

## ARC MEETING NOTES

Tuesday, March 29, 2011  
St. Michael Catholic School, Turnerville

TIME	ITEM
7:04 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 and welcomed everyone to the final ARC meeting.</li> </ul>
7:05 pm	<p><b>Opening</b></p> <ul style="list-style-type: none"> <li>▪ Mrs. Crawford opened the meeting with prayer.</li> <li>▪ The agenda for the meeting was reviewed.</li> </ul>
	<p><b>Introductions</b></p> <ul style="list-style-type: none"> <li>▪ Mrs. Crawford introduced Board staff and Trustees in attendance, as well as the members of ARC.</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>
	<p><b>Rules of Order</b></p> <ul style="list-style-type: none"> <li>▪ Accurate attendance records are important and therefore all in attendance are asked to register on the sign-in sheet at the doors.</li> <li>▪ The role of the Chair 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 recommendation to the Board of Trustees.</li> <li>▪ All meetings, deliberations and recommendations by 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 fourth and final meeting of the ARC.</li> <li>▪ There will be a question period, in which members of the audience can address the ARC, or members of Board administration. Individuals will have registered their attendance prior to asking their question.</li> <li>▪ It is a prerequisite 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 recommendations of the ARC and any recommendations from the Director of Education.</li> </ul> <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, please begin by stating your name and your relationship to the process.</li> <li>▪ The Chair will determine the order of questions.</li> </ul>

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**Tuesday, March 29, 2011**  
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	<ul style="list-style-type: none"> <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 that 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> </ul>
<b>7:09 pm</b>	<p><b>ARC Mandate</b></p> <ul style="list-style-type: none"> <li>▪ The purpose of this ARC is to consider the issue of excess pupil places at St. Michael Catholic School, Turnerville, caused by declining enrolment.</li> <li>▪ The decline has impacted program, extra-curricular activities, budget, staffing, transportation, and facility management.</li> <li>▪ The ARC is mandated to make a viable recommendation(s) 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>▪ As directed by Board policy, the written recommendations of the ARC will be delivered to the Director of Education who will make them known to the Board of Trustees at a public meeting.</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>▪ Board policy requires a minimum of four meetings of the ARC. This is the fourth and final meeting of the committee.</li> <li>▪ 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> </ul>
<b>7:12 pm</b>	<p><b>Reviewing the Recommendations</b></p> <p>With regard to a legacy committee, the Superintendent of Education directed the principal, in March 2011, to:</p> <ul style="list-style-type: none"> <li>▪ Establish a Legacy Committee of current and past Catholic School Community Council Members, which will function separate and apart from the ARC, for the purpose of formulating a process for the disposition of school memorabilia. Mrs. Crawford asked Mrs. Churchill about the progress of the Legacy Committee. Mrs. Churchill responded that a meeting has been arranged for the end of April.</li> </ul>

## ARC MEETING NOTES

Tuesday, March 29, 2011  
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Cathie Vanek:

**Question:** Will the Legacy Committee consist of both current and past parent council members? Are they automatically members of the committee?

**Answer:** Yes, both current and past members will be included on the committee. However current and past members are not automatically on the Legacy Committee. Although all members are invited to participate, they will need to come forward and state their interest. Mrs. Churchill will then form the Legacy Committee accordingly.

With regard to transition plans, the Superintendent of Education directed the principal, in March 2011, to:

- Establish plans for all students at St. Michael Catholic School, who opt to attend a Catholic school, to register at their new school and begin a process of transition, which is timely and proactive; and that the same process begin for all special education students of St. Michael Catholic School, who opt to attend either Catholic or public schools, so that they are allowed opportunities to become familiar with their new school communities.

The ARC members reviewed the recommendations contained in their report, as drafted at the previous meeting.

Primary Recommendation:

**That St. Michael Catholic School, Turnerville, be closed effective June 30, 2011.**

Secondary Recommendations:

During the four ARC meetings, ARC members had the opportunity to hear several presentations from school board staff, to ask questions, to seek further information and to reflect on the information they received. Based upon this discussion, the ARC makes the following secondary recommendations, which would support the successful implementation of its primary recommendation.

1. **That the proposed new boundaries for the St. Michael Turnerville area be adopted, as outlined in the report *Boundary Information*.**
2. **That all current students and siblings who are not yet enrolled, living in the St. Michael Catholic School area have the option of attending Good Shepherd Catholic School with transportation provided for the remainder of their elementary school education.**

The ARC Committee requested this recommendation be changed to:

- That all current student and siblings who are not yet enrolled, living in the St. Michael Catholic School area have the option of attending Good Shepherd Catholic School with transportation provided ***from their current pick up location*** for the remainder of their elementary school education.

The ARC Committee approved this change, which was reflected in the final report to the Board of Trustees.

## ARC MEETING NOTES

Tuesday, March 29, 2011  
St. Michael Catholic School, Turnerville

3. That all students in Grade 8 as of September 2011 have the option of attending Good Shepherd Catholic School with transportation provided.
4. That all current and future students will have the option to attend school according to the new proposed boundaries, as outlined in the report *Boundary Information*, with transportation provided.
5. That current students of St. Michael Catholic School requesting to attend a Catholic school outside of the new boundary structure, other than Good Shepherd Catholic School, will be approved and grandfathered for the duration of their elementary school careers.

The ARC Committee requested this recommendation be changed to better accommodate families now and in the future. It now reads:

- That current students and siblings who are not yet enrolled, living in the St. Michael Catholic School area requesting to attend a Catholic school outside of the new boundary structure, other than Good Shepherd Catholic School, will be approved and grandfathered for the duration of their elementary school careers. ***Current students and siblings who are not yet enrolled opting to attend St. Vincent Catholic School will be provided with transportation from their current pick up location for the duration of their elementary school education provided that space is available at St. Vincent Catholic School.***

The ARC Committee approved this change, which was reflected in the final report to the Board of Trustees.

Cathie Vanek

**Question:** Regarding available space at St. Vincent Catholic School, if only 2 or 3 families wanted to attend St. Vincent, would they be turned away if their grade was full?

**Answer:** Available space is referring to all students going to St. Vincent. It has been established that there is not room to accommodate everyone, therefore it is referring to all students, it is not grade specific. In that case, they would be accommodated.

To view all ARC recommendations and the complete report of the ARC committee, click on [report](#).

7:38 pm

**Recommendations to the Board** (*Presentation by Paul Wubben, Director of Education*)

The Director of Education thanked the members of the ARC Committee for their work, noting that serving on an Accommodation Review Committee can be very challenging. He thanked the committee for representing the school community and for bringing the concerns of parents forward for a thorough discussion.

Mr. Wubben presented the report of Senior Administration and noted the many similarities and some differences between the recommendations in the staff report and the report of the Accommodation Review Committee. To view all staff recommendations and the complete Accommodation Review Staff Report, click on [report](#).

**ARC MEETING NOTES**  
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<b>7:42 pm</b>	<p><b>Questions from the Floor</b></p> <p>There were no questions from the floor.</p>
<b>7:44 pm</b>	<p><b>Closing Prayer</b></p> <p>The Chair thanked everyone for attending and led a closing prayer. The meeting was adjourned, followed by a 15 minute break. The Regular Board Meeting at which the Report of the Accommodation Review Committee and the Accommodation Review Staff Report were to be received was scheduled to begin at 8:00 pm.</p>
	<p><b>Future Important Dates</b></p> <ul style="list-style-type: none"> <li>▪ ARC Recommendations will be made public: March 29, 2011</li> <li>▪ Board Meeting Dates: March 29, 2011 - Presentation of ARC report to Board of Trustees June 29, 2011 - Decision by Board of Trustees</li> </ul>