently retired Superintendent of Education, serving Catholic Education in Ontario, I am looking forward to meeting and working with you and members of your school community on the Accommodation Review Committee (ARC).

I am writing requesting your assistance in helping me to establish the ARC membership as outlined in Board policy 109 and administrative procedure 109.

The ARC membership will, at a minimum, consist of the following persons:

- (i) The appropriate school superintendent;
- (ii) From each affected school;
 - A. The school principal or designate;
 - B. One teacher;
 - C. One non-teaching staff member;
 - D. One parish priest as appointed by the Diocese; and
 - E. One parent/guardian representative chosen by the respective school community.**

**The principal along with the school council chair will coordinate the selection of the parent/guardian member. No substitute parent reps will be allowed to attend ARC meetings in the absence of the designated parent representative.

I would ask that you identify the volunteers (one member for each - A, B, C, and E) to serve on the ARC for your school and submit to me via email at CobourgARC@pvnccdsb.on.ca by Friday April 28, 2017.

To assist you with the discussion with your staff and parents/guardians, I have attached the approved ARC meeting schedule. ARC members will be expected to attend all ARC working meetings and public meetings throughout the five month process during the period of May 2017 to December 2017. There will be no meeting during the summer months.

If you have any questions, please do not hesitate to contact me at 905-441-4876.

Respectfully,

A handwritten signature in black ink, appearing to read "T. Robins". The signature is stylized with a long horizontal stroke at the beginning and a vertical stroke at the end.

Tim Robins
Chair – Cobourg Catholic Elementary Schools ARC

CC: Tim Moloney, Superintendent of Learning and Student Success, Family of Schools

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