

Dalewood Elementary Accommodation Review Committee Meeting

Dalewood School

April 28, 2011

Minutes (Working Meeting #1)

ATTENDANCE:

Committee Members

Chair –Krys Croxall

Voting Members – Suzanne Brown, Maria Carbone, Nadia Coakley, Anita McGowan, Kim Newcombe, Emily Reid, Michael Reid, Kristen West

Non-Voting Members –Judith Bishop, Heidi Harper, Silvana Galli Lamarche, Joanne Hall, Margaret Jobson, Debra Lewis, Peter Martindale, Denise Minardi, Colleen Morgan, Michelle Rodney-Bartalos

Regrets

Voting Members – Pamela Irving, Juanita Parent

Non-Voting Members –Brian McHattie

Resource Staff

Ellen Warling, Daniel Del Bianco, Michael Slee, Ron Gowland, Don Hall, Robert Faulkner from Corporate Communications.

Recording Secretary

Tracy McKillop

1. Call to Order – Superintendent Krys Croxall, Chair

Superintendent Krys Croxall welcomed everyone to the first working group meeting, introduced herself as the appointed Chair of the Dalewood Accommodation Review Committee (ARC). She commenced the meeting by asking each of the members of the Committee to introduce him or herself and to state their role. The Board staff were then introduced which included Ellen Warling and Michael Slee from the Accommodation and Planning Division, Ron Gowland from the Capital Projects Division, Daniel Del Bianco acting as Support Staff to the ARC and Tracy McKillop, the Recording Secretary and Robert Faulkner who is the Communications Officer from the Corporate Communication department.

The Chair said a few words about the task of the Committee and the importance of the work that they will do together. The work of the Committee will be to help the Board of Trustees of the Hamilton-Wentworth District School Board make the decisions necessary to address the challenges and to shape the future of the elementary education.

To facilitate the work of the Accommodation Review Committee this Board has committed to an open and transparent process. The Committee will be provided with all of the information needed to develop sound recommendations at the end of the process. It is the preparation of those recommendations on student accommodation and program delivery that will be the culmination of the committee's work.

All of the meetings are open to the public and all documents, presentations and the minutes will be available on the Board's website. In addition, there will be what we call "public meetings" which will allow the community to ask questions and share their views with the Committee members the first of which was held on April 6th at Dalewood.

Tonight is the beginning of the work. This meeting will "set the stage" for the work as a Committee. On the Agenda the following items will be addressed:

- An overview of the Accommodation Review Process
- Discussion of Operating procedures and norms for the Committee.
- School Information Profiles (SIPs) for each school in the review area.
- The Board option.

2. Agenda - http://www.hwdsb.on.ca/arcelementary/wp-content/uploads/2011/01/DalewoodARC_WorkingGroupMeeting1_Agenda.pdf

2.1 Additions/Deletions – this will be addressed after #5 on the Agenda after operational procedures and meeting norms have been decided.

2.2 Approval of the Agenda - The agenda was approved by consensus.

3. Committee Chair's Opening Remarks – included in #1

4. Overview of the ARC Process – for the full presentation please click on the following link: <http://www.hwdsb.on.ca/arcelementary/wp-content/uploads/2011/01/Dalewood-ARC-Overview-Presentation.pdf>

Mr. Daniel Del Bianco did a power point presentation giving a thumbnail sketch of the process. He referred to the binder and the "Terms of Reference". The terms of reference set out what the committee will be considering when preparing their report.

He indicated that the Ministry sets out guidelines for all of the School Boards to follow. The Board created a policy following the key elements of the Ministry guidelines. Not all Boards structure their ARCs the same way however this is how the Hamilton-Wentworth District School Board chose to structure this committee following the Ministry Guidelines. The committee is made up of both voting (yellow name cards) and non-voting members (white name cards). When the committee as a whole does not have consensus then the voting members play another role. He also explained the role of the Trustee and that they have a dual role, one of being a non-voting member on the ARC Committee and also making the final decisions when the recommendations are before them as a Board of Trustees.

There will be four public meetings and all others will be working meetings. All meetings are open to the public; however, only the public meetings allow for the active participation of the public.

The goal of the Accommodation Review Committee is to review all of the information that is presented and then make a recommendation to the "Board of Trustees" at the end of the process. When the

Board of Trustees has received both the recommendations of the ARC as well as the Senior Administration's recommendation, the Board of Trustees will make the final decision. If the ARC did not follow the process as outlined, then there is an appeal process that can be followed. The administrative review is not an overturning of the final decision rather it is a review of the process and did the Board follow the requirements.

It is important to keep the community informed and all of the information presented to the ARC Committee will be posted on the web site including all correspondence.

Questions:

Q. We should have 2 Community Representatives – why do we not have two Community and Two Student representatives.

A. We can not force people to fill the seats so they are vacant.

5. Setting Committee Operating Procedures and Meeting Norms

5.1 Defining Consensus

Consensus will be achieved if there is no stated dissent by any committee member when the chair asks if there is consensus.

If consensus is not achieved the Chair will call for a vote which will only include the “voting members” of the ARC.

5.2 Voting Procedure and Quorum

Voting can be conducted by:

1. Show of hands
2. Ballot

A vote can be called only when there is a quorum of voting members.

The Committee discussed the method of voting that they would prefer and came up with the following method:

Consensus by the group is first and foremost and if there is a dissenting voice then the voting members will go with a show of hands. If one person would feel more comfortable with a ballot vote then it will automatically revert to a ballot vote. Consensus was reached on the voting method.

Q. Can you make it clear when the Committee has made a decision? The Chair will always ask at the beginning if there is consensus.

Quorum will be six members – this number could change if more members are added or if the Committee's numbers drop. If the Committee number changes then it will become an agenda item to be discussed again.

5.3 Meeting Dates and Times

The meeting dates and times are defined in the Terms of Reference and can be changed with the approval of the ARC.

5.4 Committee Agendas and Minutes

The recording secretary will be taking minutes and they will be delivered within 24 hours of the next working meeting. All Agendas and information is provided to the Committee in advance of the working meetings. The minutes will need to be approved at the next working meeting prior to being posted on the website. All of the information is posted on the web site after the meeting has taken place. This provides time for the public to review it and form any questions that they may have prior to the next public meeting.

5.5 Alternate Representative

If a Committee member misses two consecutive meetings there is provision for another member to be appointed to the Committee. Continuity is required from the beginning to the end so no alternate representative is permitted.

5.6 Meeting Norms

The Chair spoke about promoting a positive environment at the committee table. When there are difficult decisions to be made it is important to be respectful of one another. There was consensus to support the norms as presented. The Committee Norms are:

- A member shall promote a positive environment in which individual contributions are encouraged and valued.
- A member shall treat all other members and guests with respect and allow for diverse opinions to be shared without interruption.
- A member shall recognize and respect the personal integrity of each member of the committee, and of all persons in attendance at the meetings.
- A member shall acknowledge democratic principles and accept the consensus and votes of the committee.
- A member shall use established communication channels when questions or concerns arise.
- A member speaks for him/herself not for the committee.
- A member shall promote high standards of ethical practice at all times.

Questions:

Q. Is the Agenda going out 24 hours in advance for the public or the Committee?

A. This applies to both the public as well as the Committee. You will have it in advance to preview it; however, we will go into detail at the meeting.

Agenda Additions: Adding three point under other business

9.1 – Additional Meetings

9.2 – Discussion with the City

9.3 – The Format with the public meeting #2 – the format of the formal presentation

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Consensus was given on the approved Agenda.

6. School Information Profiles

The SIP's are a complete profile and will be a useful tool for the Committee. Mr. Del Bianco asked that the Committee members familiarize themselves with the SIPs. The document is a reference document.

There are four components to profile:

- Value to **student**
- Value to the **school boards**
- Value to the **community**
- Value to the local **economy**.

There are 21 sections with 182 items involved in the SIP and this is not a final document. Information will continue to be gathered and distributed to the committee members. The SIPs are laid out in Board policy and were completed by board staff. Mr. Del Bianco stated that it is the ARC's job to discuss it, modify it and share it with the public. When the Committee is comfortable with the final results it is finalized.

Mr. Del Bianco stated that Section 15 – question #1 could best be answered by the Committee as well as members of the community.

Questions:

Q. Are we going to have more detailed information – e.g. trend data on EQAO, projections and actuals?

A. Mr. Del Bianco stated that the Committee will spend an evening presentation on the development of enrolment projections and historical projections.

There was further discussion on the value of the EQAO data and some Committee members felt that it was more important to address the facility not the student's learning techniques. Many agreed that it was important to spend time on the projection data – the methodology, the historical data, where students are living and the boundaries for bussing.

There were questions about:

- The Mandarin and French Immersion programs. – will there be a French Immersion catchment as well as an English walking catchment.
- The West Secondary ARC had information that showed where the students were coming from – this was found to be advantageous.
- Space allocation for JK – can we see how it has been loaded?

Mr. Del Bianco shared that this information is currently being worked on and will be shared with the Committee as part of future packages that will be distributed. There will be lots of opportunity to explore this information.

Z. Review of the Board Option – Ellen Warling

To see the presentation please click on the following link: <http://www.hwdsb.on.ca/arcelementary/wp-content/uploads/2011/01/Dalewood-Accommodation-Board-Option.pdf>

Close Prince Philip in June 2012 and re-located the students in September 2012.

Ms. Warling shared that the Board option is coming early in the process and represents the Board Staff's thinking today. It may not be the same recommendation that will be submitted to the Board of Trustees at the end of the process. This is just one option for this community. The ARC is also tasked with creating its own recommendation for the Board of Trustees to consider. Both the ARC and the Board Staff will submit a report to the Board of Trustees at the end of the process. Ms. Warling explained that this is a high level scenario without complete costing at this time.

Program benefits:

- Larger schools which provide greater programming option to the students at each grade level.
- There are small English classes at both Prince Philip and GR Allan. At GR Allan there is less than one class per grade in the English program and at Prince Philip there are between ½ and 1½ classes per grade.
- There could be more teachers per grade resulting in better team teaching opportunities.

Financial benefits:

- Grants are provided on a per pupil basis.
- The schools in the community are in need of repairs.
- There are 10 million dollars of outstanding capital repairs required to the buildings.
- The costs to maintain three schools means that the renewal and operating dollars are spread over three schools. If there were only 2 schools this would create efficiencies with regards to operation, maintenance and capital.
- The Board option allows for much needed facility improvements.

Looking at the slide showing the current situation:

- The enrolments for GR Allan and Prince Philip are the same; however, the enrolment at Dalewood was overstated initially. The enrolment at Dalewood is projected to continue to drop. The change is related to the French Immersion program. The enrolments from Dundana Public School were incorrectly added to the Dalewood projections. In 2007 the Board established French Immersion in Dundas. The program was phased out of GR Allan and into Dundana. This year the program is at K-4 in Dundana. The drop in Dalewood and GR Allen French Immersion that is projected over the next few years is due to the loss of French Immersion students from the Dundas community. The middle school student population from Dundana feeds to Sir

William Osler Public School for grades 6-8. It was incorrectly added to the projection for Dalewood.

- This chart illustrates that the enrolment will decline by just under 200 students over the next 10 years.
- The number of surplus spaces will continue to grow from just under 100 today to approximately 275 spaces by 2020. This number is larger than the capacity at Prince Philip.

Ms. Warling then showed a map showing the current situation which included two junior schools and one middle school. The programs that are offered in this community include: English, French Immersion, Mandarin and special education including: two gifted classes, one communication class and one speech and language class.

The Board option recommends the closure of Prince Philip. The grade structure of the remaining schools does not change. All K-5 students in English and French and the K-3 Mandarin program, Speech and Language class will be accommodated at GR Allan Public School. All grade 6-8 English and French Immersion students along with the Gifted and Communications classes will be accommodated at Dalewood.

The option provides for no change in the enrolments at Dalewood. The option amalgamates all K-5 students at GR Allan. Both schools are recommended for renovations. GR Allan is recommended for a 100 pupil place addition that will bring the school capacity to 599. This capacity while above the enrolment at 10 years out is the number of pupil places required to meet the projected enrolments in the programs. The utilization of the two facilities will reach 86% long term.

The proposed option has no impact on the % of students in French Immersion vs. English in Dalewood. It is approximately 1/3 to 2/3. Under the current situation the French Immersion at GR Allan is projected to become more imbalanced over the next 10 years. This is due to the opening of the French Immersion centres in Dundas and Waterdown – Guy Brown and Dundana. The last of the Dundas French Immersion students leave GR Allan this year. In 2010 French Immersion equals 52% of the population and 48% is English. By 2015 the split between French and English is more pronounced at 2/3 French and 1/3 English. The proposal creates a better balance at the school between English and French.

The next slide revealed what the proposed options would include in the renovations. There was also a slide shown which illustrated the estimated walking boundaries of the school.

Ms. Warling reminded everyone that this is the Board Staff option: Close Prince Philip in June 2012 and re-located the students in September 2012.

She shared that this is their best thinking at this time and the Committee members could take it, tweak it, throw it away or create their own scenario.

Questions:

Questions (Q), Answers (A), Comments (C)

C. If French Immersion were an option at Prince Philip then she feels that enrolment would increase.

Q. Are the additions going to be permanent and not portables? There was also concern around the size of the playground at GR Allan. It is currently small so expanding the site would only cause further concern.

A. The addition would be permanent. There is an area to the west, near the Kindergarten area that would be utilized and the Kindergarten area would be moved.

Q. When would the renovation take place and what is the reason and costing behind closing Prince Philip and renovating Dalewood? Dalewood is in a busy area and on a small piece of land.

A. Until we have approval on the construction required we will not know the timing. This may need to be adjusted. The rationale behind it is the building is large and with internal renovations the capacity could be raised and the Board would never get the funding to build an auditorium like Dalewood.

Q. There was a question regarding the loading of students per classroom.

A. The Ministry guideline is 23 elementary, 12 Resource and 9 special Ed.

Q. Are there no gym renovations at GR Allan?

A. They are no longer called gyms they are referred to as general purpose room and there is a second one to be added.

Q. The age of GR Allan was questioned and the expected life span.

A. GR Allan facility is sound.

Q. Do we know bussing costs?

A. Not at this time.

Q. What would the average travel time be...that is the type of data that we will need to know.

C. Mandarin program stops at grade 3.

A. Yes it is approved to run to grade 3 however there is a possibility that it could run to a higher grade. The Committee could make that recommendation.

Q. Are you keeping all of the existing programs?

A. You will have French Immersion within your community, and the English and French boundary would be the same for the same grades.

Q. What alternatives are there for Prince Philip if they don't want to walk? The Catholic Board would welcome the public school because they too face declining enrolment. There are also private schools in the area.

C. At the Secondary level it is open access however at the Elementary level you need to be baptised Catholic to go to the Catholic School.

Q. What are the possibilities of a Catholic and Elementary School sharing the space?

A. It could be a possibility but we currently are having difficulty having our children on the same busses with the Catholic School children.

Q. With full day kindergarten enrolment and the enrolment of students coming in from Prince Philip – are we going to be able to handle all of these students? Will we have the space with the utilization of the land, the playground space, what will be the layout for the parking and there are no washrooms on the 3rd floor for the students or the staff. 2012 does not seem realistic.

A. We looked at the requirements of a school of this size. To provide you with the correct number of classrooms, washrooms, proper size of library and looking at the required renovations and additions to accommodate the numbers, the ARC could put forth the time frame. The construction would need to happen during the school year. Identifying the needs of the staff would need to be further discussed.

Q. How is technology going to move forward with our students in old building because cell phones do not work in the older schools?

A. The electrical would need to be addressed. We would work with IT to upgrade and bring in the latest technology.

Q. How is this addition going to fit in with the design and character of the building? When do we get the data – like the costs to run the buildings and the bussing costs?

A. At the next working group meeting. We will look at the SIP and the RECAPP data. Enrolment projections and methodology will be part of our next working group meeting if time allows.

Q. Could we have time for the source data in advance of 24 hours?

A. We will do our best to get it out.

Q. Sir William Osler was over capacity before it was finished. How accurate are we going to be with our projections? It is important to have these numbers correct.

A. There is uniqueness to this community. There is not a lot of building going on so we do have the history and it is an established area. It is harder to determine in a new development area.

C. To ensure the numbers perhaps the Committee needs to call in other experts.

A. If you would like to have a presentation from the City we will approach the City about providing one.

Q. Will the addition match the building?

A. We haven't gone beyond identifying the solution yet; however, we would be sympathetic to the site and the architecture.

Q. I would not move to an area where there was no school offered. How do you factor those things in?

A. That is the challenge of enrolment projections. We have to explore what there is.

C. I would like to call in a professional from the outside. She feels that it would be important to feel confident in the projections.

C. You could also have delegations; however, when you are calling in people from the outside we should have the information and credentials of this person.

Q. Is there restrictions on sharing the information?

A. It will be on the web site – so feel free to share it.

8.0 Minutes of the Public Meeting #1 (April 6, 2011)

8.1 Errors and Omissions – there were some minor errors.

8.2 Approval of the Minutes – approved as amended.

8.3 Business Arising from Minutes

8.3.1. Debriefing on Public Meeting #1

- The Map printing is too small. Have them handy so people can see them.
- Need more lumens on your projector.
- There could be a lot of emotion.
- We need to express that this is only a proposal and only a starting point. It is mandated by the Ministry and meeting norms are given out. We have a speaker's list and encourage first time speakers.
- Have the data behind the FCI. State why the ARC is needed and devote time to the demographic projections. We would feel bad if our numbers are wrong and we make the wrong recommendation.
- What is the purpose of the Public Meeting?
- It is a venue to listen to what the people think about the Board option and for the Committee to listen to the public's view points and concerns.
- Reiterate that there will be an opportunity to add additional meetings.
- The first public meeting is to hear about the process. Meeting #2 will be the presentation of the Board. Meeting #3 would be the Committee's option part 1 and meeting #4 would be the Committee's option Part 2.
- Finds it helpful when the people feel that you have their concerns in the forefront.
- Can we change the location of the public meetings?
- Ideally they are moved around; however, the Terms of Reference dictate that they have to be in an accessible school and Dalewood is the only accessible school in this cluster. We have to adhere to it because it is part of the Policy. The Board has to adhere to the Policy or they can have a review launched against them.

There was a request to stay until 9:15 p.m. and consensus was given.

8.3.2. Submissions to the ARC by members of the public.

Copies from the public or question for the ARC members were included in the packages. These are copied and handed out so everyone understands what the community is asking.

9.0 Other Business

9.1 Additional Meetings - There was discussion around additional meetings being added and the Committee decided to add three additional meeting for the following dates in 2011:

June 22nd

September 7th

October 5th

Consensus was given to accept the above listed dates.

9.2 Discussion with the City - The Board staff has met with the City and they have been looking at a Dalewood renewal.

Q. Will the building be new?

A. Yes

Q. Are we going to be looking at a saving plan with the City because we currently share the boiler system?

C. You said we will renovate internally yet the recreation centre will be new.

A. The City has .27 acres and the concept plans show that they could possibly move to the other side. We will be addressing the heating systems.

C. There will be a lot of questions around that at the public meeting so please have that awareness.

10. Adjournment: The meeting adjourned at 9:15 p.m.