



West Glanbrook

Accommodation Review Committee

Working Group Meeting # 1

Bell-Stone Mount Hope

Mount Hope - October 2nd, 2013



Welcome and Introductions

Mandate of the Accommodation Review Committee

“...is to lead the public *review and act in an advisory role* that will study, report and *provide recommendations* on accommodation option(s) with respect to the group of schools or school being reviewed for *the Board of Trustees'* consideration and decision.” (Section B.3, page 1)

Meeting Norms (Section C.1)

- A Member Shall:
 - Promote a positive environment
 - Treat all other members and guests with respect
 - Recognize and respect the personal integrity of each member of the committee
 - Acknowledge democratic principles and accept the consensus and votes of the committee
 - Use established communication channels when questions or concerns arise
 - Promote high standards of ethical practice at all times



Agenda

Part One: What is an Accommodation Review?

Part Two: Why is HWDSB conducting an Accommodation Review?

Part Three: Why is an Accommodation Review needed in West Glanbrook?



Part One: What is an Accommodation Review?

(Sections A, B, C & D of your binder)

“Value to the Student”

- The learning environment at the school
- Student outcomes at the school
- Course and Program offerings
- Extra-curricular activities and extent of student participation
- Ability of the physical space to support student learning
- Ability of the school grounds to support healthy physical activity and extracurricular activities
- Accessibility of the school for students with disabilities
- Safety of the school
- Proximity of the school to students/length of bus ride to school

Where we are in the Process



Committee Membership

- Chair

Voting Members	Non-Voting Members
Two (2) parent representatives who are members of School Council and/or Home and School Association from each school	The Trustee(s) of each school(s) under review
One (1) parent representative who is not a member of School Council or Home and School Association from each school	The Superintendent(s) of Student Achievement for each school(s) under review;
One (1) teaching representative from each school under review;	The Principal from each school under review
One (1) non-teaching staff from each school under review;	

- Also available are an administrative support for minute taking and a dedicated resource staff to ensure compliance of the Board's policy and information relevant to the Accommodation Review.

How will we make decisions:

- Suggested Method:

Consensus will be achieved if there is no stated dissent by any voting committee member when the chair asks if there is consensus

- If consensus is not achieved the Chair will call for a vote which will only include the “voting members” of the ARC
- A vote shall be passed when 50% plus one Accommodation Review Committee members vote in favour of the motion
- The motion will fail if the vote is a tie

Voting Procedure (Section B.5, ToR 2.4.1)

- Pupil Accommodation Review Terms of Reference
 - states voting on decisions by ballot
- “When a vote is called only the voting members present will cast their vote via ballot”
- A vote can be called only when there is a quorum of voting members
 - Quorum is 50% of the voting members plus 1

Accommodation Review Committee Voting Discussion

- Process for general decisions (meeting extensions, dates, information request etc.) is by show of hands
- More sensitive decisions (eg. accommodation recommendations) by ballot

Public and Working Group Meetings

- The meeting requirements are defined in the Terms of Reference
 - Four (4) Public Meeting
 - Working Group Meetings
- Meeting dates and times are be approved by the ARC later in the presentation

Format of Public Meetings

Optimizing consultation by:

- ✓ Group Work
- ✓ Group questions
- ✓ Diversifying the groups
- ✓ Principals will serve as facilitators
- ✓ Ensuring accurate notes taken at each group and including in the minutes

Keeping the Committee & Community Informed

- All information will be posted on the HWDSB website:

www.hwdsb.on.ca

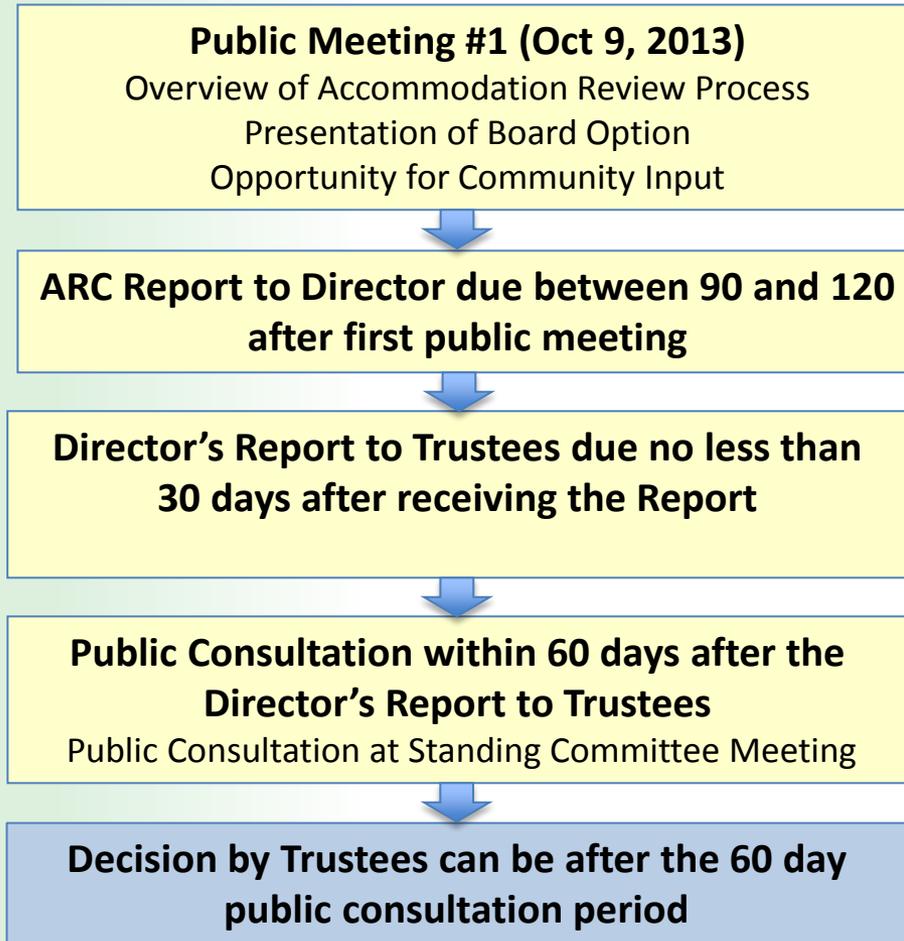
- All public meetings will be advertised
- Working Group & Public Meetings will be held at schools within the planning area
- Working group meetings are open to the public for viewing

Phases of an Accommodation Review





Timelines



4-8 Working Group
Meetings and 3
Public meetings

- Minimum of 4 Public Meetings
- Working Group Meetings are subject to ARC approval
- Dates to be solidified at this meeting

West Glanbrook Accommodation Review Calendar

Month	Week 1							Week 2							Week 3							Week 4							Week 5										
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M		
September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
October			1	2 WG	3	4	5	6	7	8	9 PM	10	11	12	13	14	15	16 WG	17	18	19	20	21	22	23	24	25	26	27	28	29	30 WG	31						
November						1	2	3	4	5	6 PM	7	8	9	10	11	12	13 WG	14	15	16	17	18	19	20	21	22	23	24	25	26	27 WG	28	29	30				
December	1	2	3	4 PM	5	6	7	8	9	10	11 WG	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
January				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15 WG	16	17	18	19	20	21	22 PM	23	24	25	26	27	28	29 WG	30	31					
February							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					
March							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
April			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
May					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									

	Statutory Holiday
	Board Holiday
	Adjacent Weekends to Board Holidays
	Public Meeting
	Working Group Meeting
	Delivery of Final ARC Report
	Presentation of Director's Report
	60 Day Period for Standing Committee Meeting for Public Input
	Standing Committee Meeting for Decision

As stated in original report to standing committee cannot hand in report earlier than Monday January 27th 2014 except Cardinal Heights which can be handed in as early as Friday January 24th

Elementary Accommodation Review Committee

Schedule and Timelines



West Glanbrook Mountain Accommodation

MEETING TYPE	OBJECTIVE	MEETING DATE	MEETING LOCATION
Working Group Meeting #1	<ul style="list-style-type: none"> Outline the Review process Accommodation Review Mandate Review Terms of Reference (TOR) Review Committee Norms Introduction to Binder Presentation of administration staff option 	Wednesday October 2 nd , 2013	Mount Hope
Public Meeting #1	<ul style="list-style-type: none"> Review TOR Accommodation Review Mandate Outline the Review process Present data and background information Receive community input Presentation of administration staff option 	Wednesday October 9 th , 2013	Mount Hope
Working Group Meeting #2	<ul style="list-style-type: none"> Approve the School Information Profiles (SIPs) Development of Accommodation Option(s) 		
Working Group Meeting #3	<ul style="list-style-type: none"> Development of Accommodation Option(s) 		
Public Meeting #2	<ul style="list-style-type: none"> Review TOR, Mandate Outline Review process Review School Information Profile Receive community input 		
Working Group Meeting #4	<ul style="list-style-type: none"> Development of Accommodation Option(s) 		
Working Group Meeting #5	<ul style="list-style-type: none"> Development of Accommodation Option(s) 		
Public Meeting #3	<ul style="list-style-type: none"> Review TOR, Mandate Outline Review process Review the Accommodation Review Committee Accommodation Options Receive Community Input 		
Working Group Meeting #6	<ul style="list-style-type: none"> Development of Accommodation Review Committee Accommodation Report 		
Working Group Meeting #7	<ul style="list-style-type: none"> Finalize Accommodation Review Committee Report 		
Public Meeting #4	<ul style="list-style-type: none"> Review TOR, Mandate Outline Review process Present Draft Accommodation Review Committee Report – Accommodation Option(s) Receive Community Input 		
Working Group Meeting #8	<ul style="list-style-type: none"> Finalize Accommodation Review Committee Report 		



Our First Decision: Meeting Dates and Timelines

We need to approve these dates
and times tonight



Reviewing Contents of the Binder...

Please familiarize yourselves with the binder
for the next meeting.

A. School Board Reports

1. Accommodation Review Standing Committee Report
2. Long Term Facilities Master Plan Guiding Principles

B. Accommodation Review Committee Documents

1. Ontario Ministry of Education Pupil Accommodation Guidelines
2. Administration Review of Accommodation Review Process
3. Accommodation Review Policy
4. Accommodation Review Policy Directive
5. Accommodation Review Terms of Reference

Terms of Reference (Section B.5)

- Approved with the Preliminary School Accommodation Review Report
- ToR includes:
 - Mandate of Accommodation Review (Page 1)
 - Committee Membership Information (Page 1-3)
 - Operation of Accommodation Review Committee (Page 3-4)
 - Reference Criteria to Fulfill Mandate (Page 4-5)
 - Working Meeting and Public Meeting Overviews (Page 5-6)
 - Final Accommodation Review Committee Report Specifications (Page 6-7)
 - Capital Planning Objectives and Alternative Accommodation Option by the Board Criteria (Page 7)

Reference Criteria (Section B.5, page 4)

The key criteria that will be used by the Accommodation Review Committee to fulfill its mandate include, but are not limited to, the following:

- **Facility Utilization**
- **Permanent and Non-permanent Accommodation**
- **Program Offerings**
- **Quality Teaching and Learning Environments**
- **Transportation**
- **Partnerships Opportunities**
- **Equity**

The Accommodation Review Committee may add additional reference criteria.

C. Committee Membership

1. List of Committee Membership
2. Committee Norms
3. Member Contact List

D. Timeline and Schedule

1. Accommodation Review Process and Timeline Chart
2. Public Meeting Dates
3. Long Term Facilities Master Plan Accommodation Review Strategy Schedule



Questions



School Information

(Sections E through M)



E. School Information Profiles

1. E.1 SIPs
2. E.2 Planning Area Information Sheet
3. E.3 Utilization Maps 2012-2022
4. E.4 Socioeconomic Maps

School Information Profiles (SIPs) (Section E.1)

- Required by Ministry of Education Pupil Accommodation Review Guidelines (June 2009)
- Assembled by Planning & Accommodation resource staff
- Intent of the SIP
 - Familiarize the ARC members and the community with the schools under review
 - Provide the foundation for discussion and analysis of accommodation options

SIP is intended...cont'd...

- Help ARC members and the community to understand how well the schools meet the objectives of the *Reference Criteria* as outlined in the *Terms of Reference*

School Information Profiles (Continued)

- SIP incorporate data about the schools for the following considerations :
 - a) Value to the student
 - b) Value to the school board
 - c) Value to the community
 - d) Value to the local economy
- SIP consists of 14 sections and addresses 67 items
- Review the SIPs for next working group meeting
 - Committee will need to approve the SIP



School Information – continued..

F. And G. School Overviews

1. Bell-Stone
2. Mount Hope

Each section contains:

1. School Report Sheet
2. Boundary Map
3. Enrolment by Grade
4. Grade Organization
5. Site Plan
6. Walking Distance Map
7. Student Distribution Map
8. EQAO Information

H. Staff Accommodation Review Recommendation

1. Recommendation Summary
2. Recommendation Enrolment Numbers
3. Proposed Boundary Map

I. Through P. Accommodation Review Committee Meeting

Q. Public Meeting

R. Media and Correspondence

S. Miscellaneous

T. Final Report to the Board



Questions



Part Two:

**Why is HWDSB conducting
Accommodation Reviews?**

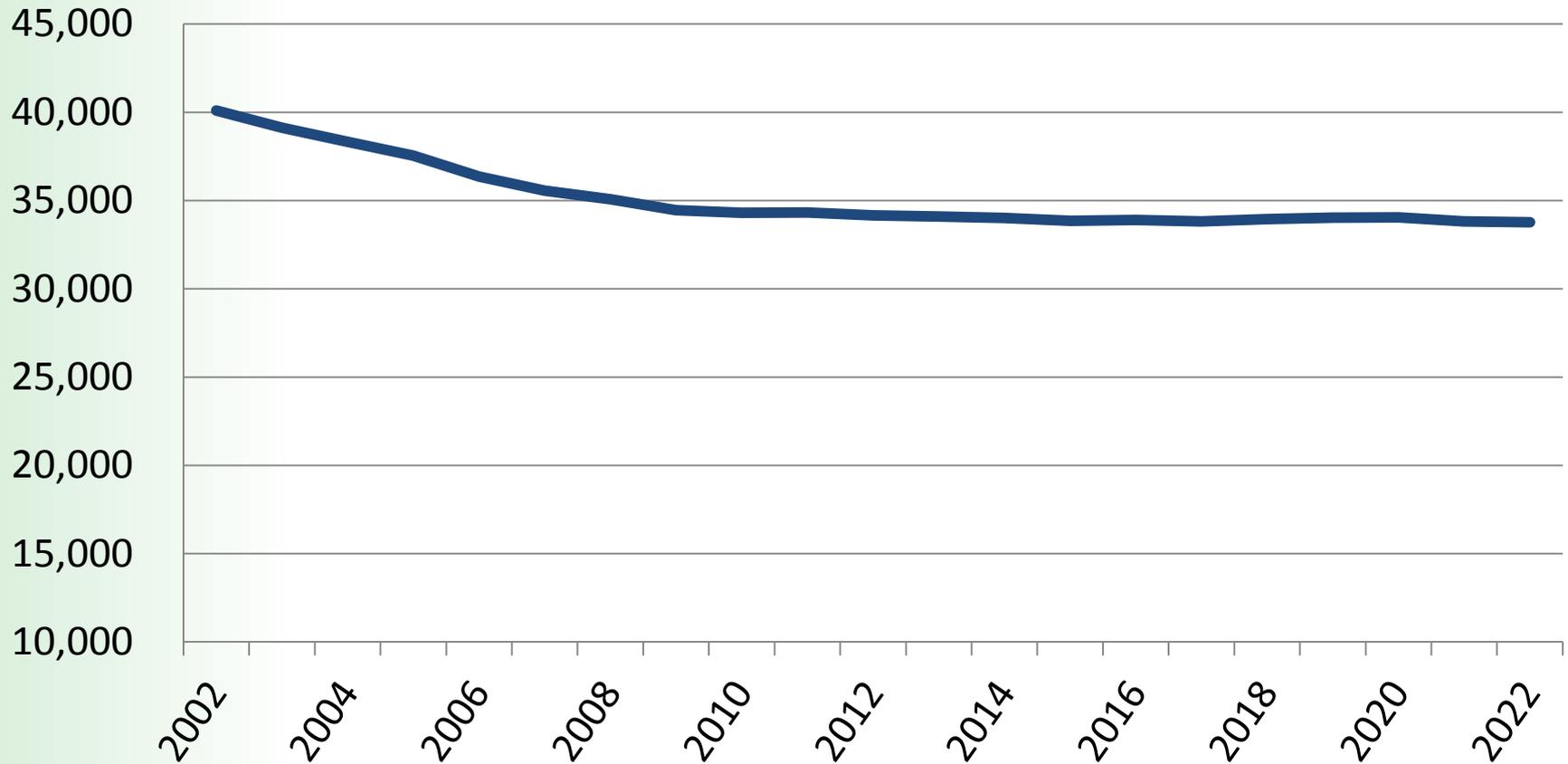
Why is HWDSB Undertaking Elementary Accommodation Reviews

- Declining Enrolments
- Many schools underutilized
- Aging and smaller sized school buildings
- Limited Provincial dollars available in the current economic environment

Board of Trustees approval to commence accommodation reviews an indication they recognize that the *'status quo'* is not an option.



Historic and Projected HWDSB Elementary Enrolment



- **Provincial funding for schools:**
 - Funding formulas largely based on enrolment
 - Other factors:
 - Number and size of schools
 - Programs offered
 - Geographic
 - Declining enrolment generates financial and operational pressures for school boards - Examples:
 - Affects program offerings
 - Underutilized schools' maintenance costs can divert resources from programs and services for students

Long Term Facilities Master Plan Guiding Principles

1. HWDSB is committed to providing and maintaining quality learning and teaching environments that support student achievement (*HWDSB Strategic Directions, Annual Operating Plan 2011-12*)
2. Optimal utilization rates of school facilities is in the range of 90- 110%
3. Facilities reflect the program strategy that all students need personalized learning, pathways, schools with specialization and cluster and community support (*Learning for All: HWDSB Program Strategy*)
4. Transportation to school locations will not normally exceed 60 minutes one way (*Transportation Policy, 2011*)

LTFMP Guiding Principles (con't.)

5. School facilities meet the needs of each of our students in the 21st century
(Education in HWDSB, 2011)
6. Accessibility will be considered in facility planning and accommodation
(Accessibility (Barrier-Free) "Pathways" Policy, 1999)
7. School facilities provide neighbourhood and community access that supports the well-being of students and their families
(A Guide to Educational Partnerships, 2009)
8. School facilities have flexible learning environments including adaptive and flexible use of spaces; student voice is reflected in where, when and how learning occurs
(Education in HWDSB, 2012)

LTFMP Guiding Principles (con't.)

9. Specific principles related to the elementary panel:

- a. *School Capacity* - optimal school capacity would be 500 to 600 students, which creates two to three classes for each grade
- b. *School Grade/Organization* –Kindergarten to-Grade 8 facilities
- c. *School Site Size* - optimal elementary school site size would be approximately 6 acres
- d. *French Immersion* - In dual track schools a balance between French Immersion and English track students is ideal for balanced program delivery



Questions of Clarification



15 Minute Break





Part Three: Why is an Accommodation Review needed in West Glanbrook?

(Section H of your binder)

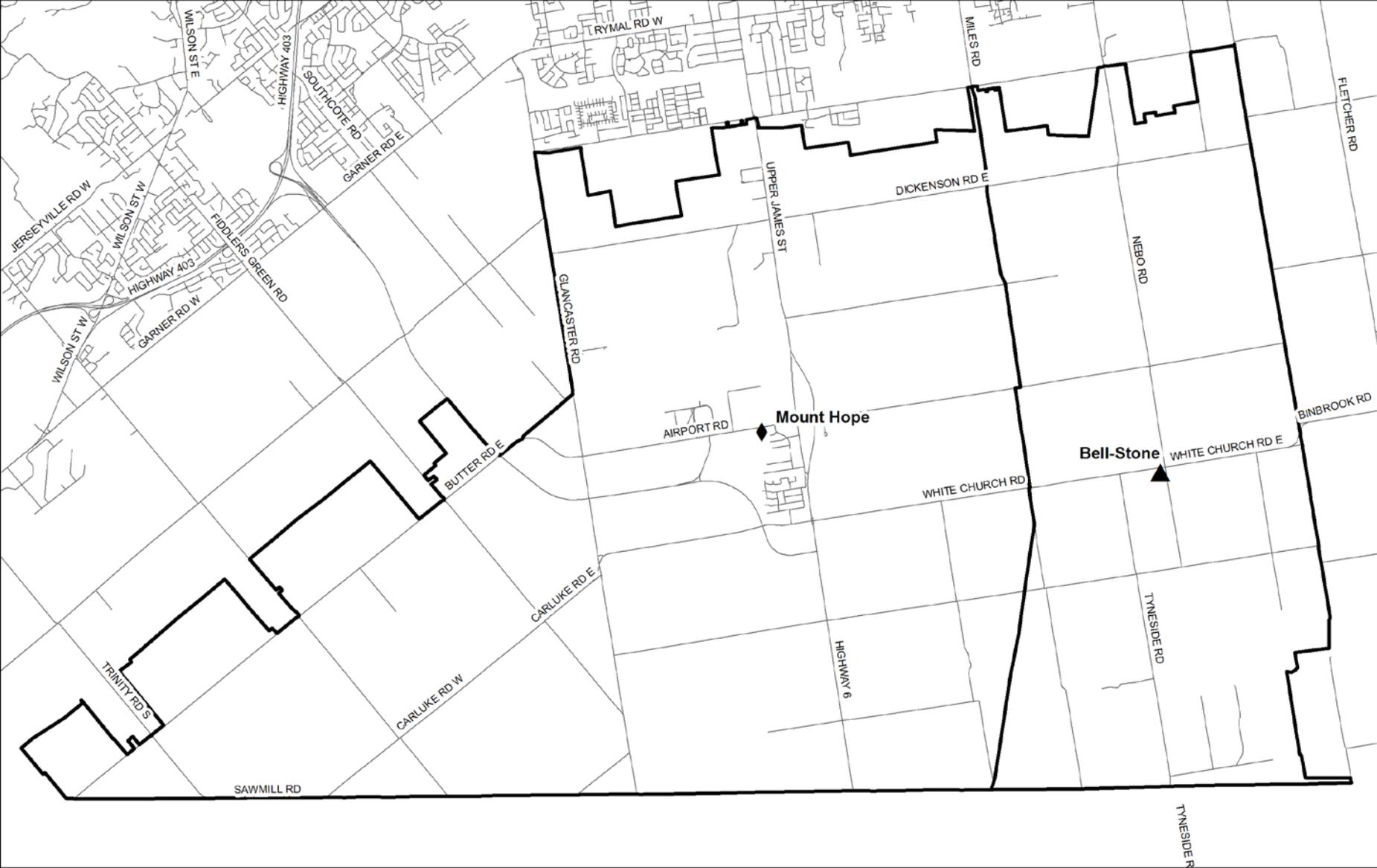
Why West Glanbrook?

- One of the three Accommodation Reviews that were identified in previous reports for approval in 2010
- LTFMP Guiding Principles
 - Smaller schools consolidation possibilities
 - School/grade organization of JK-8
 - Examined middle school/senior school model
 - Ideal elementary school size of 500-600
- Geography and Timing

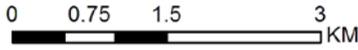


Current Situation and Staff Alternative Accommodation Option

West Glanbrook Accommodation Current Boundaries



▲ Jr Elementary	◆ K-8 Elementary	▭ Elem Boundary
* Closed School	● Middle School	



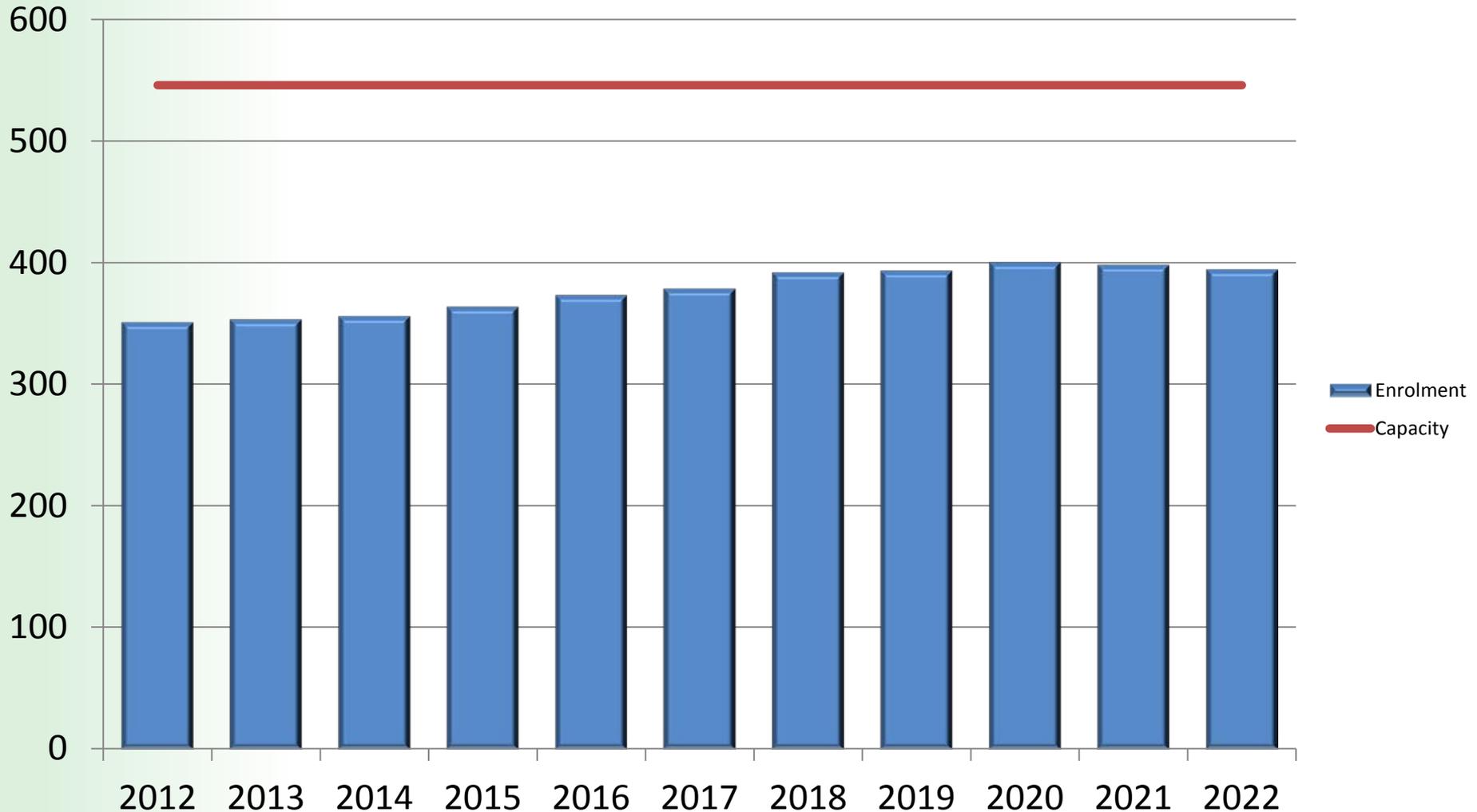


Current Situation:

School	Year of Construction	2012 OTG	2012 Enrolment (Utilization)	2017 Enrolment (Utilization)	2022 Enrolment (Utilization)	Current FCI	10 Yr FCI
Bell-Stone (JK-6)	1963	181	61 (35%)	62 (34%)	63 (35%)	38.48%	49.83%
Mount Hope (JK-8)	1952	365	290 (79%)	316 (89%)	331 (91%)	16.56%	23.27%
TOTAL		546	351 (64%)	378 (69%)	394 (72%)		



West Glanbrook Current Enrolment vs Capacity



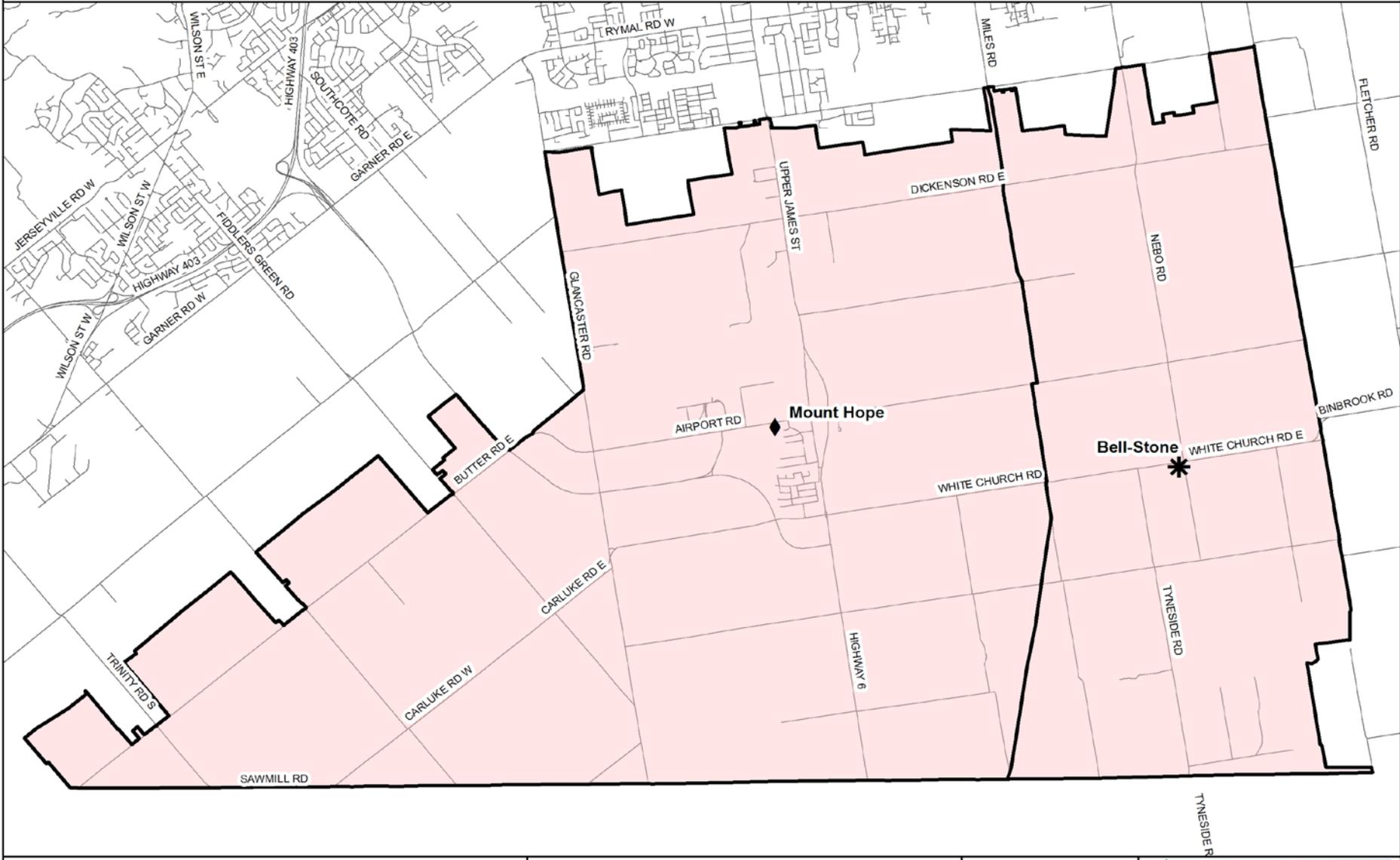


Staff Accommodation Option

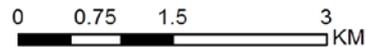
What is the significance of the staff option?

- Is meant as a starting point and initiates the process for the committee to create recommendations
- The staff option is not ‘final’ – revisions are possible and will be examined at the end of the consultation period.

West Glanbrook Accommodation Review Staff Option



- ▲ Jr Elementary ◆ K-8 Elementary □ Elem Boundary
- * Closed School ● Middle School
- Proposed Mount Hope Boundary



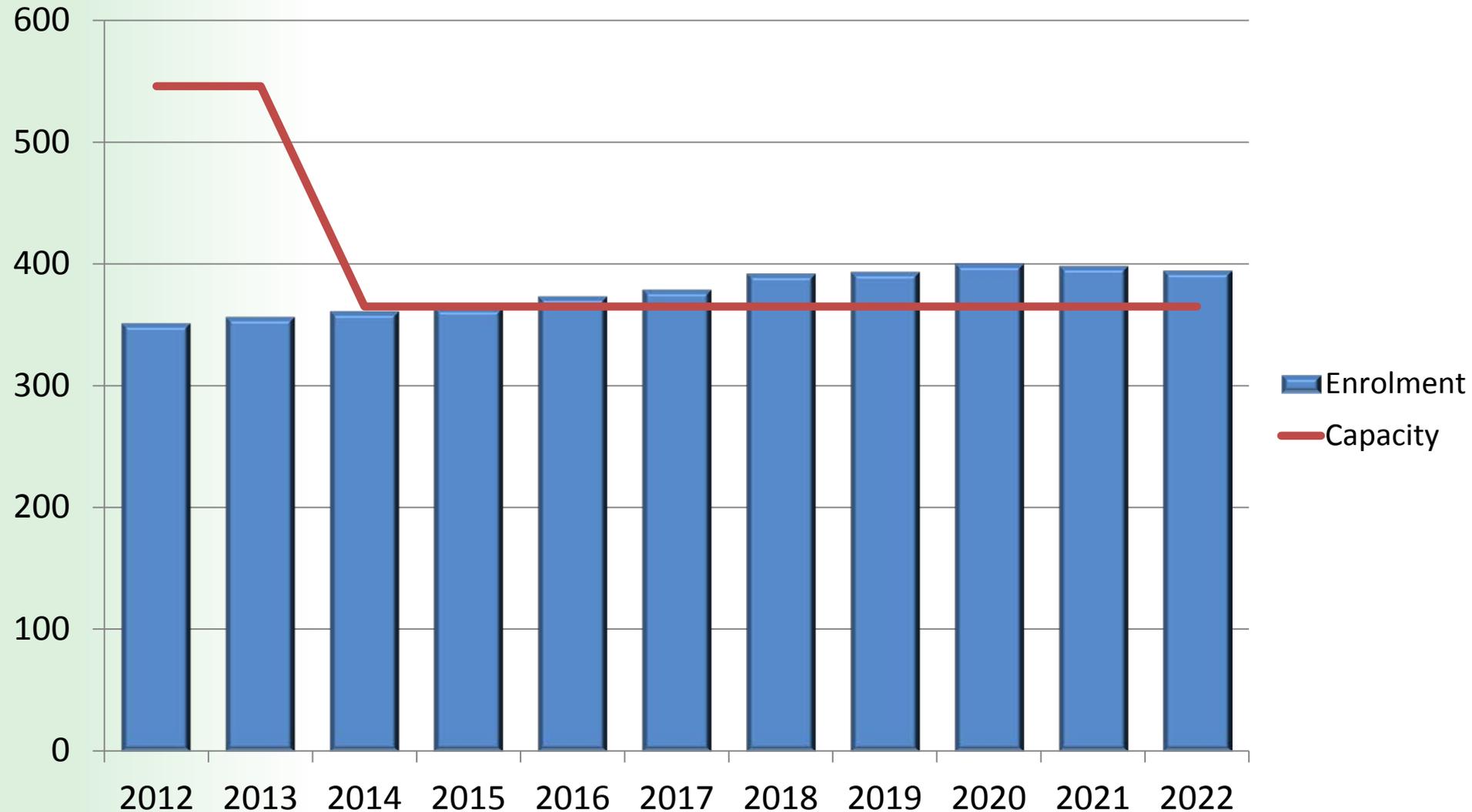


Staff Option

School	OTG	2012 Enrolment (Utilization)	2014 Enrolment (Utilization)	2017 Enrolment (Utilization)	2022 Enrolment (Utilization)
Bell-Stone (JK-6)	181	61 (35%)	-	-	-
Mount Hope (JK-8)	365	290 (79%)	362 (99%)	378 (104%)	394 (108%)
TOTAL		351 (64%)	362 (99%)	378 (104%)	394 (108%)



West Glanbrook Staff Option Enrolment vs Capacity





West Glanbrook Staff Option

- Closure of Bell-Stone in June of 2014
 - Bell-Stone is consolidated into Mount Hope
 - Mount Hope will possibly need an additional FDK room



Questions

Next Steps:

- Review of binder content
- Review of School Information Profiles they need to be approved next working group meeting
- Public Meeting #1 (October 9th, 2013 – Mount Hope)
 - ARC members' role in public meeting is to listen to the feedback of the public to help formulate solutions for the planning area.



Next Meeting:
Public Meetings #1
October 9th at Mount Hope