ORIENTATION SESSION

East Credit Review Area
Accommodation Review Committee

January 6, 2016
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.
AGENDA

- Introductions
- Mandate
- East Credit ARC Membership
- ARC Roles and Responsibility
- Meetings of the ARC
- ARC Meeting Structure/Norms
- Correspondence Items
- Timelines
Introductions

- Board Staff

- Committee Members
Mandate of the 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.
Mandate of the ARC...continued

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), recognizing the principles outlined in the Background section. 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 the Director of Education regarding the Initial Staff Report, School Information Profile (“SIP”), options, and preferred option.
Mandate of the ARC...continued

The final decision regarding the future of a school or a group of schools rests solely with the Board of Trustees.
East Credit ARC Membership

- Our Lady of Good Voyage
  - Leslie Aziz
  - Terry Lavery

- St. Bernadette
  - Ewelina Kostuch
  - Sandra Possobon

- St. Dunstan
  - Julia Belmonte
  - Ian Moore

- St. Gertrude
  - Christopher Helme
  - Shelley Bonello

- St. Gregory
  - Jennifer Greenman
  - Erin Ljubanovic

- St. Herbert
  - Regina Labog
  - Bidemi Olawale

- St. Raymond
  - James Zammit
  - Cara Szczepanik

- St. Valentine
  - Karen Canlas
  - Zarah von Schober
Board staff from various areas of responsibility, such as School Superintendents, School Principal(s), and Finance, Facilities, Transportation and Planning staff members may be assigned to act as resources to the ARC.
The ARC will review the 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.
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).
ARC Roles and Responsibility
...continued

- 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.
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 to it 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 at these meetings;
- 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.
ARC Meeting Structure/Norms

A Member 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
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 dissent 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
Correspondence Items

- At each ARC meeting ARC members will receive correspondence related to the East Credit 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.
Timelines

January 6, 2016: Accommodation Review Committee (ARC) - Orientation Session (For ARC members only)

January 13, 2016: ARC Meeting #1 (Catholic Education Centre)

January 20, 2016: Public Open House Meeting #1 (St. Joseph Secondary School)

January 27, 2016: ARC Meeting #2 (Catholic Education Centre)

February 3, 2016: ARC meeting #3 (Catholic Education Centre)
Timelines...continued

February - March 2016: Additional ARC Meetings to Be Determined including School site visits

March 30, 2016: Public Open House Meeting #2 (St. Joseph Secondary School)

April 26, 2016: Interim Staff Report to Trustees for Receipt

May 9, 2016: Public Delegations at the Meeting of the Administration and Finance Committee

May 24, 2016: Final Staff Report to a Meeting of the Board with Recommendations and Action Required