

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD
MINUTES OF ACCOMMODATION REVIEW COMMITTEE (ARC)

September 18, 2013 - Working Meeting

Distribution		
COMMITTEE		
Peter Adam, Superintendent of Education (Chairperson)	Mary Lynn Schauer, Superintendent of Business (Secretary)	Randy Bissonnette (Principal Rep.)
Christina Brown (Principal Rep.)	Father Mervin Coulas (Community Rep.)	Tracey Pecarski (Teacher Rep.)
Sharon Yandernoll (Non-Teaching Rep.)	Tracy Murray (Parent Rep. – St. John Bosco)	Bobbie Jean Kuehl (Parent Rep. – St. Andrew’s)
Tracy Glofcheskie (Parent Rep. – George Vanier)	Constance Bersan (Parent Rep. – St. Mary’s, Wilno)	Judy Hartwig (Parent Rep. – St. Casimir’s)
RESOURCE		
Ivan Johnson, Manager of Plant (Resource)	Debby Lemaire (Recording Secretary)	

The meeting began at 5:35 p.m. and opened with a prayer.

1. Opening Prayer

2. Welcome and Introductions

Peter Adam, ARC Chair, welcomed the members for the first ARC working Committee meeting and thanked them for being a member of the Committee. Mr Adam introduced himself and gave a brief background of the purpose of this meeting. Each member introduced themselves to the group. He indicated that this Accommodation Review Committee’s purpose is to review and make recommendations to the Board of Trustees regarding accommodation solutions for the students at the five schools under review –

St. John Bosco, George Vanier, St. Andrew's, St. Casimir's and St. Mary's Catholic schools.

Lygia Dallip, of Ameresco Asset Sustainability Group, was conferenced into the meeting by telephone call. As the ARC Facilitator, Ms. Dallip provides support to the ARC in its understanding of the requirements of the Board's ARC Policy and Procedures.

3. Approval of Agenda

MOTION

That the Agenda for the ARC Working Meeting September 18, 2013 be approved as presented.

Moved by: Bobbie Jean Kuehl

Seconded by: Sharon Yandernoll

.....Carried

4. Review

a) RCCDSB Policy & Procedures re: ARC

The group was informed that meeting dates cannot be changed from the already established schedule.

Ivan Johnson, ARC Resource and Manager of Plant Services at the Board, reviewed the ARC Policy and Procedure with the members and provided some background information on the ARC process. The Ministry's Pupil Accommodation Guideline is the resource document school boards follow to develop their ARC Policy and Procedure. The Ministry provided the guideline so all boards follow a similar process for school accommodation reviews.

The Committee's role is to seek public input and make a recommendation to the Board. The final decision rests with the Trustees. The ARC Terms of Reference (TOR) follows the ARC Policy and Procedure.

b) Terms of Reference (TOR)

Mary Lynn Schauer reviewed the ARC Terms of Reference (TOR) with the Committee members. The mandate of the Committee is to review and make recommendations for a preferred accommodation solution (closure, consolidation, construction, etc.) for the students associated with the schools under review. The solution is to support the Board's goals of improving student achievement through the provision of strong educational programming and opportunities in a safe, healthy and accessible learning environment.

The following information was reviewed:

- ✓ ARC membership and support
- ✓ ARC Procedures
- ✓ Voting structure of ARC
- ✓ Partnership Opportunities
- ✓ Reference Criteria
- ✓ Accommodation Options
- ✓ Meetings
- ✓ ARC working meeting requirements to support all public meetings

c) Contents of Binder

Peter Adam reviewed the contents of the binders with the members.

d) Review and update contact information

The Members List was passed around the table in order to verify contact information for the ARC 2013-2014 Members List and to serve as a sign-in sheet for the meeting.

5. Schedule of Meetings

A schedule of meetings must be posted on the Boards' web site. The Agenda must be posted 24 hours prior to the meeting.

a) Public Meetings (to seek input from the community)

- ✓ Public Meeting #1: October 16 2013 - St. John Bosco Catholic School, Barry's Bay 7:00 p.m.

- ✓ Public Meeting #2: November 27, 2013 – George Vanier Catholic School, Combermere 7:00 p.m.
- ✓ Public Meeting #3: December 18, 2013 – Location and Time TBD
- ✓ Public Meeting #4: January 22, 2014 – Location and Time TBD

b) Working Meetings (public can attend working meetings as observers)

- ✓ September 18, 2013 – RCCDSB Board Office, Pembroke 5:30 – 7:00 p.m.
- ✓ September 25, 2013 – RCCDSB Board Office, Pembroke 5:30 - 7:00 p.m.
- ✓ October 2, 2013 – Time and Location to be determined
- ✓ Seven additional meetings have been scheduled and the time and location would be determined by the ARC as the process continues.

6. Review of Draft School Information Profiles (SIPs)

Peter Adam reviewed the completed sections of the “draft” SIPs with the Committee members. The SIP will remain a work in progress and will be modified as necessary. The SIP will be finalized by the ARC after the committee has received input from the community at Public Meeting #1 on October 16, 2013.

7. Resources and information for next working meeting September 25, 2013

Bob White, RCJTC Transportation Manager, has been invited to attend the September 25, 2013 working meeting.

8. Questions from the Committee

Q. Is the public aware of ARC?

A. Public notices have gone out to the media. County Council, MPPs, Diocese, etc. have been informed.

Q. If a Committee member gets approached in the community – how do we respond?

A. If you feel comfortable (by 3rd working meeting) then do so, and then advise the Chair of question and the response in order for the Chair to report back to the ARC members during the next scheduled ARC Working Meeting. If a community member has something to suggest they can either call the ARC phone number or send an email. The Chair with the ARC's direction, will decide if a formal response is required.

Q. What if a community group wants to make a presentation to the ARC?

A. The community group should submit their presentation to the Chair by email, the Chair will then decide if the subject matter is relevant to the ARC's mandate and should therefore be presented at the ARC for its consideration.

9. Other

No other issues were brought forward.

The ARC Chair sought a motion to adjourn

Moved by: Tina Brown

Seconded by: Judy Hartwig

.....Carried

The meeting adjourned at 7:00 p.m.