

**Central Mountain Accommodation Review Committee
Working Group Meeting # 1
Tuesday, October 01, 2013
6:00 p.m.**

**Cardinal Heights Elementary School
70 Bobolink Road, Hamilton, ON**

Minutes

ATTENDANCE:

Committee Members

Chair - Michael Prendergast

Voting Members - Diana Asrani, Amber Bourque, Candice Campbell, Marney Campbell, Jenn Clarke, Philip Erwood, 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, Margaret Toth, Lourie Vanderzyden, Laurie Walowina

Non-Voting Members - Linda Astle, Julie Beattie, Maria Carbone, Biljana Arsovic Filice, Colin Hazell, Lillian Orban, Jennifer Robertson-Heath, Nanci-Jane Simpson, Doug Trimble

Regrets

Voting Members - Nil

Non-Voting Members - Nil

Resource Staff

Ian Hopkins, Mark Taylor, Ellen Warling

Recording Secretary

Kathy Forde

Public - 5 public attendees present

1. Welcome and Introductions

Michael Prendergast welcomed everyone to the meeting. A roundtable of introductions followed. The first meeting was intended to review mandate, process, logistics and schedules, and to establish procedures and meeting norms. As meetings progress, key items around programs, buildings, capacity, enrolment and funding will be examined to determine how we move forward to provide a bright future for our students. Principals and resource staff will be present to respond to questions. The public is welcome

to observe all Working Group meetings and will have the opportunity to participate in the upcoming Public Consultations. Appreciation was expressed to everyone for their commitment.

2. Part 1: What is an Accommodation Review

Michael Prendergast provided an overview. Currently, four ARCs are simultaneously underway within HWDSB. Aspects concerning value to the student and the ARC process were outlined. By February 2014, a final report will be presented for Board review and by May 2014, final decisions by the Board of Trustees are expected. Committee Membership was reviewed. Methods for decision-making and guidelines for voting were outlined. The process for general decisions will be by consensus, by a show of hands, by voting members only. More sensitive decisions will be determined by ballot. Quorum is 50 percent plus one of voting members. Meeting formats and timelines were reviewed. Timelines are critical to keep within Ministry guidelines.

Ian Hopkins presented the draft calendar of meeting dates for consideration and approval. Consistent attendance is important but missing the odd meeting is not crucial. It will be important for the Working Group to be prepared for the Public Meetings.

DECISION: By a show of hands, voting members accepted the calendar presented.

Regarding meeting locations, transportation is a concern for some attendees so meetings will rotate among all schools. A tour of the schools can also be arranged if the committee members wish to have tours. A draft schedule of meeting locations will be prepared in consultation with principals to ensure sufficient space and accessibility is available.

ACTION: Draft a schedule of meeting locations.

Ian Hopkins provided an overview on binder contents. The Terms of Reference and Reference Criteria were outlined. A complete listing of committee membership will be provided to ARC members at a later date. School Information Profiles (SIPs) containing essential data (map, boundary, enrolment, capacity, grade organization, site plan, walking distance, student distribution, EQAO, program information) were reviewed. Data has been gathered using historical information. It will be important to review the binders, digest the data and become familiar with pertinent details as the SIPs will need approval. Any revisions can be directed to Ian Hopkins or Kathy Forde. Corrections, as discussed at the meeting, will be incorporated:

- E.1 - Eastmount Park - Item 4 - "yes" does have a computer lab
- J.1 and J.2 - Linden Park is "JK-5"
- K.4 - Pauline Johnson FTE total to be adjusted as provided by Colin Hazell

ACTION: Distribute final membership listing.

ACTION: Update SIP data as advised.

3. Part 2: Why HWDSB are conducting Accommodation Reviews (Ellen Warling)

Many school Boards across Ontario are facing similar issues related to declining enrolment. Many schools are underutilized and the funding formulas have changed. Restricted funding, declining enrolment and maintenance costs for underutilized schools present a challenge, impacting student programs and services. Guiding principles for the Long Term Facilities Master Plan (LTFMP) were reviewed. HWDSB is committed to providing and maintaining quality teaching and learning environments that support student achievement. Ideally, optimal utilization rates of school facilities range within 90-110 percent. However, many schools are significantly underutilized.

4. Pupil Accommodation Review Terms of Reference

Addressed in Item 2.

5. Part 3: Why an Accommodation Review for Central Mountain

Ellen Warling provided an overview noting that the LTFMP indicates JK-8 schools with an enrolment of approximately 500-600 students are two of the guiding principles. Accommodation Reviews have been spaced geographically across HWDSB over the next five years.

6. Current Situation and Staff Option

Ellen Warling provided details. Current boundaries and facility status were reviewed in terms of age, capacity, enrolment and Facility Condition Index (physical condition). Capacity in comparison to enrolment was reviewed. Details provided in the presentation.

The staff option recommends that Cardinal Heights, Franklin Road, G.L. Armstrong, Pauline Johnson and Ridgemount remain, and that a new elementary school be built, which means a combination of new construction, some closures and some renovations. Closures would include Eastmount Park, Linden Park and Queensdale in June 2014. An 8-room addition would be built on Ridgemount ready for 2016. Pauline Johnson would become a JK-3 school; Cardinal Heights would become a 4-8 school; and, if funding is secured for construction of a new 550 JK-8 school on the existing site both schools would close once the new school is constructed. The staff option is only a starting point as the process begins. The purpose of the Accommodation Review Committee is to generate options for consideration based on available data and community and member input and then make recommendations to trustees in a final report. Input from the community is essential and will inform the decisions that are made. Details provided in the handout.

7. Questions & Answers/Discussion

There were further questions for clarification and discussion around how the schools were selected for this ARC. Included in the discussion was the decision to exclude Norwood Park School. The schools included in the ARC were approved by the Trustees through their approval of the Long Term Facilities Master Plan ARC Timelines. Norwood Park is a single track French immersion school that does not have a significant

accommodation pressures, does not belong to this family or cluster of schools and the students of Norwood Park attend a different secondary school than the students in the ARC.

A discussion around various data sources, how enrolment projections compare to City of Hamilton population forecasts and an understanding of Facility Condition Index occurred. Staff explained how the enrolment projections are calculated using historic student enrolments, trends, census data, review of new home construction as well as compared to both municipal and provincial population forecasting. Further data and explanations around Facility Condition Index will be provided to the committee at a future meeting.

ARC members identified that there were few facility improvements provided in the staff option beyond the new capital construction required at several sites and no costing provided for the new construction. As the ARC narrows its options and examines the high and urgent needs at each of the facilities, a list of upgrades for each recommendation will be developed including the board staff option. Along with the list of recommended upgrades will be a costing of the upgrades and a review of potential sources of funds pay for the work.

An overview of the upcoming public meeting was provided. The ARC members provided input on items to be sure to discuss and present at the meeting and their concerns about the upcoming meeting. A discussion around the change in how the community input portion of the meeting will be run occurred. The public meeting room will be small table discussions facilitated by board staff. The role of the ARC members will be to listen to the public input.

An ARC member commented on the importance of self-monitoring in the best interest of the children. It will be important not to personalize thoughts with our own children or those in the schools and communities.

8. Next Steps

- Review binders including SIP details.
- Any corrections to data can be provided to Ian Hopkins or Kathy Forde.

9. Adjournment

The meeting adjourned at 8:54 p.m.

Handouts

- Agenda
- Presentation
- Administration Staff Recommendation Option
- Draft Calendar