

**ORIENTATION SESSION FOR THE CHATHAM ELEMENTARY SCHOOLS
PUPIL ACCOMMODATION REVIEW COMMITTEE
MINUTES / RECORD OF ACTION**

Date: October 27, 2016

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, Jordyn Loyer, Student Representative John N. Given Public School, Mary Lynn Anderson, 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, Logan Smith, Student Representative Tecumseh Public School

Resource Personnel: Gary Girardi, Superintendent of Education – Capital Planning and Accommodation, Joy Badder, Superintendent of Education – Program: Leading and Learning, Jaime Gudrie, Recorder

Regrets: Janet Raddatz, Parent Representative Tecumseh Public School, Greg Terry, Parent Representative McNaughton Avenue Public School, Dave Doey, Superintendent of Education – Program: Special Education

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	<p>Superintendent Girardi welcomed the committee and thanked everyone for volunteering their time and participating in the process.</p> <p>Accommodation Reviews are difficult for all parties involved. It is important to ensure we give due diligence to the process and ensure there is a thorough discussion. This process could not be completed without committee members, parents, students, staff, and school administrators. Their time is appreciated.</p> <p>Introductions were made around the table.</p>	

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	<p>The Trustees are all interested in the process in terms of what is discussed at the meetings. They read through the Record of Action and stay informed. Trustees Ruth Ann Dodman and Shannon Sasseville were in attendance at the meeting.</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>An Initial Staff Report was presented to Trustees on October 4, 2016 and the Board approved the establishment of an Accommodation Review Committee for the Consolidation of the John N. Given Public School Kindergarten to Grade 8 English Language Program at Tecumseh Public School and the Relocation of the John N. Given Public School Grade 7 and 8 French Immersion Program to McNaughton Avenue Public School.</p> <p>The Lambton Kent District School Board (LKDSB) completed two Pupil Accommodation Reviews last year and two are underway this year.</p> <p>Superintendent Girardi stated that the Orientation Meeting is specifically about process and encouraged committee members to ask if they had questions in regard to the process.</p> <p>The LKDSB presents a Pupil Accommodation Report each year. Outlined in these reports are areas the Board is looking at for potential Pupil Accommodation Reviews. The schools involved in this Pupil Accommodation Review were listed in the Pupil Accommodation Report last year as a potential Pupil Accommodation Review.</p>	
Confirmation of Meeting Logistics – Locations and Times	<p>Transparency is important for the LKDSB. On page 9 in the Initial Staff Report there is a schedule for meetings. Meeting dates were included in the Initial Staff Report so that people would have as much opportunity as possible to participate.</p> <p>The Record of Action and Agenda for this Orientation session will be made public and will be discussed at Public Meeting #1. The committee agreed to the locations and times of the meetings.</p>	

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	<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>Keeping you informed of questions and concerns from the public is important. The committee is a conduit from the community to the board to get information that needs to be discussed. Interested public members can email questions to arc@lkdsb.net. Questions asked there will be answered and posted online.</p> <p>Questions and statements sent to the Board from the public will be forwarded on to committee members and Trustees.</p> <p>Personal information for committee members will not be posted online but their names will appear on the Record of Action.</p> <p>The LKDSB website will have any Agendas, Records of Action, and presentations from the community posted.</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>There were no questions from the committee on the documents.</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 Public Meeting #1 and will be posted on the LKDSB website prior to the meeting.</p> <p>There were no questions on the School Information Profiles from the committee.</p>	
<p>Tour of Schools</p>	<p>The committee is interested in school tours to occur on the same night of meetings taking place at the individual schools. A timeline will be worked out and sent to the committee and posted online.</p>	
<p>Questions from the Committee</p> <ul style="list-style-type: none"> - Items for Working Meeting Number 1 	<p>Superintendent Girardi asked the committee to provide items for the first Working Meeting. There were no questions at this time.</p>	
<p>First Public Pupil Accommodation Review Meeting</p>	<p>Public Meeting #1 takes place on December 1, 2016. The Pupil Accommodation Review Committee is welcome to attend and can ask questions or delegate. They will not be seated with Senior Administration to respond to questions asked from the public.</p> <p>Superintendent Badder stated that it is very important to make time to go through the schools. People tend to know their own school well but it is good to have a view of other schools as well.</p> <p><u>Questions from the Committee:</u></p>	

	<p>Is this a normal turnout for a Working Meeting, and are all meetings open to the public? Do you anticipate more members of the public at future meetings? All meetings are open to the public. At our Working Meetings in the Pupil Accommodation Reviews last year attendance was anywhere from 20-50 people. It will depend on interest.</p> <p>Are the public meetings dates posted on the website? The dates are posted on the LKDSB website and the individual school websites will have this information posted as well. Schools will also send information through newsletters.</p> <p>Superintendent Girardi stated that if there is another way to send information out to the community to please let him know and there will be an attempt to do so.</p> <p>Mary Lynn Anderson stated that teachers are also communicating with parents about meeting times on their teacher websites.</p> <p>Superintendent Badder suggested school signs can be used as well.</p>	
Next Meeting	Public Meeting #1 will be held on December 1, 2016 and Working Meeting #1 will be held on January 19, 2017.	
Adjournment	Superintendent Girardi thanked the committee for their time and adjourned the meeting at 7:52 p.m.	