

**West Flamborough Accommodation Review Committee  
Working Group Meeting # 3  
Wednesday, October 30, 2013  
6:00 p.m.**

**Dr. Seaton Elementary School  
1279 Seaton Road, Sheffield, ON**

**Minutes**

**ATTENDANCE:**

**Committee Members**

**Chair** - Mag Gardner

**Voting Members** - Sara Ardiel, Karen Baillie, Pamela Beech, John Belanger, Tania Brittain, Jessica Dymont, Kristin Glasbergen, Candice Goodale, Cairine Grantham, Brett Humphrey, Anthony Hunter, Rachel Kott, Patti Lee, Callie Matthews, Shelley McGuire, Stephanie Munro, Marguerite Richer, Heather Ryan, Melissa Slote, David Wardell

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

**Regrets**

**Voting Members** - Colleen Evans, Janine Vandenheuval, Sue VanEgdom

**Non-Voting Members** - Nil

**Resource Staff**

Bob Fex

**Recording Secretary**

Kathy Forde

**Public** - 1 public attendee present - Dundana (1)

**1. Call to Order**

Mag Gardner called the meeting to order. Everyone was welcomed. Roles were reviewed.

Karen Turkstra shared good news on projects moving forward as approved at the Board meeting on October 28, 2013, which includes a new secondary school in the north, a new secondary school on the south mountain as a joint venture proposed with the French Public School Board and an addition for the newly named Dundas Valley Secondary School.

**2. Agenda**

**2.1 Additions/Deletions**

Nil

**2.2 Approval of Agenda**

No objections. Agenda approved by consensus by a show of hands.

**3. Review of Quorum and Voting Procedures**

Mag Gardner reviewed quorum and voting procedures. With 19 voting members present, 10 votes in favour would be required to pass a ballot vote tonight if needed.

**4. School Tours**

**4.1 Discussion**

An opportunity for a school tour was provided. Guides will be available for all tours. Should anyone require further support, please connect with Mag Gardner directly.

**5. Minutes from Public Meeting #1 (October 02, 2013)**

**5.1 Clarification**

Any clarification on attendance will be incorporated on the final version as required. Attendees will be encouraged to sign-in at future meetings.

**5.2 Approval of Minutes**

Minutes approved by consensus, by a show of hands.

**6. Minutes from Working Group Meeting #2 (October 16, 2013)**

**6.1 Clarification**

Any clarification on attendance will be incorporated on the final version as required. Attendees will be encouraged to sign-in at future meetings.

**6.2 Approval of Minutes**

Minutes approved by consensus, by a show of hands.

**7. School Information Profiles**

**7.1 Additions**

SIP updates as discussed and enrolment as confirmed by Principals at the meeting will be reflected in the final version.

**7.2 Approval**

With these changes, the SIPs were approved by consensus by a show of hands.

**DECISION: SIPs approved**

## 8. Public Meeting # 1 - Continuing Discussion

### 8.1 Key Themes Handout

Mag Gardner provided an opportunity for members to review handouts. Key themes from Public Meeting # 1 were reviewed at Working Group Meeting # 2 to identify significant items of interest and were synthesized for reference. In groups by schools, members discussed the common themes of interest to all schools. Ideas were then shared in new breakout groups to cross pollinate and gather perspectives in order to determine how this data will inform thinking as work proceeds. Reference Criteria (Section B.5, page 4) should be reviewed as ideas are contemplated.

To assist members in analyzing the data, the process for gathering feedback was reviewed. Precise thinking will be essential as it would not be practical to respond to every hypothetical scenario. Relevance will be important for ensuring any new data requests help to inform the decisions that will be made. Common ideas were captured and recorded within the breakout groups.

- 21<sup>st</sup> Century Learning - often attributed to technology but need to establish critical thinking where students are being creative, collaborating with others and becoming media savvy - how do teachers facilitate this and what do classrooms look like - the Board is working towards this to ensure resources and conditions are provided to allow students to develop these skills
- Renovations on 2<sup>nd</sup> floors - presumably we can build “up” but at a huge cost so the idea of adding floors to a current facility is almost prohibitive - there is however room for expansion in terms of space at the ground level - costs for any expansion would be incurred such as septic system upgrades as required if the number of students increases
- Historical context of schools - very difficult to capture - the Board does consider historical interest and has an Archives department to track historical artifacts - will make arrangements for Archives staff to attend a Working Group meeting

**ACTION: Attempt to arrange for Archives staff to attend future meeting**

- Full Day Kindergarten class size - currently in year four of a five-year initiative - Ministry sets out clear parameters for class size and standards, which do change over time
- FCI - what are the deferred maintenance costs

**ACTION: Details to be provided**

- Play structures - if important to move can be articulated in the option developed
- Number of transitions - concern about students in Millgrove who may have more transitions - grandfathering can be referenced in the option developed for leverage if considered important

- Enhancements - will there be enough room in existing schools - can examine as option is developed

Bob Fex indicated that the extra Public Meeting added to the schedule November 13 will be considered as Public Meeting # 2B and November 06 Public Meeting as # 2A because objectives for Public Meeting # 3 stipulate that options will be presented. Schedule amendment approved by consensus by show of hands.

**DECISION: Schedule to be amended and distributed**

## 9. Data Requests

### 9.1 Transportation

Bob Fex gathered data from the transportation department from September 2013 and has now captured this in SIPs. Average bus runs were reviewed. The shortest bus run covers the route from start time to end time. Transportation data for the staff option would be difficult to provide as enrolment numbers are impacted considerably by kindergarten registration and students moving.

### 9.2 Review Area Map with Road Names

Map provided as a handout. Map by individual schools can be provided if needed.

### 9.3 Historic Enrolments

Bob Fex provided a snapshot of data from 2001-2012 to display trends. A line of data has been added to the SIPs for 2013. Enrolment data is provided by principals regularly on a monthly basis. Numbers for September 2013 will be verified and any adjustments made if needed.

**ACTION: Verify enrolment numbers for September 2013**

## 10. Public Meeting # 2 - Thursday November 07, 2013

### 10.1 Presentation of the School Information Profiles

Mag Gardner indicated that at the meeting, the SIPs and guiding principles (common values) that lead towards development of a recommendation will be presented. An opportunity will also be provided for questions and to gather further public feedback. Volunteer facilitators will provide support. Bob Fex will assist in preparations. Four guiding principles were determined by committee members as follows:

- Program Offerings - programs to suit high values and specialty rooms such as music, arts, computer labs, science labs
- Transportation - efficient bus routes, organization of riding times, reduced riding times for students in rural areas, seems the 60-minute guideline is being stretched and perhaps needs to be reviewed, the 60-minute guideline needs to consider inclement weather, buses on road, etc.
- Resources - current resources such as playground equipment, library books, Smartboards, computer equipment, science labs should travel with the kids who transfer to a new school especially where resources were acquired with fundraising - need to ensure teachers at new

West Flamborough ARC

Working Group Meeting # 3 - October 30, 2013

school are adequately trained - need to ensure resources are available to cover costs for Smartboard installations

- 21 Century Learning - technology needs, learner needs and infrastructure - shared spaces - in terms of consumption, need to ensure power supply and internet system can accommodate extra students in an existing school especially when class times overlap and high usage occurs

Following discussions on items of importance, questions that can be brought forward at the meeting include:

- What might be some advantages and disadvantages for building a new school?
- Does the public want a new school?

**DECISION: By consensus by a show of hands, voting members agreed to the questions above**

It was noted that renovation costs for school options cannot be easily determined until details are clear for providing the rationale needed to support a business case. However, members should not feel restrained by the staff recommendation thinking options are limited in terms of costs.

Regarding construction timelines, committee members prefer that students learn in a completed facility and should not reside in a library or gym during renovations. It will be important to ensure facilities are up to par and can accommodate any increase in the number of students.

### **10.2 Presentation of the Key Themes from Public Meeting # 1**

The following members volunteered to assist with leading the Public Meeting: Candice Goodale; Sara Ardiel; Kristin Glasbergen.

### **11. Correspondence**

Correspondence is provided for committee member information and will become part of the public record.

### **12. Next Steps**

- **Public Meeting # 2A - November 06, 2013 6:00-9:00 pm at Millgrove**
- **Working Group Meeting # 4 - November 13, 2013 6:00-7:30 pm at Beverly Central**
- **Public Meeting # 2B - November 13, 2013 7:30-9:00 pm at Beverly Central**

### **13. Adjournment**

The meeting adjourned at 9:10 p.m.

### **Handouts**

- Agenda
- Presentation
- Draft Minutes - Public Meeting #1 - October 02, 2013

West Flamborough ARC

Working Group Meeting # 3 - October 30, 2013

- Draft Minutes - Working Group Meeting # 2 - October 16, 2013
- School Information Profiles
- Facilitation Summary Notes from Working Group Meeting # 2
- Historic Enrolments
- HWDSB Transportation Policy
- Administration Staff Accommodation Option Map with Street Names
- Correspondence
- Membership Update (Tab C)