



**ACCOMMODATION REVIEW COMMITTEE
SOUTH SIDE
ORIENTATION MEETING
VICTORIA PARK TRAINING CENTRE
Tuesday, March 29, 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

Regrets: Laura Sylvestre (SEAC – Alternate); Rita Fenton, Kathy Beardy, Suzanne Tardiff (AEAC Alternates)

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 and housekeeping items were discussed.</p>	
Meeting Norms	<p>All members received a binder of information that will be referred to throughout the meeting.</p> <p>The primary role of this committee is to be a conduit to gather</p>	

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	<p>information. The Chair explained the goal of the working meetings is to organize and prioritize information that has been gathered into categories/themes for submission to trustees as part of the final staff report.</p> <p>The committee agreed to the following the norms that are part of the Board’s policy (based on the Ministry’s revised School Accommodation guidelines):</p> <ul style="list-style-type: none"> • Committee members are not required to reach consensus on options or information that will be presented to the Board. • 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. <p>These are public meetings and will be recorded and as such, the minutes of each meeting will be posted on the LDSB website. To ensure accuracy and transparency, names will be attached to each question and comment throughout the meetings.</p>	

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Terms of Reference and Role of Committee	<p>The Chair reviewed the Mandate of the committee emphasizing that LDSB is committed to the success and well-being of every student. She explained the focus of this committee's role on the potential for enhancing the learning environment and providing the best possible educational opportunities for students as the recommended options are considered.</p> <p>The Chair thoroughly reviewed the Terms of Reference (from Board Policy 9010) that all members received and which will be adhered to during all ARC working and public meetings.</p>	
Pupil Accommodation Review Process	<p>The Chair discussed Policy 9010 – Pupil Accommodation Review Policy which was revised last fall because the ministry revised their guideline. She gave a detailed explanation of each section of the policy, paying particular attention to the significant process of transition planning.</p> <p>The Chair thoroughly discussed the Pupil Accommodation Review Procedures, highlighting salient points including timelines.</p> <p>Q - Trustee Saarinen asked the Chair to explain the April 28th Local Municipal Governments and Community Partners meeting on the timelines.</p> <p>A – The Chair replied that this meeting is just for Administration – ARC members are not required to attend this meeting. The policy mentions community partners (e.g. day care, office space) who are invited to a meeting along with FN community partners to provide input to this process.</p> <p>The Chair discussed Report No. 028-16 School Renewal Plan. She explained the changes to the Ministry's funding formula. David Wright explained that the Ministry's 'top up funding' no longer exists, thus highlighting the need for changes due to our declining enrolment. The Chair explained that 'utilization' is now how we are funded and that empty spaces in a school are unfunded. She outlined the reasoning for the recommendations for both Secondary and Elementary school changes.</p>	

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	<p>Q – Coral Charlton: How do they get the utilization %s?</p> <p>A – The Chair explained that it is based on class size ‘loads’ and the classroom space (# of pupils you can accommodate in the school). Heather Harris explained that if the room has been physically altered it would change the load (e.g. weight room at Westgate). Classroom ‘Loads’ are as follows:</p> <ul style="list-style-type: none"> ▪ Special Education = 9; ▪ Kindergarten = 26; ▪ Elementary = 23; and ▪ Secondary = 21. <p>Under the Proposed Plan for the south side, the goal is that no student is transferring to something less than what is currently offered and available in the school they are currently attending. The Chair thoroughly explained the recommendations in the report for each south side school.</p> <p>Q – Coral Charlton asked about the costs of changes needed at Westgate and Churchill.</p> <p>A – Heather Harris explained that costs were listed for items that were necessary (urgent) and possible changes (wants). This is a list that the Ministry maintains.</p> <p>Q – Vicki Shannon: Should we plan for overflow or higher enrolment than what we are projecting i.e. a tight squeeze in the interim.</p> <p>A – Dave Covello: Yes, we have to be ready to accommodate all who wish to attend, but looking at birth rate projections, grades 7 & 8 show greatest decline. This works its way into secondary.</p> <p>Q – Coral Charlton: What is the max capacity of Westgate?</p> <p>A - Dave Covello: As it looks we will have 96%. With projected course or programs, or course requests/timetabling ...subjects are loaded differently – the number that generates out of utilization is more fluid in secondary. This renewal plan creates better student numbers and we want to have a contingency plan, of course.</p> <p>Q - Susan Redmann Brodeur – explained cautious optimism on behalf of parents re having the schools remodeled/built within the timelines outlined.</p>	

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	<p>A – David Wright said it is “ambitious” – he said they talked to the architects who said it is tight, but possible. There is a solid plan B - the facilities the students are presently in aren’t going anywhere in the interim.</p> <p>Q – Coral Charlton: Is there any possibility that the new school plan could be rejected by the Ministry? If so, what would that mean?</p> <p>A - David Wright: YES – there is not an unlimited supply of money. We are presenting a very strong case to the Ministry ... we must meet the metrics of the Ministry ... we think we would go ahead even if the Ministry doesn’t come through with the money as senior administration is very committed to this plan.</p> <p>Q – Delfina Trevisan – looking at demographics - what if we get an influx of people to Thunder Bay (e.g. with the Ring of Fire)? It’s important to “Build it Right the First Time”. She cited the hospital as an example of an error in need.</p> <p>A - Dave Covello: We look at trends, through the census, historical data, the declining and shift of enrolment. At this point we haven’t layered any significant changes into our population ... it’s a good problem because we could get further funding. We feel we have a very realistic model, but we have flexibility in our plans to accommodate changes.</p> <p>Heather Harris explained the section of the binder entitled “School Profiles”. She suggested that the members carefully read the School Information Profiles for each school. She also explained the Facility Condition Index (FCI) as provided by the Ministry.</p>	
Survey Feedback	<p>Bruce Nugent thoroughly explained the Survey (members received copies of the survey results) – done through Survey Monkey. There were 1,016 anonymous surveys completed by the closing date of Friday, March 11th. 219 were completed regarding the south side. This will aid with ranking of topics for discussion at the public ARC meetings.</p> <p>The Chair briefly addressed the ‘additional topics’ that were suggested by the survey responders. She noted that we would deal with these in</p>	

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	<p>detail in future meetings. They included:</p> <ul style="list-style-type: none"> a) Public Relations – will be rolling this out shortly; b) Staffing – Collective Agreements will be followed; c) Transition Planning - critical part ... always, not just now; d) Special Needs – ongoing part of discussions at all meetings; e) Funding and Projected Costs – cannot keep running at a deficit; f) School Size / Class Size - determined by the Ministry; g) French Immersion – it is the recommendation of administration that the French Immersion program for secondary will be on whatever option is the recommended option for the north side school; h) Sports and Co-curricular Activities – will be an impact for sure – we understand the value of these activities; SSSAA are looking at this; i) Equipment and Resources – there is a process for how resources are inventoried – no student will have less than they currently have; j) Student Achievement and well-being is the crux of all that we do as a school board – we are continuously working for improvement and will continue to do that; k) Trustees – the number of student trustees is a policy decision of the Board and it is up to the Trustees of the Board – they will receive this question; l) Community-faculty of education has changed the Teacher Education Program ... it used to accept 700 per year – we know there will be fewer teacher candidates but we have more than enough teachers to be outstanding mentors for the new teachers; selling properties – not discussed yet – there is a mandated process for this when the time comes; and m) Amalgamating Boards - this is a provincial legislated item. <p>The Moderator confirmed the dates of the Public Meetings and outlined what will take place at these meetings. She noted that there will very likely be media present. She explained:</p> <ul style="list-style-type: none"> i. Role of ARC is to listen to community input, questions and responses; ii. This is not a debate; iii. Questions of clarification only, asked through the chair; iv. ARC members are to listen and carefully consider the community input as well as any responses by board staff; and v. No questions will be directed to the panel. 	

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	<p>There is a strict process that will be followed for questions. The Moderator will open the floor for questions. She will be asking for persons to state their name and sign in so they are associated with the comments. They are limited to one question at a time (two minutes to ask the question or make a comment). Comment forms will be available so nobody's comments will be lost due to time restriction. Some people won't feel comfortable at the microphone so their questions can be written and submitted, to be read by the moderator. Also email comments will be addressed.</p> <p>No photos or taping the meeting is allowed, other than by the recorder. The media will need to get approval from the chair to record.</p> <p>Q – Dave Isherwood: As a conduit for information, what happens between the first and the second public meeting? How does the school community give input aside from the public meetings and if they can do that, can you give some guidelines?</p> <p>A - Heather Harris – Yes, they can do that and it is already happening. ARC members can bring forward questions from staff and parents. Some school councils have held meetings to get input from parents. You are here as yourselves but also as representatives from your school.</p> <p>Sherril-Lynne Pharand – re guidelines: at this point in the process it is looking for input and feedback as it relates to the initial report (not transition – this is a separate issue) that is in the binder. At the April 18th meeting we will focus on what we heard/the themes and what people are saying and recommending. At the June 1st meeting, ARC members will have a chance to share their thought and feedback from the community they represent.</p> <p>Q – Vicki Shannon: How do we promote this within our school community? Do we talk about it at school council meetings?</p> <p>A - Bruce Nugent: Yes talk about it at school council meetings, but there will be newspaper ads, twitter, synervoice messages – it will be very public.</p>	

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	<p>Q – Giselle Little: How are the two public meetings different or are they expected to be different? Will there be more information at the second meeting?</p> <p>A – Heather Harris: They are different. At the first public meeting there are things we are obligated to go over. At the second meeting there isn't the same obligation. The initial presentation won't be as long or as thorough as the orientation meeting. The minutes from the working meetings will be brought to the public meetings as well as any questions that have come up that need to be answered.</p> <p>Q – George Saarinen: Will we be receiving minutes in our emails after each meeting? Will we also receive minutes from the April 28th Municipalities and Community Partners meeting?</p> <p>A – Sherri-Lynne Pharand: Yes to both.</p> <p>Q – Meghan Smelow: How do we get communications and feedback from students? How many students will come to a public meeting and feel comfortable? Is there another way to engage students? <u>Comment</u> - Bryce Foster: Students are more likely to be involved at their own school rather than in a public meeting.</p> <p>A – Sherri-Lynne Pharand: There are multiple ways to collect feedback e.g. the website, emails, twitter and Facebook where students can be encouraged to give feedback. However, we need to tell students that they have these options if they don't feel comfortable coming to and speaking at the public meetings. <u>Comment</u> - Tori Antier: Suggested that this information be put on the announcements in school to let the students know about it.</p> <p>Q - Giselle Little: If the June 1st meeting is about individual schools themselves, could we hold a public meeting <i>within</i> the schools where the students might feel more comfortable speaking in front of their peers?</p> <p>A - David Wright: It is something you could talk about within your own school community (not specifically a <i>public</i> meeting). All stakeholders have the same opportunity to participate – regardless of whom (students or others). Sherri-Lynne Pharand: As administration we will take these</p>	

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	<p>suggestions under advisement and bring them back to the next working meeting.</p> <p>Sheelagh Hendrick: Students can also write questions on the questions cards at the public meetings which will be responded to and they don't have to speak in public.</p> <p>Q – Dave Isherwood: How tightly managed does the information at the school level need to be so that you know how the students are surveyed etc? Could you talk about these guidelines?</p> <p>A – Sherri-Lynne Pharand: Due to the multiple venues, we don't have the parameters this evening, but as administration we will take these suggestions under advisement and bring them back to the next working meeting.</p> <p>David Wright: Administration will not be organizing this, but students can organize themselves if they so wish (through their student councils etc.).</p> <p>Sherri-Lynne Pharand - Promotion of the ways to bring forward their ideas is something that we have to take a look at i.e.in ways that students hear it (which may be different from adults)</p> <p>Q - Coral Charlton: Do you have to be present at the public meeting to present a question (on a card)? Can you ask an anonymous question?</p> <p>Sheelagh Hendrick: No you must use your name at the meeting – but you can email and tweet which is kind of anonymous. At a public meeting – they should be present - someone could ask the question on their behalf.</p> <p>David Wright: There are ways to provide anonymous input i.e. in the survey; there is some anonymity through emails etc. However, a public meeting is not that type of forum. There is a public record of the meeting.</p> <p>Sharlene Neil-Nugent: At the end of the day, it is students who are being affected and there should be a meeting like this at the school to hear what the students have to say – so we are addressing all the student body. The public meeting is not where you will get the input from the students – they won't be comfortable.</p> <p>Sherri-Lynne Pharand noted that the student voice is very</p>	

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	<p>important, so additional promotion needs to be considered and senior administration needs to take this under advisement and bring it back to the next meeting.</p> <p>Vicki Shannon: re: Questions for someone else to read – context of the question may not be clear ... the person who is going to ask MUST know exactly what the questioner wants to ask!</p> <p>Sherry-Lynne Pharand – agrees and notes that students could have their questions posed through the FAQ on the website.</p> <p>Q - George Saarinen: Can press interview students – are there concerns? Press is likely to ask the students questions.</p> <p>A - Bruce Nugent: It's a public meeting – we can't control this and we wouldn't want to control it.</p> <p>David Wright: Students can say NO to the reporters if they wish.</p>	
Submitted Questions and FAQs	<p>Bruce Nugent noted there is a section on the website for the collection of FAQs.</p> <p>We track all info in media, Thumbs Up/Thumbs Down etc. and try to keep it updated as best we can.</p> <p>We will continue to update the questions and note that there are new updates on the website; it is also pinned at the top of our Facebook page.</p> <p>Q - Pauline Fontaine: Is there any consideration for those who don't have access to social media? i.e. access to computers</p> <p>A - Bruce Nugent: I guess FAQs could be printed and made available at the schools.</p>	
Discussion / Questions	<p>Questions from ARC members encouraged.</p> <p>Job of ARC at public meeting (April 7) is to LISTEN.</p> <p>At the following meeting we will consolidate what we have heard at the Public Meeting.</p>	
	<p>SLP thanked everyone for their commitment!!</p> <p>Administration looks forward to ongoing work together.</p>	

AGENDA ITEM	DISCUSSION	ACTION
Next Meeting:	Public Meeting at Westgate CVI - April 7, 2016 – 6:30 pm – 9:00 pm	
Adjournment:	The meeting adjourned at 8:55 pm	