

# **West Accommodation Review Committee Meeting**

**Education Centre Board Room**

**March 29, 2011**

**Working Meeting #3**

## **Minutes**

### **ATTENDANCE:**

#### **Committee Members**

***Chair –Superintendent Sharon Stephanian***

***Voting Members – Christopher Austin, Deborah Beedie, Phyllis Chasty, Lawrie Cook, Allyssa Horning, Bea Howell, Lori King, Deborah Knoll, Heather MacDonald, Judy Shen, Boris Williams,***

***Non-Voting Members – Gudrun Anderson, Paul Barwinski, Judith Bishop, Jessica Brennan, Krys Croxall, Em Del Sordo, Rick Hart, Alex Johnstone, Judy Langsner, John Laverty, Brian Lenart, Maria Rikic-McCarthy, Laurie Swackhammer, Dan Thomson, Anne Waldie***

#### **Regrets**

***Voting Members - Rosemary Bellefeuille, Sharon Ricci***

***Non-Voting Members – Michelle DesRochers, Lloyd Ferguson, Brian McHattie, Russ Powers***

#### **Resource Staff**

***Daniel Del Bianco, Don Hall, Jim Wibberley, Ellen Warling***

#### **Recording Secretary**

***Tracy McKillop***

### **1.0 Call to Order**

Superintendent Stephanian welcomed everyone to the third working group meeting. She indicated that they had a busy agenda ahead and that they were now almost 30 per cent of the way through the meetings.

Superintendent Stephanian stated that they had spent a great deal of time listening during the initial three meetings. However, tonight the Committee would begin the task of developing their own

recommendations to the Board of Trustees. She stated that it will not be a quick task but its developments of these recommendations are the core purpose of the ARC.

She spoke of the follow-up information from the previous meetings that had been included in the handouts and reminded the Committee that microphones were available for their use so that everyone could be clearly heard.

## **2.0 Agenda**

**2.1 Additions and Deletions** –It was noted that Research bibliography should be number 3.3.3 on the Agenda not 3.3.4 and Clarifications from previous meeting should be 3.3.4 not 3.3.5.

4.4 Debriefing of the School Tours was also added to the Agenda.

Trustee Brennan raised the question if discussion of the staff recommendation could be added as well. Mr. Del Bianco shared that the staff recommendation would be discussed under #7 on the Agenda.

**2.2 Approval or the Agenda** – The amended agenda was approved by consensus.

## **3.0 Minutes of the meeting of February 8, 2011**

**3.1 Errors or Omissions** – It was noted that one of the speakers from the February 8<sup>th</sup> meeting should read Deborah Knoll not Deborah Beedie.

**3.2 Approval of the Minutes** – The amended minutes were approved by consensus.

**3.3 Business Arising from the Minutes** - The Chair shared that there were a number of questions that came from each of the smaller groups and the Committee as a whole. These were compiled and the answers have been provided to the Committee members. Mr. Daniel Del Bianco then commenced with reviewing the information and answering any questions that arose.

### **3.3.1 SIP Follow-up – Responses to issues/questions raised:**

Deborah Knoll wanted to know when the Committee members would have the opportunity to finish going through the SIPs and wondered if they could have the same groups as before. Mr. Del Bianco suggested that they do that at the next working group meeting because it is important for the members to work on the ARC recommendation. Dan Thomson indicated that he would like to go through the SIPs as before because not all of the groups finished going through the SIPs. The Chair suggested that the Committee could put forth a motion. Trustee Brennan stated that after doing the tour there may be additional questions of things that were not listed or things that require adjustment. **Consensus was given to have time at the next working meeting.**

Trustee Bishop questioned a discrepancy in Section 5 and Mr. Del Bianco indicated that this would be discussed later in the evening.

**3.3.2 Board Report on previous consideration of Parkside for closure** – Mr. Wibberley shared that it was a challenge to find the report from 2003/04. He stated that in late 2003 the Board was coming out of a period of Supervision. Dr. Murray was the Supervisor. The school revitalization was determined and approved by Dr. Murray including the closure of Parkside. There was a community committee who prepared a set of recommendations on the Dundas review area for secondary and elementary schools – they recommended that Parkside not be closed. In 2004 the Board rescinded the decision to close Parkside. Mr. Wibberley has the report and it will be scanned and sent out to the Committee in .pdf format.

**3.3.3 Research Bibliography** – This was provided to the Committee and no further questions were asked.

**3.3.4 Clarifications from Previous Meeting** – there were none.

#### **4.0 Minutes of the meeting of March 1, 2011**

**4.1 Errors or Omissions** – There were no errors or omissions.

**4.2 Approval of the Minutes** – The minutes were approved and consensus was given.

#### **4.3 Business Arising from the Minutes**

**4.3.1. Debriefing from the Public Meeting** – Trustee Brennan inquired if the public who spoke at the public meeting will receive a copy of the minutes. Mr. Wibberley stated that since we have no contact information for these people that would not be possible however the information will be posted on the web site. Trustee Brennan then inquired if we could print out some copies and hand them out at the next public meeting. The Chair stated that it would not be a problem to do that.

#### **4.3.2 Submissions to the ARC by members of the public.**

The Chair stated that we have received some inquiries about how members of the public can make formal submissions to the ARCs beyond a brief comment or question at a public meeting. Mr. Wibberley was asked to speak to this item and outline the options. He indicated that the Committee needs to decide if they would like to receive formal submissions and if so how would they like to receive them.

The options were:

1. Set a time to hear delegations at a public meeting. For example delegations could be heard at the third public meeting. These could have a ten minute time limit and allow for a longer written submission to be submitted to the Committee. The Committee could also offer to receive written submission without a presentation. Delegations would be required to request delegation status and to follow the time limits.
2. The Committee could decide to receive only written submissions.
3. The Committee could decide not to receive delegations or written submission but it should be noted that all correspondence will be forwarded to the Committee.

Some of the questions and comments were:

- There was some discussion around when to hear delegations. It was felt that sooner would be better than later. Mr. Wibberley offered that there could be a downside to that as well. The Committee may or may not want to have the same recommendation as the Board so he suggested that the ARC may want to hear public feedback on their recommendation.
- It was also discussed that the delegations should be a formal presentation not just an emotional presentation.
- Some members were concerned that not all people like to stand up in front of a group and give a formal presentation and others may not be computer savvy.
- The Chair shared that written submissions could be given as well and this could be something that is ongoing or the Committee could give timelines that line up with the public meetings.
- Trustee Bishop indicated that there is an orange manual that gives delegation guidelines e.g. a formal process – the presentation needs to be sent, in writing, 10 days prior to the presentation date, and the presentation could have a 15 minutes time limit.
- There was further discussion of what the guidelines could entail. Mr. Del Bianco shared that if the public meeting was dedicated to hearing delegations that would very quickly use up the three hour time frame.
- Mr. Wibberley reminded the Committee that the intention of the public meeting is also to inform the public of what the group has been working on to date.
- It was suggested that the committee hear delegations for half of the meeting and the second half could be dedicated to anyone wishing to stand at the microphone and ask questions or share their perspective on things.
- Some of the group felt that a number of delegations could be heard if there was a 10 minute time limit with a 5 minute question and answer period. Some felt that it was important to have creative presentations, while others felt that some homework should be done and that the delegates need to present something that would support the process not just an be outcry of emotion.

- Trustee Johnstone indicated that she would like to see this framed in a positive light of “what is your vision.” Keep it as simplistic and open as possible – let them find a vision through creativity.
- Mr. Wibberley indicated that everyone had excellent ideas. He liked Trustee Johnstone’s idea of speaking to vision and Superintendent Croxall’s idea of referring them to the Terms of Reference and Em Del Sordo’s idea of linking the delegates with the web site.
- Trustee Johnstone felt that it was important for people to take a global look. We don’t want schools pitted against each other however we need to look at the entire ARC Community.
- Deborah Knoll shared her summary of the discussions as follows:
- Allow for half of the meeting to be for delegations and the other half to be for speakers at the microphone. Also allow for delegations, who do not want to speak, to submit a written presentation.
- Communicate this to the community as soon as possible, (someone else listed a few of the appropriate journals e.g. Dundas Star, etc)

For the enrolment presentation please click on the following link:

[http://www.hwdsb.on.ca/arc/wp-content/uploads/2011/01/Item8-WestARC\\_Enrol\\_Demo\\_Final.pdf](http://www.hwdsb.on.ca/arc/wp-content/uploads/2011/01/Item8-WestARC_Enrol_Demo_Final.pdf)

For the Board Recommendation presentation please click on the following link:

[http://www.hwdsb.on.ca/arc/wp-content/uploads/2010/11/West-ARC\\_Proposal\\_Presentation\\_v2-2.pdf](http://www.hwdsb.on.ca/arc/wp-content/uploads/2010/11/West-ARC_Proposal_Presentation_v2-2.pdf)

For all of the presentations and information that has been distributed to the West ARC Committee members please click on the following link:

[http://www.hwdsb.on.ca/arc/?page\\_id=265](http://www.hwdsb.on.ca/arc/?page_id=265)

For more information on the West ARC School Profiles please click on the following link:

[http://www.hwdsb.on.ca/arc/?page\\_id=28](http://www.hwdsb.on.ca/arc/?page_id=28)

For more information on the past Minutes of the Meeting please click on the following link: [http://www.hwdsb.on.ca/arc/?page\\_id=24](http://www.hwdsb.on.ca/arc/?page_id=24)

- Considering that:
  - Our region has excess capacity
  - We are faced with declining enrolment
  - The Board has a very large amount of money in deferred maintenance and can not afford to maintain the existing schools
  - The Board would like to target 100% utilization of the Secondary buildings

What is your vision for the Secondary Schools in the West Region?

Please provide input on any of the following areas:

- Accommodation
- Programming
- Transportation
- Funding
- Timelines
- Implementation Plans

The Committee was in agreement and there was consensus to support this approach.

**4.4 School Tours** – The Chair asked the Committee if they had anything that they would like to share. Some of the comments were:

- We don't really know what future education is going to look like and we need to build something that is flexible.
- Seeing a tour of the boiler room was very eye opening.
- It would have been nice to see the facilities while they were in use.
- It was a great opportunity to speak to the staff and to get a chance to speak with other ARC members.
- It gives us a lot more to think about.

**5.0 Review of the ARC Timelines** – Mr. Del Bianco stated that the timelines is a guide to get us from point A to point B. We are mandated to have four public meetings. Every group is at a different point and these timelines are only a guide. Deborah Knoll felt like it was important to hear the Program Strategy prior to making a recommendation. Mr. Del Bianco indicated that the Committee does not have to have anything concrete, or they could have more than one option or just share what they are thinking so far. Deborah Beedie asked if the closing of a school has to occur in 2013 as indicated in the newspaper. Mr. Del Bianco stated that this can be flexible and it is up to the Committee to put in the proposal what they would like to see.

Consensus was given to work within the guidelines.

The Chair indicated that due to time constraints would the Committee move #7 to item #6.

Consensus was given to make this change.

## **6.0 Pupil Accommodation Options**

### **6.1 Initial discussion of accommodation options in North area**

Mr. Del Bianco stated that the point for this evening was to breakout into small groups and capture what has been said over the course of two working meetings and one public meeting. Some things to consider would be:

- What we like to see in an option and what we would like to see.
- How to tailor the Board option, if that is possible.
- What elements of the Board option can stay and what do we want to move away from.

Mr. Del Bianco then went on to share ideas that the group could be working towards:

- He stated that at the next public meeting #2 it will be the Committee that stands in front of the public and reviews the group's progress to date.

- This may come in the form of really high level ideas
- It might be more specific – depending on how much the group covers in the next two meetings and in no way does this mean that the Committee has to have the ARC's final recommendation ready and completed.
- The Committee will want to seek input from the community on the direction that the ARC has taken.

### **6.2 Other information requested**

Mr. Del Bianco will transcribe the notes from the groups and summarize.

### **6.3 Next Steps**

The groups will remain the same for the next working meeting and continue to work on their recommendations.

The Chair asked the Committee if they wanted to have the Enrolment Presentation tonight or defer it to another time. Consensus was given to defer.

## **7.0 Correspondence**

The Chair shared that we have an email address on the HWDSB website that the public can use to send questions or offer comments on the work of the ARC. Some of these questions are simple process questions which Mr. Wibberley answers and others are questions or comments directed to the committee. We will provide the ARC with emails, letters etc that are directed to the committee under this section of the agenda. Consensus to continue to receive the correspondence was given.

## **8.0 Other Business**

Mr. Del Bianco asked for clarification on some of the questions on the "Review of the School Information Profiles":

5.1 "Why is there a discrepancy in the dedicated programming space? This was due to the difference in hospitality program and hospitality space. Why are schools listed as having dedicated space when they do not offer the program? Others offer the program while others do not have the space. Mr. Del Bianco stated that it could be that a school used to have a shop class and now they do not offer the program or they could have a hair dressing program but don't have a dedicated hair dressing space.

**Consensus was given to extend the meeting until 9:15 p.m.**

5.4 Why are "athletic fields" not included in this section? Fields are considered learning spaces so why are they not included? Mr. Del Bianco shared that this could be added to the SIPs.

6.1 Why is there no ESL with the amount of immigration? Lawrie Cook answered this question by saying that they currently have ESL offered in the North and the South however in the West there are not

enough student to have this offered so these students go to schools that can provide this to them. This will be addressed in the Program Strategy.

8.1 How much free unused space is available on the property? This is referencing Parkside which has the use of the space but does not own it. Mr. Del Bianco will work toward answering this.

11.1 How does the Board's transportation Policy define who qualifies for bussing? This was just approved the night before so it will be handed out at working meeting #4.

12.1 Where is data in support of Community and Continuing Education to be found? Mr. Del Bianco will provide information at the next working meeting.

20.1 Can the recent technology grant from "Future Shop" be added to the Highland SIP? Rick Hart shared that this \$50,000 grant was received. It is a lab and Highland is one of six schools in Canada to receive this.

Allyssa Horning and Judy Shen felt that being in the school and seeing the activity makes the school. Judy and Allyssa would like to spend a day in each of the schools and share with the Committee as Student Trustees the student's views and ideas. They want to connect with the students of the schools within the Cluster to see how they see the buildings being used and what ideas the students have. They will create a presentation to share with the Committee. They put this proposal forward which was approved by consensus. It is important to email the Principals so that they will see a normal daily routine.

**9.0 Adjournment** - There was consensus to adjourn at 9:15 p.m.