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UNAPPROVED MINUTES

ST. CATHARINES ACCOMMODATION REVIEW COMMITTEE (ARC)

WORKING COMMITTEE MEETING # 1

Thursday, September 12, 2013
Denis Morris Catholic High School
7:00 pm – 9:00 pm

Minutes of the St. Catharines Accommodation Review Committee of September 12, 2013 at 7:00 p.m. at Denis Morris Catholic High School.

The Meeting was called to order at 7:02 p.m. by Superintendent Mario Ciccarelli, Chair of the Committee

1. Welcome and Introduction of ARC Members

Mario Ciccarelli Superintendent of Education welcomed members and public guests and asked that each member introduce themselves. Chair Ciccarelli advised the public that this was a working committee meeting and that the first public meeting would be held on October 10, 2013.

Committee Members		Present	Excused	Absent
Mario Ciccarelli	Superintendent / Chair	✓		
Roger Demers	Principal – St. Christopher Catholic Elementary School	✓		
Mary Clare Cavasin	Principal – St. Theresa Catholic Elementary School	✓		
Liz Cabral	St. Christopher Catholic School Council Chair	✓		
Kim Hedden	St. Theresa Catholic School Council Chair	✓		
Father John Vickers	Parish Priest for St. Christopher Catholic Elementary School	✓		
Father Chris Gillen	Parish Priest for St. Theresa Catholic Elementary School	✓		

Resources to the Committee		Present	Excused	Absent
Scott Whitwell	Controller of Facilities Services	✓		
Kathy Levinski	Manager of Facilities Services	✓		
Mary Gallardi Armstrong	Recording Secretary	✓		

2. Opening Prayer

The opening prayer was led by Chair Ciccarelli.

3. Approval of Agenda – September 12, 2013

Motion to Approve Agenda by – Liz Cabral, Catholic School Chair of St. Christopher Catholic Elementary School

Seconded by Roger Demers, Principal of St. Christopher Catholic Elementary School

CARRIED

4. St. Catharines ARC – Terms of Reference

Chair Ciccarelli reviewed the Terms of Reference

a. Rationale for St. Catharines ARC – Chair Ciccarelli advised that the date for report to the Committee of the Whole of January 2014 has been amended to March of 2014 in order to fall within the Ministry Guidelines.

b. Mandate as outlined by the Ministry of Education and Board Policy 701.2 – Chair Ciccarelli explained that the Value to Students will be weighed at 2 all other values at 1 – student value always higher. Not sure how you want this documented, but weighting can be changed, value to student just has to be higher than all others.

c. Guiding Principles of the ARC – Chair Ciccarelli advised that the Accommodation Review process is an open and transparent one and all decisions reached will be by consensus. Chair Ciccarelli asked if any members are aware that will be unable to attend three or more meetings that they consider stepping down as it is important that meetings are attended.

d. ARC School Consideration – Chair Ciccarelli explained that it is not the Board's practice to have more than one or two split classes. Chair Ciccarelli confirmed that neither of these schools have had an ARC.

e. Range of Factors to Consider – reviewed

f. Community Input and Consultation Process – Public meeting dates discussed and the format of the meetings was provided. Chair Ciccarelli indicated that all meetings will be held in St. Catharines as set out on the meeting schedule.

g. St. Catharines ARC School Valuation Report – reviewed

h. St. Catharines ARC Report Goals – reviewed

i. Ministry of Education and Board Policy Compliance Timelines – reviewed

j. St. Catharines ARC Meeting Dates and Meeting Expectations – reviewed – The next working meeting will include school tours of St. Christopher and St. Theresa Catholic Elementary Schools to provide the opportunity for committee members to become familiar with both schools. It is scheduled for Thursday, September 26th starting at St. Theresa Catholic Elementary School at 4:00 pm and will conclude at St. Christopher Catholic Elementary School. The committee will walk through, ask any questions and we will take notes. Committee members asked if there was any flexibility with the dates as the 26th is Meet and Greet for both St. Theresa and St. Christopher Catholic Elementary Schools. It was agreed by all members that the school tour date and working meeting would be changed to September 24th at 3:30 p.m.

5. Background Information (Data, Challenges, Process)

Chair Ciccarelli acknowledged both, Kathy Levinski, Manager of Facilities Services and Scott Whitwell, Controller of Facilities Services for the exceptional job compiling all the information for the schools.

Scott Whitwell went through all Background Information and reviewed the twelve identical tabs with information for each school that will be used by the committee to complete the school valuation template..

Tab 1 – School Profile Overview – provides general information about school and site such as: that on ground capacity is what the MOE has assigned to the school and if there are more people than capacity a portable may be required parking spaces and onsite facilities, play area for children, maintenance costs, etc.

Tab 2 – Organization & Program - indicates who the teachers are and how the classes are laid out – information on events that happen at the school and activities that the school has.

Tab 3 – Student Outcomes - EQAO – School Reports – Chair Ciccarelli described the reports included indicating that Grade 3 and Grade 6 scores broken down over a five year pattern in this report.

Tab 4 - Maps – Shows existing boundaries and second map is a breakdown

Tab 5 – Enrolment & Capacity – page two has the graph from present day to 2025 which was end of the study period from Watson & Associates. Red line indicates how the enrolment is current and projected to be, third page talks about the numbers from how the graphs on previous page were created.

Tab 6 – Transportation – NSTS provided definition of terms, walkers, bussed etc. A chart is provided showing the current status. Service talks about number of busses and gives capacity of number of students on that bus; refers to bussing costs.

Tab 7 – Floor and Site Plans - Room Profiles – reminder that OTG is the On the Ground Capacity – bottom of page tells you the number of students that the building is able to accept (bricks and mortar part of school); floor plan sets out the rooms and classes; site plan indicated the number of acres – additions and also shows orientation of school.

Tab 8 – Portable Data – summary of all of the portables in our entire system – Kathy advised that she would like to remove data in the binder on portables at the end of the meeting and provide more up to date information for the next meeting.

Tab 9 – Operations & Administrations Costs

Tab 10 – Renewal Needs – Page 2 are schools that are under consideration.

Tab 11 – Community Use & Partnerships – shows how schools are used by our community and the partnerships we have.

Tab 12 - Accessibility Feature – talks about what is in the schools – gives extra information about different accessibility options that are in the schools.

6. Nominations for the Selection of Business Community Members for the ARC

Chair Ciccarelli asked the members if there is someone specific from their community who they feel would benefit this committee. Two names were suggested:

Jenny Stevens – Alderman of Merriton

Jeff Burch – Alderman of Merriton

Chair Ciccarelli will contact them and if one of them decides they don't want to be part of the committee then we will have to come back for another name.

7. Customizing the Generic School Valuation Template

a. Value to the Student

b. Value to the School Board

c. Value to the Community

d. Value to the Local Economy

Chair Ciccarelli reviewed the template and asked if there was any additions to be made to the template. Chair Ciccarelli suggested that if they have any additions they can get back to us at next meeting.

8. Preparation for the 1st ARC Public Consultation/Input Meeting – October 10, 2013

9. St. Catharines ARC Resource Binder

Clarification of letter to all parents and guardians regarding an error in the second paragraph which states that the committee will elect a chair – we will not be electing a chair, this was meant for the Attendance Review Committee. Kathy Levinski handed out her business card in the event that any members had any questions in reference to the binder. She advised the committee that responses to all questions will be provided to every committee member.

10. Tour of ARC Schools

The next meeting/tour date of Tuesday, September 24, 2013 at 3:30 p.m. commencing at St. Theresa Catholic Elementary School then travelling to St. Christopher Catholic Elementary School was confirmed.

Mary Clare Cavasin asked if there was anything they needed to prepare for the tour on 24th – Chair Ciccarelli advised that each member should review their area of the template prior to the tour.

Mary Clare Cavasin requested clarification of the validation chart. For example, under Quality of the Learning Environment (under Value to the Student) – when looking at number 5 – we do have split grades but we have specialized teaching how would you score that? Answer - then you would look at number 4. Chair Ciccarelli suggested to Committee members that they could assign half points - as we go through we will figure it out, maybe something a little more at one school than the other. Kathy Levinski suggested that as you look through the rubric – if you determine that you don't have enough information to score, and there is information you would like, if you bring it to us we can get that information for you. There may be information that we haven't thought of for this committee.

11. Adjournment

Motion to Adjourn – Father John Vickers

Seconded by – Mary Clare Cavasin

Meeting Adjourned at 8:07 p.m.