

South Accommodation Review Committee Meeting

Education Centre Board Room

January 4, 2011

Minutes

ATTENDANCE:

Committee Members

Chair -Scott Sincerbox

Voting Members - Bill Barrett, Beverly Bressette, Jackie Brown, Alexandra Butty, Margaret Eagle, Kim General, Derek Hambly, Angela Koklis, Anne Pollard, Susan Pretula, Julia Shen, Teresa Robson, John Whitwell

Non-Voting Members - Lisa Anderson, Wanda Bielak, Donna Clappison, Gary Deveau, Angela Ferguson, Manny Figueiredo, Randy Gallant, Mag Gardner, Brian Greig, Wes Hicks, Peter Joshua, Deb Jukes, Ted Kocznur, Joanna Maul, John Miholics, Lillian Orban, Laura Peddle, Kevin Robinson, Paul Vukosa.

Regrets

Voting Members - Donna Dixon, Al Pierce

Non-Voting Members - Scott Duvall, Tom Jackson, Terry Whitehead

Resource Staff

Daniel Del Bianco, Steve Stirling, Jim Wibberley

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 South 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. Education for the 21st Century – HWDSB's Vision

4.1 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 6 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.

4.2 The question was raised that if technology is changing so rapidly, how do we know that by the time the ARC has made recommendations to the Board of Trustees that the changes that have been implemented will not be outdated? Ms. Stephanian explained that this was taken into consideration, however if the six principles are followed with some flexibility this will support the process in moving in a positive direction. We need to pick a place and a time to start.

Concern was raised that if students are moving between old and new buildings what effect would that have on the students, especially if they prefer to be in the new building. Ms. Stephanian indicated that the ARC will be looking at this when they are considering their recommendations.

The question of "how do we find the funding for the implementation of the guiding principles" within our board was raised. The Chair indicated that under Director John Malloy's direction and with strategic direction and operating plans there would be support for the recommendations that are put before the Board of Trustees. Ms. Stephanian indicated that the Board is aware of the fluencies and will work toward making that a priority.

It was stated that some of the schools are very much affected by the fundraising of their school community and that not all schools have the same kind of fundraising abilities. The superintendent stated that the current annual operating plan is creating models of equitable solutions and that equity matters. The Board is currently striving for equity among the schools.

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

5.1 Jim Wibberley did a power point presentation giving a thumbnail sketch of the overview. 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.

5.2 The question was raised if the South ARC would be privy to the other ARCs information. It was stated that all of the three ARCs’ information would be posted on the website and open for anyone to see.

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. He 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. He 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 with regard to the difference between a voting and non-voting member and it was also asked if this was a biased situation. The Chair indicated that this was part of the Board Policy and the Terms of Reference.

It was stated that the quorum number for the committee was 8 based on 15 voting members. This number was determined by the 50% of the voting members plus one.

c) Meeting Dates and Times

After some discussion consensus was reached for 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. There was a question asked if a committee member was permitted to speak about the meeting or the minutes and the answer was yes because all meetings are open to the public.

e) Alternate Representatives

Should a committee member miss two consecutive meetings there is provision for another member to be appointed to the committee. It was asked if a committee member is absent can a substitute be sent. The Policy doesn't allow for substitute members.

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.

The question was asked "what happens if you are questioned by the press". The Chair replied to be truthful.

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. There was a request to make additions to the e-mail list in case some of the members were coming from work. 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 and that 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 4 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.

7.2 There was a question about how current is the SIP? The SIP includes the most recent information submitted in September 2010. A question was raised about why there is no information for the schools that are outside of the ARC. Mr. Del Bianco noted that the committee is mandated to consider only the five schools in the review area.

A question was raised regarding how the 10 year census information affects those schools outside of the ARC. People would like to see why they were excluded and what the projections are for those schools. Mr. Del Bianco suggested that the question be taken back to the steering committee for clarification.

It was stated that Mountain school is a special needs school so where did the numbers come from – were they based on 21 students per classroom? Mr Del Bianco requested that the committee look at the document and bring out any discrepancies. The SIP is not set in stone it is just a tool to be adjusted and it will be finalized after the 2nd public meeting.

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

7.3 There was a request for the committee members to receive the agenda earlier than 24 hours prior to the next meeting in order that they can better prepare for the next meeting.

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

A request was made to have a SIP for every school in the Board. A committee member felt that if the committee had information for Sections 1 & 4 from the other areas that that would be helpful to make an informed decision. The Chair suggested that we take that request back to the Steering Committee.

The question was raised “what are the catchment area boundaries” and that information would be forthcoming in the meeting of January 25, 2011.

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 8:52 p.m.

9. Next meeting January 25, 2011 at 6:00 – Education Centre Board Room