

North Accommodation Review Committee Meeting

Education Centre Board Room

January 11, 2011

Minutes

ATTENDANCE:

Committee Members

Chair – Vicki Corcoran

Voting Members – Sandra Binns, Anna Busse, Michele Cameron, Michael Chalupka, Lisa Deys, Annie Fu, Rick Kunc, Marie Jackson, Prema Rao, Joyce Schneider, Dawn Spencer, Grant Thomas, Barb Wachner, Jane Withers

Non-Voting Members – Robert Barlow, Scott Barr, Marco Barzetti, Danielle Bawden, Paul Beattie, Judith Bishop, Marilyn Bratkovich, Glenn Cooke, Geoff Coombs, Mark Currie, Rich Gelder, Eileen Griffett, Jim Holubeshen, Peter Joshua, Ray Mulholland, Jamie Nunn, Maria Pearson, Don Pente, Bob Pratt, Pam Reinholdt, Pat Rocco, Michael Root, Tim Simmons, Sharon Slater, Todd White

Regrets

Voting Members – Jayne Bentley, Jane Henry,

Non-Voting Members – Chad Collins, Jason Farr, Bernie Morelli, Sam Merulla

Resource Staff

Daniel Del Bianco, Kevin Morton, Jim Wibberley

Recording Secretary

Tracy McKillop (formerly Skinner)

1. Welcome and Introductions

Superintendent Vicki Corcoran welcomed everyone, introduced herself and shared her role as Chair of the North Accommodation Review Committee (ARC). The Board staff were then introduced which included Jim Wibberley ARC Resource Staff, Dan Del Bianco also an ARC Resource Staff and Tracy McKillop, the Recording Secretary. The Committee members introduced themselves and stated the group they represented. The Chair explained the binder and its contents to the Committee and a contact list was then circulated to correct any errors that may exist in the contact information.

2. Approval of the Agenda

The Chair gave a brief overview of the agenda and the agenda was approved.

3. Committee Chair's Opening Remarks

The Chair explained that the Trustees approved the creation of the three secondary accommodation review committees for the South, North and the West. There were three schools excluded from the ARCs because each is at or above 115% of their rated capacity. The excluded schools are Westmount, Waterdown and Saltfleet. There were three reasons why the Trustees of the Hamilton-Wentworth District School Board approved these three committees.

- To ensure that we deliver the kind of relevant and engaging programs that our students need and deserve.
- The fact that we are faced with a significant declining enrolment.
- The fact that many of our secondary schools will require costly upgrading because of their age and the need to adapt the physical space to deliver new and innovative kinds of programming.

The Chair explained that our process will be an open and transparent process – all agendas, presentations and minutes will be posted on the website and all working meetings are open to the public to listen. There are four public meetings for people to ask questions and express their views. The Committee members will all have hard copies of any of the presentations that are presented at the meetings. The materials will also be available through the website.

4. Overview of the ARC Process – please see the web site for a copy of the presentation “An Overview of the Process”

4.1 Jim Wibberley did a power point presentation giving a thumbnail sketch of the process. He referred to the binder and the “Terms of Reference”. The terms of reference set out what the committee will be considering when preparing their report.

He indicated that the Ministry sets out guidelines for all of the School Boards to follow. The Board created a policy following the key elements of the Ministry guidelines. Not all Boards structure their ARCs the same way however this is how the Hamilton-Wentworth District School Board chose to structure this committee following the Ministry Guidelines. The committee is made up of both voting and non-voting members. When the committee as a whole does not have consensus then the voting members play another role. Mr. Wibberley explained that the Ontario Secondary Teachers’ Federation declined to appoint a teacher representative to the committee. He also explained the role of the Trustee and that they have a dual role, one of being a non-voting member on the ARC Committee and also making the final decisions when the recommendations are before them as a Board of Trustees.

There are fourteen dates set out for each ARC of which four will be public meetings and all others will be working meetings. All meetings are open to the public however only the public meetings allow for the participation of the public.

The Senior Administration Team will share their recommendation at the next working meeting as required by the Ministry guidelines.

The goal of the Accommodation Review Committee is to review all of the information that is presented and then make a recommendation to the “Board of Trustees” at the end of the process. When the Board of Trustees has received both the recommendations of the ARC as well as the Senior Administration’s recommendation, the Board of Trustees will make the final decision. If it is felt that the ARC did not follow the process, then there is an appeal process that can be followed.

4.2 No questions were asked at this time.

5. Education for the 21st Century – HWDSB’s Vision

5.1 Superintendent Sharon Stephanian gave a presentation focusing on the culmination of work that involved staff, students, parents and community members from spring 2008 – December 2009. This work looked at the needs of the learners in the schools now and in the future. She showed a video about preparing students for jobs that don’t currently exist, all of the changes that we are facing and how rapidly technology is growing and changing. She spoke of how young people will have multiple jobs in their lifetime. Learners of today are self learners in the classroom as well as online. The previous learning models are not wrong but do they fit for our students today. Our strategic direction brought us to the six principles. The goal is to embrace the six principles (21st Century Fluencies, Choice, Personal Learning Environments, Community, Real, Relevant and Responsive, the World is Flat) to ensure our students are prepared for the future because they work together like cogs in a machine. We must empower our students and support them in learning beyond our school walls.

The committee also viewed a video about what students would like to see in the schools. They also expressed how they would like to learn and the type of equipment that they would like to have available to them.

5.2 The concern was raised questioning the equity among the schools. Ms. Stephanian shared the each of the fluencies would be further reviewed at the next meeting. Equity and program strategy is very important to the Hamilton-Wentworth District School Board and it will be looked at in greater detail in the upcoming weeks.

No further questions were brought forward.

6. Setting Committee Operating Procedures and Meeting Norms

a) Defining Consensus:

The Chair explained the importance of the committee having the freedom to have a robust discussion around the table and the need for all members to freely express their views and to respectfully disagree when necessary. She then explained that the Board’s accommodation review policy states that decision making needs to be by consensus and when there is no consensus the voting members will be called upon to make the decision. She offered a general overview of consensus. The committee was asked if they agreed that consensus would mean that there were no dissenting voices. There was consensus on this definition.

b) Voting Procedure and Quorum

There was some discussion on the voting procedure. Some voting members wanted to vote with a show of hands while others were not as comfortable with that. The approved method of voting was a show of hands most of the time and if anyone felt uncomfortable with that then the request for a ballot could be made to the committee. A question was raised asking if there was a provision in the policy for a role call vote. The Chair explained that there is no provision for a role call vote because of the option for a secret ballot. If there are not enough members present at the meeting and the quorum number is not met then the meeting will move forward as usual and there would be no voting permitted. However, decisions could be made by consensus.

It was stated that the quorum number for the committee was 9 based on 16 voting members. This number was determined by the 50% of the voting members plus one. There was some discussion about what the quorum number would be because one of the voting committee members resigned. This position will be re-assigned after the second working meeting. If there is a vote which results in a tied number then the vote fails.

c) Meeting Dates and Times

Consensus was reached for a 6 p.m. start time.

d) Minutes – distribution and approval

The recording secretary will be taking minutes and they will be delivered within 24 hours of the next meeting. The minutes will need to be approved at the next meeting prior to being posted on the website.

e) Alternate Representatives

Should a committee member miss two consecutive meetings there is provision for another member to be appointed to the committee.

f) Meeting Norms

The Chair spoke about promoting a positive environment at the committee table. When there are difficult decisions to be made it is important to be respectful of one another. There was consensus to support the norms as presented. The Committee Norms are:

- A member shall promote a positive environment in which individual contributions are encouraged and valued.
- A member shall treat all other members and guests with respect and allow for diverse opinions to be shared without interruption.
- A member shall recognize and respect the personal integrity of each member of the committee, and of all persons in attendance at the meetings.
- A member shall acknowledge democratic principles and accept the consensus and votes of the committee.
- A member shall use established communication channels when questions or concerns arise.
- A member speaks for him/herself not for the committee.
- A member shall promote high standards of ethical practice at all times.

g) Inclement Weather Procedure

It was stated that if the schools are closed due to inclement weather then the meeting will be cancelled and moved to the next scheduled meeting date. It will be posted on the Board website as well as communication through e-mail. Other weather related cancellations will be made by the Chair in consultation with the Associate Director of Education.

7. School Information Profiles (SIP)

7.1 Daniel Del Bianco presented the School Information Profiles. He indicated that the information was collected from all facets of the Board. The SIP's are a complete profile and will be useful tool for the committee. Dan asked that the committee members familiarize themselves with the SIPs and consider the six principles that Sharon spoke of earlier while reviewing the information. The document is a reference document.

There are four components to profile:

- Value to **student**
- Value to the **school boards**
- Value to the **community**
- Value to the local **economy**.

There are 21 sections with 182 items involved in the SIP and this is not a final document. Information will continue to be gathered and distributed to the committee members. The SIPs are laid out in Board

policy and were completed by board staff. Mr. Del Bianco stated that it is the ARC's job to discuss it, modify it and share it with the public.

Mr. Del Bianco stated that Section 15 – question #1 could best be answered by the Committee as well as members of the community.

7.2 Mr. Del Bianco was asked where the information for the SIPs originated from. He explained that the projections are based on the numbers we have available to us today. The elementary schools are the feeder schools for the secondary schools so it makes it easier to project. The trend has been consistent.

There are a number of refugee students arriving in the area and it was asked if this number was taken into account when looking at the retention rate. Mr. Del Bianco stated that the retention rates were added onto the projected enrolment. He indicated that they considered all of the trends.

The question was raised about the capacity of Delta and what the Ministry perceives as the “on ground” capacity of the school. Mr. Del Bianco indicated that when the committee breaks into groups, at the next working meeting, they will look at the data and fix anything that needs to be corrected.

Councillor Brenda Johnson, of Ward 11, asked why she was not invited to be on the Committee. She indicated that her community schools have students bussed in from the ARC area and if the feeder schools are closed then her community would be very much affected. The Chair shared that Councillor Johnson would have an opportunity to speak at the public meeting however due to the fact that she is not a Committee member she would not be permitted to participate in the working meeting.

A request was put forth for microphones for the area outside of the immediate horseshoe. That request will be taken back to the Steering Committee to be further discussed.

The last question raised was whether the committee would be permitted to make recommendations to committees outside of the scope of this committee. The Chair indicated that the committee needs to focus on the schools within the scope of this committee area.

7.3 Mr. Del Bianco indicated that there was still a lot of information still to come for the SIPs – e.g. maps of the area.

8. Other Business

There was no other business.

Mr. Wibberley requested that the members let Tracy know if you are unable to attend any of the meetings.

In closing the Chair thanked everyone for coming.

The meeting was adjourned at 8:17 p.m.

9. Next meeting February 1, 2011 at 6:00 – Education Centre Board Room