

**ORIENTATION SESSION FOR THE FOREST AREA SCHOOLS
PUPIL ACCOMMODATION REVIEW COMMITTEE
MINUTES / RECORD OF ACTION**

Date: October 20, 2016

Location: North Lambton Secondary School, 15-17 George Street, Forest, Ontario, N0N 1J0

Present: Committee Members: Joyce Vlcek, Principal Aberarder Central School, Shelly Sommerville, Parent Representative Aberarder Central School, Karen Houle, Community Representative Aberarder Central School, Madison Pickard, Student Representative Aberarder Central School, Carole Wettergreen, Principal Bosanquet Central School, Andrea Walden, Parent Representative Bosanquet Central School, Christine O'Reilly, Community Representative Bosanquet Central School, Bailie Richards, Student Representative Bosanquet Central School, Steve Thomas, Principal Kinnwood Central School, Doug Vaessen, Parent Representative Kinnwood Central School, Carolyn Mosier, Community Representative Kinnwood Central School, Abby Fuller, Student Representative Kinnwood Central School, Rhonda Leystra, Principal North Lambton Secondary School, Tim Houle, Parent Representative North Lambton Secondary School, Thelma Dolmage, Community Representative North Lambton Secondary School, Megan McIntyre, Student Representative North Lambton Secondary School

Resource Personnel: Gary Girardi, Superintendent of Education – Capital Planning and Accommodation, Mark Sherman, Superintendent of Education – Program: Student Success/Secondary, Taf Lounsbury, Superintendent of Education – Program: Early Years/Elementary, Jaime Gudrie, Recorder

Regrets: Cathy Hampshire, First Nations Representative

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 Introduction of Committee Members	Superintendent Girardi welcomed the committee and thanked everyone for volunteering their time to partake in the Accommodation Review Process. The Lambton Kent District School Board (LKDSB) is committed to excellence and equity across the board and doing what is best for kids. The LKDSB believes Pupil Accommodation Reviews are necessary. For this process to work well it is important to have conversations with communities involved and a Pupil Accommodation Review is a process that helps those involved have the conversation.	

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	<p>Introductions were made around the table.</p> <p>Superintendent Girardi made the committee aware that Tim Houle, North Lambton Secondary School Parent Representative, and Karen Houle, Aberarder Central School Community Representative, are spouses. There were no concerns from the committee.</p> <p>Approximately a year ago, on November 24, 2015, the board published the LKDSB Pupil Accommodation Report 2015/2016 which included a list of areas in the LKDSB where there was a potential for Pupil Accommodation Reviews. The areas were based on declining enrolment, school capacity, and consideration of facility condition. Two Pupil Accommodation Reviews were completed last year, Sarnia South Secondary Schools and Wyoming Area Schools.</p> <p>On October 4, 2016 the LKDSB presented the LKDSB Pupil Accommodation Report 2016/2017 and two Initial Staff Reports to the Board of Trustees. The Board of Trustees approved the establishment of an Accommodation Review Committee for the Consolidation of Aberarder Central School, Bosanquet Central School, Kinnwood Central School and North Lambton Secondary School into a Kindergarten to Grade 12 School on the Kinnwood Central School Site.</p> <p>In March of 2015 the Ontario Ministry of Education changed the Pupil Accommodation Review Guidelines, which changed the process for Pupil Accommodation Reviews. In this new process boards of education must present a recommendation prior to a vote by trustees which will decide if a Pupil Accommodation Review is to proceed.</p> <p>Committee members were encouraged to review the LKDSB Pupil Accommodation Review 2016/2017 and the LKDSB Capital Plan 2016 to familiarize themselves with background information on enrolment data, financial state of the Board, and student grants and funding.</p> <p>The purpose of the Orientation Meeting was to discuss the Pupil Accommodation Review process and not the recommendation. Members of the public were welcome to observe and Superintendent Girardi thanked those who were present in the audience.</p> <p>The Initial Staff Report contains the background information that the LKDSB produced to support the recommendation. It discusses the rationale, school</p>	

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	<p>enrolment, both past and future projections, financial costs for all schools involved, site conditions, school boundaries, and transportation information.</p> <p>Also included in the committee members' package was the Ontario Ministry of Education Pupil Accommodation Guidelines of March 2015. This document refers to changes and how school boards conduct Pupil Accommodation Reviews. This document is also located on the LKDSB website.</p> <p>The Pupil Accommodation Review Committee members reviewed the LKDSB Pupil Accommodation Regulations.</p> <p>The LKDSB has a goal for transparency in this process.</p> <p>The Pupil Accommodation Review Committee is a conduit to their communities and does not give a recommendation to Trustees. Committee members provide input to Administration for consideration and inclusion in the Final Staff Report.</p>	
<p>Confirmation of Meeting Logistics – Locations and Times</p>	<p>The committee reviewed the list of meeting dates and times on page 14 of the Initial Staff Report and agreed to the timelines. It is posted on the LKDSB website and on individual school websites.</p> <p>Differences between Public Meetings and Working Meetings were discussed.</p> <p><u>Public Meetings</u> Public Meetings are an opportunity for the public to attend and ask questions of LKDSB staff. Delegations can also be made at these meetings.</p> <p><u>Working Meetings</u> Working Meetings are an opportunity for committee members to offer input for agenda items and ask questions on topics of interest to their communities. The public can attend to observe but there is no time set aside for questions from the audience.</p>	
<p>Communication Process – E-mail, Posting of Agenda, and Record of Action</p>	<p>Everything discussed at the Pupil Accommodation Review Committee meetings is public and is outlined in the Record of Action posted on the LKDSB website.</p> <p>Superintendent Girardi suggested the committee could review previous Pupil</p>	

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	<p>Accommodation Review documents.</p> <p>The Pupil Accommodation Review process is difficult but it is important that there is transparency. The LKDSB will do its best to answer questions or receive delegations.</p> <p>There is an LKDSB email address dedicated to the Pupil Accommodation Review process where people can ask questions, located at arc@lkdsb.net. When a question is sent to this email address a response will recognize that the LKDSB has received the question. The questions will then be passed on to the Pupil Accommodation Review Committee and to Trustees. Questions will then be answered and posted online under Frequently Asked Questions (FAQ). Similar questions will be grouped together with a common response.</p> <p>A committee member asked when the schools will be closing. Superintendent Girardi directed the committee member to page 14 of the Initial Staff Report, which includes a timeline if the Trustees vote in favour of the school closures.</p> <p>If people are interested in delegating at a Public Meeting there is a form located on the LKDSB website. If people are interested in speaking directly to Trustees they must give seven working days notice electronically or in writing to the Secretary of the Board and shall indicate the matter or issue they wish to speak to and provide an electronic or printed copy of their presentation with their request. Requests to delegate to the Trustees should be sent to trish.johnston@lkdsb.net.</p>	
<p>Brief Overview of Relevant Board Policy and Regulations</p>	<p>Superintendent Girardi reviewed the Ontario Ministry of Education Pupil Accommodation Review Guideline and the LKDSB Pupil Accommodation Regulations with the committee.</p> <p><u>Questions from the committee:</u></p> <p>All of this is based on funding, and you still need to apply for funding. Is this correct?</p> <p>Trustees need to vote in favour of a recommendation and then the LKDSB would apply for funding.</p>	

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	<p>Follow-up from committee member: This is completely contingent on funding and right now you don't have funding because you haven't applied yet. So the community consultation section should have a statement that addresses why a high school in the north end of Lambton county is important. That will assist your application for the funding. So that should be a component of community consultation. Failure to do something with a high school causes people leave and ultimately it closes.</p> <p>Superintendent Girardi agreed with including community comments in regard to this item.</p> <p>Who writes the community consultation component? The LKDSB Administration writes this based on community input.</p> <p>Do we make written submissions? All delegation material is posted on the LKDSB website and this information is condensed and included in the Final Staff Report.</p> <p>Do delegates need to be approved, or do they just fill out the form? The LKDSB encourages people to participate as long as the recognized process is followed.</p> <p>Does the full presentation need to be provided? Yes.</p>	
<p>Terms of Reference</p> <ul style="list-style-type: none"> • Mandate • Roles and Responsibilities • Procedures 	<p>Superintendent Girardi reviewed the Accommodation Review Committee (ARC) Terms of Reference, included within the LKDSB Pupil Accommodation Regulations.</p>	
<p>Presentation of School Profiles</p>	<p>Superintendent Girardi thanked the principals for their hard work in completing the School Information Profiles. The principals reviewed their school's profile and highlighted items throughout the document. The School Information Profiles will also be presented at the Public Meeting #1 and will be posted on the LKDSB website prior to the meeting.</p>	

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	There were no questions on the School Information Profiles from the committee.	
Tour of Tecumseh Vista Academy School	<p>There have been questions of what a Kindergarten to Grade 12 school looks like. An example of a Kindergarten to Grade 12 school can be found in the Greater Essex County District School Board at Tecumseh Vista Academy. In this example the elementary students are located on one side of the building, there is an office in the middle, and secondary students are located on the other side of the building.</p> <p>Superintendent Girardi asked if there was interest amongst the committee to tour the Tecumseh Vista Academy Kindergarten to Grade 12 school site. The committee was interested and asked for more details.</p>	
<p>Questions from the Committee</p> <ul style="list-style-type: none"> - Items for Working Meeting Number 1 - Architects at Working Meeting Number 1 	<p>What would be layout of Kindergarten to Grade 12 school look like? The recommendation for this Pupil Accommodation Review is a Kindergarten to Grade 12 school, with a design that is yet to be finalized.</p> <p>The committee was asked if they would like to speak to the architects who will design the initial concepts. This was agreed to for Working Meeting #1.</p> <p>Have you considered consulting with the Senior’s Home near Kinnwood Central School? The LKDSB will meet with the Senior’s Home near Kinnwood Central School.</p> <p>What will happen to the schools after they are closed? School boards must follow Ontario Regulation 444/98 Disposition of Surplus Real Property. This question is answered in the Guide to Pupil Accommodation Reviews.</p> <p>What will be done with the donated play structure at Bosanquet? The LKDSB Administration will investigate and provide options.</p> <p>How will the school board deal with bus traffic and consultation with residents near Kinnwood Central School? The LKDSB will make residents aware of the process and how to provide input. If construction were to occur, this is something that is also assessed by architects.</p>	

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	<p>Superintendent Girardi asked for items for Working Meeting #1. These items could be requested via email from the committee as well.</p> <p>Superintendent Girardi requested that questions from the community to be addressed at the Working Meetings be submitted ahead of time in order to prepare answers.</p> <p>How does the community find out who the representatives are? Names will be listed in the Record of Action on the LKDSB website. However, no contact information will be given out by the LKDSB.</p> <p>Will there be a potential loss of programs? This can be a discussion point at the first Working Meeting.</p> <p>How will closing North Lambton Secondary School affect downtown businesses? The LKDSB could assess walking times to downtown businesses from the present North Lambton Secondary School site and the Kinnwood Central School site.</p>	
First Public Pupil Accommodation Review Meeting	<p>Pupil Accommodation Review Committee members are welcome to attend the Public Meetings but will not be answering questions. Senior Administration from the LKDSB and school principals will be answering questions.</p> <p>The agenda must include discussion of the Initial Staff Report, School Information Profiles, and an overview of the Orientation Meeting. Once this is complete the moderator of the meeting will introduce the pre-arranged delegations and ask for questions from the public.</p>	
Next Meeting	Public Meeting #1 will be held on November 16, 2016 and Working Meeting #1 will be held on November 23, 2016.	
Adjournment	Superintendent Girardi thanked the committee for their time and adjourned the meeting at 8:25 p.m.	