



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

Student Achievement K-12

1325 California Avenue
Windsor, ON N9B 3Y6

CHAIRPERSON: Barbara Holland

DIRECTOR OF EDUCATION: Paul A. Picard

Telephone: (519) 253-2481 FAX: (519) 253-0620

**Minutes of the
1st ARC Committee Meeting
W. J. Langlois & St. Alexander
Wednesday, November 9, 2011 – 6:00 p.m.
Location: W. J. Langlois School**

PRESENT

Area Trustee:	Fred Alexander
Trustee ARC Chairperson:	Lisa Soulliere
Superintendent:	Mike Seguin
Administrative Resource:	Colleen Norris, Policy Coordinator
Principals:	Joan Schell, W. J. Langlois Bill Vaillancourt, St. Alexander
Teachers:	J. P. Trepanier, W. J. Langlois Mike Nadalin, St. Alexander
Non Teaching Staff:	Maria Charles, W. J. Langlois Nancy Shangi, St. Alexander
Parents:	Tracey Daidone, W. J. Langlois Danielle DeBergh, W. J. Langlois Catherine Johnson, W. J. Langlois Belinda Williams, St. Alexander Elaine Boucas, St. Alexander Dawn Caron, St. Alexander
Pastors:	Rev. Fr. Andrew Dwyer St. Theresa Church
Community Representatives:	Ron Marshall, Community Representative, W. J. Langlois Gina Antogiovanni, Community Representative St. Alexander
Not Present:	Andrea Palmer Member of Business Community
Recording Secretary:	Simone Lira

1. PRAYER

2. WELCOME/ INTRODUCTIONS (Sign in of Committee Members)

- Trustee and Chair Lisa Soulliere (Area #3) and Superintendent Seguin welcomed everyone to the first Committee Meeting for this Accommodation Review. Introductions were made of all committee members in the room.

3. TERMS OF REFERENCE/ PROCESS

- As Administrative Resource, Colleen Norris explained the ARC process and the framework that will be used by the Committee in conducting the accommodation review study involving W. J. Langlois and St. Alexander Schools. This is one of three Accommodation Reviews that are taking place that involve schools in Lakeshore, Fontainebleu and Amherstburg areas. It was explained that the process is ultimately meant to improve the schools and maximize the education opportunities for the students involved. She thanked everyone for coming out to assist with the process.
- Ms. Norris advised that all documents pertaining to the ARCs will be on the Board website as public information.
- The process began with a review of the capital plan for the entire school system, and in so doing, it was revealed that there is excess facility capacity and certain schools are suffering from declining enrolment. At Langlois, the enrolment is at 200 in a school with a capacity for 397. Likewise, St. Alexander School has an enrolment of 213 with the capacity for 319.
- It is felt that there are other options to accommodate students and the Board is looking at these two schools to facilitate the educational needs of the community. Senior Administration is asking this committee to look at all options, whether it be blending of school communities, changes to boundaries, a new facility or an addition to one of the existing schools. Administration will also provide some options for consideration. At this point, no decisions have been made.
- All options are being brought forward through this process. It is the hope of Administration that all members will work together objectively, look at the entire group when considering the issues at hand and that schools are not pitted one against the other in the process.
- An *Accommodations Review Package* was handed out to the committee, which explains the needs of the school communities involved, along with *School Information Profiles* for each school. As well, Ms. Norris handed out the *Terms of Reference* and *Guidelines for Public Input* so that the process and mandate is understood. The Terms call for a public consultation process with tight and prescribed timelines.
- The committee is comprised of a group of representatives from each school and its community. There is to be a public consultation process that allows for community input, which involves four public meetings. The public consultation period will span at least 90 day from the date of the first public meeting. Ads will be placed in the Windsor Star and on the Board website advertising the meetings. Notices will also be sent out to school communities. ARC, from its study and input received through the public consultation process, will make recommendations that will assist the Board in deciding on the best accommodation options.

- A school's involvement in an ARC does not mean it is scheduled for closure, although with declining enrolment, consolidation may be in the best interest of the students at both of these schools and school closure is an option that may be considered.
- Tonight's meeting of the committee involves explaining the process and looking at the school profiles of both W. J. Langlois and St. Alexander. It is intended to give value and objectively assess each school – i.e. programming, capacity, community access and involvement. Administration would like input from the committee. The school profiles will change as the process evolves and we receive specific information from the group and from the public. The ARC can make amendments/additions to the profiles as it sees fit. The profiles will be tools used when coming up with options to the Director.
- Based on the procedures found on page two of the Terms of Reference the ARC, at first public meeting with the assistance of Board administration, shall explain the process and present the School Information Profiles for community feedback. The date for the first public meeting is December 12, 2011.
- After considering feedback received from the community, the ARC may add to or amend the profiles and these will again be presented at the second public meeting. The ARC at that meeting will also present for feedback the accommodation options prepared by board administration and by the ARC.
- The third public meeting will involve presenting viable accommodation options and receiving community input.
- At the fourth meeting, the committee will present their draft Accommodation Report with its recommendations and receive community input.
- Minutes of all meetings will be made public by posting them on the Board's website.
- At any time in the process, committee members can ask Board administration any questions or request information that will allow them to fulfill their mandate.
- After the 4th public meeting, we hope to see a report from the ARC committee to the Director of Education by mid-April, 2012, with a goal of having the study completed by end of June, 2012. We can then move on as a community so that the process is not made difficult with issues being dragged on into the next school year. The work of the committee will be completed with the submission of the ARC report.
- The Director will consult with Sr. Administration and produce a report to the Board with his recommendations to the community. The Board will hear from the community, changes will be made if required and a new report will go out to the community.
- The whole ARC process is set by the Ministry, with the intent to have the community involved. The process is to be overseen by you, the Committee and not the Director of Education or the Board of Trustees.
- As a committee, the group can ask for any and all information from the Board, the Superintendent of Business or the Sr. Manager of Facilities Services if required through the process.
- In the end, the Board of Trustees will make the final decision.

4. REVIEW OF SCHOOL PROFILES

- Superintendent Mike Seguin referred to the *School Information Profiles* document distributed. These documents are the framework to begin the process.

- The valuation framework assesses each school in an ARC review study in accordance with the following criteria, where value to the student is weighed above all of the other components:
 - ✓ Value to the Student
 - ✓ Value to the Community
 - ✓ Value to the School Board
 - ✓ Value to the Local Economy
- Superintendent Seguin went through and explained the valuation and information profile of all three schools.
- It was explained that the information in the handouts was simply what we had captured to date from the school Principal and board data, and that more could be added as we go forward through the process if anything has been omitted or overlooked. This is a draft document at present and will be presented to the public at the first public meeting on December 12. There will be an opportunity for the public to make suggestions and the Committee can then consider those in amending or adding to the profiles. At present, committee members can contact Superintendent Seguin or Colleen Norris to make changes. Prior to the public meeting, the Information Profiles for each school will be on the website so that they can be reviewed in advance. This will give parents clear information in order to give educated feedback at the meetings throughout the process.

5. PUBLIC CONSULTATION MEETINGS

- The first public consultant meeting will take place Monday, December 12 at 7:00 p.m. at St. Joseph's High School.
- The Board is hoping to have a PowerPoint presentation that explains and sets out the ARC process. School Profiles will be distributed and input (additions/changes) will be taken on them.
- The role of this committee is to observe and listen to what the public community has to say. It is asked that you advise your community to trust the process and this committee as outlined in the Terms of Reference, and begin looking at options, based on the school profiles.
- Suggested Guidelines for Public Input were circulated for consideration by the Committee. The Guidelines are intended to organize the process so that everyone is hearing all there is to say from the community in an organized fashion, otherwise the information will get lost in the process. As per the Guidelines, anyone who wants to speak must notify Ms. Norris with a brief description of their presentation.

**Motion by Bill Vaillancourt and seconded by Dawn Caron that we agree to the Guidelines for Public Input.
Carried.**

- Trustee Alexander asked that all committee members please contact Colleen Norris or Superintendent Seguin with any questions they have, as this is a difficult process for everyone concerned in the two school communities.

6. NEXT COMMITTEE MEETING

- After some discussion, Colleen Norris suggested Thursday, January 12, 2012 at 6:00 p.m. at St. Alexander School.
- At this next meeting, Administration will present some viable options to the committee, and the committee can then bring forth their own options.



7. QUESTIONS

- When asked about projections for the future of this area and the final decision at the end of the ARC process for this group, Trustee Alexander explained that there are an overwhelming number of boards across the province experiencing declining enrolment and the trend will continue over the next few years. Much of this is a result of devastating economic conditions. Enrolment is declining in both public and Catholic boards. We know what the trends are now, but we cannot predict the future.
- The board requires an option for this community to give the best education to the students in the area. The enrolment trajectory is definitely downward throughout Windsor and Essex County, but it is hoped they will stabilize in the next few years. The board's goal is to offer the best education possible for the students in the system from the grants provided by the Ministry.
- When asked about a target date, it was suggested the timeline may be approximately one year after the decision in order to accommodate the movement of students and staff to an alternate location, if required, but timelines for implementation were dependant on the accommodation decision.


8. ADJOURNMENT



- Meeting adjourned at 7:20 p.m.

Note: Please see attached written submission.

From:  Colleen Norris Monday, December 05, 2011 4:49:54 PM 

Subject: Re: ARC questions

To: 

Attachments:  CUS-NotForProfitRentalFees.pdf / Adobe Acrobat Document 83K
 CUS-ForProfitRentalFees.pdf / Adobe Acrobat Document 63K

Hi Elaine,

I've gathered some information and can advise as follows:


Hello Colleen,

I am Elaine Boucas, a parent rep from St. Alexander's ARC. I have several questions I hope you can answer.

In the Information package (Fountainbleau Study Area), under community use of schools, there is a Space Usage Summary. What is that and if it shows the amount of hours others in the community use each school, are the users being charged for the use?

Yes, the space usage summary sets out the amount of hours used by others in the community. Users are charged according to our community use policy. The hourly rate depends on whether the group is for profit or not for profit. I am attaching the two fee schedules for your reference (these are the current rates - they were increased in September).

What are the min and max class sizes for each grade?

There are no minimum class sizes.

Maximums are as follows:

JK - 3/4: Hard cap is 23 - 90% of the Board's classes this level must be 20 or under.

Grades 4 -8 - the max is 29, all split grades it's 26. Board wide the Parent/ Teacher average must be 24.7 to 1.

What is renewal needs? and why, if you know, is St. Alexander's higher for both current and 10 year?

How much (approx.) will it cost for water proofing of building, for Langlios?

The renewal needs for the purposes of the FCI (Facility condition Index) are established by the Ministry. The FCI is the renewal needs as a percentage of the replacement value of the school. The renewal needs as set by the Ministry will be dependant on the age of the building, past repairs, replacements etc. These factors would explain the difference between the two schools.

I can advise that some of the renewal needs are not included in the FCI calculation and would not affect that

number ie: necessary repairs identified by the Board. Examples of these would be the replacement of mill work and sinks in the staff room at St. Alexander or the water-proofing of Langlois. I can get you the costing of the water-proofing, but it would not affect the FCI.

If the schools combined, will the boundaries change from what they are now or just be added together, and will they be different dependant on the site choosen? Will the combining of St. Bernard and OLOL affect the existing boundaries?

I can advise that boundary change can be considered as part of an ARC process. We can provide further information on this once the ARC has been able to discuss some options for these schools.

How is it decided who gets to ride the bus? Is it dependant on student's age and distance from the school? Is the decision standard for every school? Is it decided by the individual school or by the board?

The Board belongs to a transportation Consortium with the Public Board and the French Board. The Consortium decides on eligibility to ride the bus. The following sets out the Consortium's current policy:

Students may access transportation services if they are attending a Board designated school and their primary address is at a distance of more than:

- 1.0km, for junior and senior kindergarten;**
- 1.6kms, for Grade 1 to Grade 8 inclusively;**
- 3.2kms, for Grade 9 to Grade 12 inclusively and students in Grade 7 and Grade 8 attending a secondary school.**

Are transportation cost incorporated into that school's budget or a part of the boards?

Regular transportation costs comes out of the Board's budget (not the school's)

Would it be possible for someone to give projections for questions 1-6 under Proximity of School to Students/Length of Bus Ride for both scenarios and costs?

We can provide these projections/costing once the ARC has had an opportunity to set out some options.

Thanks for your time. Elaine Boucas

These are excellent questions and I would like to have them attached with responses to our Committee minutes for the last meeting (to be approved at our meeting in January) - I think would be of benefit to the entire Committee.

Thank you!