

**West Flamborough - Accommodation Review Committee**

**Working Group Meeting # 1**

**Wednesday, October 02, 2013**

**6:00-7:30 p.m.**

**Spencer Valley Elementary School  
441 Old Brock Road, Greensville, ON**

**Minutes**

**ATTENDANCE**

**Committee Members**

**Chair** - Mag Gardner

**Voting Members** - Sara Ardiel, Karen Baille, Pamela Beach, John Belanger, Tania Brittain, Jessica Dymont, Colleen Evans, Kristin Glasbergen, Candice Goodale, Cairine Grantham, Brett Humphrey, Anthony Hunter, Rachel Kott, Patti Lee, Shelley McGuire, Stephanie Munro, Heather Ryan, Melissa Slote, Sue VanEgdom, David Wardell

**Non- Voting Members** - Stewart Cameron, Doug Dunford, Kate Fischer, Eddie Grattan, Kim Short, Karen Turkstra

**Regrets**

**Voting Members** - Callie Matthews, Janine Vandenheuval,

**Non- Voting Members** - Nil

**Resource Staff**

Bob Fex, Ellen Warling, Jackie Penman

**Recording Secretary**

Kathy Forde

**Public** - 5 public attendees were present

**1. Welcome and Introductions**

Mag Gardner welcomed everyone to the meeting. A roundtable of introductions followed.

**2. Part 1: What is an Accommodation Review**

Mag Gardner provided an overview. The Accommodation Review allows your voice to be heard and grounds the work on an important decision to be made. The public is welcome to attend all Working Group meetings and will have the opportunity to participate in upcoming Public Consultations. Communication will be essential. Meeting norms, process and membership structure were reviewed.

Through the Terms of Reference, it is recognized that all work ahead will be aimed at providing value to the student.

Bob Fex presented information on the process, as outlined by Ministry guidelines, to raise awareness on the timelines that will unfold. In June 2013, a preliminary school accommodation review report was approved by the Board. From June to September 2013 background material was prepared and committees were formed. Now, from October 2013 to January 2014, the community review phase will take place to develop options and recommendations. The goal is to have the final report reviewed by the Board and presented to the Standing Committee in February 2014. By May 2014, a final decision by Trustees is expected.

Voting procedures were reviewed. The process for general decisions will be by consensus, by a show of hands, by voting members only. Sensitive decisions will be determined by ballot. Quorum is 50 percent plus one of voting members. Votes are passed when quorum is met. If quorum is not met, the group will decide whether to vote or wait for the next meeting depending on the urgency of the decision required. If a voting member is unable to attend a meeting, an alternative representative is not required. However, anyone is welcome to sit in the public gallery as an observer.

The draft schedule of meeting dates was presented for review and approval. Commitment will be essential. Meeting times will normally run 6:00-9:00 p.m. By a show of hands, voting members concurred with all meeting dates as scheduled. Voting members also agreed that meeting locations will rotate and tours for each school will be arranged for 5:45 p.m. prior to the meeting.

**DECISION: Meeting dates approved/meeting locations will rotate/school tours will be provided  
Working Group Meeting #2 (October 16/13) will be held at Millgrove Elementary School  
ACTION: Meeting locations for all other dates to be determined**

Bob Fex went through the binder content. The Terms of Reference was highlighted to ensure common understanding on mandate, membership, operations, reference criteria, meetings, final report specifications, capital planning objectives and alternative accommodation options. Key reference criteria were outlined and include facility utilization, accommodation, programs, quality teaching and learning environments, transportation, partnership opportunities and equity. School Information Profiles were also reviewed. Data used was gathered through various sources and consolidated to address 67 items. Relevant information is essential and will provide the foundation for analysis of accommodation options. Feedback will be encouraged as options are explored.

### 3. Part 2: Why HWDSB are Conducting Accommodation Reviews

Mag Gardner and Bob Fex spoke on why the reviews are being conducted. Declining enrolment is a common issue across HWDSB, which leads to many underutilized schools. Many school buildings are aging and provincial dollars are limited in the current economy, creating operational challenges. A decline of approximately 5,000 students since 2002 equates to an excess of 20-25 schools (at a school size of 250-

300), which is costly to maintain. The Long Term Facilities Master Plan (LTFMP) provides guiding principles system-wide to allow for quality teaching and learning environments.

#### 4. Pupil Accommodation Review Terms of Reference

Addressed in Item 2.

#### 5. Part 3 - Why an Accommodation Review for West Flamborough

Ellen Warling provided an overview noting that the LTFMP indicates JK-8 schools need review across the Board. As such, ARCs have been spaced geographically across HWDSB attempting not to have accommodation reviews concentrated in one area of the Board. In West Flamborough, smaller schools, underutilized schools, grade organization and geography are important factors to consider. Current and projected enrolment was reviewed.

#### 6. Current Situation and Staff Option

The staff option is intended as a starting point as part of the review process. At the end of the process, the Trustees will have a Staff option and an ARC option for consideration. The option suggests that Beverly Central be consolidated into Dr. Seaton in 2014, and that Greensville be consolidated into Spencer Valley in 2014 with some students shifting to Millgrove. While closure of a couple of buildings is recommended, this direction builds stabilization for all students in the future. A combination of classroom modifications and new construction would be required. Community input will be essential in developing options and solutions for the final recommendation. Details provided in the handout.

#### 7. Questions and Answers

Due to limited time, questions were collected for follow-up responses:

Q1. Where are the projected development (survey) areas?

Q2. How are enrolment projections arrived at and how valid are they?

**ACTION: Prepare responses for next Working Group Meeting**

#### 8. Next Steps

- Become familiar with the binders.
- Review the SIPs as approval will be required at the 3<sup>rd</sup> Working Group Meeting.

#### 9. Adjournment

The meeting adjourned at 7:30 p.m.

#### Handouts

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