

**Accommodation Review Committee  
(ARC)**

*Confirming the Decisions  
and Honouring the Past*



**ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD**

*Lighting the Way ~ Rejoicing in Our Journey*

**March 29, 2011  
7:00 p.m.**

**St. Michael Catholic School, Turnerville  
10923 Country View Line, Dresden, ON**



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD  
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## Agenda

7:00 p.m. Opening Prayer

7:05 p.m. Introductions

7:10 p.m. Rules of Order

- Attendance
- Questions
- Notes of the meetings
- Protocols

Reviewing the Recommendations

Recommendations to the Board

Board decision will be made June 29, 2011

Questions - Maximum one hour

Closing Prayer

ARC Recommendations will be made public: March 29, 2011

Board Meeting Dates:            March 29, 2011 - Presentation of ARC report to Board of Trustees  
   June 29, 2011 - Decision by Board of Trustees

# **Points of Information**

## **The Mandate of the Area Review Committee**

- The ARC is appointed by the Board and is authorized to make recommendations as per board policy.
- As per Board policy, the written recommendations of the ARC will be delivered to the Director of Education (see timelines in board policy) who will make them known to the Board of Trustees at a public meeting.
- The ARC is mandated to consider the problem, not just from the perspective of 2010-2011 but through 2015-2016 because another ARC cannot be established for this review area for another five years. Thus the ARC must have “the long view”. While the ARC’s establishment was triggered by the present circumstances, the future must be a primary component in considering the actions the ARC will recommend.
- The ARC is encouraged, but not required, to come to consensus with respect to its recommendation(s).
- At all times the ARC should maintain its focus on the issue at hand and not allow itself to become distracted by side issues.
- The ARC will meet a minimum of four times and will follow the timelines outlined in Board policy.
- The Trustees will give the ARC’s recommendations due consideration and they will decide on a course of action that best serves the needs of the Board.

*Under Board Policy 7.4 and Ministry of Education guidelines, it is required that the mandate of the ARC be clearly stated. The purpose of this ARC is to consider the issue of excess pupil places at St. Michael, caused by declining enrollment. The impact of this phenomenon has been pervasive, impacting program, extra-curricular activities, budget, staffing, transportation, and facility management. The ARC is mandated to make a viable recommendation to the board with respect to the future of St. Michael, and with regard to the current students, transportation, boundaries and the site.*

## **Protocol for the Meeting**

- All ARC meetings are held in public unless the Chair deems it necessary for good order to move the committee into private session.
- It is a pre-requisite of the appeal process that petitioners demonstrate that they have attended meetings; therefore, all attendees should register their attendance at the beginning of the meetings.
- No banners, placards, posters, photos, memorabilia, etc. will be displayed in an attempt to influence the committee.
- The meeting falls under the direction of the Chair and the Chair shall exercise such discipline as necessary to maintain order. This may include curtailing questions, censuring a speaker, declaring an individual out of order, and expelling such a person from the meeting.

# Points of Information

## Questions

- Microphones or places from which to address the committee will be made available.
- Individuals from the general public or school community will only be permitted two occasions to address the committee or ask questions in any one evening.
- Individuals addressing the ARC will identify themselves and state their relationship to the process. They will have registered their attendance, prior to asking their question.
- Questions or comments will not extend beyond two minutes, at which point the question will be called.
- A maximum of one hour will be devoted to the question period. If further questions remain at the conclusion of the meeting, the Chair will close the meeting and invite the questioners to submit their question(s) in writing. The question(s) along with the answer(s) will be posted on the Board website.
- Students will not be permitted to address the ARC or ask questions.
- Should a person who is hearing impaired require an interpreter, they are to notify the Chair two weeks in advance of the meeting and arrangements will be made.

