

**CHATHAM ELEMENTARY SCHOOLS
PUPIL ACCOMMODATION REVIEW COMMITTEE WORKING MEETING #2
MINUTES / RECORD OF ACTION**

Date: March 7, 2017

Location: Chatham Regional Education Centre, 476 McNaughton Avenue East, Chatham, Ontario, N7M 5L7

Present: Committee Members: Daphne Zondag, Principal John N. Given Public School, Kevin Hadlock, Parent Representative John N. Given Public School, Della Lambkin Parent Representative John N. Given Public School, Laurie Willick, Community Representative John N. Given Public School, Erin Van De Wiele, Principal McNaughton Avenue Public School, Kevin Konecny, Parent Representative McNaughton Avenue Public School, Corinne Kennedy, Community Representative McNaughton Avenue Public School, Jackson Haley, Student Representative McNaughton Avenue Public School, Darlene Penney, Principal Tecumseh Public School, Karen Waymouth, Parent Representative Tecumseh Public School, Stephanie Watkinson, Community Representative Tecumseh Public School, Greg Terry, Parent Representative McNaughton Avenue Public School, Logan Smith, Student Representative Tecumseh Public School

Resource Personnel: Gary Girardi, Superintendent of Education – Capital Planning and Accommodation, Helen Lane, Superintendent of Education – Program: Leadership and Equity, Angie Barrese, Superintendent of Education – Program: Special Education, Kent Orr, General Manager, Chatham-Kent Lambton Administrative School Services (CLASS), Andy Scheibli, Manager, Plant and Maintenance, Jaime Gudrie, Recorder

Regrets: Janet Raddatz, Parent Representative Tecumseh Public School, Jordyn Loyer, Student Representative John N. Given Public School

Note: This document is not a verbatim transcript. Questions and answers have been paraphrased for the sake of clarity and brevity

Item	Discussion	Action/Responsibility
Welcome and Call to Order	<p>Superintendent Girardi welcomed the committee and thanked them for taking time out of their evening to attend Working Meeting #2.</p> <p>Superintendent Girardi welcomed Trustee Dodman who was in attendance. He reminded the committee that the public was welcome at the meeting to observe but this was a meeting for the committee.</p>	

Item	Discussion	Action/Responsibility
Adoption of Agenda	Superintendent Girardi reviewed the agenda with the committee. The agenda was adopted.	
Adoption of Minutes/Record of Action from Public Meeting #2	Superintendent Girardi reviewed the Record of Action from Public Meeting #2, held on February 23, 2017. The Record of Action was adopted.	
Committee Role and Individual Reflection of Public Meeting #2	<p>Superintendent Girardi remarked that the ARC Working Meetings are an opportunity for committee members to act as conduits to their communities. He said that Senior Administration was looking for input on the site vision to be presented by the architects later in the meeting as well as the transition timeline, to be included in the Final Staff Report.</p> <p>Superintendent Girardi explained that Senior Administration uses information from the Public and Working Meetings to draft a Final Staff Report, which will be presented to Trustees on April 11, 2017. He said that the Final Staff Report can be the same as the Initial Staff Report or it can have changes and that one of the recommendations that the Trustees vote on is the dissolving of the Accommodation Review Committee.</p> <p>Superintendent Girardi provided the committee with the following timeline:</p> <p>Regular Board Meeting - Presentation of the Final Staff Report April 11, 2017 at 7 p.m., Chatham Regional Education Centre Requests to Delegate at the meeting must be submitted by April 4, 2017 at 4 p.m. to trish.johnston@lkdsb.net.</p> <p>Regular Board Meeting - Delegations April 25, 2017 at 7 p.m., Chatham Regional Education Centre Requests to Delegate at the meeting must be submitted by April 18, 2017 at 4 p.m. to trish.johnston@lkdsb.net.</p> <p>Regular Board Meeting - Presentation of Addendum to the Final Staff Report and vote by Trustees</p>	

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	<p>May 9, 2017 at 7 p.m., Chatham Regional Education Centre</p> <p>There were no questions from the committee on their role in the process.</p>	
<p>Discussion with Architects</p> <ul style="list-style-type: none"> - Carmen Brunone and Dan Amicone, Architectura Inc. 	<p>Superintendent Girardi remarked that there has been significant dialogue on what Administration can do to increase safety for students who walk, are driven, or bused to Tecumseh Public School. He said that one item discussed was the potential to use Board property to reconfigure flow in the parking lot area. He explained that an architect is always assigned to a pupil accommodation review in the LKDSB, and that the architects would be presenting a vision of what the site could look like and not what would happen should a consolidation occur.</p> <p>Superintendent Girardi introduced Carmen Brunone and Dan Amicone from Architectura Inc.</p> <p>Dan Amicone presented two visions of Tecumseh Public School to the committee, which can be found on the LKDSB website.</p> <p>Highlights of both options:</p> <ul style="list-style-type: none"> • Sidewalk surrounding the parking lot, double-wide at points • Fencing at extreme points of parking lot • More efficient bus and vehicular flow • Separation of bus and vehicle traffic <p><u>Option 1</u></p> <p>There was discussion amongst the committee in regard to the drop-off area of the site plan. Committee members suggested that it would be more efficient if this portion was two lanes. Dan Amicone suggested that this would be possible.</p> <p>Comment: Principal Penney commented that an advantage of the location of the drop-off area is that it is closer to the primary side of the school.</p> <p>Comment: Principal Van De Wiele commented that the parking lot on the south west corner could also be used by parents.</p> <p>Comment: Greg Terry referred to an example of Naahii Ridge Public School as a solution for the far west spot. He suggested a gate could be used to close off</p>	

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	<p>the lane at times.</p> <p><u>Option 2</u></p> <p>There was discussion amongst the committee that this option would take away from the play area, as the area currently holds an asphalt area with a basketball court and the junior play equipment. Dan Amicone indicated that the bus bay would go back about 80 feet but could be shortened. Superintendent Girardi suggested that the basketball courts could be moved.</p> <p>Comment: Karen Waymouth commented that option #2 seems safer for kids, as option #1 has them exiting the bus on the far side of the parking lot.</p> <p>Comment: Principal Penney commented that the exit hallway indicated on the drawing would not be a good exit and the Library exit would be better.</p> <p>Superintendent Girardi said that the other item is to maintain a walkway around traffic on the west side of the parking lot which is closer to existing crosswalk on McNaughton Avenue. The LKDSB continues discussions with the Municipality of Chatham-Kent regarding the potential to move the crosswalk.</p> <p>Kent Orr explained that CLASS would engage with the Municipality of Chatham-Kent to discuss any request to move or add crosswalks once the drawings for the parking area had been finalized.</p> <p>Superintendent Girardi reminded the committee that the Mayor of the Municipality of Chatham-Kent attended to Public Meeting #1 and said he would work with the school board to mitigate the circumstances and to make people feel comfortable in regard to the traffic on McNaughton Avenue.</p> <p>Question: Karen Waymouth asked if kids use the crosswalk located on the west side of the school. Principal Penney responded that there are currently only a few students that come from the south side of McNaughton Avenue.</p> <p>Response: Kent Orr commented that part of the discussion, once the site is laid out, is if it would make sense to have a crosswalk on the east side of the school as well.</p> <p>Comment: Principal Penney commented that one thing she liked with both</p>	

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	<p>options is a wide sidewalk so that kids crossing at the crosswalk go around the parking lot away from the traffic to the back of the school.</p>	
<p>Discussion on Potential Transition Timeline</p> <ul style="list-style-type: none"> - Andy Scheibli, Manager of Plant and Maintenance - Follow-up from Committee Members from ARC Working Meeting #1 	<p>Superintendent Girardi explained that there was a question at Working Meeting #1 in regard to timelines, and whether the students should be moved in September 2017 or delayed until September 2018. He said that if the transition was delayed until 2018, construction would be completed prior to the movement of students.</p> <p><u>Andy Scheibli, Manager of Plant and Maintenance</u></p> <p>Superintendent Girardi introduced Andy Scheibli and explained that he would be speaking to the committee about the timeline from a construction perspective.</p> <p>Andy Scheibli explained to the committee that there would be a lot of work to be completed prior to the construction, which would include site surveys, FDK room design, and site plan control. He said that construction could begin in April 2018 and it would be a 4-month renovation at the back of the school for the FDK rooms. He said that this area of the building would be cordoned off.</p> <p>Andy Scheibli stated that if the students are moved to Tecumseh Public School in September 2017, they would have to live with the noise and vehicles during the construction, and prior to the construction they would have to live with what is at the school now. He said that in addition to the traffic congestion, portables would be brought in to accommodate the students.</p> <p>Question: Principal Penney asked about dust having an effect on the medically fragile students who have respiratory issues. She said that the hallway couldn't be completely cordoned off with a wall because they would need to access one classroom.</p> <p>Response: Andy Scheibli responded that the classroom could be accessed, and the construction zone would be defined so that there would be access through the hallway.</p> <p>Superintendent Girardi explained that when additions to buildings are completed there isn't normally another school to keep students during construction. He said that areas are blocked off, and portables and other spaces are used to</p>	

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	<p>accommodate the students during construction. He said that a safety plan is worked out with the architect, and there is a process with LKDSB partners to ensure the school is a safe site for students, staff, and parents. He said that there is merit to moving the students together and starting the process and there is merit to slowing down and moving the students at a later date. The purpose of this discussion is for the committee to have an understanding of both options and to offer input.</p> <p>There were no questions from the committee.</p> <p><u>Follow-up from Committee Members from ARC Working Meeting #1</u></p> <p>Principal Penney said that there were concerns expressed to her from a few parents that September 2017 was too fast, and questioned where everything would be put. She said staff asked if portables would be brought in, and had concerns about parking.</p> <p>Superintendent Girardi remarked that during the construction process it is important that parents and staff are part of the conversation so there is a clear understanding of what the process looks like. This would be work for a Transition Committee.</p> <p>Stephanie Watkinson said that construction is chaotic, and if it was delayed by a year it would be more settled, it would be an easier transition, and this has been the theme of this conversation. She also expressed a concern with dust in construction.</p> <p>Andy Scheibli responded that it would be cordoned off, and that there are ways to deal with dust in schools during construction.</p> <p>Superintendent Girardi remarked that it is important to ensure there are no health and safety concerns as construction occurs.</p> <p>Stephanie Watkinson said that dust can be a trigger for those with asthma.</p> <p>Question: Karen Waymouth asked if the funding wouldn't be received until April 2018 even if the students are moved in September 2017.</p> <p>Response: Andy Scheibli responded that if the Ministry funds this consolidation,</p>	

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	<p>it would not be received until October 2017.</p> <p>Question: Kevin Hadlock asked if nothing would be done in the summer.</p> <p>Response: Superintendent Girardi explained that there is work planned regardless of the accommodation review, which was discussed at Public Meeting #1.</p> <p>Andy Scheibli further explained that there is a major mechanical and electrical upgrade planned as well as other items for Tecumseh Public School to be completed in the summer of 2017. Superintendent Girardi said that Senior Administration will be using annual capital funds for the mechanical and electrical work, but will be requesting funds from the Ministry should the consolidation be voted in favour of by LKDSB Trustees. Andy Scheibli said that there is a lot of planning to do for the FDK addition and the work would be completed in the summer of 2018 and can be completed in two months. He said that all of the site work should be done and the parking issue should be resolved by September 2018.</p> <p>Question: Principal Penney asked if the parking would only take two months.</p> <p>Response: Andy Scheibli responded that the construction work could be done in about two months.</p> <p>Question: Stephanie Watkinson asked if the transition is delayed to 2018, would the French Immersion students stay at McNaughton Ave. Public School instead of going to John N. Given Public School.</p> <p>Response: Superintendent Girardi responded that in the Initial Staff Report it was suggested the move would be in 2017, but it is undecided at this point whether the timeline should be delayed. He said there are potentially three options for the 2017-18 school year:</p> <ol style="list-style-type: none"> 1. The Grade 7 and 8 FI students would remain at John N. Given Public School; or 2. The Grade 7 FI students would remain at McNaughton Ave. Public School and the Grade 8 FI students would remain at John N. Given Public School; or 3. The Grade 7 and 8 FI students would be at McNaughton Ave. Public School. 	

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	<p>Jackson Haley completed two surveys of the Grade 6 FI students at McNaughton Ave. Public School on whether the class would like to delay the transition by a year; go to John N. Given Public School and then go back to McNaughton Ave. Public School; or stay at McNaughton Ave. Public School. The first survey had 33% who would like to go to John N. Given Public School and go back to McNaughton Ave. Public School, and 67% who would like to stay at McNaughton Ave. Public School for both years. The second survey, out of 49 responses, showed that 27 would like to stay at McNaughton Ave. Public School and 22 would like to go to John N. Given Public School and go back to McNaughton Ave. Public School.</p> <p>Question: Greg Terry asked what the rush was to push students from John N. Given Public School to Tecumseh Public School in 2017 as, from what he was hearing from a construction standpoint and an administration standpoint, it would make sense to have fewer kids at Tecumseh Public School and have construction completed. He asked if there was a capital expense to keep John N. Given Public School open another year.</p> <p>Response: Superintendent Girardi explained that when the Initial Staff Report was brought forward the plan was that the Board would use some of the annual capital budget. At that time, in conversation with the Ministry, it did not seem likely that the Ministry would provide funding for the consolidation. More recently, the Ministry has suggested that the LKDSB should submit a request for funding should the consolidation take place as there is a possibility for Ministry funds to be given, especially in regard to the FDK construction. Therefore, Senior Administration would apply for funding but would have to wait to receive this funding until October 2017. There is a capital expense to keep John N. Given Public School open one more year. In terms of efficiency, the LKDSB has over 8,000 empty pupil spaces and the sooner the LKDSB is right-sized, the better it is able to support programs across the Board.</p> <p>Question: Kevin Hadlock asked if McNaughton Ave. Public School is ready to take extra students.</p> <p>Response: Superintendent Girardi explained that the projections show McNaughton Ave. Public School can house the students in the future. For 2017-18, at present there is a potential for 1 portable if Grade 7 and 8 FI students from John N. Given Public School are located at McNaughton Ave. Public School.</p>	

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	<p>Question: Kevin Hadlock asked if there was no construction planned at McNaughton Ave. Public School, for the most part.</p> <p>Response: Superintendent Girardi responded that there are updates planned for the school regardless of the consolidation, but there is no significant construction planned.</p> <p>Principal Zondag said that, speaking on behalf of current Grade 7 FI students, they would rather go back to McNaughton Ave. Public School for their Grade 8 year because they perceive that as their home school.</p> <p>Kevin Hadlock said that he had mixed feelings as part of him says to “rip the band-aid off” and make it happen but, after seeing what needs to happen, he also thinks, “let’s get it right the first time” and then get t hem over. He said that the second plan for the bus route looked great.</p> <p>Question: Karen Waymouth said that it sounded like the LKDSB was still waiting on approvals, and that she has worked with regulatory bodies in trying to get approvals and funding and they don’t come in a timely fashion. She said that it would be concerning to her to move students to a school that needs construction, and it has problems with parking, which was a concern for her. She asked whether, on the flipside, as a fiscal responsibility piece, can both schools be kept going and if there will be a detrimental impact from a board perspective.</p> <p>Response: Superintendent Girardi responded that it would delay improving efficiency as a Board.</p> <p>Follow-up Question: Karen Waymouth asked if the delay would cause some programs to not be approved and asked who would feel the brunt of the inefficiencies. She said that if keeping both schools open would cause duress to staff and students at the schools and asked what those inefficiencies would be. She asked what the risk or inefficiency of keeping the students separate would be.</p> <p>Response: Superintendent Girardi responded that it is hard to quantify that in terms of efficiency when looking at only one of the eight phases of pupil accommodation. He said that the LKDSB has a lot of empty pupil spaces to reduce in order to take better care of sites and support students across the</p>	

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	<p>Board. He said that from a Board perspective he didn't think that the efficiency argument outweighed parental concerns in regard to making the transition successful.</p> <p>Follow-up Question: Karen Waymouth asked if there would still be an opportunity to create fiscal efficiencies if the two schools were kept open and that we need those efficiencies to promote different programs and keep things going and if we were able to do that it would mitigate some of the parental concerns and knowing the students are safe.</p> <p>Response: Superintendent Girardi said with a delay of one year, Administration still knows the efficiency is coming, but reminded the Committee that no Trustee vote has taken place. He said that Trustees make the final decision and they are aware of the LKDSB's fiscal responsibility.</p> <p>Follow-up Question: Karen Waymouth asked if staff and teachers would be needed at both schools if both schools were kept open, so there would be no staff layoffs.</p> <p>Response: Superintendent Girardi explained that the teaching staff is not greatly affected in terms of the consolidation because LKDSB staff is funded based on the number of students. He said that there are some efficiencies, and you would see the number of split classes decrease, but there would not be a significant reduction in terms of teachers. He said that there would be some changes in terms of other support staff areas. For example, there could be a reduction in custodial support, administrative support, and office staff support.</p> <p>Karen Waymouth explained that she was just trying to weigh out the fiscal responsibility and the needs of the students and parents.</p> <p>Superintendent Girardi reminded the committee that the Initial Staff Report recommended consolidation even if the Ministry did not provide funding.</p> <p>Question: Principal Penney asked if delaying by a year would have a negative impact on potential funding.</p> <p>Response: Superintendent Girardi responded no.</p> <p>Question: Principal Van De Wiele stated that a number of McNaughton Ave.</p>	

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	<p>Public School parents are English stream parents and are not directly affected, but FI parents like the idea of the Grade 7 students coming back for Grade 8, and that part of it is if there are younger siblings, it keeps pick up at the same place. She asked what would happen to French Immersion programming if the Grade 6 students stay at McNaughton Ave. Public School and the Grade 7 students stay at John N. Given Public School.</p> <p>Response: Principal Zondag responded that they try to mix and mingle French and English students at John N. Given Public School. She didn't know if they would feel left out as they definitely would be the only FI class there, but they have already been there for the 2016-17 school year. She confirmed that there are 29 students and said that it could change staffing, but other than that it would just be different.</p> <p>Kevin Hadlock commented that it would also dilute the number of students available for extra-curriculars. He said that his daughter is looking forward to it ,but less numbers make it tougher to field a school team.</p> <p>Principal Van De Wiele remarked that there are 6 FDK classes at McNaughton Ave. Public School. Once students reach an age where they can assist with monitoring other students, they move to John N. Given Public School. The 4 year olds wouldn't outnumber the older students if the Grade 7 and 8 FI students return.</p> <p>Della Lambkin said that from parents she talked to its more about making sure our kids are safe getting to school.</p> <p>Kevin Konecny said that, from his perspective, what is best for the kids, there is a lot of work to do to get Tecumseh Public School ready, so let's keep the students at John N. Given Public School and get construction done. From a McNaughton Ave. Public School standpoint, if there is room to keep kids there then keep them, and if they want to come back then bring them back. He said that he looks at it as a couple of years of transition, so we should transition them as best as we can as the Board will get the efficiencies at the end of the day.</p> <p>Kevin Hadlock said that he agreed with that as they have spent years at McNaughton Ave. Public School already, so we should put them back.</p> <p>Superintendent Girardi explained that he was asked at Public Meeting #2 if we</p>	

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	<p>moved students from John N. Given Public School to Tecumseh Public School, could we bring the Chatham-Kent Police in for a safety assessment. He said that he spoke with Chatham-Kent Police Youth Constable Derek Shaw. They agreed that, should the consolidation move forward, they would visit Tecumseh Public School, and with the principal, assess the property.</p>	
<p>Questions from Committee Members</p>	<p>Superintendent Girardi told the committee that questions had been sent in from a committee member ahead of the meeting. He read the following questions and provided a response for each.</p> <p>Question: I had a couple parents approach me and ask me to relay a few things. They wanted to know why the kids weren't able to write a letter or do something since this affects them most of all. Some of the parents said they felt there was no reason to attend these public meetings because they felt a decision was already made, while others felt a reminder should have been sent out. All the parents I spoke with were feeling the same way about liking the smaller school and not believing that a bigger school will work for EVERY student.</p> <p>Response: If students wish to submit a letter then they are welcome to do so. They can do this at the ARC@lkdsb.net email.</p> <p>Question: A parent also wanted to know if people that live in the area of the school were notified, since a lot are seniors and we all worry about the school yard not being maintained and become an area for crime or drug activity. Also was the Chatham Youth Soccer Association (CYSA) approached since families cut through the school yard to get to the mini fields?</p> <p>Response: The LKDSB has attempted to make the process as public as we can. There has been discussion on the radio and in the newspaper. In addition, the LKDSB outlined this potential idea in the Pupil Accommodation Report in the Fall of 2016. The LKDSB has put this information in the school newsletters, on the school website and on the LKDSB website along with social media accounts for the LKDSB. The LKDSB would welcome input from people from the community. There has not yet been contact with the Chatham Youth Soccer Association (CYSA) but Senior Administration can reach out should the Committee feel this would be important.</p> <p>In terms of the property, the LKDSB works with its communities to find the best</p>	

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	<p>solution in regard to schools that are no longer used by its students. However, if a property is sold it becomes the responsibility of the new owner.</p> <p>Page 13 of the Guide to Pupil Accommodation Reviews: Including how school boards involve parents and the community in the review process, discusses the lease or sale of a school facility.</p> <p>It states: <i>Should a school board decide that a closed school is no longer needed for the purposes of the board, the facility can be declared “surplus to the needs of the board.” School boards can then proceed to lease or sell the surplus property to other organizations, according to the process required in the Education Act.</i></p> <p>In an effort to encourage public properties to remain in the public sphere, school boards are required to first offer their properties to other public sector organizations in priority order (which includes other school boards, municipalities and other levels of government). If the surplus property is not leased or purchased by the public sector, then the property may be offered on the open market.</p> <p>The lease or sale of a school is not part of the Pupil Accommodation Review process specifically, but if a school is closed it may be declared “surplus to the needs of the board” at a later date.</p> <p>Question: Also every parent I have talked to wants to know how many of our teachers will go with our kids? They know our kids and our kids know them so we would like some sort of idea our teacher numbers that will be going?</p> <p>Response: When schools are consolidated it is important for the LKDSB to combine the two staffs. Assignments may change, for example a Grade 1/2 teacher may then teach Grade 1 or Grade 2 as there would be fewer split classes in this consolidation. It is a good transition if students recognize some of the staff at a consolidated site. The LKDSB will try to have as many staff as possible from the two schools at the consolidated site.</p> <p>Question: Lastly, all the parents I have talked with are concerned most of all with their children getting to school every single day. They want to be assured that this will happen in the safest way.</p>	

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	<p>Response: The LKDSB will work to make parking and the bus route area as safe as possible. Senior Administration will work with the architects and the transportation committee to assess the needs and make changes where possible. As you know the Mayor of Chatham-Kent was at Public Meeting #1 and he said he would work with the school boards to mitigate the circumstances and to make people feel comfortable in regard to the traffic on McNaughton Avenue.</p> <p>Superintendent Girardi asked the committee if there were any further questions.</p> <p>Question: Kevin Hadlock asked who owns the bridge at John N. Given Public School, as everyone uses it.</p> <p>Response: Andy Scheibli responded that he believes the Municipality of Chatham-Kent owns it.</p>	
<p>ARC Final Input to LKDSB Administration for inclusion in the Final Staff Report</p>	<p>Superintendent Girardi explained to the committee that there is an opportunity for committee members to provide a final statement to be included in an appendix of the Final Staff Report and asked if there were any statements from committee members. There were no statements provided by committee members. He told the committee that statements could be sent in following the meeting if they wished to do so.</p> <p>Superintendent Girardi remarked that the next step is for Senior Administration to complete the Final Staff Report to be presented to Trustees. He explained that the Final Staff Report would be posted on the LKDSB website in the Board Meetings section the day before the meeting.</p> <p>The Final Staff Report will be presented to Trustees at a Regular Board Meeting to be held on April 11, 2017 at the Chatham Regional Education Centre at <u>7:00 p.m.</u></p> <p>Superintendent Girardi thanked the committee for taking part in the process on behalf of their communities and their schools.</p>	
<p>Adjournment</p>	<p>The meeting was adjourned at 7:46 p.m.</p>	