Elementary ACCOMMODATION Review Committee

Central Mountain Accommodation Review Committee
Working Group Meeting # 2
Tuesday, October 15, 2013
6:00 p.m.

Pauline Johnson Elementary School
25 Hummingbird Lane, Hamilton, ON

Minutes

ATTENDANCE:

Committee Members
Chair - Michael Prendergast
Voting Members - Diana Asrani, Amber Bourque, Candice Campbell, Marney Campbell, Jenn Clarke, Leanne Friesen, Adam Hinks, Marj Howden, Barbara Jalsevac, Jennifer Lockhart, Kathy Long, Denise McCafferty, Jamie McLean, Sharon Miller, Patricia Mousseau, Robert Nixon, Candice Romaker, Janeen Schaeffer, Lourie Vanderzyden, Laurie Walowina
Non-Voting Members - Linda Astle, Julie Beattie, Maria Carbone, Colin Hazell, Lillian Orban, Jennifer Robertson-Heath, Nanci-Jane Simpson, Doug Trimble

Regrets
Voting Members - Philip Erwood, Margaret Toth
Non-Voting Members - Biljana Arsovic-Filice

Resource Staff
Ian Hopkins, Ellen Warling, Tracy Weaver

Recording Secretary
Kathy Forde

Public - 8 public attendees present - Linden Park (3), Queensdale (4), Mountain News (1)

1. **Call to Order**
   Michael Prendergast called the meeting to order. Public attendees were welcomed. Following the first meeting where the purpose of the ARC was established and criteria were reviewed, the intent of the second meeting was to review procedures, group norms, binder updates, previous minutes, public meeting feedback and School Information Profiles. It will be important to work together with mutual respect towards a common goal. Any derogatory remarks about schools should be directed to the Chair who will respond as needed.

2. Agenda

2.1 Additions/Deletions
Nil

2.2 Approval of Agenda
No objections. Agenda approved by consensus.

2.3 Handout Protocol
Ian Hopkins noted that agenda packages will be distributed to committee members by email at least 24 hours in advance of all meetings. In an attempt to reduce paper, anyone who does not require a hardcopy of handouts at the meeting should inform Ian.

3. Review of Quorum and Voting Procedures
Michael Prendergast indicated that the committee is comprised of 22 voting members as two positions have not been filled. Quorum is defined as 50 percent of voting members plus one. Based on membership, quorum for Central Mountain is calculated as 22 voting members divided by 2 = 11 plus 1 = 12 so to reach quorum a minimum of 12 members must be present when a vote is required. The need for voting will be determined by committee members when necessary to move forward on decisions.

4. Binder Updates

4.1 C. Committee Member List Update
Hardcopies provided.

4.2 D.1 and D.2 Schedule Update
Meeting locations have been rotated throughout the schedule. Hardcopies provided.

4.3 F.7 Cardinal Heights Student Distribution Map
Hardcopies provided for clarification.

4.4 I.7 George L. Armstrong Student Distribution Map
Hardcopies provided for clarification.

4.5 J.1 Linden Park School Information Sheet
Information updated to reflect Linden Park as a JK-5 school. Hardcopies provided.

4.6 J.2 Linden Park Boundary Map
Map updated to reflect Linden Park as a JK-5 school. Hardcopies provided.

4.7 K.4 Pauline Johnson Class Organization
Chart updated. Hardcopies provided.

M.1 Ridgemount School Information Sheet
Information updated to reflect zero portables and 2013 as the year of building addition. Imagery is the latest version that is available. Hardcopies provided.

4.8 Presentation from Public Meeting #1 (Tab W)
Hardcopies provided for information. A one-page update was also provided to reflect correction of a typo on the 10-Yr FCI for Queensdale data.

5. School Tours Schedule
5.1 Tour of Pauline Johnson and Cardinal Heights (at end of meeting)
Ian Hopkins advised that a schedule has been created to permit tours at each school as part of the Working Group meetings (October 15, October 29, November 12, November 26, and December 10). Tours will provide an opportunity to view the main aspects of the schools. Carpooling arrangements can be made through the Chair for anyone who is not driving. For members who cannot attend a tour, alternate arrangements can be made directly with the principal.

6. Data Requested by the Committee
Ellen Warling indicated that all data requests will be responded to through Board staff. It will be important to be mindful of how requests for information will help in making informed decisions and how the data may impact the recommendation developed. Facilities staff will attend the Working Group meeting on October 29 to provide an overview on how data is gathered.

ACTION: Overview on how data is gathered to be provided at next meeting

Data pertaining specifically to potential closure of Queensdale and to G.L. Armstrong was requested. In response, Ellen noted that the critical items will be extracted for quick reference (high priority urgent items requiring short turnaround that can close a building). It was reiterated that the FCI is only one piece of data within the seven reference criteria so members must remember to consider the full scope of criteria when trying to determine what makes the most sense in developing an alternative option. Costing will also be a factor in the options developed. Staff will provide costing as needed.

ACTION: Critical items reference to be provided at next meeting

Even if every school was in the same condition, we would still be here looking at the vacant spaces that exist. It is the cost of maintenance that requires consideration along with geographical location, current facility condition, school size and many other variables.

7. Minutes from Working Group Meeting #1 (October 01, 2013)
7.1 Nature of the Minutes

Michael Prendergast indicated that minutes are intended to reflect main ideas and discussion points. Turnaround time is required to prepare draft minutes for each meeting. Minutes from Working Group Meeting # 1 will be reviewed tonight. Minutes from Working Group Meeting #2 and Public Meeting #1 will be reviewed at Working Group Meeting # 3.

7.2 Clarification
No errors or omissions noted, concerns raised or clarification required.

7.3 Approval of Minutes
Minutes approved by consensus. Minutes will be posted on the website.

8. Public Meeting #1 (October 08, 2013)

8.1 Presentation on Understanding Group Discussion Notes Data from Public Meeting #1
Tracy Weaver from E-BEST presented a framework for reviewing feedback from the first Public Meeting. Methodology for identifying issues, patterns and common themes will be through qualitative analysis in order to determine present ideas and emerging ideas. Key steps include getting to know your data (reading data); focusing on main themes (to determine new and emerging main ideas); identifying sub-themes and categories (patterns and connections within and between main ideas); and, interpretation (summarizing main ideas, identifying important findings, sharing findings to obtain other perspectives). While collaborating, it will be important to avoid inferences and generalizations, to consider other perspectives and to be open to new ideas. A practice example was discussed.

8.2 Debriefing on Public Meeting #1
Committee members formed small groups to analyze the public feedback. The intent of reviewing feedback notes was to listen to public voice, look at input from a different lens and to streamline concerns.

8.3 Review of Group Discussion Notes
From group analysis of all feedback collected from Public Meeting # 1, common themes identified through group discussions were shared as follows:

- Transportation (congestion, parking, more kids on buses)
- Loss of enrolment (possibility of losing some students to Separate School Board)
- Daycare (programs required)
- Impact of school size on student achievement (research indicates differences in achievement between large and small schools)
- Community Impact (potential loss of sense of community and recreational activities)
- Reference criteria (how accurate is the data, clarity and good evidence-based criteria is needed)
- Timelines (speed of timelines is a concern, moving too fast)

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- Student impact
- Facility utilization (how accurate is projected data)
- JK-8 model (is this model school ideal for everyone)
- Transition (plans needed to prepare students, schools and community for closures)
- Equity (accessibility and upgrades such as air conditioning needed to provide quality learning and teaching environments, need to focus on all schools equally, decisions made will need to be reflective of all schools involved)

Comments
- Highly visible schools, those with vocal communities and visible parents, will receive the greatest attention.
- Just because parents do not show up at meetings does not mean they are not concerned.
- The letter that went home was misperceived because in bold print "potential school closures" was highlighted - would recommend better wording in future communications to clearly reflect the staff recommendation as an option.

Michael Prendergast noted that schools impacted will have the opportunity to provide input. In keeping with transparency, options developed will be available on the website for all to see. For parents who do not have Internet access, packages will be available at the schools as needed. Translation will be available upon request. Communication to parents is important. Informed parents will be essential for communicating with their children. School newsletters going home for November will include ARC status and dates of upcoming meetings for information.

Highlights recorded by each group on the key themes and patterns that emerged from group analysis will be consolidated and shared at the next meeting.

9. **Review of School Information Profiles**
   9.1 **Overview of Each Section of the SIP (small group discussion)**
   Ian Hopkins advised that the SIPs are intended to provide information on the schools under review. The data focuses on value to the student, the school board, the community and the local economy. Profiles include 67 items under 14 sections. Committee approval will be required. Members formed groups by school to review the SIP data.

   9.2 **Discussion/Verify/Addition/Deletion**
   Required changes were recorded by principals and provided to Ian Hopkins for SIP revisions.

10. **Correspondence**
    10.1 **Facility Partnerships**
    Item deferred to next meeting.

    10.2 **Letter from the Public**

All correspondence received will be provided to the committee for review and consideration as alternative options are developed. Correspondence is also posted to the website as part of meeting material.

11. Questions & Answers
Questions raised throughout the meeting are reflected in notes above.

12. Next Steps
Michael Prendergast noted that when you work together great things can happen. A short video on performance and precision was shown.

- Public input from Public Meeting # 1 will be further reviewed
- SIPs will require approval
- Prepare for Public Meeting # 2 - November 05, 2013 at G.L. Armstrong
- **Next Working Group Meeting # 3 - October 29, 2013 at G.L. Armstrong**

13. Adjournment
The meeting adjourned at 8:40 p.m.

14. Tour of Pauline Johnson and Cardinal Heights
A tour followed the meeting.

Handouts
- Agenda
- Presentation
- Draft Minutes - Working Group Meeting #1 - October 01, 2013
- Binder Updates (see Item 4 above)
- EBEST Qualitative Analysis Presentation
- Community Feedback from Public Meeting #1
- Correspondence
- Membership