

**Accommodation Review Committee
(ARC)
Lady Eaton Elementary School
ARC Orientation Meeting**

November 30, 2016

6:30 p.m.

**Lady Eaton Elementary
School
Gym**

Chair: Michael (Mike) Ash

Participants: Dianne Adams, Courtney Brideau, Vickie Dass, Krista Newell

Staff: Juli Harris, Larry Hope , Katherine MacIver, Carrie Pilgrim, Catherine Shedden

Trustees John Byrne, Louise Clodd, David Morrison, Judy Saunders, Colleen Wilcox

Staff Support: Karen Franke

AGENDA ITEM	DISCUSSION / DECISION / ACTION
Meeting was called to order at 6:32 p.m.	
	<p>ARC members were provided with an information binder containing the following documentation: School Information Profiles for Lady Eaton Elementary School and Scott Young Public School; ARC Meeting Norms; and ARC Terms of Reference; ARC Orientation Meeting presentation; copies of letters 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.</p>
Welcome and Introductions	<p>Director of Education, Larry Hope welcomed ARC members, trustees, and staff to the meeting. Director Hope introduced Trillium Lakelands DSB staff present who will act as resources throughout the ARC meetings. He introduced Superintendent of Learning Katherine MacIver, District Manager, Catherine Shedden, Principal of Lady Eaton Elementary Schools Julie Harris, Principal of Scott Young Public School Carrie Pilgrim, and Administrative Assistant Karen Franke. Director Hope also introduced Trustee Chair Louise Clodd and Trustees John Byrne, David Morrison, Judy Saunders and Colleen Wilcox.</p> <p>Facilitator Ash asked ARC members to introduce themselves and their relationship with the school. All have children in their school and are members of 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 onboard policy, ministry guidelines, and the school board Initial Staff Report which triggered the review.</p> <p>The 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 ARC 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 the 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 that supports the solution. 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>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 for 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 members.</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 Final Staff Report presented to 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 March 8, 2017.</p>

	Facilitator Ash presented and reviewed the meeting norms that will be followed at Public Meetings and ARC Working Group Meetings throughout the process.
Student Accommodation Review Process	<p>Director Hope provided the context and framework 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 to City of Kawartha Lakes.</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 buildings could be utilized 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>
TLDSB Pupil Accommodation Review Guidelines	Director Hope directed ARC members to review Trillium Lakelands DSB Pupil Accommodation Review Guidelines.
Initial Staff Report – October 4, 2016	Administrative Report October 4, 2016 was shared with ARC members. Director Hope stated that the staff recommendation has been made through the Initial Staff Report to close Lady Eaton Elementary School at the end of the 2017-2018 school year and move students to Scott Young Public School at the beginning of the 2018 school year. The Director shared that the school board has made a commitment to seek funding to provide accommodation for the Omemee Childrens Centre at Scott Young Public School. This recommendation has not been approved. Recommendations of the ARC will be received as part of the Final Staff Report by the trustees prior to a a decision being made.
School Information Profiles Review	Director Hope reviewed the School Information Profiles (SIP) for Lady Eaton Elementary School and Scott Young Public School. The profile provides statistical data that was 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 data, specialized education, extra-curricular activities and facility partnerships are included.
Questions and Answers	<p>What does the ARC member do at Public Meetings? Facilitator Ash confirmed that the ARC member’s role is to listen to the delegations. You may ask for clarification and staff will be available to provide information. Staff will also review written submissions and respond where able.</p> <p>Where are the meetings held? All meetings will take place at Lady Eaton Elementary School 6:30 @ p.m.</p>
Next Steps	Through the completion of the Public Input Form, the public may request in writing to speak, 5 minutes for an individual; 10 minutes if representing a group. The presenter must supply a written summary that will be posted on the board website.

	<p>The ARC will receive a copy of all submissions and a copy has been provided of those received thus far. Board staff will respond the questions pulled from these letters at the next public meeting.</p> <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 Lady Eaton Elementary School @ 6:30 p.m. The first Public Meeting will be December 14, 2016. An inclement weather date has been set for January 11, 2017. Dates for Working Meetings are January 25 and February 1, 2017. The second Public Meeting is scheduled for March 1, 2017.</p>
Adjournment	7:52

Next Meeting

Public Meeting # 1
DATE: Wednesday, December 14, 2016
Location: Lady Eaton Elementary School – Gym
TIME: 6:30 p.m.