

**West Flamborough Accommodation Review Committee  
Working Group Meeting # 2  
Tuesday, October 16, 2013  
6:00 p.m.**

**Millgrove Elementary School  
375 5<sup>th</sup> Concession West, ON**

**Minutes**

**ATTENDANCE:**

**Committee Members**

**Chair** - Mag Gardner

**Voting Members** - Sara Ardiel, Karen Baillie, Pamela Beech, John Belanger, Jessica Dymont, Colleen Evans, Kristin Glasbergen, Candice Goodale, Cairine Grantham, Brett Humphrey, Anthony Hunter, Rachel Kott, Patti Lee, Callie Matthews, Shelley McGuire, Stephanie Munro, Marguerite Richer, Heather Ryan, Melissa Slote, Janine Vandenheuval, Sue VanEgdom, David Wardell

**Non-Voting Members** - Stewart Cameron, Doug Dunford, Eddie Grattan, Kim Short, Karen Turkstra

**Regrets**

**Voting Members** - Tania Brittain

**Non-Voting Members** - Kate Fischer

**Resource Staff**

Bob Fex

**Recording Secretary**

Kathy Forde

**Public** - 3 public attendees present - Greensville (3)

**1. Call to Order**

Mag Gardner called the meeting to order. The purpose of work ahead is to lead the public review and act in advisory role to study and report on recommendations that will be developed. Group norms reviewed.

**2. Agenda**

**2.1 Additions/Deletions**

Nil

## 2.2 Approval of Agenda

No objections. Agenda approved by consensus by a show of hands.

## 2.3 Handout Protocol

In an attempt to be mindful of paper usage, hardcopies will be provided only to members who require handouts in paper format. By a show of hands, 17 members requested hardcopy handouts for future meetings. Remaining members will print their handouts as received electronically.

## 3. Review of Quorum and Voting Procedures

Mag Gardner indicated that the committee is comprised of 22 voting members as three positions have not been filled. Quorum is defined as 50 percent of voting members plus one. Based on membership, quorum for West Flamborough is calculated as  $22 \text{ voting members} \div 2 = 11 \text{ plus } 1 = 12$  so to reach quorum a minimum of 12 members must be present. As such,  $12 \text{ voting members present} \div 2 = 6 \text{ plus } 1 = 7$  votes in favour needed to pass a vote.

## 4. Binder Updates

### 4.1 Committee Member List Update

Hardcopy provided for Section C of the binder. Marguerite Richer joined the committee to represent Millgrove staff. This addition increases voting members from 22 to 23. A membership update will be provided.

**ACTION: Membership update required**

### 4.2 D.1 and D.2 Schedule Update

Hardcopies provided for Section D of the binders.

## 5. School Tours Schedule

Mag Gardner advised that school tours will be provided at host schools prior to meetings. An opportunity was provided for a self-guided tour at Millgrove before the meeting started.

## 6. Data Requested by the Committee

Bob Fex indicated that it will be important to ensure requests for data add value to the work ahead and help to inform decision-making. Data requests will need to be precise to ensure efforts are focused effectively as needed. Responses to requests will be done based on investigation through Board staff.

## 7. Minutes from Working Group Meeting #1 (October 02, 2013)

### 7.1 Nature of the Minutes

Mag Gardner advised that minutes are intended to capture the spirit of main discussions points. Draft minutes will require review and approval through the committee.

### 7.2 Clarification

One change to attendance was noted and will be made to the final version.

### 7.3 Approval of Minutes

Minutes approved by consensus, by a show of hands. Minutes will be posted on the website.

## 8. Public Meeting #1 (October 02, 2013)

### 8.1 Debriefing on Public Meeting # 1

Bob Fex advised that the intent of debriefing was to analyze the data collected from the first Public Meeting in order to extract the main points of concern in a collaborative manner.

### 8.2 Understanding Group Discussion Notes Data from Public Meeting #1

Mag Gardner presented the framework, the common protocol, for reviewing data in terms of qualitative analysis. The first step is to read through the data without judgment to identify main ideas. In the second step, main ideas and any new main ideas that have emerged are recorded. Next, the main ideas are merged into larger categories if possible through key connections and common themes that are identified. Findings are then shared with others to discuss similarities and differences in order to determine what is most significant. During the process, it is important to be specific for clarity, to be objective for capturing only what was said rather than interpreting perspectives, and to be open to new ideas. A practice example was discussed

Members broke into groups to analyze feedback captured from the first Public Meeting. The idea of public attendees circulating among the breakout groups to observe discussions was discussed. By a show of hands, by consensus, members agreed.

**DECISION: Public attendees were invited to observe group discussions**

### 8.3 Review of Group Discussion Notes

Following group discussion, the main issues identified were shared as follows:

#### Group 1

- Census population data - impact of aging population versus younger families moving in
- Financial data - costs for a new build versus renovations, board budget
- Infrastructure - bathrooms, before and after school space
- Quality of education - new idea not captured within feedback notes

#### Group 2

- Schools and out-of-catchment - who goes where
- Statistics - how accurate is the data, more information needed for justification
- Logistics - how will it work in terms of timing and finances

**Group 3**

- JK-8 model - how was the data gathered to suggest 500-600 students is ideal, to project enrolment
- Financial data - costs for renovation, facilities, shared facilities
- Timelines - what are the timelines for closures, renovations, transfer of students

**Group 4**

- Renovations - will these be adequate and completed on time
- Transportation - will this be adequate
- New school - any consideration of new site for all schools together

**Group 5**

- Any possibility of a new facility
- If Board recommends Beverly Central closure - loss of Special Ed class a concern
- Transportation

**Group 6**

- Financial - what are the constraints and options
- Renovations - are there any limits
- Transportation

**8.4 Public Meeting # 2 - Facilitator Process of Other ARCs (4 questions)**

Mag Gardner noted that review of public comments is an essential part of the process. It will be important to honour public input, navigate the data effectively and measure the data alongside reference criteria in order to make informed decisions. More data will follow through the Public Meetings. The public does have access to all documents for information as posted on the website, which might also answer any questions. If members believe more guidance is needed for reviewing data, arrangements can be made for E-BEST staff to provide further direction. In response, committee members indicated more direction will be necessary to work through the qualitative analysis process to filter public comments, organize the data and create categories.

**ACTION: Further direction required for data analysis**

**9. Review of School Information Profiles**

**9.1 Overview of Each Section of the SIP (small group discussion)**

Mag Gardner advised that SIPs provide important school data as required under Ministry guidelines. The SIP is a foundation document so it is critical to ensure all details are accurate. Members gathered into groups by school to collectively review the SIP data.

## 9.2 Discussion/Verify/Addition/Deletion

SIP changes as recorded during group discussions were collected. Updated SIPs will be provided. All SIPs will require approval through the committee.

Additional data considered valuable to informing decisions was identified as follows:

- 21<sup>st</sup> Century Learning Facilities - how do you define and come up with a number to get schools up to standards of a 21<sup>st</sup> Century learning facility (i.e. technology, wireless, space, classroom size, septic system, water treatment) - what would it cost to upgrade schools to become modern learning environments - it was noted that the replacement costs as provided are applicable to current standards
- Renovations - does each school have room for renovations to provide a JK-8 school (i.e. site size and possibilities for second floor)
- Historical Context of Schools - beyond bricks and mortar, what does a school mean to the community (i.e. culture, multi-generation students, schools are the heart of a community) - in terms of closure it will be important to recognize and allow community grieving as part of the process - it was noted that generational information is not currently being collected
- Room Size - room size and configuration for Full Day Kindergarten currently varies considerably and will need to be considered - will school libraries, computer labs and gym change rooms be able to accommodate extra students - common spaces need to be considered to accommodate a JK-8 school - gym timetabling will also need to be considered
- Projections - how accurate are past projections - are projections from 10 years ago accurate with current numbers - it was noted that 5-year projections are more consistent in terms of accuracy as probability increases with shorter spans of time, and past staff and their methodology make it difficult to track for numbers projected 10 years ago
- Transportation - long distance is a concern for rural bus routes - more students in the schools will generate the need for more buses - can current parking facilities accommodate additional bus traffic without taking away green space - parking for parents during activities is also a concern - safety is a huge concern with no sidewalks available
- Transition - how many transitions would students need to make if the staff option was approved
- FCI - what are the deferred maintenance costs
- Outdoor Space Utilization - need more data on play structures - need to understand regulations concerning liability

Data requests as noted above will be reviewed by Board staff for follow-up responses. Any additional data gaps can be provided directly to Bob Fex.

**ACTION: Responses to be provided**

## 10. Correspondence

### 10.1 Letters from the Public

Mag Gardner noted that all correspondence received will be provided to the committee for review and consideration as options are developed.

## 11. Questions & Answers

It was noted that the map included with the Administration Staff Recommendation Option does not reference street names. In response, the map will be updated to display major roadways and will be posted on the website.

**ACTION: Update map and post to website**

Members asked if feedback from students in terms of likes and dislikes was necessary. It was noted that student input was collected for the secondary ARCs but student voice from the elementary level is tricky to capture in terms of clarity. Committee members are here to participate with their best thinking to support the diverse range of grades and to consider value to the students with all work that transpires.

Members thought it was important to offer Public Meetings at each of the five schools involved in the West Flamborough ARC, as Beverly Central was not included as a location for Public Meetings. The idea of tours versus a combined Working Group/Public meeting date was discussed. By consensus, by a show of hands, members agreed that Working Group Meeting # 4 scheduled for November 13, 2013 at Beverly Central will be combined with a Public Meeting, increasing the total number of Public Meetings from four to five. Meeting objective and times will be determined. This change will be noted to members through an email and communicated through school newsletters.

**DECISION: Public Meeting added November 13, 2013**

**ACTION: Schedule to be updated, distributed, posted / Notice to go out to committee and schools**

## 12. Next Steps

- Next Working Group Meeting # 3 - October 30, 2013 at Dr. Seaton
- Next Public Meeting # 2 - November 06, 2013 at Millgrove

## 13. Adjournment

The meeting adjourned at 9:15 p.m.

## Handouts

- Agenda
- Presentation
- Draft Minutes - Working Group Meeting #1 - October 02, 2013
- Membership Update (Binder Update Tab C)
- West Flamborough Schedule and Timelines (Binder Update Tab D.1)

West Flamborough ARC

Working Group Meeting # 2 - October 16, 2013

- Public Meeting Dates (Binder Update Tab D.2)
- Qualitative Analysis Presentation
- Community Feedback West Flamborough Public Meeting #1
- Correspondence