West Glanbrook Accommodation Review Committee
Working Group Meeting # 3
Wednesday, October 30th, 2013
6:00 p.m. – 9:00 p.m.

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

Minutes

ATTENDANCE:

Committee Members
Chair – Sue Dunlop
Voting Members – Amie Vandevrie, Theresa Weylie, Steve Paul, Janet Lewis, Alyson Brave, Melanie Holjak, Trisha Woehrle
Non-Voting Members – Alex Johnstone, Rob Maudsley

Regrets
Voting Members – Karen Stewart
Non-Voting Members - Nil

Resource Staff
Ian Hopkins

Recording Secretary
Colleen Pyke

Public - 1 public attendee present

1. **Call to Order**
   Superintendent Sue Dunlop called the meeting to order at 6:04 p.m. She welcomed members of the public and reminded all that public participation is limited to public meetings only, however are welcome to attend working group meetings.

2. **Agenda**
   2.1 Additions/Deletions
   Addition of item 9- Accommodation Recommendation, remaining items will shift down to 10-12
   2.2 Approval of Agenda
   Approved by consensus
   2.3 Handout Protocol

Handout 'Questions and Answer from Working Group Meeting #2" - Amendment to question #6 should read 'music room' rather than 'computer room'. Also, there was a request from the Committee that the accessibility deadline date be checked (2025). Ian Hopkins will provide this information at the next Working Group meeting.

3. **Minutes from Public Meeting #1**
   3.1 Clarification
   None
   3.2 Approval of minutes
   Approved by consensus

4. **Minutes from Working Group Meeting #2**
   4.1 Clarification
   None
   4.2 Approval of minutes
   Approved by consensus

5. **Data requested by the committee**
   5.1 School Organization Projection
   Ian Hopkins distributed a handout showing a mock school organization, an example of what it could look like in September 2014, in the situation that Bell-Stone students amalgamate into Mount Hope. He noted that there is a correction; 'computer lab' should be listed as 'music room'. He explained that there would be 15 classes and there are 15 classrooms in the school. In addition, the classes are not maxed out so there is some additional space if needed.

6. **School Information Profile Updates**
   6.1 Parking Spaces
   Ian Hopkins distributed the amended SIP, which now includes the number of parking spaces at each school (Bell-Stone 21 + 1 handicap, Mount Hope 36 +1 handicap). He noted that building code states that 1.25 spaces are required per classrooms in the building, which both Bell-Stone and Mount Hope meet. However, this does not mean that the ARC recommendation cannot include a request for more parking. The Committee was concerned that current parking conditions are a safety issue, as many parents are forced to park on Airport Road to drop off their children. Ian suggested the ARC include a safety category in their recommendation.

   The Committee questioned the inclusion of computer labs. Ian Hopkins noted that they are included because they can be dismantled and used as a loaded classroom. There was also a question from the Committee regarding the need for EQAO scores. Ian clarified that it is mandated by the Ministry to include student achievement in the SIP. Since this is our only form of standardized testing, it is included. However, how the ARC chooses to use this information is up to them. Since Mount Hope and Bell-Stone are small schools, scores are not necessarily representative. It was noted that outliers could greatly skew the school's average. Bell-Stone scores are not included as there are simply not enough students.

   Next Working Group Meeting – November 13th, 2013 at Bell-Stone
   All Accommodation Review Committee Meetings are open to the public

7. **Public Meeting #1 – Continuing Discussion**
7.1 Common themes and Questions
A handout was distributed to the Committee with the common themes from the first Public Meeting. Sue Dunlop requested that the Committee review the common themes associated with all 4 questions. There was a question regarding whether or not a specific dollar amount is assigned to each ARC, as far as how much will they receive post final decision. Ian Hopkins explained that there are a few places potential funding could come from; 1) Full day kindergarten: HWDSB receives a certain amount of funding every year (of FDK implementation) to provide this program. Some schools received a "reduced scope" renovation, so there are reserve funds for schools that remain open 2) Capital renewal funds: funds may be set aside for schools that remain open and 3) Proceeds of disposition: potential funds received from schools that may close in the future. The ARC could include the sale of schools as a part of their solution to aid in funding renovations. Ian will provide the Committee with data on acreage values. He suggested that in the ARC recommendation, capital requests are prioritized. He noted that capital dollars are based on total enrolment Board wide.

Potential boundary changes with schools not included in this Accommodation Review was reviewed. Ian Hopkins explained that in the future, if need arises a Boundary Review (a smaller version of what we're doing here) could be conducted. That process would have to involve all schools in question.

8. **Public Meeting #2 – Wednesday November 6th**
8.1 Presentation of the School Information Profiles
Ian Hopkins explained that the ARC will be presenting the SIP at the next Public Meeting on November 6th. Since there are only 2 schools in this review area, he will create a PowerPoint presentation for each section of the SIP as well as provide handouts for the public. It is mandated by our policy to present the SIP so the public is aware of what information we are using to create our decision. The Committee decided that Melanie Holjak will present the SIP with Theresa Weylie assisting her. Ian will provide the presentation and speaking notes in advance.

8.2 Presentations of the key themes from Public Meeting 1
The Committee agreed that Trisha Woehrle and Karen Stewart will present the common themes from Public Meeting #1.

8.3 Questions to ask public
The Committee discussed possible questions to ask at the Public Meeting. Some areas of interest included the importance of timeline, thoughts and/or concerns on a broad scope, common themes from the Public Meeting, priority items to include in an ideal learning facility and recommendations to address surplus student spaces that we may not have thought of yet.
The following questions will be posed at the second Public Meeting:
1) Are the common themes capturing the concern of the public and which common themes resonate the most with your group?
2) In creating an ideal elementary facility, what considerations do you feel are most important?

Sue Dunlop noted there will be facilitators for Public Meeting #2 group work. One person from each small group will present their findings. All information will be recorded and brought back to the Committee to review.

9. Accommodation recommendations

The Committee suggested using the common themes derived from the first Public Meeting to form recommendations for renovations and upgrades:

- Washrooms (Renovations for current, as well as creating additional)
- Flooring in the primary wing; tiles lifting up, uneven floors, safety hazard (Rob Maudsley noted that some may be replaced over the Winter Holiday), piping/wires showing
- Air conditioning (Currently only in the library, grade 1 room, staff room and main office)
- Accessibility (Ian Hopkins noted that there is an Accessibility Plan and the ARC recommendation may not change the scheduling of that, however he will find out where Mount Hope and Bell-Stone are on the list for receiving upgrades)
- Can the current electrical system handle an addition? Can we address accessibility issues when addition is completed?
- Parking lot- more spaces and improve function, particularly near the kindergarten area and bus loading zone
- New windows

Sue Dunlop recommended that the Committee begin to think about prioritizing these requests.

10. Tour of Mount Hope

Principal Rob Maudsley provided a 20 minute school tour.

11. Next Steps

- Public Meeting #2 Wednesday November 06, 2013 - Bell-Stone
- Working Group Meeting #4 Wednesday November 13, 2013 - Bell-Stone

12. Adjournment

The meeting adjourned at 8:27 p.m.

Handouts

- Agenda
- Minutes Public Meeting #1 – October 09, 2013 – Mount Hope
- Minutes Working Group Meeting #2 – October 16, 2013 – Mount Hope
- Projected Class Organization
- Approved SIP
- Common Themes from Public Meeting #1
- Questions and Answers from Working Group Meeting #2

Next Working Group Meeting – November 13th, 2013 at Bell-Stone
All Accommodation Review Committee Meetings are open to the public