



Catholic District School Board of Eastern Ontario

ORIENTATION SESSION

Cornwall Area

Accommodation Review Committee

October 26, 2016

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Prayer

God our Father, we thank You for having called us together that we may humbly serve You at this meeting. Send Your Holy Spirit upon us and remain present among us to lead us in the conversation and discussion we will have. Bless our words and thoughts with holiness that we may be fitting instruments of Your grace.

We ask this through Christ our Lord. Amen.

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Agenda

- Introductions
- Ministry of Education Incentives
- What is a Pupil Accommodation Review (PAR)?
- What triggers a PAR?
- Requirements of a PAR
- Mandate of the Accommodation Review Committee (ARC)
- Cornwall ARC Membership
- Trustee Roles & Responsibilities
- Director of Education Roles & Responsibilities
- Senior Administration Roles & Responsibilities
- ARC Roles & Responsibilities
- Meetings of the ARC
- ARC Meeting Structure/Norms
- Correspondence Items
- Timelines

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Introductions

- Board Staff
- Committee Members

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Ministry of Education Strategy

Promoting Efficient Use of Schools

- The Ministry of Education's strategy for School Boards includes incentives and supports to make and promote more efficient use of school facilities
 - Community Planning and Partnerships
 - Guideline released by the Ministry of Education - March 2015
 - Pupil Accommodation Reviews
 - Guideline released by the Ministry of Education - March 2015
- Boards were expected to amend current policies and procedures related to Community Planning and Partnerships and Pupil Accommodation Reviews, to comply with the Ministry of Education Guidelines released in March 2015, prior to the commencement of a Pupil Accommodation Review

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Why a Pupil Accommodation Review?

Ministry of Education Incentives

- In 2014-15, the Ministry of Education implemented the School Board Efficiencies and Modernization Strategy (SBEM). The primary focus of this strategy was for school boards to use existing space more efficiently
 - Approximately 600 schools in Ontario are operating at 50% or less capacity – 140 are in the GTA area
- 1. School Consolidation Capital Program - \$750M in capital funding for consolidation projects
- 2. Changes to the school operations and renewal top-up funding. Funding already reduced and the top-up funding will be fully eliminated in a phased-in approach (enhanced school exception)
- 3. Changes to the school foundation grant and staffing allocations for small schools

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What is a Pupil Accommodation Review (PAR)?

- When a school board considers school consolidation or closure it must undergo a public consultation process to seek input from the community – this is the “Pupil Accommodation Review”
- A school board must undergo this process prior to any decision to consolidate or close a school (some exceptions apply)
- The process is mandated and regulated by the Ministry of Education
- The Ministry of Education released Pupil Accommodation Review (PAR) Guidelines that serve as a minimum standard for school boards to use when developing their PAR policies.

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What Triggers a PAR?

- A PAR is typically triggered as a result of a school board considering the possible consolidation or closure of school facilities
- Factors that school boards examine when considering school closure or consolidation can include:
 - School Utilization
 - Student programming/course availability
 - Facility condition and renewal needs
 - Enrolment size
 - Accessibility/AODA compliance
 - Site limitations
 - Specialized space

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Requirements of a PAR

- Presentation of an Initial Staff Report to the Board of Trustees
- School Information Profiles (SIPs) for each school included in the PAR
- Board of Trustees approval to commence an Accommodation Review process
- Establishment of an Accommodation Review Committee (ARC)
- Working meetings of the ARC to review the Initial Staff Report and provide feedback on options
- Public Meetings (2)
- Public Delegations to the Board of Trustees
- Board of Trustees decision

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Mandate of the Accommodation Review Committee (ARC)

- The ARC is an advisory committee established by the Board that represents the school(s) affected by a pupil accommodation review and which acts as the official conduit for information shared between the Board and the affected school communities.
- The ARC provides feedback with respect to staff report(s) and the options set out therein and may also present alternative accommodation option(s), including rationale for the option(s).

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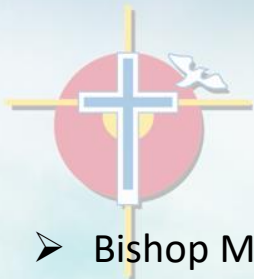
Mandate of the ARC...con't

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- The overall goal of the ARC is to provide the local perspective of stakeholders impacted by the decision of the Board of Trustees and to provide constructive feedback to Senior Administration regarding the Initial Staff Report, School Information Profiles (SIPs), Options and Preferred Options.
- The final decision regarding the future of a school or a group of schools rests solely with the Board of Trustees.

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Cornwall ARC Membership

➤ Bishop Macdonell

- Frances Derochie, Principal
- Donna Nielsen, Principal
- Melinda Summers, Parent
- Rachel Cousineau-Labelle, OECTA
- Tracey Masterson, CUPE

➤ Holy Trinity

- Renee Rozon, Principal
- Cheryl Tourangeau, Parent
- Alanna Pollard, OECTA
- Cathy Leslie, CUPE
- MacLean Poulin, Student

➤ Immaculate Conception

- Bev Bellefeuille, Principal
- Ellie Fuller, Parent
- Patrick McLeod, OECTA
- Janice Flood, CUPE

➤ Sacred Heart

- Shannon McDougald, Principal
- Crystal Oakes, Parent
- John vanLoenen, OECTA
- Micheline Baker, CUPE

➤ St. Anne

- Michelle Brasseur-Robillard, Principal
- Brittnee Starblanket, Parent
- Mary Miller, OECTA
- Kim Megenhardt, CUPE

➤ St. Columban's

- Dan Curtis, Principal
- Ashley Bergeron, Parent
- Meghan Henry, OECTA
- Louise Tait, CUPE

➤ St. Matthew

- Joy Martel, Principal
- Stephanie Montpetit, Parent
- Kelly McDermid, OECTA
- Rob Lauzon, CUPE
- Caleb Monpetit, Student

➤ St. Peter

- Kennedy MacDonald, Principal
- Stacey Laframboise, Parent
- Andrea Cartier, OECTA
- Teagan Walsh, CUPE

➤ St. Joseph

- Danny Conway, Principal
- Heather Stang, Parent
- Liz McCormick, OECTA
- Rob Dupuis, CUPE
- Sarah Lawrence, Student





Cornwall ARC Membership...con't

- Board staff from various areas of responsibility, such as School Superintendents, Superintendent of Business, Finance, Facilities and Transportation staff may be assigned to act as **resources** to the ARC.

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Who Has a Role in the PAR?

- Trustees
- Director of Education
- Senior Administration
- ARC Committee
 - Chair of ARC
 - Senior Administration
 - Principals
 - Parents/Guardians
 - OECTA
 - CUPE
 - Students
 - Municipality
 - Partners

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Trustee Roles & Responsibilities

- Receive the Initial Staff Report and approve the commencement of a Pupil Accommodation Review Committee (ARC)
- Appoint members/authorize the Director to appoint members to the ARC in accordance with Board Policy
- May attend ARC meetings as observer only
- Attend public meetings
- Receive updated Staff Reports that include feedback from the ARC and the Public Meetings
- Listen to Public Delegations
- Make FINAL decision on ARC recommendations

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Director of Education Roles & Responsibilities

- Oversees the preparation of the Initial Staff Report to the Board of Trustees
- Appoint the Chair of the ARC on behalf of the Board of Trustees
- Appoints members to the ARC on behalf of the Board of Trustees
- Ensures that the ARC carries out its mandate in accordance with Board Policy and Procedure
- Monitors the work of the ARC
- Attends public meetings if desired
- Ensures adequate communications to the public, staff, parents, guardians, etc
- Issues press releases concerning the ARC
- Reviews and approves all Staff Reports to the Board of Trustees

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Senior Administration Roles & Responsibilities

- Prepares the Initial Staff Report and School Information Profiles
- Superintendent whose schools are in the area of review will act as Chair of the ARC
- Chair will:
 - convene and chair meetings
 - ensure minutes are taken at ARC and Public Meetings
 - ensure that the ARC carries out its obligations as per the ARC Mandate and Terms of Reference
- Coordinate ARC meeting dates and Public Meeting dates
- Senior Administration may be requested to sit on the ARC or provide resource support as requested
- Respond to requests for additional information from the ARC

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ARC Roles & Responsibilities

- The ARC will review the School Information Profile (SIP) for each school under review
- A SIP is an orientation document with point-in-time data for each of the schools under a pupil accommodation review. The SIP is intended to help the ARC and the school community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review
- The ARC may request clarification with respect to information provided in the SIP
- It is not the role of the ARC to approve the SIP

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ARC Roles & Responsibilities...con't

- The ARC will review the information provided and accommodation options proposed in the Initial Staff Report and will seek clarification, ask questions and provide feedback as necessary.
- The Initial Staff Report is drafted by Board staff. It identifies accommodation issues, sets out one or more options to address accommodation issues, identifies a recommended option, if more than one is proposed, and includes proposed timelines for implementation.
- The ARC will provide feedback with respect to the options in the Initial Staff Report prior to the first Accommodation Review Public Meeting.
- The ARC may provide alternative option(s) to those set out in the Initial Staff Report. The ARC must provide supporting rationale for the alternative option(s).

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ARC Roles & Responsibilities...con't

- ARC members are not required to reach consensus with respect to the comments and feedback that will be provided to the Board of Trustees.
- The comments, feedback and any alternative option(s) will be collected and compiled by Board staff in the form of meeting notes. This information will be included in the Community Consultation Section of the Final Staff Report presented to the Board of Trustees.

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Meetings of the ARC

- The ARC will hold at least three (3) working meetings (not including the orientation meeting) to discuss the pupil accommodation review
- The ARC may choose to hold additional working meetings as deemed necessary
- At working meetings the ARC will review the materials presented by Board staff, may solicit input from the affected school communities, and will provide feedback to Board staff
- ARC working meetings will be open to the public, however, the public may only observe these meetings

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Meetings of the ARC...continued

- There is no quorum required for an ARC working meeting
- The ARC will be deemed to be properly constituted even if one or more members resign or do not attend working meetings of the ARC
- Meeting notes of ARC working meetings will be prepared
- ARC members may attend the Accommodation Review Public Meetings held by Board staff.

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ARC Meeting Structure/Norms

- ARC members shall:
 - Promote a positive environment
 - Treat all other members and guests with respect
 - Recognize and respect the personal integrity of each member of the committee, school communities, and board staff
 - Acknowledge democratic principles and accept the consensus and votes of the committee members
 - Use established communication channels when questions or concerns arise
 - Promote high standards of ethical practice at all times

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ARC Meeting Structure/Norms

- The Chair of the ARC will govern ARC meetings via Roberts Rules of Order
- How will we make decisions:
 - Suggested Method:
 - Consensus will be achieved if there is no stated disagreement by any of the ARC members when the Chair asks if there is consensus
 - If consensus is not achieved the Chair will ask ARC members to vote on how to move forward on a task requiring a decision
 - A vote shall be passed when 50% plus one ARC members vote in favour of a motion
 - The motion will fail if the vote is a tie
 - The process for decisions is by a show of hands

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Correspondence Items

- At each ARC meeting ARC members will receive correspondence related to the Cornwall PAR for review and consideration
- Correspondence items will be discussed and noted in the minutes of each ARC meeting
- ARC members will determine the validity, relevance and action, if any, to be taken for correspondence items

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Timelines

- October 26, 2016:** **Accommodation Review Committee (ARC)
Orientation Session
(for ARC members only)**
- November 9, 2016:** **ARC Working Meeting #1
(St. Joseph CSS)**
- November 16, 2016:** **Meeting with City of Cornwall
(St. Joseph CSS)**
- November 30, 2016:** **Public Meeting # 1
(St. Joseph CSS)**
- December 7, 2016:** **ARC Working Meeting #2
(St. Joseph CSS)**
- December 14, 2016:** **ARC Working Meeting #3 (if required)
(St. Joseph CSS)**

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Timelines...con't

January 18, 2017

**ARC Working Meeting #4 (if required)
(St. Joseph CSS)**

February 15, 2017

**Public Meeting #2
(St. Joseph CSS)**

February 22, 2017

**ARC Working Meeting #5
(St. Joseph CSS)**

March 7, 2017

Initial Staff Report #2 to Board of Trustees

April 4, 2017

Public Delegations to the Board of Trustees

May 2, 2017

**Final Staff Report #3 to a Meeting of the
Board with Recommendations and Action
Required**

July 14, 2017

Business Case to Ministry of Education

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Questions?

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