

**West Glanbrook Accommodation Review Committee  
Working Group Meeting # 1  
Wednesday, October 02, 2013  
6:00 p.m.**

**Mount Hope Elementary School  
9149 Airport Road, Hamilton, ON**

**Minutes**

**ATTENDANCE:**

**Committee Members**

**Chair (Acting)** - Pam Reinholdt

**Voting Members-** Amie Vandevrie, Theresa Weylie, Steve Paul, Janet Lewis, Alyson Brave, Melanie Holjak, Trisha Woehrle, Karen Stewart

**Non-Voting Members-** Alex Johnstone, Rob Maudsley

**Regrets**

**Voting Members-** Nil

**Non-Voting Members-** Krys Croxall

**Resource Staff**

Ian Hopkins, Daniel Del Bianco, Mark Taylor

**Recording Secretary**

Colleen Pyke

**Public** – 2 public attendees present

**1. Welcome and Introductions- *Superintendent Pam Reinholdt, Chair***

Superintendent Pam Reinholdt welcomed everyone to the first working group meeting for the West Glanbrook Accommodation Review Committee (ARC). She noted that she will act as Chair in place of Superintendent Krys Croxall, until she is able to return. Teresa Movre, Executive Assistant to Krys Croxall will update her throughout the process. The Committee and Board support staff introduced themselves. The role of the Accommodation Review Committee is to make an informed decision and recommendation to the Board of Trustees. Ultimately, the Trustees will make the final decision. The Committee will be well informed what the steps will be and how long will the process take. In this first meeting, Board staff will present their option, as required.

The Chair reviewed the Committee Norms.

<http://www.hwdsb.on.ca/elementaryarc/files/2013/08/Presentation-WG-Mtg-1-Oct-02-2013-West-Glanbrook.pdf>

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

The Chair gave an outline of an Accommodation Review. There are a number of excess pupil places and some facility conditions that are not up to par in our system. The most important part of the Accommodation Review is the value to the student. Currently, the Hamilton-Wentworth District School Board has four Accommodation Reviews underway- Central Mountain, West Flamborough, East Hamilton City and West Glanbrook. We are currently in the Community Review phase of the process; October to January is the approximate timeline for this phase. The Board Review phase is as per government legislation and noted in the Terms of Reference. It is the responsibility of the Accommodation Review Committee to review the information, work through options during working group meetings, and ultimately prepare a final report.

Committee Membership and voting procedures were reviewed. Consensus will be achieved if there is no opposition by any Committee member when the Chair asks if there is consensus. If consensus is not achieved the Chair will call for a vote. Quorum is 50% of the voting members plus 1. For this group, we will need five votes to carry the motion. The motion will fail if there is a tie. Voting procedure will be conducted by way of ballots for items of significant decisions and by show of hand for items such as general housekeeping issues.

**DECISION: Consensus by the group is first and foremost. If consensus cannot be achieved, the voting members will go with a show of hands. If one person would feel more comfortable with a ballot vote, a ballot vote shall take place.  
All Committee members in favour**

All meetings are open to the public and all documents, presentations and minutes will be available on the Board's website. A public meeting is one in which members of the public will be able to ask questions and share their views with the Committee members. During the public meetings attendees will be mixed into small groups and the Principals will serve as facilitators. At a working group meeting, the public is welcome but are unable to participate. A recording secretary will be at every meeting. Both working group and public meetings will be held at the schools within the Accommodation Review area- either Mount Hope or Bell-Stone. It is preferred that each school is used at least once. Agendas and minutes will be circulated to Committee members at least 24 hours prior to each meeting. Committee members will have an opportunity to amend minutes where necessary.

Ian Hopkins reviewed a mock schedule and timelines. The only finalized date is the public meeting on October 9<sup>th</sup> at Mount Hope. He noted that working group meetings will be essential in preparation for public meetings.

The Chair asked if there are any conflicts for any Committee members. November 13<sup>th</sup> and October 30<sup>th</sup> were discussed. Mr. Hopkins noted that as a voting member it is acceptable to miss a meeting if necessary, as long as we have quorum. The Chair suggested we leave the schedule as is for now and if there are issues closer to the date, we'll deal with them then.

**DECISION: That the schedule be approved as is.  
All Committee members in favour**

**DECISION: That the meeting locations be split on a month to month basis beginning with Mount Hope for October, followed by Bell-Stone for November, and so on.  
All Committee members in favour**

Ian Hopkins reviewed the contents of the Accommodation Review binder. A complete list of Committee members will be provided at the next working group meeting. School Information Profiles (SIPs) were reviewed. Please note that for sections F6 (Bell-Stone walking distance map), the specified walking distances do not apply. The SIPs will need to be approved at the next working group meeting.

### **3. Part 2: Why HWDSB are conducting Accommodation Reviews**

There are currently an excess of 5,000 pupil places. Enrolment has dropped from approximately 40,000 students to 35,000 in the past ten years. This is not just happening in Hamilton, but the majority of school boards around Ontario. Many of our schools are underutilized. In addition, we have an aging inventory and there are currently an abundance of renewal and capital costs. There are limited provincial dollars available, which are not necessarily based on the number of buildings. Accommodation Reviews were approved by our Board because status quo is not working. According to historic data, our enrolment is projected to stay relatively steady for the next ten years. The Long Term Facilities Master Plan (LTFMP) was created to address many of these issues. The LTFMP Guiding Principles were outline.

Daniel Del Bianco added that the LTFMP is a document that was approved by the board last year and will be updated annually. It includes an outline of the Accommodation Reviews and a plan from a facilities perspective for the next ten years. It is essentially a plan for how to address empty pupil places, facility issues, new development, enrolment pressures etc. Board staff was asked to make a long term plan so that we can prevent decisions being made that will need to be rectified a few years down the road. This is a strategic plan to assist HWDSB with long term goals.

Trustee Johnstone added that there are fiscal challenges; far too many schools compared to the number of students. Every time we put money into aging facilities that is dollars we aren't putting into the students.

The HWDSB Long Term Facilities Master Plan can be viewed at:

<http://www.hwdsb.on.ca/board/facilities-master-plan/>

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

Addressed in Item 2. For more information:

<http://www.hwdsb.on.ca/elementaryarc/files/2013/08/TOR-West-Glanbrook.pdf>

#### **5. Part 3: Why an Accommodation Review for West Glanbrook**

Daniel Del Bianco provided details. In 2002, there were just over 40,000 elementary students and we've lost over 6,000 over last ten years. School Boards are funded on a per pupil basis. Hypothetically, if we have a school running at 50%, we still have to heat 100%, but we're only funded for half. In 2010 West Glanbrook was 1 of the 3 areas identified for an Accommodation Review.

#### **6. Current Situation and Staff Option**

Daniel Del Bianco provided details of the current situation, outlining that there are 400 empty spaces. Each element within the school has a life cycle and as each ages, the replacement cost increases. FCI (Facility Condition Index) was discussed. In some situations, it is almost more cost effective to build a new school than it would be to bring the old one up to speed.

For a glossary of terms please visit: <http://www.hwdsb.on.ca/elementaryarc/home/glossary/>

Please keep in mind that the staff option is meant as a starting point and is not the final version. The Pupil Accommodation Review Guidelines, developed by the Ministry of Education, requires that school boards develop an alternative accommodation scenario and present that to committee. What we've started off with could end up being completely different than the final version. Trustees will ultimately make the final decision. In your recommendation as a Committee, you will have the ability to say if we're going with school A or school B and give suggestions.

The staff option recommends that Bell-Stone close and consolidate into Mount Hope. Proposed closure date will be June 2014, with consolidation commencing September 2014. With this option, enrolment at Mount will increase to approximately 100% utilization. Mount Hope will possibly need an additional FDK room.

#### **7. Questions & Answers**

There were further questions for clarification from the accommodation review committee. Questions pertaining to rural school funding, funding for new facilities and FDK funding were asked. Staff explained there are separate pots of funding for renewal (fixing existing structures), new builds and

additions (capital priorities submissions), transportation and programming. The different funding pots or envelopes can only be used to fund what they were originally designated for – i.e. facility dollars can only be used for facilities etc. The question was asked if FCI accounts for bringing accessibility up to par. FCI does not account for accessibility upgrades.

A discussion on transportation and travel time was for students in the Bell-Stone boundary. It was estimated by staff that bus times would not increase due to school consolidation.

ARC members identified that are many some students are out of catchment and questioned how this would affect them. The students who already attend one of the schools as out of catchment would not be removed from the school in any scenario but out of catchment parameters would still be maintained, i.e. transportation would not be provided. The committee asked about siblings who are out of catchment and if they would be able to attend the school after Trustees approve a recommendation. HWDSB cannot guarantee space for out of catchment students and cannot take away space for in-catchment students.

The committee questioned how a school could handle FDK students if there was insufficient space and if there was money for updating the school(s) remaining after the final decision is made. It was indicated that FDK funding comes from the ministry and HWDSB has held money for schools until the accommodation reviews are complete. Creating a funding strategy for updates for remaining facilities will be completed during the accommodation review process.

The committee members wanted staff to clarify the staff options closure date for Bell-Stone and it was confirmed that June 2014 was the proposed date.

## 8. Next Steps

- Review binders -Forward any questions to Ian Hopkins
- The Committee will need to approve school information profiles next week.

### **Next Meeting- Public Meeting October 9, 2013 at Mount Hope Elementary**

Topics for Public Meeting include Terms of Reference, ARC mandate, Outline and review process, Presentation of data, Receive public input and Presentation of Staff Option

## 9. Adjournment

The meeting adjourned at 8:36 p.m.

### **Handouts**

- Agenda
- Presentation
- Staff Option
- Draft Calendar