

November 29, 2016

6:30 p.m.

**Accommodation Review Committee
(ARC)**

**Honey Harbour Public School
ARC Orientation Meeting**

**Baxter Ward Community Centre
Lounge**

Facilitator: Michael (Mike) Ash

ARC Members: Linda Foster, Andrea Elgar, Tricia Fenn, Amy McDonald

Resource Staff: Larry Hope, Dave Golden, Catherine Shedden, Deb Wines

Trustees: Louise Clodd, David Morrison

Staff Support: Karen Franke

AGENDA ITEM	DISCUSSION / DECISION / ACTION
Meeting was called to order at 6:34 p.m.	
	ARC members were provided with an information binder containing the following documentation: School Information Profiles for Honey Harbour Public School and Glen Orchard Public School ; ARC Meeting Norms, ARC Terms of Reference, ARC Orientation Meeting presentation , copies of letters to TLDSB to parents/guardians; Ministry of Education Guide to Pupil Accommodation Reviews ; TLDSB Pupil Accommodation Review Guidelines ; Administrative Reports dated February 2, 2016, October 4, 2016 , November 8, 2016; TLDSB Pupil Accommodation Long Term Plan with statistical data; and correspondence received to date.
Welcome & Introductions	Director of Education, Larry Hope, welcomed the ARC members, guests, and trustees to the meeting. Director Hope introduced Trillium Lakelands DSB staff present who will act as resources during ARC meetings. These included: Superintendent of Learning Dave Golden, District Manager Catherine Shedden, Principal of Honey Harbour Public School and Glen Orchard Public School Deb Wines, and Administrative Assistant Karen Franke. Director Hope also introduced Trustee Chair Louise Clodd from Muskoka and Trustee David Morrison from City of Kawartha Lakes. Director Hope introduced Mike Ash who will be acting as Chair/Facilitator during the Accommodation Review process.

	<p>Facilitator Ash asked committee members to introduce themselves and their connection to their school. All members have children in their school and identified that they are a member of their school council.</p> <p>Facilitator Ash thanked everyone for volunteering to be a part of the process. He stated that today's meeting was to clarify the role of the Accommodation Review Committee (ARC) and provide background information. The intent of the orientation meeting is to give background on board policy, ministry guidelines, and the school board Initial Staff Report which triggered the review.</p> <p>All ARC meetings will be recorded. Minutes of the meeting are taken. Though the minutes will not be verbatim, the recording will be available if required. Minutes are voted on and approved at the next meeting.</p>
<p>Meeting Norms and Terms of Reference</p>	<p>Facilitator Ash reviewed the Terms of Reference which included the roles and responsibilities of an ARC member. The Ministry of Education Pupil Accommodation guidelines were used to develop the TLDSB policy and procedure.</p> <p>Facilitator Ash stated that the role of the ARC member is to act as a conduit between school board and the community.</p> <p>ARC members must comment on the Initial Staff Report although consensus is not necessary.</p> <p>The Accommodation Review Committee is encouraged to review the material provided, ask questions for clarification, or request new information. The ARC members may develop alternative solutions however, they must provide a rationale. Alternatives should consider the needs that the school board has identified such as balancing budget, programming, etc. The resource staff has been assigned to work with ARC members to develop responses and alternatives. Resource staff include superintendents, principal(s), and numerous departments within the school board. All TLDSB Trustees receive information from ARC meetings.</p> <p>A School Information Profile is available for each school containing information related to facility, programs, and community partnerships. Facilitator Ash encouraged ARC members to review the material and to ask questions to fully understand the material.</p> <p>All information for the Accommodation Review is public. All information will be posted to the board website including minutes, notes, school information profiles, and any letters or emails that are received in addition to questions and answers.</p> <p>The Accommodation Review Committee must prepare a report that goes to the school board staff. This report will then be part of the</p>

	<p>Final Staff Report that will be presented to school board trustees. Facilitator Ash recommended that members keep notes that will assist in creating a summary that represents the ARC findings. The facilitator will assist and support members to create this report. The Accommodation Review Report is due February 28, 2017.</p> <p>Facilitator Ash presented and reviewed the meeting norms that will be followed at Public Meetings and Working Group Meetings throughout the process.</p> <p>There will be two (2) Public Meetings where the public may present to the Accommodation Review Committee. Group delegation requests may address the ARC for 10 minutes and individuals have 5 minutes. ARC members may ask questions for clarification.</p> <p>At ARC Working Meetings, of which there are two (2), ARC members have the opportunity for open discussion. Although, ARC working meetings are open to the public, there is not an opportunity for the public to speak. There is a break built into the meeting giving the public an opportunity to bring questions to ARC members.</p>
<p>Student Accommodation Review Process</p>	<p>Director Hope provided an overview of the Student Accommodation Review Process. The presentation provided information on enrolment and capacity and a review of long term planning and utilization across the school board and specifically in Muskoka.</p> <p>Director Hope shared the reviewed Pupil Accommodation Review timelines stating that the process began in March 2016 with Community Partners meetings to determine how the school board might use buildings more efficiently. These meetings were successful in developing three (3) partnerships with the Ontario Early Years Centre in City of Kawartha Lakes and Haliburton County.</p>
<p>TLDSB Pupil Accommodation Review Guidelines</p>	<p>Director Hope directed ARC members to review Trillium Lakelands DSB Pupil Accommodation Review Guidelines.</p>
<p>Initial Staff Report – October 4, 2016</p>	<p>Director Hope clarified that the staff recommendation through the Initial Staff Report is to close Honey Harbour Public School at the end of the 2016-217 school year and move students to Glen Orchard Public School at the beginning of the 2017 school year. This recommendation has not been approved. Recommendations of the ARC will be received as part of the Final Report presented to trustees prior to a decision being made.</p>
<p>School Information Profiles Review</p>	<p>Director Hope reviewed the School Information Profiles (SIP) for Honey Harbour Public School and Glen Orchard Public Schools. The profile provides statistical data used to develop the staff recommendation. This includes the condition of the facilities, number of students and grades, special and behavioural programs, special education, and community use. In addition student transportation</p>

	data, specialized education, extra-curricular activities, and facility partnerships are included.
Questions and Answers	<p>Is the School Information Profile available on the TLDSB Board website? Yes all documentation is public and available on the website, www.tldsb.on.ca</p> <p>Do questions need to be submitted in advance? Yes, questions must be submitted three (3) days in advance. This will provide school board staff time to prepare and research the answer. Staff includes Director's Office, superintendents, facility department, finance department, etc. Questions received to date, i.e. correspondence, will be reviewed and questions pulled. These will be answered at the next public meeting.</p> <p>What is the Facilitator's history? Facilitator Ash is a retired superintendent from the school system and has worked with many school boards with pupil accommodation review. Facilitator Ash shared some experiences.</p>
Next Steps	<p>Please note that if school buses are cancelled due to inclement weather the meeting is also cancelled. This will be confirmed to ARC members by email with an alternate meeting date.</p> <p>All meetings are held at Baxter Ward Community Centre @ 6:30 p.m. The first Public Meeting will be December 8, 2016 at Baxter Ward Community Centre @ 6:30 p.m. An inclement weather date has been set for December 15, 2016. Dates for Working Meetings are January 31 and February 7, 2017. The second Public Meeting is scheduled for February 21, 2017.</p>
Adjournment	7:48pm

Public Meeting # 1

DATE: Thursday, December 8, 2016
Location: Baxter Ward Community Centre - Gym
TIME: 6:30 p.m.