

ARC MEETING NOTES

Tuesday, February 5, 2008
St. Therese Catholic School, Sarnia

Chair: Philip McMillan, Superintendent of Education

Recording Secretaries: Tina Smith & Joanne Cincurak

TIME	ITEM
7:00 p.m.	<p>Opening Prayer</p> <p>Philip McMillan welcomed everyone and introduced Father Jim Higgins. Father Higgins opened the meeting with a prayer.</p>
7:05 p.m.	<p>Welcome/Opening Remarks</p> <p>Chair - Superintendent:</p> <ul style="list-style-type: none"> • Philip McMillan, Superintendent of Education opened the meeting, introduced himself as the Chair of the meeting, and thanked everyone for attending. • The principals of St. Benedict, St. Margaret, St. Peter, & St. Therese were introduced. • The members of the ARC were then introduced. • The Board of Trustees in attendance were introduced. • The Director of Education and Board employees in attendance were introduced. • A brief overview of the Accommodation Review Committee (ARC) process was provided and why there was a need for this process.
7:12 p.m.	<p>Rules of Order</p> <ul style="list-style-type: none"> • An agenda for each meeting will be followed and will be used for order in the meeting. • The Chair's role is to ensure that agenda is followed and Rules of Order are met and for clarification of any points. • Trustees will make the final decision. The ARC will make recommendations to the Board of Trustees. • The staff of the school board through the Director of Education will also be making recommendations to the trustees. • All meetings will be public and all meeting notes will be posted on the board website. • This is a problem-solving exercise and all points of view should be examined. <p>• Attendance</p> <ul style="list-style-type: none"> • All attendees were asked to register their attendance at the beginning of each meeting.

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	<ul style="list-style-type: none"> • Notes of the meetings <ul style="list-style-type: none"> • Notes will be taken by two recording secretaries and will be placed on the Board website within ten working days. The notes are not official minutes. • Protocols <ul style="list-style-type: none"> • All ARC meetings will be held in public, at least one meeting will be held in each of the schools involved in the process. • All attendees must register their attendance at the beginning of the meetings. • No banners, placards, posters, photos, etc. will be displayed in the school in an attempt to influence the committee. • The meeting falls under the direction of the Chair and the Chair will maintain order during the meetings. • Questions <ul style="list-style-type: none"> • Microphones are available to those who wish to ask questions. • Only adults (voting age) will be permitted to address the ARC or ask questions. • For the benefit of the audience, the Chair will repeat all questions. • Individuals will be permitted an opportunity to ask a maximum of two questions at the end of the evening. • Each question will be given a timeline of two minutes. • 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 questions will be answered at the next ARC meeting and posted on the website.
7:16 p.m.	<p>Review of Board Policy</p> <ul style="list-style-type: none"> • Philip McMillan reviewed Policy 7.4 – Student Accommodation and Boundary Review. An explanation of the Value Statement and Policy Statement were both provided.

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	<p>Review of the Board Motion</p> <ul style="list-style-type: none"> A presentation was conducted by Philip McMillan to explain in detail the Board Motion and Defining the Issue. Philip McMillan's presentation in its entirety can be viewed or downloaded by clicking here.
<p>7:30 p.m.</p>	<p>Presentations by Administration</p> <ul style="list-style-type: none"> The Chair introduced Jim McKenzie, Associate Director – Corporate Services and Treasurer. The following areas were covered by the presentation: Financial, Demographics, School Staffing, Facilities and Student Transportation. Jim McKenzie's presentation in its entirety can be viewed or downloaded by clicking here. <p>Introduction, tailoring and completing of the valuation instrument</p> <ul style="list-style-type: none"> The Chair referred members of the ARC to the School Valuation Instrument. The purpose of this Valuation Instrument allows ARC members to organize information presented tonight and at future meetings. This instrument or form is to be used as a guideline to assist and not limit the ARC. The ARC is free to consider collectively, any other factors they deem pertinent for inclusion. The weighing factors in the Valuation Instrument are to be used as deemed fit by the ARC. The Committee will determine what the most critical valuation factors are for the Sarnia Catholic Schools as they work toward forming a recommendation for the Board. <p>Principal's Presentation</p> <ul style="list-style-type: none"> Elena Pagatto, Principal at St. Margaret & Anita Cairns, Principal at St. Therese reviewed EQAO scores for St. Benedict, St. Margaret, St. Peter, and St. Therese schools. Explanation that Provincial and Board Average numbers will be made available at the next meeting or posted on the Board website. Kevin Cannon, Principal at St. Benedict explained the Connection with the Parish/Cluster for St. Benedict,

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	<p>St. Margaret, St. Peter, and St. Therese.</p> <ul style="list-style-type: none"> • Anna Guiliani, Principal at St. Peter along with Kevin Cannon discussed common responses among all four schools for Section C12, D5, and D6 of the Valuation Instrument. • Philip McMillan brought attention to item B6. It should be check-marked Yes instead of No.
<p>9:12 p.m.</p>	<p>Presentation of the agenda – March 4, 2008 – St. Margaret Catholic School, Blenheim</p> <ul style="list-style-type: none"> ❖ The Chair then gave the date for the next ARC Meeting. ❖ The Valuation document will continue to be used at the next meeting and will have tours of all four schools ❖ Between the hours of 3:30 p.m. and 7:00 p.m., the school ARC subcommittee members will tour the schools. At the conclusion of the tours, the school ARC subcommittee members are to meet and discuss their findings. Transportation and dinner will be arranged. <p>Questions</p> <ul style="list-style-type: none"> ❖ Please allow ten working days for all questions to be posted. <p>The Chair then thanked everyone for their respectful participation and closed the meeting.</p> <p>The meeting was adjourned at 10:06 p.m.</p>
	<p>Future ARC Meeting Dates</p> <ul style="list-style-type: none"> • Tuesday, March 4, 2008 – St. Margaret Catholic School, Sarnia • Tuesday, April 1, 2008 – St. Benedict Catholic School, Sarnia • Tuesday, April 29, 2008 – St. Peter Catholic School, Sarnia • Tuesday, May 20, 2008 – St. Patrick’s Catholic High School, Sarnia
	<p>Future Board Meeting Dates</p> <ul style="list-style-type: none"> • Tuesday, June 10, 2008 – 6:00 p.m. • Tuesday, June 17, 2008 – 6:00 p.m. • Tuesday, June 24, 2008 – 7:00 p.m.