

## ARC MEETING NOTES

Thursday, October 28, 2010  
St. Michael Catholic School, Turnerville

TIME	ITEM
7:00 pm	<p><b>Welcome/Opening Remarks</b></p> <ul style="list-style-type: none"> <li>▪ Deb Crawford, Superintendent of Education, introduced herself as Chair of the Accommodation Review Committee (ARC) and welcomed everyone to the first meeting.</li> </ul>
7:03 pm	<p><b>Opening</b></p> <ul style="list-style-type: none"> <li>▪ Mrs. Crawford opened the meeting with prayer.</li> </ul>
	<p><b>Introductions</b></p> <ul style="list-style-type: none"> <li>▪ Mrs. Crawford introduced Board staff and Trustees in attendance, the members of ARC, and reviewed the following information:               <ul style="list-style-type: none"> <li>○ Trustees are present as observers only, and will not comment or ask questions.</li> <li>○ Voting and non-voting roles of ARC members were clarified.</li> <li>○ Non-voting members are Shirley Churchill, Principal of St. Michael and Mrs. Crawford.</li> <li>○ Ministry of Education guidelines and Board policy, as it relates to the accommodation review process, were reviewed.</li> <li>○ The question before the ARC, “How do we best address the problem of vacant space in our school?” was restated.</li> </ul> </li> </ul>
	<p><b>Rules of Order</b></p> <ul style="list-style-type: none"> <li>▪ All meetings will begin at 7:00 pm at St. Michael Catholic School, Turnerville, unless otherwise stated.</li> <li>▪ Accurate attendance records are important and therefore all in attendance are asked to register on the sign-in sheets at the doors.</li> <li>▪ An agenda will be provided for each meeting.</li> <li>▪ The Chair’s role is to ensure that the agenda is followed; Rules of Order are met and all questions are answered.</li> <li>▪ The role of the ARC is to consider the facts and to make a recommendation(s) to the Board of Trustees.</li> <li>▪ All meetings, deliberations and decisions of the ARC will be in public.</li> <li>▪ All meeting notes will be posted on the board website within ten working days. This is the first of four meetings.</li> <li>▪ There will be a question period in which members of the audience may address the ARC, or members of Board administration. Individuals will have registered their attendance prior to asking their question.</li> <li>▪ It is a requirement of the appeal process that those wishing to appeal must demonstrate that they have attended meetings; therefore, attendance is being recorded.</li> <li>▪ The final decision rests with the elected Trustees of the Board who will consider the recommendation(s) of the ARC and any recommendations from the Director of Education.</li> </ul>

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	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>▪ All attendees will be asked to register their attendance at the beginning of each meeting.</li> </ul> <p><b>Questions</b></p> <ul style="list-style-type: none"> <li>▪ Microphones are available to those who wish to ask questions at appropriate times during the meeting.</li> <li>▪ For the benefit of the audience and the recording secretaries, questioners should begin by stating their name and relationship to the process.</li> <li>▪ The Chair will determine the order of questions.</li> <li>▪ A maximum of one hour will be devoted to the question period. If questions remain at the conclusion of the meeting, the Chair will close the meeting and invite those with questions to submit their question(s) in writing. The question(s) along with the answer(s) will be posted on the Board website.</li> </ul> <p><b>Notes of the meetings</b></p> <ul style="list-style-type: none"> <li>▪ Notes will be taken by two recording secretaries and will be placed on the website within 10 working days of the meeting. These are not minutes; however, for an accurate record of each meeting an audio recording is being produced.</li> </ul> <p><b>Protocols</b></p> <ul style="list-style-type: none"> <li>▪ All ARC meetings will be held in public.</li> <li>▪ If an appeal is to occur, those wishing to appeal must be able to demonstrate they were in attendance. All audience members should register their presence on the sign-in sheets located outside the meeting room.</li> <li>▪ The meeting falls under the direction of the Chair and the Chair shall maintain order during the meetings.</li> <li>▪ Anyone who is hearing impaired should please notify the Chair two weeks in advance of the meeting and accommodations will be made.</li> </ul>
	<p><b>Review of Ministry of Education – Pupil Accommodation Review Guideline</b> (Revised June 2009)</p> <ul style="list-style-type: none"> <li>▪ The purpose: to provide direction to school boards regarding public accommodation review undertaken to determine the future of a school or group of schools</li> <li>▪ School boards are responsible for establishing and following their own accommodation review policies that reflect the requirements of the Ministry’s <i>Pupil Accommodation Review Guideline</i></li> </ul> <p><b>Review of Board Policy</b></p> <ul style="list-style-type: none"> <li>▪ The St. Clair Catholic District School Board is committed to provide student accommodation in a responsible and organized manner, and to consult with the community.</li> <li>▪ The St. Clair Catholic District School Board acknowledges that the consolidation or closure of a school or schools and/or revision of boundaries may be required in order to operate in an efficient and effective manner.</li> <li>▪ Mrs. Crawford reviewed the Policy Goals as outlined in Policy 7.4 – Student Accommodation and Boundary Review.</li> <li>▪ Mrs. Crawford reviewed Section 2.0 of Policy 7.4 outlining the conditions for identification of schools for accommodation review.</li> </ul>

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	<p><b>Review of the Board Motion</b></p> <ul style="list-style-type: none"> <li>▪ The Report to the Board of Trustees was presented on September 13, 2010. It outlined reasons for the establishment of an Accommodation Review Committee for St. Michael Catholic School, Turnerville. Trustees directed that St. Michael Catholic School be placed under review and that an Accommodation Review Committee be established.</li> <li>▪ St. Michael, Turnerville is operating at 34% capacity, effective September 2010.</li> <li>▪ The school is staffed in excess of the ministry requirement, yet it still has a triple grade (1, 2, 3) class.</li> <li>▪ There are no junior or senior kindergarten classes.</li> </ul> <p><b>ARC Mandate</b></p> <ul style="list-style-type: none"> <li>▪ Under Board Policy 7.4 and Ministry of Education guidelines, it is required that the mandate of the ARC be clearly stated.</li> <li>▪ The purpose of this ARC is to consider the issue of excess pupil places at St. Michael, caused by declining enrolment.</li> <li>▪ It has impacted program, extra-curricular activities, budget, staffing, transportation, and facility management.</li> <li>▪ 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.</li> </ul> <p><b>Committee Mandate</b></p> <ul style="list-style-type: none"> <li>▪ The ARC is appointed by the Board and is authorized to make recommendations as per board policy.</li> <li>▪ As directed by 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.</li> <li>▪ Mrs. Crawford reviewed the timeline as outlined in the agenda.</li> <li>▪ 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.</li> <li>▪ The ARC is encouraged, but not required, to come to consensus with respect to its recommendation(s).</li> <li>▪ At all times the ARC should maintain its focus on the issue at hand and not allow itself to become distracted by side issues.</li> <li>▪ The ARC will meet a minimum of four times and will follow the timelines outlined in Board policy.</li> <li>▪ 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.</li> <li>▪ Future ARC Meetings will be held on January 11, 2011, February 8, 2011, and March 29, 2011. The presentation of the ARC report to the Board of Trustees will take place on April 12, 2011. The decision by the Board of Trustees will take place on June 29, 2011.</li> </ul>
7:20 pm	<p><b>School Information Profile – Valuation Instrument</b></p> <ul style="list-style-type: none"> <li>▪ Mrs. Crawford and Mrs. Churchill reviewed the School Information Profile with the ARC members.</li> <li>▪ This tool was created by senior administration, as directed by Ministry of Education guidelines and will assist the ARC in their decision making process.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ This is to be used to consolidate and to evaluate the information the ARC will be given in presentations, etc.</li> <li>▪ Four main areas were considered:             <ul style="list-style-type: none"> <li>○ Value to the Student</li> <li>○ Value to the Board</li> <li>○ Value to the Community</li> <li>○ Value to the local Economy</li> </ul> </li> <li>▪ The committee was uncertain regarding the answer to Question #9 in Section L. Mrs. Crawford followed up with Jim McKenzie, Associated Director – Corporate Services. The correct answer is now included in the School Information Profile, which is posted to this website.</li> <li>▪ All areas were reviewed and populated. All answers were agreed upon by the Principal and all members of the ARC committee.</li> </ul>
<b>7:40 pm</b>	<p><b>Demographic Information (Presentation by Karen Dolson, Manager of Planning Services)</b></p> <ul style="list-style-type: none"> <li>▪ Mrs. Dolson reviewed the Population by Age pyramid for Canada and Ontario</li> <li>▪ Mrs. Dolson gave an explanation of definitions used by the planning department and the ministry.             <ul style="list-style-type: none"> <li>▪ FTE – Full-time Equivalent Enrolment</li> <li>▪ OTG – Ministry on the Ground Capacity (number of pupil places available in a school)</li> </ul> </li> <li>▪ Enrolment history was given showing a significant drop since 2005.</li> <li>▪ Populations by age graphs, as well as participation rates, were reviewed for the Board as a whole and specifically for St. Michael Catholic School, Turnerville.</li> <li>▪ The utilization rate for St. Michael Catholic School, Turnerville is currently 34%. In 2015 it is projected to only be 4%.</li> <li>▪ Ministry is providing 18% top up funding this year for schools not at full capacity, and funding will be reduced to 15% next year. Therefore the Board would like to achieve a utilization rate of 85%.</li> </ul>
<b>8:00 pm</b>	<p><b>Questions from the floor</b></p> <p><b>Name:</b> Scott Brooksbank  <b>Relationship to the Process:</b> Parent of Grade 6 Student at school  <b>Question:</b> In 1993, why were boundaries adjusted and portables put into the St. Vincent site? Could the boundaries be opened to lessen the population in the urban schools and broaden the population in the rural schools?  <b>Answer:</b> Mrs. Dolson responded that in 1993, the enrolment was still increasing at St. Michael Catholic School, and the school was at capacity. Therefore there was no room available to move students to this site.</p> <p><b>Name:</b> Kristina Kearney-Richards  <b>Relationship to the Process:</b> Parent of Grade 7 Student  <b>Question:</b> Do we know what the boundaries will be if St. Michael Catholic School closes?  <b>Answer:</b> Mrs. Crawford replied that the mandate of the ARC is to look at what the next steps would be. The mandate of the ARC is to suggest changes such as boundaries and what to do with the building. The board currently does not have a boundary plan in place.</p>

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	Paul Wubben, Director of Education, responded that in Blenheim, when St. Mary Catholic School closed, there were no boundary changes required. However, when the four schools for the south Sarnia ARC were closed and two new schools opened, there were boundary changes that had to be made. Mr. Wubben further indicated that it is part of the ARC's mandate to make recommendations with respect to boundary changes.
<b>8:11 pm</b>	<p><b>Questions from ARC Members</b></p> <p>Cathie Vanek: When the ARC is ready to make its recommendation (i.e. boundary changes, etc.) will it happen in this type of forum?</p> <p>Mrs. Crawford responded by reiterating that all deliberations and decisions of the ARC are made in public.</p>
<b>8:13 pm</b>	<p><b>Presentation of the proposed agenda – January 11, 2011 – St. Michael School, Turnerville</b></p> <ul style="list-style-type: none"> <li>▪ The proposed agenda for the January 11, 2011 ARC meeting was presented</li> </ul>
<b>8:15 pm</b>	<p><b>Closing Prayer</b></p> <p>The Chair thanked everyone for attending. The meeting was adjourned at 8:15 pm.</p>
	<p><b>Future ARC Meeting Dates - All meetings will be held at St. Michael Catholic School, Turnerville, unless otherwise stated.</b></p> <ul style="list-style-type: none"> <li>▪ <b>Tuesday, January 11, 2011 at 7:00 pm</b></li> <li>▪ Tuesday, February 8, 2011</li> <li>▪ Tuesday, March 29, 2011</li>   <li>▪ ARC Recommendations will be made public: March 29, 2011</li> <li>▪ Board Meeting Dates: April 12, 2011 - Presentation of ARC report to Board of Trustees June 29, 2011 - Decision by Board of Trustees</li> </ul>