



**ACCOMMODATION REVIEW COMMITTEE  
RECORD OF ACTION  
PETROLIA AREA OF SCHOOLS**

**Date:** November 12, 2009

**Location:** Hillcrest Public School

**Present:** Committee Members: Gayle Stucke, Director of Education, Bert Phills, Superintendent of Education, Brenda Mann, Principal Hillcrest P.S., Dean Melton, Parent Representative Hillcrest P.S., Rosanne Orcutt, Community Representative Hillcrest P.S., Todd Hayward, Principal Queen Elizabeth II P.S., Mary Braet, Parent Representative Queen Elizabeth II P.S., Ross O'Hara, Community Representative Queen Elizabeth II P.S., Tony Mitchell, Principal Lambton Centennial P.S., Janet Vanderwert, Parent Representative Lambton Centennial P.S., Phil Warner, Principal Lambton Central Collegiate Vocational Institute, Judy Krall, Parent Representative Lambton Central Collegiate Vocational Institute, Linda Smith, Community Representative Lambton Central Collegiate Vocational Institute, Jim Burns, Municipal Representative Township of Enniskillen, Don Seymour, Municipal Representative Town of Petrolia

Resource Personnel: Lorie Vandeschoot, Planning & Reporting Officer, Jane Kovar, Recorder  
Trustees: Jim Townsend, Jane Bryce, David Goldsmith

**Regrets:**

*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 |
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| Welcome and Introduction of Members | <ul style="list-style-type: none"> <li>• Director Stucke introduced herself as Facilitator of the Accommodation Review Committee (ARC). She also introduced the Board Resource staff, and thanked everyone for attending.</li> <li>• The members of the ARC introduced themselves.</li> <li>• Director Stucke reflected that the last time there had been a Community Consolidation Meeting in the Petrolia Area was 10 yrs ago. At that time, a recommendation was made by a similar committee to blend two schools, Queen Elizabeth II and Hillcrest. The Board supported that recommendation and commencing in Sept 2000, the two campuses began operating with a VP at Hillcrest as a JK to 3 site and a Principal at Queen Elizabeth II P.S. as a Grade 4 to 8 site.</li> <li>• Committee members were asked to sign a communications list, as well as include contact information which would be confidential and utilized in sharing information among the committee members.</li> </ul> |                       |

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| <p>Review of the Board Policy and Regulations on <i>Pupil Accommodation/School Closure</i>, and Ministry of Education Pupil Accommodation Guidelines</p> | <ul style="list-style-type: none"> <li>• Director Stucke provided a brief overview of the accommodation review process relative to Ministry of Education guidelines and Board Policy. She also reviewed the Board Policy and Regulations on Pupil Accommodation/School Closure. Each committee member received a copy documents are also available on the Lambton Kent District School Board website. Regulations provide direction on how to conduct the accommodation review study. Each October the Board is presented a Pupil Accommodation Report which is available in each school and on the website.</li> <li>• Director Stucke stated that there will be an opportunity for the public to ask questions when indicated on the agenda; however, committee members can ask questions at any time throughout the meeting.</li> <li>• The committee discussed the process of receiving questions from the public. The committee agreed that questions from individuals would be unlimited but that each question would have a 2 minute time limit. If individuals have more than one question they would be asked to move to the back of the line. Those asking questions will sign the sheet located next to the podium, indicating their name, address and relationship to the school.</li> <li>• The committee agreed that if there was a delegation who wished to make a presentation during a future meeting, a 10 minute time limit would be allotted. The delegation would be required to contact Director Stucke's office one week in advance of the next meeting in order for the agenda to be adjusted accordingly.</li> </ul> |                       |
| <p>Terms of Reference/Role of the Accommodation Review Committee (ARC)</p>   | <ul style="list-style-type: none"> <li>• Director Stucke provided a brief overview of the Terms of Reference and explained how the ARC meeting dates were determined.</li> <li>• It was explained that the ARC assumes an advisory role and will meet a minimum of four occasions, with each agenda including an opportunity for questions and input from the public. At the conclusion of the final meeting, the committee will provide an Accommodation Report, including recommendations to the Board of Trustees, who will in turn, make a final decision about the future of all students in the Petrolia family of schools.</li> <li>• Director Stucke explained the role of this committee, working together in a collaborative and respectful manner. If a consensus on recommendations is not met, there will be a vote. The parent, community and municipal representatives will have voting rights. The Director, Superintendent, Planning and Reporting Officer and the school administrators are non-voting members.</li> </ul>  |                       |
| <p>Distribution of Completed School Information Profiles</p>   | <ul style="list-style-type: none"> <li>• Superintendent Phills explained the purpose of the School Information Profiles. Committee members were encouraged to review and become familiar with the school profiles and that more detail and discussion will occur during the next meeting.</li> <li>• Mr. Phills indicated that the collection of data and completion of the School Profiles to date was a culmination of Board Administrative staff as well as</li> </ul>   |                       |

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|                                   | <p>Principals and respective School Councils.</p> <ul style="list-style-type: none"> <li>• The School Information Profile sheet indicating the Value to the Local Economy will be completed by the committee to assist in making necessary recommendations.</li> <li>• The completed school profiles and the reference criteria will provide the foundation for discussion and analysis of accommodation options.</li> <li>• The School Profiles are a “work in process” and can be updated at any time throughout the accommodation review process. The School Information Profiles will be posted on the Board website and updated as revised by the Committee.</li> </ul>   |   |
| <p>Review of Demographic Data</p> | <ul style="list-style-type: none"> <li>• Lorie Vandeschoot provided a power point presentation illustrating demographic trends of the Petrolia Family of Schools.</li> <li>• The Board works collaboratively with a demographics consultant company to compile necessary statistics and enrolment projections.</li> <li>• Enrolment numbers presented were Full Time Equivalent (FTE) which is the number that the Ministry utilizes for funding purposes. In elementary schools Kindergarten students count as .5 since they attend every second day. Secondary FTE is determined by the number of courses a student takes.</li> <li>• Enrolment history and projections based on birthrates and trends for Hillcrest, Queen Elizabeth II, Lambton Centennial and LCCVI were illustrated.</li> <li>• Catchment area maps were displayed for all four school locations. As well, school catchment areas for students attending French Immersion programs at Hillcrest &amp; QE II were presented.</li> <li>• There is a French Immersion Program Review currently taking place, which may impact recommendations made by this committee. The Committee is aware that recommendations could impact all school areas where French Immersion is offered. An interim report will be available in early January 2010.</li> <li>• The question was asked about the implementation of Full Time Early Years classes. Director Stucke explained the Ministry plans to phase in Full Time JK and K classes over the next 5 years. The committee will need to keep this in mind when making decisions.</li> <li>• Director Stucke pointed out that the demographics indicate that this is an area where growth is significant and evident. Committee members are encouraged to share the information with school communities.</li> </ul> | <p>L. Vandeschoot to provide specific F.I. Demographic information for next ARC meeting</p> |

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| Communications - Website             | <ul style="list-style-type: none"> <li>• Director Stucke invited everyone to explore the Lambton Kent District School Board website: <a href="http://www.lkdsb.net">www.lkdsb.net</a></li> <li>• There is an ARC link on the website and within one week the Record of Action (ROA) will be posted as well as an electronic copy sent to all ARC members.</li> <li>• There is an opportunity to ask questions through the Board website. All questions and responses through the ARC website will be brought back and shared with the committee members.</li> </ul>   |                       |
| Process for Public Input to ARC      | <ul style="list-style-type: none"> <li>• Director Stucke reviewed the process for Public Input to ARC; through the board website, through questions asked while attending an ARC meeting, or by a delegation presentation at a meeting. Input will be welcomed by Trustees, Board staff and Committee members.</li> </ul>   |                       |
| Questions from the Committee Members | <ul style="list-style-type: none"> <li>• Judy Krall asked if any of the 4 schools would be considered for the full time Kindergarten program. Director Stucke indicated that the Ministry is only allotting the Lambton Kent District School Board 17 available classes for the full time Kindergarten program to be implemented in September 2010. Rules for full time funding include an average of 26 students, a Teacher, and an Early Childhood Educator (ECE) in each class. Director Stucke stated that the Board needs to look at school locations where classroom space is currently available.</li> <li>• Rosanne Orcutt expressed concern that if Hillcrest was not considered due to lack of available space, that the school may lose enrolment as students may be registered elsewhere to take advantage of the full time Kindergarten program.</li> <li>• Ross O'Hara asked how many elementary schools were in the Public and Separate Board. Director Stucke indicated that the Lambton Kent District School Board has 55 elementary schools and the Separate Board has 29 elementary schools.</li> <li>• Dean Melton stated that there was no page included in their package indicating any Accommodation suggestions. Director Stucke indicated that the committee was going to work strategically and collaboratively together to consider all alternatives. There are no predetermined options.</li> </ul> |                       |
| Questions from the Public            | <ul style="list-style-type: none"> <li>• <b>Question</b> - Beth Wilcocks, Hillcrest teacher and parent from the Petrolia area. <b><i>Do the statistics provided on projected capacity numbers for Hillcrest include on site portables?</i></b><br/>Answer - Lorie Vandeschoot explained the capacity numbers are Ministry rated capacities and how they were determined. She indicated that existing portables are excluded from the capacity numbers.</li> <li>• <b>Question</b> - Corrie McEachern, parent of Hillcrest and QE II students. <b><i>How did the Board capture the statistics for projected enrolment for 1-4 year olds in the area?</i></b><br/>Answer – Lorie Vandeschoot explained that information is provided by the consulting company Baragar Demographics based on census data and</li> </ul>  |                       |

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|  | <p>information provided by Statistics Canada.</p> <ul style="list-style-type: none"> <li>• <b>Question</b> - Joanne Sanderson, parent from Dawn Euphemia and LCCVI. <b><i>Why was Dawn Euphemia school included in the Dresden Family of Schools review instead of the Petrolia ARC review?</i></b><br/>Answer - Director Stucke explained that while the Dawn Euphemia school is located near the Dresden area, it is recognized that some families live near to Petrolia.</li> <li>• <b>Question</b> - Joanne Sanderson <b><i>What are the next steps and expectations of this Committee?</i></b><br/>Answer - Director Stucke indicated information would be shared and discussed during School Council meetings as well as school newsletters, inviting the public to attend future ARC meetings and ask questions. Ross O'Hara added that the ARC members are all very approachable.</li> </ul>  |                                 |
| Next Steps   | <ul style="list-style-type: none"> <li>• Record of Action will be completed and sent electronically to all Committee Members and will be posted on website within a week.</li> <li>• The confidential ARC member communications list will be sent electronically to the members to facilitate contact within the Committee.</li> <li>• Director Stucke encouraged members to share and include the ARC information through School Council meetings and school newsletters and directing them to the ARC link on the Board website.</li> <li>• Committee members were reminded to review the Board Policy, Regulations and the October 2009 Pupil Accommodation Report.</li> <li>• School profiles should be reviewed prior to the January meeting with Committee members prepared to provide input.</li> </ul>  | <p>J. Kovar</p> <p>J. Kovar</p> |
| Dates of Future Meetings (timelines, proposed locations) | <ul style="list-style-type: none"> <li>• Director Stucke indicated the next three dates scheduled for ARC meetings; January 7, February 4 and March 4, 2010. She also stated that there could be the potential for additional meetings or the option of having a "sub" committee attend extra meetings if necessary.</li> <li>• Committee members were in agreement that future ARC meetings would take place from 7 – 9 p.m. If inclement weather is an issue, every effort would be made to contact committee members.</li> <li>• Director Stucke asked for input from the Committee on alternate membership. If a member was unable to attend a meeting, would sending an alternate be appropriate. After a brief discussion, the group decided it would be best to not use alternates. However, if consensus was not reached on a decision, and a vote was required, every effort would be made to make contact and include the voting voice of all ARC Committee Members.</li> <li>• Jim Burns asked if all ARC members were present tonight. Ms. Stucke indicated that everyone was in attendance with the exception of a community representative from Lambton Centennial school, as that role had not been filled.</li> </ul> |                                 |

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| Next Meetings<br>January 7, 2010<br>February 4, 2010<br>March 4, 2010 | <ul style="list-style-type: none"> <li>• January 7, 7:00 p.m. – Queen Elizabeth II Public School</li> <li>• February 4, 7:00 p.m. – Lambton Central Collegiate Vocational Institute</li> <li>• March 4, 7:00 p.m. – Lambton Centennial Public School</li> </ul> |                              |
| Adjournment   | <ul style="list-style-type: none"> <li>• Meeting was adjourned at 8:26 p.m.</li> </ul>  |                              |