



SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

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MEMORANDUM

To: Principals of Schools within the East Planning Area

From: Catherine McCullough, Director of Education
Senior Administration

Date: June 24, 2009

Re: **School Accommodation Review**

On March 2, 2009 you received a letter outlining the Sudbury Catholic District School Board's intention to conduct an Accommodation Review of the schools within the East Planning Area.

This review requires the appointment of an Accommodation Review Committee (ARC) which draws membership from the local school and the broader community. In addition to the school principal, as per Board Regulation BR10, the following individuals are invited to be members of the local ARC:

- the chair of the School Council of the school under review, or another member of the School Council (excluding staff) chosen by the School Council.
- a school community member (excluding staff) appointed by the School Council of the school under review.
- a staff member of the school under review.

Please submit the names of the following appropriate ARC volunteer committee representatives:

ARC Member	Appointees Name (Please Print)	Appointees Phone Number
Representative for Students over 21 years of age		
Representative for Students under 21 years of age		
School Staff member		

The intent is for these ARC members to be available for the entire process, which will extend through the 2009/10 school year. The proposed schedule calls for twelve (12) working meetings and four (4) public meetings commencing in September 2009 and concluding in February 2010. This schedule will be finalized by the ARC at its first working meeting to be held on September 9, 2009.

Please fax (or email) the names and contact numbers of these volunteers by **August 27, 2009** to **Steve Rinaldi, ARC Secretary** (fax 673-8918). Once the names are received, and the committee is established, we will communicate with the members accordingly.

We thank you for your cooperation.