

East Hamilton City 1 Accommodation Review Committee  
Working Group Meeting # 2  
Thursday, October 17, 2013  
6:00 p.m.

Woodward Elementary School  
575 Woodward Street, Hamilton, ON

Minutes

ATTENDANCE

Committee Members

**Chair** - Peter Joshua

**Voting Members** - Abbie Boyko, Casey Eaton, Susan Fischer, Laurie Hazelton, Sandra Lindsay, Megan MacDonald, Brian McPhee, Barbara Mitchell, Brandy Paul, Susan Pretula, Brianna Okerstrom, Samantha Prosser, Norma Rookwood, Carla Shewell, Jennifer Voth, Chris Weston, Shannon Weston, Tracie Wilson

**Non-Voting Members** - Lisa Barzetti, Sandra Constable, Joanna Crapsi-Cascioli, John Gris, Dan Ivankovic, Ray Mulholland, Tiz Penny, Elaine Pilgrim-Susi,

Regrets

**Voting Members** - Stephen Cooper

**Non-Voting Members** - Todd White

Resource Staff

Don Buchanan, Bob Fex, Peter Sovran

Recording Secretary

Kathy Forde

**Public** - 2 public attendees were present - Woodward (2)

**1. Call to Order**

Peter Joshua called the meeting to order. Public attendees were welcomed. Mandate and group norms were reviewed. As work proceeds, it will be important to promote a positive environment and to work in a respectful manner.

## 2. Agenda

### 2.1 Additions/Deletions

Nil

### 2.2 Approval of Agenda

No objections. Agenda approved by consensus.

### 2.3 Handout Protocol

Following discussion on the provision of handouts, it was determined that hardcopies will be provided for all members at all meetings.

## 3. Review of Quorum and Voting Procedures

Peter Joshua noted that consistency amongst all ARCs will be important. The method for voting was discussed. Normal protocol for approving a decision will be by consensus. A vote by ballot will occur only when a formal vote is required.

Quorum is defined as 50 percent of voting members plus one. Based on membership, quorum for East Hamilton City 1 is calculated as 19 voting members divided by 2 = 9 (rounded down) plus 1 = 10 so to reach quorum a minimum of 10 voting members must be present. As such, 10 voting members present divided by 2 = 5 plus 1 = 6 votes in favour needed to pass a vote.

As requested, quorum will be determined at each meeting based on the number of voting members present. If a vote is required and a voting member is late, it will be decided at that time if discussions missed are contingent upon voting and whether the late voting member participates in the vote or not.

**ACTION: Quorum will be determined at each meeting**

## 4. Binder Updates

### 4.1 Committee Member List Update (handout)

Hardcopies provided. Any necessary changes can be provided to Kathy Forde.

### 4.2 D.1 and D.2 Schedule Updates (handout)

Hardcopies provided. Meeting locations will rotate throughout the schedule. As requested, an updated calendar view of meeting dates will be provided at the next meeting.

**ACTION: Calendar format of meeting dates to be provided at next meeting**

## 5. School Tours Schedule (at host school between 5:45-6:00 pm)

Peter Joshua advised that informal school tours will be offered at host schools during Working Group meetings. Principals will be available starting at 5:30 pm should members require more time. If further time is needed, requests will be discussed.

## 6. Data Requested by the Committee

Peter Joshua advised that when additional data is required, members should think on a broad scope to ensure the extra data is helpful for making an informed decision and ties into the reference criteria. As a group, members will determine if and when a formalized request will go forward.

## 7. Minutes from Working Group Meeting #1 (October 03, 2013)

### 7.1 Nature of the Minutes

Peter Joshua indicated that minutes are intended to reflect main ideas and discussion points. Discussions are not recorded verbatim. Minutes should be reviewed prior to the meetings.

### 7.2 Clarification

In response to a request for members to receive draft minutes 48-hours in advance of meetings to allow sufficient time for review, Peter Joshua noted that agenda packages and minutes will be provided as early as available. Due to high volume workflow and the turnaround time needed to prepare for each of four ARC meetings simultaneously underway, a 24-hour timeline is the norm. When feasible, minutes and meeting material will be sent out as early as possible.

Minutes will be posted on the website at [www.hwdsb.on.ca](http://www.hwdsb.on.ca) once approved. The website will also be updated to indicate that “minutes will be posted following approval at the Working Group meetings” so that people viewing the site are aware minutes will follow.

### 7.3 Approval of Minutes

Minutes approved by consensus.

## 8. Public Meeting #1 (October 10, 2013)

### 8.1 Debriefing on Public Meeting # 1

Feedback from Public Meeting # 1 would be reviewed. A presentation would first be provided to offer insight on the process for qualitative analysis.

### 8.2 Presentation of Understanding Group Discussion Notes Data from Public Meeting #1

Don Buchanan, a researcher from E-BEST, presented the framework for analyzing feedback. Process is an important factor for effectively reviewing and understanding data. The first step includes becoming familiar with the data in order to identify main ideas. Feedback is then sorted into larger common categories. Next, connections between the main ideas are identified. Findings are then shared with others to discuss similarities and differences in order to determine what is most important. During the process, it is important to respect other perspectives, to be objective and to be open to new ideas. Don walked members through an example.

### **8.3 Review of Group Discussion Notes**

Members formed breakout groups to analyze feedback from Public Meeting # 1. Main ideas were captured by note-takers within the groups. Review of feedback will continue at the next Working Group Meeting. Findings will then be presented at Public Meeting #2 by committee members.

## **9. Review of School Information Profiles**

### **9.1 Overview of Each Section of the SIP (small group discussion)**

Bob Fex highlighted the importance of the SIPs. SIP information provides detail on each school under review. All the data focuses on value to the student, school board, community and local economy. Profiles are a snapshot of data from 2012 including 67 items organized under 14 sections (Binder - Section E). All SIPs will require committee approval.

### **9.2 Discussion/Verify/Addition/Deletion**

Members broke into groups by school with Principals to review the SIP data for accuracy. Revisions recorded on the SIP paperwork were collected. Updates will be provided.

## **10. Correspondence**

### **10.1 Letters from the Public**

All correspondence received will be provided to the committee for review and consideration as alternative options are developed. A letter received at the meeting will be included as correspondence for the next Working Group meeting.

## **11. Questions & Answers**

There was discussion around the availability of current enrolment data, newer than 2012, to better assess all schools. Current enrolment is available from the principals. A row will be added to the SIPs to show 2013 enrolment.

In response to members asking about presentation of the alternative option to the public and feedback opportunities, staff advised that the Working Group recommendation would normally be presented at the final Public Meeting, however, could be presented earlier to allow more time for feedback if members are comfortable with their option. Public feedback would then be reviewed at the final Working Group meeting to prepare the final report that will go to the Board. The final opportunity for public comments would occur when the report is presented at the Board level. The level of effectiveness throughout the process is important and should be considered as work evolves.

Committee members wondered if non-voting members are neutral in development of the staff option. It was noted that non-voting members do not have an opinion on the recommendation that is developed through the committee. The staff option was based on information available at the time developed.

Members were concerned that people are saying the staff option is a done deal and recognize the importance of referring to the staff option as a recommendation only. The public needs to know that the

committee will also put an option forward. In the end, it is the Trustees who will make the final decision. Members noted that the public may be more receptive if information is presented by voting members at the Public Meetings.

## 12. Next Steps

- SIPs to be updated and approved
- Determine how information will be provided at Public Meeting #2
- **Next Working Group Meeting # 3 - Tuesday, October 29, 2013 at Viscount Montgomery**
- **Next Public Meeting # 2 - Thursday, November 07, 2013 at Parkdale**

## 13. Adjournment

The meeting adjourned at 8:40 p.m.

## Handouts

- Agenda
- Presentation
- Membership (Binder Update - Tab C)
- Schedule and Timelines (Binder Update - Tab D.1)
- Public Meeting Dates (Binder Update - Tab D.2)
- Draft Minutes - Working Group Meeting #1 - October 03, 2013
- Qualitative Analysis Presentation
- Community Feedback