

**Meeting of the Accommodation Review Committee (ARC)
Draft Minutes of Working Meeting #5
November 6, 2013
St. Casimir's Catholic School, Round Lake, ON**

Prayer

The ARC Chair opened the meeting with a prayer at 5:25 p.m.

1. Welcome

Committee Members present:

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

Resource Members Present:

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

Members not present:

Tracey Pecarski	Teacher Representative
Sharon Yandernoll	Non-Teaching Representative

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

2. Approval of Agenda

MOTION #5.1

That the agenda for the ARC Working Meeting #5, November 6, 2013, be approved as presented.

Moved by: Tracy Glofcheskie, Parent Representative, George Vanier

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

...Carried

3. **Approval of Minutes from Working Meeting #4 October 30, 2013**

MOTION #5.2

That the minutes for the ARC Working Meeting #4, October 30, 2013, be approved as presented.

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

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

...Carried

The minutes will be posted on the ARC website.

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

The ARC Chair provided the Committee with a letter received via e-mail from the community. He noted that a draft response to the correspondence had been prepared for the ARC's review and approval. The ARC reviewed the response and made some changes.

No phone messages or regular mail were received.

MOTION #5.3

That the response letter, as amended, be approved and mailed out to the community member.

Moved by: Randy Bissonnette, Principal Representative

Seconded by: Christina Brown, Principal Representative

...Carried

The correspondence and approved response will be posted on the ARC website.

5. **Review Attendance Zoning Scenarios (prepared by RCJTC)**

Mr. Bob White, Manager of the Renfrew County Joint Transportation Consortium prepared data on current and possible future transportation scenarios.

Administrative Staff Option:

Current student data was exported from the transportation software system to show existing ride times for students at St. Casimir's and St. Mary's, Wilno. This data was then adjusted to show potential ride times for St. Andrew's/St. Casimir's and St. John Bosco/St. Mary's scenario. Average decreases or increases and average ride times were outlined based on the data simulation. This information is posted on the ARC section of the Board's web site.

Questions arose in previous ARC Working meetings regarding the transfer of students to out-of-zone schools. The Joint Transportation Policies and Administrative Regulations were distributed to the Committee for information and attention was drawn specifically to Section 1A5 (requests for additional transportation requirements). The ARC Chair assured the Committee there are many stipulations to be met before an out of zone request is allowed and each request is addressed on a case-by-case basis.

These include:

- ❖ Consultation between the sending and receiving school Principals;
- ❖ Investigation of space requirement at the receiving school;
- ❖ Consideration of the restrictions on class size;
- ❖ Accommodation on an existing bus route.

If all factors are not favourable, an out-of-zone transfer will not be authorized.

6. Home Schooling Population

The large number of home-schooled children in the community was a topic brought forth from the community in the first public meeting. The ARC Chair provided several handouts as information items for the Committee.

a) Legal Requirements (Legal standing under the Education Act)

Under the *Education Act* Home Schooling is legally permitted when parents can demonstrate that satisfactory instruction is being provided at home.

b) Ministry of Education Policy and Program Memorandum – PPM 131

Once a decision to home school has been made, Policy/Program Memorandum No 131, dated June 17, 2002, provides a policy framework for the home schooling population, supported by the Ministry of Education. It stipulates correct procedures and outlines resources for parents to ensure adequate and appropriate educational choices.

The ARC Chair noted that parents have a significant choice to make to ensure their child receives the best possible education. Some parents choose the publicly funded education system, and some choose other paths, however, the priority of School Boards is to focus on opportunities for students enrolled at school, to make sure they are guaranteed the most advantageous learning environment.

7. Development of ARC Accommodation options or Enhancements to Administration Staff Accommodation Option

The purpose of this meeting is to prepare for the public meeting, to be held at George Vanier Catholic School on November 27, 2013.

a) **Administrative Staff Option – Revised to reflect October 30, 2013 presentation**

The ARC Secretary/Superintendent of Business Services reviewed the Administrative Staff Option presented at the last working meeting. She noted that the information has been updated to show current and proposed straight grades, plus Building Space Utilization information discussed at the last ARC Working Meeting. This data will be posted on the ARC website.

b) **ARC Member’s Proposal**

The question from an ARC member in Meeting #4 on the status of George Vanier being included in an accommodation solution was reviewed. Since a St. John Bosco/St. Mary’s/George Vanier scenario results in St. John Bosco being over-subscribed, additional data was prepared outlining a George Vanier/St. John Bosco and St. Mary’s/St. Casimir’s/St. Andrew’s configuration. The approach taken by the ARC Resource Staff was the same as that used in the preparation of the Administration Staff Option. As such, a comparison of the operation of each individual school to a consolidated program was undertaken based on program offering, current enrolment, staffing and building space implications.

Mr. Bob White, RCJTC, prepared data using the same parameters as the Administrative Staff Option to show average decreases or increases in ride times. An ARC Member questioned whether the bus would have both elementary and secondary students on the same run. The ARC Chair will double check, however, the secondary school has an earlier start time and the elementary students may be on later runs. The ARC Secretary noted that traditionally bus runs have been combined in other areas of the County.

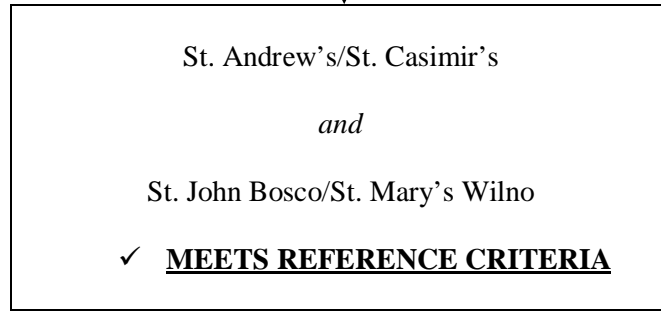
c) **Other ARC Accommodation Options?**

The Committee asked if “Status Quo” could be an option. Lygia Dallip, ARC Facilitator, reminded the Committee that Section 8 in the Terms of Reference document stipulates the ARC accommodation options should meet the four criteria:

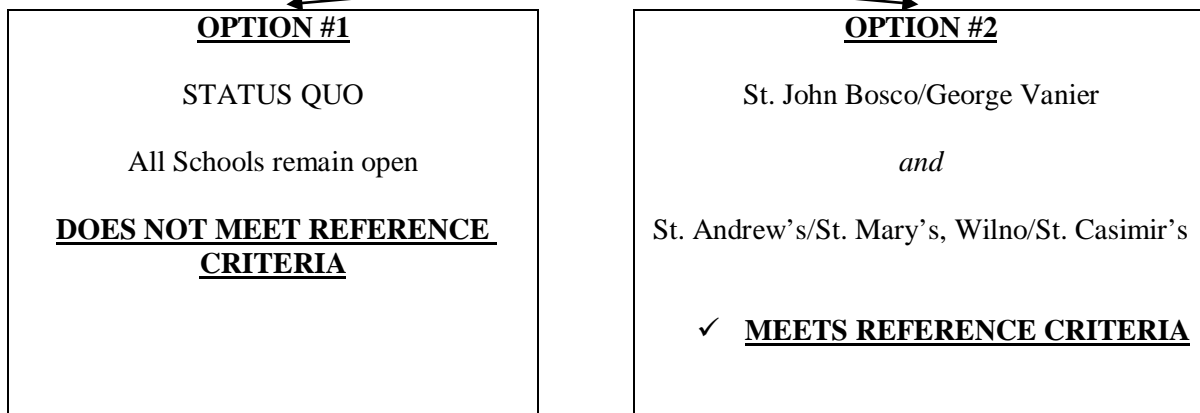
- ✓ Declining school or program enrolments which currently impact or may limit a student’s education and social opportunity;
- ✓ The physical condition of a school or a group of schools which may impact the quality of the learning environment and/or limited financial resources of the Board;
- ✓ The presence of surplus instructional space within a school or a group of schools;
- ✓ The absence of sufficient instructional space within a school or a group of schools (which may impact a student’s access to programming and physical resources, e.g., Gym, library).

An ARC Member suggested that an option regarding the timing of the solution be considered in order for the Board and the Community to explore partnership opportunities. The ARC Member suggested that the ARC’s recommendation be for implementation of a solution beyond the 2014-2015 school year with an actual implementation date to be determined by the ARC as its work progresses. Another ARC Member stated the issue of timing is not a stand-alone option, but rather a complementary option for any of the accommodation solutions that may be developed.

ADMINISTRATIVE STAFF OPTION:



ARC OPTIONS



8. Public Meetings #2 – November 27, 2013

At the last public meeting, a large amount of financial and building condition data was presented. At the November 27th meeting, the ARC Chair suggested focusing on the “value to the student” and “value to the Community” by stressing program implications of the options presented, that they provide the best possible learning environment for Madawaska Valley students. An ARC Member suggested that the four TOR reference criteria provide a framework for the meeting. Topics to be discussed include the following:

1. Review ARC Process (for members of the community not present at the last meeting);
2. Review the Terms of Reference (framework);
3. Present the proposed Administrative Staff Option, with dates;
4. Present the proposed ARC Option;
5. Discuss valid options and timelines;
6. Request input from the community regarding the proposed options and additional options that the community may have.

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

9. 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

10. Schedule for Working Meetings

WORKING MEETING	DATE	TIME	LOCATION
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
8	Wednesday, January 8, 2014	TO BE DETERMINED	
9	Wednesday, January 15, 2014	TO BE DETERMINED	
10	Wednesday, February 5, 2014	TO BE DETERMINED	

11. Questions

There are no further questions at this time.

12. Other business

There is no other business at this time.

MOTION #5.4

That the ARC Working Meeting #5 be adjourned at 7:14 p.m.

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

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