

**Meeting of the Accommodation Review Committee (ARC)  
Minutes of Working Meeting #3  
October 2, 2013  
St. Casimir's Catholic School, Round Lake**

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**Prayer**

The ARC Chair opened the meeting with a prayer at 5:27 p.m.

**1. Welcome**

Committee Members Present:

Peter Adam	ARC CHAIR/ Superintendent of Education
Mary Lynn Schauer	ARC Secretary/ Superintendent of Business Services
Randy Bissonnette	Principal Representative
Christina Brown	Principal Representative
Sharon Yandernoll	Non-Teaching Representative
Tracey Pecarski	Teacher Representative
Tracy Murray	Parent Representative – St. John Bosco
Father Mervin Coulas	Community Representative
Bobbie Jean Kuehl	Parent Representative – St. Andrew's
Tracy Glofcheskie	Parent Representative – George Vanier
Constance Bersan	Parent Representative – St. Mary's
Judy Hartwig	Parent Representative – St. Casimir's

Resource Members Present:

Lygia Dallip	Facilitator, Ameresco Asset Sustainability Group (tele-conference)
Ivan Johnson	Manager of Plant Services
Linda Arsenault	Recording Secretary

Members were asked to confirm their attendance on the sign-in sheet.

**2. Approval of Agenda**

**MOTION #3.1**

**That the agenda for the ARC Working Meeting #3, October 2, 2013 be approved as presented.**

**Moved by: Tracy Murray (Parent Rep., St. John Bosco School)**

**Seconded by: Sharon Yandernoll (Non-teaching Representative)**

**...Carried**

3. **Approval of Minutes from September 25, 2013 Meeting**

**MOTION #3.2**

**That the minutes for the ARC Working Meeting #2, September 25, 2013 be approved as presented.**

**Moved by: Christina Brown (Principal Representative)**

**Seconded by: Bobbie-Jean Kuehl (Parent Rep., St. Andrew's Catholic School)**

**...Carried**

The minutes will be posted on the ARC website.

4. **Communications**

a) **E-mail/voice mail and draft response for ARC's review and approval**

Protocol for response to e-mails and telephone messages was discussed. It was suggested the Committee be briefed about public inquiries, then draft responses as a group at the working meetings. The Chair will then reply to the public on behalf of the Committee.

**MOTION #3.3**

**That following consultation with the Committee, the Chair will respond to all public inquiries.**

**Moved by: Randy Bissonnette (Principal Representative)**

**Seconded by: Tracy Murray (Parent Rep., St. John Bosco Catholic School)**

**...Carried**

5. **Discuss and update draft School Information Profiles (SIP's)**

a) **Revisions based on ARC input**

The latest draft version of school SIP's, and comparison spreadsheets were distributed to the Committee for review. The comparison spreadsheets were developed as a result of the ARC's request at Working Meeting #2. Several changes were recommended by the ARC. The Committee also requested that EQAO results not be included in the spreadsheet as some of the schools information was not publicly available due to the sample size. Due to the unavailable information, the Committee suggested that the comparison of EQAO data was not value added.

The new question 2(g) "What current roles does home/school/parish play in your community?" was analyzed for possible editing and re-writing. The Committee wanted to ensure the response conveyed the unique significance of each school to its respective community, and that the importance of the home/school/parish triad was highlighted.

**MOTION #3.4**

**That draft question 2 (g) remain the same.**

**Moved by: Tracy Glofcheskie (Parent Rep., George Vanier Catholic School)**

**Seconded by: Judy Hartwig (Parent Rep., St. Casimir's Catholic School)**

The Parent Representatives will now respond to the question and submit their responses to the ARC Chair before Wednesday, October 16<sup>th</sup>.

**6. Logistics of first Public Meeting**

The first Public Meeting is designed to publicly share the purpose and mandate of the ARC Committee, and to review the SIP's. Community input and feedback will be welcomed as part of the ARC process.

The Chair will approach the host school to arrange for set up, refreshments and possibly the provision of a babysitting area. A flyer outlining the schedule and purpose of public meetings to be sent home to parents and to post in the community will be distributed to schools in the October 8<sup>th</sup> courier.

a) **Seating**

- The ARC Committee will face the audience as a group.
- Since attendance for the first meeting is unknown, chairs will be set up, with additional seating on hand.

b) **Technical Needs**

- A Board Technologist will be present to set up audio-visual material.

c) **Question and Answer protocols**

- Questions will be addressed and answered by the Chair on behalf of the Committee.
- Questions can be deferred by the Chair to an individual Committee member for response.
- Committee member comments/input to the Chair will be written on a note and delivered to the Chair by a runner.
- If the Chair cannot answer a question, the response will be delivered by e-mail after the response is developed by the appropriate ARC Resource and after the response is approved by the ARC at a regular working meeting.

**7. Presentation at first public meeting**

a) **PowerPoint – review and approval**

Examples of public presentations from other Boards have been reviewed, and sample slides for the RCCDSB were shared.

b) **Information to share**

A hard copy of power point slides will be available for the public.

c) **Draft SIP's approval by ARC**

If requested, copies of the SIP's will be available for the public.

d) **Feedback options**

It was suggested that a map of school zones be available.

**8. Update of Public Meetings**

PUBLIC MEETING	DATE	TIME	LOCATION
1	Wednesday, October 16, 2013	7:00 PM	St. John Bosco Catholic School, Barry's Bay
2	Wednesday, November 27, 2013	7:00 PM	George Vanier Catholic School, Combermere
3	Wednesday, December 18, 2013	7:00 PM	St. Andrew's Catholic School, Killaloe
4	Wednesday, January 22, 2014	7:00 PM	St. Andrew's Catholic School, Killaloe

**MOTION #3.5**

**That Public Meetings #3 and #4 be held at St. Andrew's Catholic School in Killaloe.**

**Moved by: Judy Hartwig**

**Seconded by: Constance Bersan**

**...Carried**

**9. Schedule for working meetings**

WORKING MEETING	DATE	TIME	LOCATION
4	Wednesday, October 30, 2013	5:30 PM	St. Mary's Catholic School, Wilno
5	Wednesday, November 6, 2013	5:30 PM	St. Casimir's Catholic School, Round Lake
6	Wednesday, December 4, 2013		TO BE DETERMINED
7	Wednesday, December 11, 2013		TO BE DETERMINED

**10. Resources and information needed for October 30, 2013 Working Meeting**

- SIP's will be updated and available;
- Input from Public Meeting #1 will be considered to finalize SIP's;
- The Committee will begin to formulate recommendations for option(s) to present to the Director and Board of Trustees.

**11. Questions**

A SIP question on the number of staff at each school was queried. The information came from the Human Resources staffing book, and includes the number of bodies in the building. This information will be reviewed and revised if necessary.

A SIP question on the number of students bussed and walked was questioned in terms of current enrolment. This information will be reviewed and revised if necessary. Transportation numbers are reconciled at a specific point in time, whereas enrolment is at October 31, 2012.

**12. Other business**

It was suggested that Committee members be given a tour of each school prior to the start of the meetings.

**MOTION #3.6**

**That the ARC Working Meeting #3 be adjourned**

**Moved by: Judy Hartwig (Parent Rep., St. Casimir's Catholic School)**

**Seconded by: Tracy Glofcheskie (Parent Rep., George Vanier Catholic School)**

**The meeting was adjourned at 7:05 p.m.**