



**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

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**Minutes of the
1st ARC Committee Meeting
Our Lady of the Annunciation & St. John the Evangelist Schools
Thursday, November 10, 2011 – 6:00 p.m.
Location: Our Lady of the Annunciation School**

PRESENT

Area Trustee:	Lisa Soulliere
Trustee ARC Chairperson:	Barbara Holland
Trustee:	Fred Alexander
Superintendent:	Patrick Murray
Administrative Resource:	Colleen Norris, Policy Coordinator
Principals:	Ian Drago, Our Lady of the Annunciation Pamela Prsa, St. John Evangelist
Teachers:	Julie Fuerth, Our Lady of the Annunciation Christina Chippett, St. John the Evangelist
Non Teaching Staff:	Jody Rivest, St. John the Evangelist
Parents:	Sara Broderick (Chair), O.L. of the Annunciation Laurie Hurst, Our Lady of the Annunciation Marjorie Masse, Our Lady of the Annunciation Melissa Tavolieri, (Chair), St. John the Evangelist Gail DuLong, St. John the Evangelist Denise Sauve, St. John the Evangelist
Pastors:	Rev. Fr. Bob Champagne Visitation Parish Rev. Fr. D. Boutette St. John the Evangelist Parish
Community Representative:	Kim Renaud, St. John the Evangelist Kirk Halliday, St. John the Evangelist
Regrets:	Non-Teaching Staff – O.L. of the Annunciation Community Representative – Annunciation
Recording Secretary:	Simone Lira

1. PRAYER

- Lead by Principal Drago, Our Lady of the Annunciation

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

- Trustee Holland (Wards 6 & 7) 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 Our Lady of the Annunciation and St. John the Evangelist Schools. 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.
- The process began with a review of the capital plan for the entire school system, and in so doing, it was revealed in a Board Report dated October 11, 2011 that there is excess facility capacity in some schools and certain schools are suffering major issues from declining enrolment. Enrolment at Our Lady of the Annunciation is at 138 FTE and St. John the Evangelist is at 165 FTE. Annunciation is at capacity plus and St. John the Evangelist is at 67% capacity. The Ministry has determined that both schools are within the poor to critical index statistically for renewal needs and expenses to maintain them at a reasonable level. It is the responsibility of the Director of Education to ensure that across the system, students have access to quality education involving a fiscally responsible plan.
- Being faced with these challenges at both sites, it is felt that there may be other options to provide optimum accommodation for the students in this community. Senior Administration is asking this committee to look at all options that may be available and to conduct a thorough investigation of both sites to provide answers to the challenges faced at both schools. Administration will also provide some options for consideration. All options will be brought forward through this ARC process. It is the hope of Administration that all members will work together and that schools are not pitted one against the other in the process. Nothing has been decided yet, but for capital planning, this area is of specific concern.
- An *Accommodations Review Package* to explain the needs of the school communities involved was handed out, along with *School Information Profiles* for each school. As well, Ms. Norris handed out the *Terms of Reference* for the committee. The committee is comprised of a group of representatives from each school and its community. Ms. Norris indicated that although municipal representatives from the area have indicated they cannot actually sit on the committee, they have offered to act as a resource for the ARC process. They will volunteer any information required.
- 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 days from the date of the first public meeting. Ads will be placed in the Windsor Star and local papers as well as 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.

- Tonight's meeting of the committee involves explaining the process and looking at the school profiles. It is intended to give value to, 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. In all likelihood you can expect a Committee Meeting before each Public Meeting. There may be approximately eight meetings in total.
- Based on the procedures found on page two of the Terms of Reference the ARC, at its first public meeting with the assistance of Board administration, shall explain the process and present the School Information Profiles for community feedback.
- 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 any accommodation options prepared by board administration or proposed by the ARC.
- The third 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.
- By the end of the fourth meeting, we hope to see an Accommodation Report from the ARC committee to the Director of Education by mid-April 2012, with a goal of having the study completed by the 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 is then completed.
- 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 is not driven by the Director 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. The Board is committed to making the ARC process as open and transparent as possible.
- At this point questions were welcomed and there was discussion regarding how the two communities can be combined. Ms. Norris admitted this is not a process without challenges, but that Board representatives are available to the committee for any questions or concerns throughout the process.

- There was brief discussion on the possibility of the recommendation of constructing a new school and the feasibility of such a recommendation. Trustee Holland clarified the obvious hurdle of funding from the Ministry for such a project, which may prove to be impossible. It is unknown where the process will take the committee.
- Other issues brought forth included transportation issues specific to this area and facility changes or closures, as well as losing students to other Boards. It was explained that all possibilities must be examined to produce the best option for all students involved at both sites. In the end, the ARC process could realistically produce three or four recommendations to the Director.
- Although most parents prefer the advantages of small class sizes and schools, this is not always fiscally realistic or cost effective and the funding model does not allow for rural funding as was the practice years ago.

4. REVIEW OF SCHOOL PROFILES

- Superintendent Patrick Murray referred to the *School Information Profiles* handed out. These 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 Murray went through and explained the valuation and information profile of both schools.
- It was explained that the information on the handouts was simply what we had captured to date, and that more could be added as we go forward through the process.

5. PUBLIC CONSULTATION MEETINGS

- The first public consultation meeting will take place at 7:00 p.m. on Wednesday, December 14 at Visitation Church.
- Suggested Guidelines for Public Input were circulated for consideration by the Committee. Ms. Norris asked that the committee look over the *Guidelines for Public Input*, as they were put into place to allow as much input as possible with some sense of order at the public meetings. Those who wish to present are asked to contact Colleen Norris so that all information is made public and there is no duplication of subject matter. For this reason a delegation may chose a spokesperson to address the Chair and committee on a particular perspective or idea.

**Motion by Principal Pam Prsa and seconded by Kirk Halliday that the Committee agree to the Guidelines for Public Input.
Carried.**

- Prior to the first public meeting, the profiles and background information will be posted to the public web site.

- ARCs are truly a process of consultation and the Board requires the assistance of parents for input and for getting the message out and sharing with other parents. It was asked that committee members advise their communities to be patient and to follow the process as it progresses. All parties will have their input.

6. NEXT COMMITTEE MEETING

- **Tuesday, January 10, 2012 at 6:00 p.m. at St. John the Evangelist School**

7. ADJOURNMENT

- Meeting adjourned at 7:25 p.m.