



Thornhill Elementary Schools - Accommodation Review Committee

**Minutes of ARC Working Meeting #1
held November 20, 2008, 7:00 p.m., at St. Anthony Catholic Elementary School,
141 Kirk Drive, Thornhill.**

In attendance:

ARC Chair: Patricia Preston, Associate Director
ARC Secretary: Andy Di Sebastiano, Superintendent of Education: School Leadership

Members:

Norbert Koehl	CSC Chair	St. Anthony Catholic Elementary School
Sam Cuda	Parent	St. Anthony Catholic Elementary School
Maureen Hurley	Parent	St. Anthony Catholic Elementary School
Amanda Butters	Teacher	St. Anthony Catholic Elementary School
Tony Patriarca	Non-Teaching	St. Anthony Catholic Elementary School
June Buick	Principal	St. Anthony Catholic Elementary School
Joe Wigglesworth	CSC Chair	St. Michael Catholic Academy
Louie Gavros	Parent	St. Michael Catholic Academy
Trixie Santiago-Sorrell	Parent	St. Michael Catholic Academy
Dayna Fitzpatrick	Teacher	St. Michael Catholic Academy
Melodie Curran	Non-Teaching	St. Michael Catholic Academy
Luisa Busato	Principal	St. Michael Catholic Academy
Tracy O'Connor-Lauzon	CSC Chair	St. René Goupil-St. Luke Catholic Elementary School
Diane Scaini	Parent	St. René Goupil-St. Luke Catholic Elementary School
Paul Wilkie	Parent	St. René Goupil-St. Luke Catholic Elementary School
Lisa Falconi	Teaching	St. René Goupil-St. Luke Catholic Elementary School
Gordon Lovgren	Principal	St. René Goupil-St. Luke Catholic Elementary School
Father William Burns	Parish	St. Luke Parish, Thornhill

ARC Facilitators:

Lygia Dallip, Watson & Associates
 Dan Del Bianco, Watson & Associates

ARC Resource Staff:

Dan McCowell, York Catholic - Senior Manager, Administrative Services
 Tom Pechkovsky, York Catholic - Manager of Planning Services
 Christine Hyde, York Catholic - Planner
 Joe McLoughlin, York Catholic – Manager of Maintenance Services

Recording Secretary:

Wendy Cosentino

Additions to Members:

Lisa Thalassinis, Good Shepherd Parish, Thornhill
 Carol Cotton, School Trustee, Markham – Area 1, Wards 1,2,3,6

Public Observers Signed In:

Martin Bunch	Parent	St. Anthony Catholic Elementary School
Elaine Clanay	Parent	St. Anthony Catholic Elementary School
Stephen Koth	Parent	St. Anthony Catholic Elementary School
Connie Mason	CSC Co-Chair	St. Anthony Catholic Elementary School
Diana Moser	Parent	St. Anthony Catholic Elementary School
Maria Vigliotta	Parent	St. Anthony Catholic Elementary School
Mary Ann Kennedy Smith	Teacher	St. Rene Goupil-St. Luke Catholic Elementary School

1. **WELCOME & INTRODUCTION**

The meeting was held in the St. Anthony Catholic Elementary School Library and called to order at 7:00 p.m. Patricia Preston, ARC Chair, welcomed everyone to Working Meeting #1. Ms. Preston introduced Andy Di Sebastiano, Superintendent of Education and the ARC Secretary, York Catholic District School Board resource staff in attendance (D. McCowell, T. Pechkovsky, C. Hyde, J. McLoughlin) and ARC Facilitators from Watson & Associates (L. Dallip, D. Del Bianco). Introductions were made around the table by the members of the ARC. The observers also introduced themselves.

2. **PRAYER**

Patricia Preston, ARC Chair, led the group in a Prayer for the Year of St. Paul.

3. **PURPOSE OF THE ACCOMMODATION REVIEW COMMITTEE (ARC)**

(a) **ARC Mandate & Status**

Lygia Dallip, ARC Facilitator, provided an overview of the ARC process at the provincial level and an outline of the mandate of the ARC as stipulated in *Board Policy 713, Pupil Accommodation Review*, passed June 17, 2008. *Board Policy 713* has been established to meet the requirements of the Ministry of Education Pupil Accommodation Review Guidelines.

Under *Policy 713, Section 2, Establishing an Accommodation Review Committee, Item 2.1, Mandate of the ARC*, the committee will be required to customize the generic school valuation framework for the 3 Thornhill Markham Elementary Schools currently under review – St. Anthony Catholic Elementary School, St. Michael Catholic Academy, and St. René Goupil-St. Luke Catholic Elementary School. The School Valuation Framework will be customized based on 4 values - the value of the schools to each of the Board, local community, local economy and most importantly, to students.

The School Valuation Framework will need to be completed prior to the 1st Public Meeting scheduled for February 5, 2009.

Tom Pechkovsky, Manager, Planning Services, YCDSB and ARC Resource Staff, presented the Thornhill Markham Accommodation Review Process using a PowerPoint prepared for the ARC dated November 20, 2008. A hard copy of the PowerPoint presentation was distributed and will also be posted to and available on the ARC website. The presentation outlined in detail:

- Purpose of an Accommodation Review Committee (ARC)
- What Is An Accommodation Review
- Why An Accommodation Review in Thornhill
- Conceptual PTR (Prohibitive-to-Repair) Plan
- Ministry "Planning Approval"
- Review of Events to October 7, 2008

A member requested clarification on the Ministry of Education's capital funding benchmarks. ARC Resource Staff indicated that detailed information pertaining to Ministry benchmark funding will be provided as appropriate to the ARC as it begins the work of the review process.

(b) **Current Membership**

The York Catholic District School Board established the ARC as per the Director's Report to Trustees received October 7, 2008, and from which the Board appointed Patricia Preston as ARC Chair, and Andy Di Sebastiano as Secretary to the ARC.

Invitations were sent to each of the 3 schools - St. Anthony Catholic Elementary School, St. Michael Catholic Academy, and St. René Goupil-St. Luke Catholic Elementary School - for the School Principal, Catholic School Council (CSC) Chair, Parents (2 parent reps), Teaching and Non-Teaching staff. Mr. Di Sebastiano reviewed the membership selection process for ARC members. At present, all groups are represented at the meeting table with the exception of non-teaching staff at St. René Goupil-St. Luke Catholic Elementary School; the position is vacant at the present time.

In accordance with *Board Policy 713, Section 2, Establishing an Accommodation Review Committee, Item 2.2, Composition of the ARC* - the ARC will include one non-teaching staff member – **this person must be a non-teaching staff member at the school**. St. René Goupil-St. Luke Catholic Elementary School will continue to have the opportunity to name a non-teaching representative to the ARC at any time before or at the 2nd working meeting scheduled for December 11, 2008. If a member is not named, the ARC will be constituted with the St. René Goupil-St. Luke Catholic Elementary School non-teaching position vacant.

As per *Board Policy 713, Section 2, Establishing an Accommodation Review Committee, Item 2.2, Composition of the ARC*, representatives from the parish, the business community and the municipality are *invited* members; response to invitations are to be presented to, and representatives chosen by, the ARC. Discussion ensued regarding:

Parish Reps:

In the context of being a Catholic educational system, the community parish and the pastor's involvement in schools is vital to students and school community. Invitations were extended to the parish priests of St. Luke Parish, Thornhill, and Good Shepherd Parish, Thornhill, on behalf of the ARC.

At this time, Father William Burns of the St. Luke Parish was introduced and welcomed as a member of the ARC.

A response was received from Father Weber of Good Shepherd Parish naming parish representative Lisa Thalassinis for consideration by the ARC. Ms. Thalassinis provided a brief synopsis of her association with the St. Luke Parish.

After some discussion and vote carried, IT WAS RECOMMENDED that the ARC designate and welcome Lisa Thalassinis to join the Committee as a voting member for the Good Shepherd Parish, Thornhill.

Municipal & Business Reps:

It was agreed that invitations will be sent for Municipal and Business representatives.

Municipal: an invitation for municipal representation to the ARC will be extended to the councillor for the Town of Markham. The Town can be asked to name a representative for consideration if the municipal councillor is unable to participate. Board resource, Tom Pechkovsky, reported that the Director of Planning for the Town of Markham has indicated a willingness to provide resource personnel (Town planner) to the ARC if requested.

Business/Commerce: it was deemed prudent to approach the local Chamber of Commerce with the ARC's request for a representative of the local economy that could speak for the entire community as a whole. An invitation will be sent to the Chamber of Commerce serving the Town of Markham to name a representative for consideration.

Community Reps

As per *Board Policy 713, Section 2, Establishing an Accommodation Review Committee, Item 2.2, Composition of the ARC*, the ARC can co-opt additional members as they deem beneficial to the process.

On motion made by Norbert Koehl, and seconded by Joe Wigglesworth, **IT WAS RECOMMENDED that Carol Cotton, School Trustee, Markham, Area 1, Wards 1,2,3,6, be invited to, and named as, a member of the Thornhill Elementary Schools ARC.** The motion carried unanimously.

(c) **Future Membership**

Needs can be met by Board staff to provide sufficient resource in a number of areas. **The ARC can approach the Chair and request invitations be made to Board personnel and others to present and share expertise on specific topics as identified by the Committee** as per *Board Policy 713, Section 2, Establishing an Accommodation Review Committee, Item 2.3, Operation of the ARC*.

In summary to the discussion, it was agreed:

- i. THAT as per motions approved by the ARC, Lisa Thalassinos and Carol Cotton will sit at the meeting table as voting members of the Thornhill Elementary Schools ARC;***
- ii. THAT the invitation be extended once more to St. René Goupil-St. Luke Catholic Elementary School to name a non-teaching rep; and further, that the St. René Goupil-St. Luke Catholic Elementary School non-teaching rep on the ARC remain open until December 11, 2008;***
- iii. THAT an invitation from the ARC be sent to the Markham Chamber of Commerce to name a local business representative to the ARC by December 11, 2008;***
- iv. THAT an invitation from the ARC be sent to the Town of Markham to name a Councillor or designate (i.e., planner) as a municipal representative to the ARC by December 11, 2008;***
- v. THAT the responses to the ARC invitation received from the Chamber of Commerce and the Town of Markham be shared with the ARC – names of representatives will be brought forward to the ARC for a vote at the meeting on December 11, 2008 (if information is available before hand, it will be shared prior to the meeting); and***
- vi. THAT given that the ARC has the authority to co-opt other representatives and/or groups as deemed appropriate and/or whose expertise is of value to the process of accommodation review, possible additional resources to the ARC will be discussed in more detail at Working Meeting #2 on December 11, 2008.***

4. TIMELINES FOR ACCOMMODATION REVIEW

The proposed ARC Calendar, with a schedule of process and meeting dates set for the period October 2008 – June 2009 (Binder Section 8) was reviewed. There will be approximately 13 ARC working meetings and 4 public meetings held to complete the review process by June, 2009. **The schedule of meeting dates for all ARC meetings will be posted to the ARC website. Meetings will be rotated between the 3 Thornhill Markham Elementary Schools.**

(a) **ARC Working Meetings:**

Working meetings will be held in preparation for public meetings. Meeting times will be voted on by members of the ARC prior to each working meeting.

Tours of school facilities will be arranged during the review process and included as part of the working meetings as they are held in each location. In addition, consideration will be given to arranging a tour of a new school facility in order to provide comparative values.

(b) **Public Meetings:**

Under *Board Policy 713, Pupil Accommodation Review, Section 2, Item 2.4, Meetings of the ARC*, the ARC will host 4 public meetings for the community. The Board is required to provide 60 days notice of the first public meeting. To meet policy timelines, **the first public meeting has been set for February 5, 2009, and will be held at St. Michael Catholic Academy.** Notice has been given to the public as advertised in the local Markham (Economist) and Richmond Hill (Liberal) newspapers in weekend circulation of November 14-15, 2008. A copy of the public notice was provided in the ARC Binder under Section 10 and posted to the ARC website.

Based on the Board's Policy 713, a minimum of 2 weeks notice is required for any of the remaining three public meetings.

(c) **Role of the General Public at Working & Public Meetings:**

Working Meetings of the ARC are open to the public; however, at these sessions, members of the public are *observers only*. Only those on the ARC Committee can participate in the meeting process and will have voting capacity. Members of the public have an opportunity to share their views at the 4 public meetings, via e-mail or voice mail.

6. INFORMATION AVAILABLE TO THE ARC

(a) **Binder Contents:**

The ARC Binder was distributed to Committee members at the meeting. The Board facilitator led a detailed review of the contents providing the particulars and purpose of each document in the review process. The contents of the binder, and any additional materials still in development that will be provided during the review process, will be posted to the ARC website.

The School Valuation Framework will be a key tool to the ARC in the review process. The first task of the ARC will be to customize the framework to meet the needs of the Thornhill Markham Elementary Schools. **Requests to add to the framework can be accommodated if agreed to by consensus vote; however, the ARC will not be permitted to remove any of the values, categories and/or questions already contained in the framework.**

(b) **Ad Hoc Requests from the ARC:**

Board resource staff will be available to the ARC to provide information or respond to inquiries as requested through the ARC Chair or ARC Secretary. If requests are detailed in nature, and Board resource staff are unable to provide responses before the next working meeting, the ARC will be advised.

(c) **Questions & Answers from the Public to the ARC:**

Members of the public can share their views and/or make inquiries through the ARC voice-mail or website as established for this purpose, or, through ARC members. Questions/inquiries received from the community will be processed through the ARC and responses provided will be posted to the website and in the ARC minutes of meetings. Response to voice-mail will be forwarded from the ARC if a name and telephone number are provided as per Board policy.

Public meetings hosted by the ARC in accordance with Board policy, will include a Question and Answer forum for the community. All questions and answers raised at public meetings will be recorded in minutes of meetings and posted to the ARC website. If a response cannot be provided during the public forum, it will be brought back to the ARC for discussion, recorded in the minutes, and responded to through the ARC website.

7. **NEXT MEETING**

The next meeting of the ARC (Working Meeting #2) will be held at St. Michael Catholic Academy on Thursday, December 11, 2008. It was agreed that the time for the meeting will be 6:30 p.m. – 8:30 p.m.

ARC members were asked to review the Generic School Valuation Framework in preparation for Work Meeting #2. School Profile Enrolments will be provided for the next meeting. Resource staff will lead the review of the Board perspective of the Generic School Valuation Framework at that time.

The agenda, meeting materials and/or requests for information, will be forwarded to members by email prior to each meeting. Updates to the binder contents (hard copies) will be brought to and distributed at working meetings. Members will be notified by email if a meeting will be cancelled for a specified reason, or due to inclement weather.

ARC members were asked to complete the Membership Contact Information Form and return to Wendy Cosentino, Recording Secretary, at the end of the meeting.

8. **ADJOURNMENT**

The meeting adjourned at 9:05 p.m.