

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

**Date:** November 23, 2009

**Location:** Ridgetown District H.S.

**Present:** Committee Members: Gayle Stucke, Director of Education, Jim Costello, Superintendent of Education, Todd Tiffin, Principal, Ridgetown P.S., Heather Simpson, Parent Representative, Ridgetown P.S., John Ford, Community Representative, Ridgetown P.S., Carol Kloostra, Principal, Ridgeview Moravian E.S., Jane Lawton, Parent Representative, Ridgeview Moravian E.S., Jim Brown, Community Representative, Ridgeview Moravian E.S., Mark Hunt, Principal, Ridgetown District H.S., Susan Kelner, Parent Representative, Ridgetown District H.S., Renee Geluk, Community Representative, Ridgetown District H.S., Katharine Hopkins, First Nation Representative, Marsha Coyne, Municipal Representative, Municipality of Chatham-Kent

**Resource Personnel:** Lorie Vandeschoot, Planning & Reporting Officer, Tracey Childs, Recorder

**Trustees:** Jim Townsend, Randy Campbell, Jane Bryce, David Goldsmith, Scott McKinlay

**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 Trustees, Board resource staff, and thanked everyone from the public, including students, for attending.</li> <li>• Committee members representing the Ridgetown Area community introduced themselves and were asked to sign a communications list, as well as include contact information which would be confidential and utilized in sharing information among committee members.</li> <li>• Director Stucke stated the Agenda and Record of Action will be posted on the Board Website within 1 week of the first meeting.</li> <li>• In January 2003 a meeting took place to consider a School Council proposal of Gr. 7 and 8 programs moving to the high school. A</li> </ul> |                       |

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|  | <p>community consensus was not reached and it was decided there would be no change at that time.</p> <ul style="list-style-type: none"> <li>October 2003 it was recommended that all 3 Ridgeway schools be reviewed. Approximately 1 month later, the government announced a moratorium on all school closures.</li> </ul>  |                       |
| <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, and the documents are also available on the Lambton Kent District School Board website.</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 on 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 the final decision.</li> <li>Director Stucke explained the role of the committee, working together in a collaborative and respectful manner. If a consensus on recommendations is not met, there would 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> <li>The committee decided that if a member could not be in attendance at a meeting, an alternative will attend in their place.</li> <li>Questions from Committee Members can be asked at any time throughout the meeting.</li> </ul> |                       |
| <p>Distribution of Completed School</p>  | <ul style="list-style-type: none"> <li>Superintendent Jim Costello addressed the Committee, explaining the format of the information profiles for the two elementary schools as well</li> </ul>   |                       |

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| Information Profiles       | <p>as that for Ridgetown District H.S. Committee members were encouraged to review and become familiar with the school profiles and that more detail will occur during the next meeting.</p> <ul style="list-style-type: none"> <li>• The completed School Profile's will serve as a tool that will provide the foundation for discussion and analysis to assist in making future decisions and be beneficial to learning about the two other schools in the community.</li> <li>• The collection of data and completion of the School Profiles, to date, was completed by Board Administrative staff as well as Principals.</li> <li>• The School Information Profile sheet indicating the "Value to the Local Economy" has been left blank and will be completed by the committee with input from the public.</li> <li>• It was explained that 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>   |                       |
| Review of Demographic Data | <ul style="list-style-type: none"> <li>• Lorie Vandeschoot, Planning and Reporting Officer, provided a power point presentation illustrating demographic trends of the Ridgetown Family of Schools. The Board works collaboratively with a demographics consultant company, Baragar Demographics, to compile necessary statistics and enrolment projections.</li> <li>• Enrolment history and projections, based on birthrates and trends, were illustrated which indicate we have experienced a steady decline in overall enrolment over the past 10 years.</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 0.5 FTE since they attend every second day. Secondary FTE is determined by the number of courses a student takes.</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 SK classes over the next 5 years. The committee will need to keep this in mind when making decisions.</li> <li>• It was explained that we often get 2-4 more students than projected, as all parents do not send their children to JK or SK. Students also move in from other areas.</li> </ul> |                       |

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|                                      | <ul style="list-style-type: none"> <li>• Katharine Hopkins stated they offer the Early Learning Program for JK and SK students and therefore, may also impact the number of grade 1 students entering the school system.</li> <li>• Catchment area maps were displayed for all three school locations.</li> </ul>  |                       |
| 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, an electronic copy will be sent to all ARC members.</li> <li>• There is an opportunity to ask questions through the Board website. Questions and responses through the ARC website will be brought back and shared with the committee members.</li> <li>• If someone does not have access to the internet, questions can be directed through the Director's office by mail or phone call.</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> <li>• The committee agreed that questions from individuals would be unlimited but that each question would have a 2 minute time limit. The individual would sign the Sign-In sheet at the podium, indicating their name, address and relationship to the school. If individuals have more than one question they would be asked to move to the back of the line.</li> <li>• The committee agreed that if there was a delegation wishing 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 to be included on the agenda.</li> </ul> |                       |
| Questions from the Committee Members | <ul style="list-style-type: none"> <li>• Jim Brown asked if there was the possibility of a town hall meeting. Director Stucke stated that this could occur in addition to the already scheduled 4 ARC meetings.</li> <li>• Jim Brown asked if the numbers are available for grade 9 students next year. Director Stucke explained that counting the number of grade 8's in the surrounding elementary schools would give you the approximate</li> </ul>  |                       |

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|                                  | <p>number of grade 9 students in the upcoming year.</p> <ul style="list-style-type: none"> <li>• Marsha Coyne asked in what year we went from having grade 13 students to grade 12 students only. Director Stucke stated that 2003-04 was the first year of the double cohort. The first year without OAC was in 2004-05.</li> <li>• Jim asked how full time kindergarten will impact the school FTE. Director Stucke stated that we as a Board can introduce 17 classes in September 2010. The kindergarten students attending those programs every day will be counted as an FTE of 1.0.</li> <li>• Jim asked how the public can have input if internet is not an option. It was explained that School Councils or School Committee Representatives could email herself or any other member of the Board, a Trustee or any Committee Member. Jim Brown suggested the committee could take questions/comments through the committee members to forward to the Board.</li> </ul>  |                       |
| <p>Questions from the Public</p> | <ul style="list-style-type: none"> <li>• <b>Question</b> - Chris Garton, Ridgetown P.S. parent<br/><b>Do you go to each school and tour the school as it is hard to determine what is best for the child if you don't go to the school?</b><br/>Director Stucke responded by indicating that Superintendent Costello and herself go to all schools. The ARC members are going to rotate where the meetings are going to be held at each school being reviewed.</li> <li>• <b>Question</b> - Tracy Cofell, Ridgeview-Moravian P.S. Out of Boundary parent<br/><b>Ms. Cofell explained she has children in the Special Education program at Ridgeview Moravian and asked if the Special Education class would be relocated to schools outside of the Ridgetown area schools?</b><br/>Director Stucke stated that Special programs would be considered in the recommendations. If Special Education classes were to get too small, a program may have to be moved but the Special programs would not be reduced because of consolidation alone.</li> </ul> |                       |
| <p>Next Steps</p>                | <ul style="list-style-type: none"> <li>• Record of Action (ROA) will be completed and sent electronically to all Committee Members and will be posted on the website within a week of the meeting.</li> <li>• The confidential ARC member communications list will be sent</li> </ul>   | <p>T. Childs</p>      |

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|  | <p>electronically to the members to facilitate contact with the Committee.</p> <ul style="list-style-type: none"> <li>• Director Stucke encouraged members to share and include the ARC information through School Council meetings, 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>Dates of Future Meetings (timelines, proposed locations)</p>                    | <ul style="list-style-type: none"> <li>• Director Stucke stated that the upcoming meeting dates are subject to change due to Municipal Council meetings being held on Mondays. The proposal of Thursday meetings on January 28, February 25 and April 1 are an option. Preference of the Committee Members is to remain with Monday night meetings. If Marsha Coyne is unable to attend she will send any information she has, prior to the meeting.</li> <li>• Committee Members determined that meeting dates will remain unchanged.</li> </ul>  |                       |
| <p>Next Meetings<br/>January 25, 2010<br/>February 22, 2010<br/>March 29, 2010</p> | <ul style="list-style-type: none"> <li>• Future meetings will be 7:00 p.m. – 9:00 p.m. School tours will take place at 6:30 p.m. for anyone interested.</li> <li>• January 25, 2010 – Ridgetown Public School</li> <li>• February 22, 2010 – Ridgeview Moravian Elementary School</li> <li>• March 29, 2010 – Ridgetown District High School</li> </ul>  |                       |
| <p>Adjournment</p>   | <ul style="list-style-type: none"> <li>• Meeting was adjourned at 8:25 p.m.</li> </ul>   |                       |