

**Meeting of the Accommodation Review Committee (ARC)
Minutes of Working Meeting #4
October 30, 2013
St. Mary's Catholic School, Wilno, ON**

Prayer

The ARC Chair opened the meeting with a prayer at 5:33 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
Tracy Murray	Parent Representative – St. John Bosco
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)
Linda Arsenault	Recording Secretary

Members not present:

Sharon Yandernoll	Non-Teaching Representative (Regrets)
Ivan Johnson	Manager of Plant Services (Regrets)
Tracey Pecarski	Teacher Representative (Regrets)
Father Mervin Coulas	Community Representative (Absent)

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

2. Approval of Agenda

MOTION #4.1

That the agenda for the ARC Working Meeting #4, October 30, 2013 be approved as presented, including an addition of a Ministry of Education document entitled "School Board Efficiencies and Modernization Consultations".

Moved by: Bobbie Jean Kuehl, Parent Representative, St. Andrew's

Seconded by: Constance Bersan, Parent Representative, St. Mary's

...Carried

3. **Approval of Minutes from Working Meeting #3 October 2, 2013**

MOTION #4.2

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

Moved by: Judy Hartwig, Parent Representative, St. Casimir's

Seconded by: Tracy Glofcheskie, Parent Representative, George Vanier

...Carried

The minutes will be posted on the ARC website.

4. **Approval of Minutes from Public Meeting #1 October 16, 2013**

MOTION #4.3

That the minutes for the ARC Public Meeting #1, October 16, 2013 be approved as presented.

Moved by: Constance Bersan, Parent Representative, St. Mary's

Seconded by: Christina Brown, Principal Representative

...Carried

The minutes will be posted on the ARC website.

5. **Review ARC Correspondence/Approval of Responses**

The ARC Chair provided the ARC with three letters received via e-mail from the community. He noted that draft responses to the correspondence had also been prepared for the ARC's review and approval. The ARC requested that one of the draft responses be amended to include an explanation about the Board's out-of-zone policy and process. A copy of the Board Out of Zone Policy and Process will be provided to the Committee. The Committee approved the draft responses with amendments.

No phone messages or regular mail were received.

6. **Review input from Public Meeting #1**

One theme arising from the first public meeting was how could the Board increase enrolment to attract and retain Catholic students at schools in the Madawaska Valley and decrease the requirement for split, double or triple grades, thereby boosting per pupil funding from the Ministry of Education.

The ARC Facilitator, Lygia Dallip, observed that the high number of home schooled children within the Madawaska area is an uncommon issue for this ARC compared to other ARCs across the province. The ARC Chair advised that the Board cannot accurately assess how many home schooled children are residing in the area due to lack of registration process and Statistics Canada data. Board schools always welcome children to the school community should their parents wish to register them at a Catholic School.

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

7. Update, finalize and approve SIP's

The focus of tonight's meeting is to finalize, approve and post School Information Profiles on the Board website. Following review, the ARC Committee agreed that the SIP's are complete, on the understanding that minor corrections are made. Following the working meeting next week, the SIP's will be posted on the Board website.

MOTION #4.4

That the School Information Profiles (SIP's) are approved, as edited.

Moved by: Tracy Murray, Parent Representative
Seconded by: Christina Brown, Principal Representative

...Carried

8. Update of Public Meetings

PUBLIC MEETING	DATE	TIME	LOCATION
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

9. Schedule for Working Meetings

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

*The ARC Chair will again contact schools to ensure there is no conflict between ARC meetings and school Christmas concerts.

10. Administration Staff: Initial Alternative Accommodation Option Proposal

Data sheets were distributed outlining the Administration Staff initial Accommodation Option Proposal.

a) **Comparison of Option to TOR Reference Criteria**

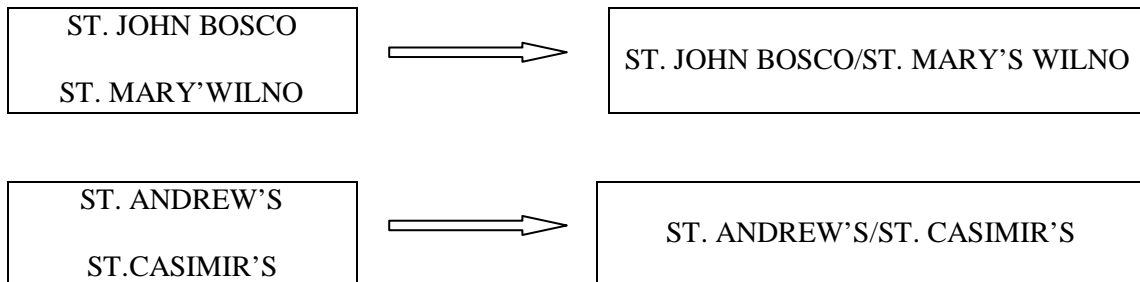
The Committee was directed to the ARC Terms of Reference document and specifically Section 8 that directs the ARC to examine Madawaska Valley schools to assess the impact of recommending accommodation options that would improve the school experience for the students at the schools under review by considering:

- School program and declining enrolment;
- Physical condition of the school buildings;
- Surplus or insufficient instructional space.

The ARC Chair noted that these reference criteria were also considered by the Administration Staff in the development of the Administration Staff Accommodation Option. He noted that the Board is required, as part of its Policy and as part of the Ministry of Education Pupil Accommodation Guideline to provide the ARC with an accommodation option for the ARC's consideration. He added that this is only the beginning of the process and expected that the ARC would assess the Administration Staff Accommodation option as it continued its work to develop an accommodation option for inclusion in the ARC's recommendations to the Board.

b) **Recommended Closures/Consolidations for September 2014**

The ARC Administration Staff Option was presented by Mary Lynn Schauer, ARC Secretary. She outlined current data on school programming, staffing and building space implications, as compared to data for the same implications following consolidation of two schools as follows:



The ARC Secretary noted the number of straight grades and the utilization of the schools based on the status quo and based on the Administration Staff Option. She indicated that this information would be included in the Administration Staff Option spreadsheet.

An ARC Member asked about the impact of consolidating George Vanier Catholic School with St. John Bosco. The ARC Secretary noted that this would result in St. John Bosco being over-subscribed, and added space accommodation would be required. It was noted that this could be further considered by the ARC as it progressed with its work.

c) **Staffing, Program and Building Space Implications (data sheets)**

The ARC Chair explained that the proposed organization data sheets are good indicators to predict the cohort of students. He stated that these sheets are used as planning tools for programming and

staffing decisions. Administration staff gauges an increase or decrease in the amount of students at each grade level and must regularly present this information to the Ministry of Education.

d) **Development of ARC Accommodation options or Enhancements to Administration Staff Alternative Accommodation option**

The ARC Committee will discuss this issue at the November 6th Working Meeting.

e) **School Board Efficiencies and Modernization Consultations**

The ARC Chair shared an information item issued by the Ministry of Education to all Directors of Education in the province of Ontario. It discusses strategies to enhance student achievement in the face of challenges such as global economic downturn and the underutilization of small schools; establishing more efficient and accountable operations and re-thinking funding formulas to School Boards.

11. Resources and information needed for November 6 Working Meeting #5

- Mr. Bob White from the RCJTC will provide information on the Board's current out-of-zone policy, and possible future transportation scenarios.
- The Committee will prepare ARC options for presentation at the next public meeting.

12. Questions

An ARC Member expressed concern that she had contacted other ARC member by e-mail. It was explained that ARC Members have the latitude to discuss their concerns and progress amongst themselves; however, if members share a concern, it should be brought to the ARC Chair to be discussed at a Committee meeting.

13. Other business

There is no other business to report.

MOTION #4.5

That the ARC Working Meeting #4 be adjourned at 7:10 p.m.

Moved by: Tracy Glofcheskie, Parent Representative, George Vanier

Seconded by: Tracy Murray, Parent Representative, St. John Bosco