

LETTER OF INVITATION TO POTENTIAL ARC MEMBERS

May 21, 2008

Mayor's Office
Town of Whitby

Dear ,

**RE: Accommodation Review Committee
Central Whitby
Durham District School Board**

On October 31, 2006, the Ministry of Education released the Pupil Accommodation Review Guidelines. These guidelines required that all Boards develop and approve a policy on school closures. The Durham District School Board's approved Policy and Procedure #7113 – Pupil Accommodation Review, are attached.

On Tuesday, May 20, 2008, the Durham District School Board approved the need for an Accommodation Review for central Whitby, and, to establish an Accommodation Review Committee (ARC) for the following central Whitby schools:

- Pringle Creek Public School
- Leslie McFarlane Public School
- Florence M. Heard Public School
- Captain Michael VandenBos Public School
- Jack Miner Public School
- Palmerston Public School

(A copy of the approved Accommodation Review and Establishment of Accommodation Review Committee – Central Whitby report is attached.)

The Durham District School Board is requesting that you, or a designate, become a member of the Durham District School Board's central Whitby ARC. The process required to complete an Accommodation Review, as outlined in the Ministry of Education's Pupil Accommodation Review Guidelines, is extensive. Should you or a designate agree to participate in this process, the expectation is that all of the meetings noted on Page 2 of this letter be attended. If you are unable to attend, a designate may be sent in your place. Please provide notification in advance if you are unable to attend any meeting. Please note that it will be necessary for you to ensure your attendance at the Wednesday, October 8, 2008 meeting.

The composition of the ARC, as outlined in the Ministry's Pupil Accommodation Review Guidelines, is

as follows:

- Parents
- Educators
- Board officials
- Municipal leaders
- Business leaders

In total, there will be a tour of all six schools, 14 ARC Working Meetings and 4 Public Meetings. It is imperative that the tour and all the meetings be attended by the designate from your organization.

Tour of all Six Schools – Date to be determined

The **14 ARC Working Meetings** will be held on the following dates and times:

<u>DATE</u>	<u>TIME</u>	<u>PLACE</u>
1. Wednesday June 25, 2008	3pm-5pm	Room 1022, Education Centre
2. Wednesday September 3, 2008	3pm-5pm	Room 1022, Education Centre
3. Wednesday September 10, 2008	3pm-5pm	Room 1022, Education Centre
4. Wednesday September 17, 2008	3pm-5pm	Room 1022, Education Centre
5. Wednesday October 8, 2008	1pm-5pm	Room 1022, Education Centre
6. Wednesday October 29, 2008	3pm-5pm	Room 1022, Education Centre
7. Wednesday November 12, 2008	3pm-5pm	Room 1022, Education Centre
8. Wednesday November 19, 2008	3pm-5pm	Room 1022, Education Centre
9. Wednesday December 3, 2008	3pm-5pm	Room 1022, Education Centre
10. Wednesday January 7, 2009	3pm-5pm	Room 1022, Education Centre,
11. Wednesday January 14, 2009	3pm-5pm	Room 1022, Education Centre
12. Wednesday January 21, 2009	3pm-5pm	Room 1022, Education Centre
13. Wednesday February 4, 2009	3pm-5pm	Room 1022, Education Centre
14. Wednesday February 11, 2009	3pm-5pm	Room 1022, Education Centre

The **4 Public Meetings** will be held on the following dates and times:

<u>DATE</u>	<u>TIME</u>	<u>PLACE</u>
1. Tuesday September 30, 2008	7pm-9pm	Pringle Creek Public School
2. Wednesday November 5, 2008	7pm-9pm	Jack Miner Public School
3. Wednesday December 10, 2008	7pm-9pm	Captain M. VandenBos Public School
4. Wednesday January 28, 2009	7pm-9pm	Pringle Creek Public School

(**NOTE** location of Public Meetings to be confirmed**)

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If you have any questions, please contact David Visser, Superintendent of Education/Facilities Services at the Durham District School Board via e-mail: visser_david@durham.edu.on.ca or by telephone at 905-666-6426.

We ask that you **confirm in writing**, to myself, either the name of the person who will represent the Town of Whitby on the Durham District School Board's central Whitby Accommodation Review Committee, or an indication that there will be no representation from the Town of Whitby by Monday, June 9, 2008.

Thank you for considering this matter.

Yours truly,

David J. Visser, Hons.B.B.A., C.A.
Superintendent of Education/Facilities Services