



**ACCOMMODATION REVIEW COMMITTEE
SOUTH SIDE
WORKING MEETING
VICTORIA PARK TRAINING CENTRE
Monday April 18, 2016 6:30 pm – 9:00 pm**

Chair: Sherri-Lynne Pharand, Superintendent of Education
Moderator: Sheelagh Hendrick
Trustee: Vice-Chair George Saarinen
Resource Staff: David Wright, Superintendent of Business
 Dave Covello, Manager of IT and Corporate Planning
 Heather Harris, Capital Planning Officer
 Bruce Nugent, Communications Officer
 Brenda Barradell, Recorder

Committee Members: Maureen Abbott, Whitney Lundstrom, Jennifer Muir, Susan Redmann Brodeur, Vicki Shannon, Brooke Robinson, Georgine Salmonson, Rodi-Lynn Kinisky, Dave Isherwood, Meghan Smelow, Giselle Little, Sharlene Neill-Nugent, Bryce Foster, Coral Charlton, Rich Seeley, Chuck Brown, Delfina Trevisan, Tori Antier, Kelly Matyasovszky, Pauline Fontaine

AGENDA ITEM	DISCUSSION	ACTION
Welcome and Introductions	<p>Sherri-Lynne Pharand, Superintendent of Education and Chair of ARC-South called the meeting to order at 6:30 pm and on behalf of Lakehead District School Board welcomed everyone.</p> <p>The moderator and members of the committee introduced themselves. A sign in sheet was distributed.</p>	
Review of Meeting Norms	<p>At the Orientation Meeting on March 29th, the committee agreed to follow specific norms that are part of the Board’s policy (based on the Ministry’s revised School Accommodation guidelines). The following norms were reviewed at the beginning of the working meeting:</p> <ul style="list-style-type: none"> • Committee members are not required to reach consensus on 	

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	<p>options or information that will be presented to the Board.</p> <ul style="list-style-type: none"> • Discussions are focused on the potential for enhancing the learning environment and providing the best educational opportunities for students when considering the recommended options. • No substitutes for absent members throughout the process in order to ensure continuity. (AEAC and SEAC members may send an alternate) • The Chair will facilitate meetings. Minutes of meetings will be posted on the board website. <p>In addition to the above norms, these additional norms will be adhered to at all meetings:</p> <ol style="list-style-type: none"> i. Everyone has the opportunity to speak and has an equal and valued voice at the table, and that opinions and ideas of each committee member will be valued and thoughtfully considered; ii. Meetings will begin and end on time – but with the consensus of group, we may extend the end time to finish the discussion of a particular item; and iii. All members will sign in at each meeting. 	
Review of Minutes	Prior to the meeting, members of the committee reviewed the minutes of the Orientation Meeting on line. They received a copy of the minutes of the April 7th Public Meeting. There were no errors or omissions noted in the minutes.	
Business Arising From the Minutes	<p>a) <i>Facility Condition Index (FCI) and Projected Renewal Needs</i></p> <p>David Wright explained that the FCI is an indicator that reflects the cost of renewal (which is essentially ongoing and capital maintenance) in relation to the replacement cost of the building. The Board does not have control over the estimated cost of renewal, nor the estimated cost of replacement of the building. The Ministry of Education contracts a company to go to all of the schools in all of the school boards in the province and assess the condition of the buildings and all of the buildings' components. The assessed condition and the replacement cycle is large based on standard benchmark lifespans of equipment and do not necessarily reflect reality. When LDSB capital plan is put</p>	David Wright

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	<p>together each year, the Ministry renewal report is reviewed. Then there is a consultation process with principals, head custodians and maintenance staff. The capital plan is directed by the emergent needs that are highlighted by this report and by board staff. The projected facility renewal needs listed in the school information profiles aren't truly reflective of the investment we'd be able to make in our buildings.</p> <p>The work is dependent on funding (\$19,097,288 = renewal needs identified by the assessor vs \$7,139,671 LDSB estimated 5-year renewal expense).</p> <p>The FCI are as follows: Churchill = 67.6% Westgate is less than 36.98% Agnew = 27.41 % Edgewater = 38.86%</p>	
	<p><i>b) Capacity and Timetabling</i></p> <p>Dave Covello explained that the On the Ground (OTG) Capacity is based on 21 students per classroom and 9 students for special education classes. Our actual capacity is larger than the OTG. This will be revisited once timetabling is completed. The OTG only includes classrooms and special education – not gym. There is a need for renovations, especially in the tech classes.</p> <p>The average numbers for Elementary are: Kindergarten = 26 K-8 Classrooms = 23 Special Education = 9</p>	Dave Covello
	<p><i>c) Gathering Student Input</i></p> <p>It is important for students to have their input. This plan is about and for the students. The Senior Team is organizing a meeting with students. They will be inviting students who have been selected by their schools to make a survey. Bruce Nugent and Heather Harris will work with them. The principals will be asked to help get the survey questions out to the students. Results will be gathered and brought</p>	Sherri-Lynne Pharand

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	<p>back to a working meeting.</p> <p>Grade 7 & 8 students should have input as well, as they will be in grade 9 and 10 when the change happens.</p> <p>The North Side ARC will discuss this idea at their meeting on April 19. The date of the meeting to develop the survey will be finalized after that meeting.</p>	
Determine Themes from Stakeholder Input	<p>Committee members worked in groups to identify themes from the input that has been gathered to date. ARC members were also asked to identify themes that may be missing from the list that was created. Themes that were identified included (in no particular order):</p> <ul style="list-style-type: none"> • Size of School / Capacity / Safety • Construction / Renovations • Transportation • School Sports • Rebranding • Other Cost Saving Measures • Students • Input into the Process • Marketing / Branding • Property at Churchill • Staff • Transition • Programs 	Heather Harris
Discussion/Comments	<p>Sherri-Lynne Pharand noted that we have a comprehensive list of themes, but she reminded the members that we will review/update this list again at the next working meeting.</p> <p>At the June 1st working meeting, each group will have 10 minutes to make a presentation which will incorporate feedback from parents and students at their school. AEAC and SEAC will also make a presentation. A template was given to everyone with some ideas for organizing the presentation. However, it is only a suggestion – the presentation can take any format (verbal, PowerPoint etc.). The group</p>	

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	<p>was told not to worry about whether it is accommodation or transition – this will be sorted out. All notes and feedback should be submitted but the presentation will be limited to 10 minutes. Groups should provide all written notes along with their presentation to the recorder for the minutes.</p> <p>When reaching out to the school communities, Sherri-Lynne cautioned committee members not to disrupt the learning environment. When reaching out, it should be a survey by the students for the students and by the parents for the parents. She reminded members that people must have a choice as to whether they want to contribute or not, but it should not become a marketing event.</p> <p>The student members were told that the Senior Team would be in touch with them on Wednesday, April 20th after the North ARC working meeting, to set a date for discussion that was suitable for everyone.</p>	
Next Meeting:	Working Meeting June 1, 2016 at Victoria Park Training Centre	
Adjournment:	The meeting adjourned at 8:30 pm	