

West Accommodation Review Committee Meeting

Education Centre Board Room

January 18, 2011

Minutes

ATTENDANCE:

Committee Members

Chair – Superintendent Scott Sincerbox (standing in for Superintendent Sharon Stephanian)

Voting Members –Lawrie Cook, Judy Shen, Allyssa Horning, Deborah Knoll, Christopher Austin, Heather Macdonald, Rosemary Bellefeuille, Boris Williams, Lori King, Phyllis Chasty, Deborah Beedie, Bea Howell, Sharon Ricci

Non-Voting Members – John Laverty, Kryss Croxall, Judith Bishop, Alex Johnstone, Jessica Brennan, Brian McHattie, Russ Powers, Judy Langsner, Rick Hart, Paul Barwinski, Em Del Sordo, Laurie Swackhammer, Brian Lenart, Dan Thomson, Maria Rikic-McCarthy, Michelle DesRochers, Anne Waldie, Gudrun Anderson

Regrets

Non-Voting Members – Lloyd Ferguson, Sharon Stephanian

Resource Staff

Daniel Del Bianco, Don Hall, Jim Wibberley, Superintendent Peter Joshua

Recording Secretary

Tracy McKillop (formerly Skinner)

1. Welcome and Introductions

Superintendent Scott Sincerbox welcomed everyone, introduced himself and shared his role as Chair of the West 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, Senior Facilities Manager Don Hall, Superintendent Peter Joshua 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 A question was raised asking “how will the trustees make the ultimate decision”. Mr. Wibberley explained that the school trustees represent various wards. The ARC and the Senior Administration Team will each present their recommendations to the Board of Trustees where upon they will discuss and debate the recommendation and possibly request more information if they feel it is necessary. A recommendation will be moved and seconded at the Board table followed by debate and ultimately a decision. This will be done in public session

The question was raised that if someone felt that the process was not being followed according to Ministry Guidelines how would the committee handle that? Mr. Wibberley stated that if anyone on the committee felt that the process was not being followed then please inform the Chair as soon as possible so that the appropriate changes could be made.

The question “can the Board of Trustees come back to the ARC when they are making their ultimate decision” was asked. Mr. Wibberley indicated that once the recommendations of the ARC are presented then their job is complete however the Board of Trustees may request further information although this is not something that typically happens.

There was concern about the programming in the west and the question of why Waterdown was exempted was raised. Mr. Wibberley shared that this was the decision of the Board of Trustees and he also indicated that we are not at liberty to bring the exempted schools into the ARC process. We must focus on the schools that are currently under the ARC process.

The last question raised was “when will the action be taken once the Trustees have made their decision”. It was stated by Mr. Wibberley that it will take time to make changes to the programming as well as closing schools. The earliest that something could happen would be September 2013.

A committee member commented on the fact that there was a lot of information being printed in the media. Mr. Wibberley stated that the recommendations that are being put forth from the Senior Administration Team are not a final decision they are only recommendations for the ARC to consider.

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

5.1 Superintendent Peter Joshua 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. He 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. He 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 It was asked if the presentation had been shown to the Board of Trustees and Superintendent Joshua indicated that it had.

The concern was raised about whether it was in the student's best interest to change the program strategy prior to the students going to University. Superintendent Joshua shared that the Hamilton-Wentworth District School Board is aware of the challenges associated with changes in program delivery

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. It was stated that the quorum number for the committee was 8 based on 13 voting members. This number was determined by the 50% of the voting members plus one. Consensus was reached on this item.

c) Meeting Dates and Times

There was discussion around the meeting times. Some members wanted to have the meeting for two hours instead of three hours while others wanted changes to the start time. Mr. Del Bianco felt that due to the number of Agenda items that need to be addressed at the January 8, 2011 meeting the Committee should keep the times the same and if the Committee finished early then the meeting could

be adjourned early. The meeting times will be re-considered at the meeting on February 8, 2011. Consensus was reached to leave the start time at 6:00 pm until it is reconsidered.

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.

The question was asked if it was possible to subscribe an alternate representative if a member was unable to make a meeting. The Chair indicated that it is not possible to have someone sit in your seat however it is possible to have someone sit in the gallery and take notes for you.

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 if there was information available for the Waterdown School. Mr. Del Bianco responded by saying that we are bound by the mandate that we were given and including another school in the ARC is not possible. However, some school data will be provided for schools outside the ARC. Judith Bishop, Chair of the Board, did share that the information with regard to the Dundas schools was taken into account about eighteen months ago.

Mr. Del Bianco was asked for information on how future housing projections and development plans were taken into account and could the information be provided. He indicated that if the request came from the committee then he would provide it to the Committee members.

Mr. Del Bianco was further asked if the Hamilton-Wentworth District School Board went to the planning department to research where land development would be forth coming and did they look at the Catholic schools as well. He indicated that they met with City planners during the summer of 2010.

Mr. Del Bianco indicated that it is difficult to project enrolment especially five to ten years from now. He indicated that we need to concern ourselves with the trend. The enrolment projections are driven mainly by the elementary school 's enrolment.

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 8:35 p.m.

9. Next meeting February 8, 2011 at 6:00 – Education Centre Board Room