



**Breslau/Stanley Park Elementary Schools Pupil Accommodation
Review
Minutes of Accommodation Review Committee Meeting # 1
February 11th, 2010 - 4:30 pm**

The first meeting of the Breslau/Stanley Park Accommodation Review Committee (ARC) was held at Stanley Park P.S. on February 11th, 2010.

Committee Members Present:

William Grobe, Principal of Breslau P.S., Carolyn Griffiths, Principal of Crestview P.S., Jane Pritchard, Principal of Franklin P.S., Dayle Buller-Power, Principal of Lackner Woods P.S., Pauline Shiry, Principal of Mackenzie King P.S., Trish Starodub, Principal of Smithson P.S., Rob MacQueen, Principal of Stanley Park P.S., Gregg Bereznick, Area Superintendent, John Scarfone, Township of Woolwich Rep., Doug Hudson, parent – Breslau P.S., Nancy Allan Catton, parent – Breslau P.S., Anessa Selcage, parent – Franklin P.S., Janice Scherer, parent – Franklin P.S., Laurie Tremble, parent – Lackner Woods P.S., T. Ritchie, parent – Lackner Woods P.S., Tracy Jasmins, parent – Mackenzie King P.S., Sean Mahoney, parent – Mackenzie King P.S., Mark Richardson, parent – Stanley Park P.S., Mary Hingley, recording secretary, Chris Smith, Manager of Planning, Nathan Hercanuck, Senior Planner and Lauren Manske, Planner for the Waterloo Region District School Board.

Regrets:

Ron Dallan, Facility Services, Brian Bateman, City of Kitchener Rep., Troy Starr, parent – Smithson P.S., Edie Paul, parent – Smithson P.S.

Mr. Smith and Area Superintendent Gregg Bereznick addressed the school Principals before the ARC meeting began and gave a brief outline of the Accommodation Review process and their roles, for those that were not able to attend the Public Meeting on February 2, 2010.

1. Welcome/Introductions

Mr. Smith, Manager of Planning opened the meeting at 4:35 pm and had the committee members introduce themselves. Thanks were extended to the ARC for volunteering their time and commitment to this process.

Mr. Smith also introduced and welcomed Mark Hoerd, a Mohawk College student who is currently working with the Planning Department, and who will observe tonight's meeting.

- Mr. Smith also asked if any of the parent reps were at the first Public Meeting held on February 2, 2010 at Grand River C.I.
 - A few replied that they had attended.

2. Role of ARC/Terms of Reference

- **The ARC is responsible for:**
 - Review Objectives

- Accommodation scenarios/options
 - Accommodation Report and Recommendations
 - School Information Profiles
 - Public Information and Access
 - Community Consultation and Public Meetings
- Pertinent material is in your ARC binders under the Board Reports and Policies tab, as well as reference criteria and the Terms of Reference. Additional information, policies and guidelines can be found on our website at: www.wrdsb.ca. If you can't find a specific reference material, please let Planning know and we will get it to you.
 - **Public Information and Access:**
 - ARC's are to ensure that all information relevant to the accommodation review is to be made public by posting it in a prominent location on the Board's website or making it available in print upon request.
 - All information that is used to determine the value of a school must be publicly available.
 - Where relevant information is technical in nature, it is to be explained in plain language.
 - **Community Consultation and Public Meetings:**
 - Consultations must be based on the customized School Information Profiles in order to elicit input from the various perspectives around the value of a school.
 - The ARC must seek input and community feedback on options for accommodating students who would be affected by a school closure.
 - A minimum of 4 Public Meetings are to be held to consult and present the Accommodation Report and Recommendations. (*Mr. Smith noted that ARC members are not required to attend the public meetings; however, they may find it beneficial*).
 - Minutes reflecting the full range of opinions expressed at the meetings are to be kept, and made publicly available.
 - Website for this review:
www.wrdsb.ca/about-us/planning/accommodation-reviews/breslau/stanley-park-elementary-schools-accommodation-review
 - **Proposed Accommodation Review Timeline:**
 - November 30, 2009 – January 11, 2010: 30 day minimum period between Board announcement of Accommodation Review and first public consultation (not including winter break).
 - February 2, 2010 – May 11, 2010: Public consultation period, minimum 90 days (not including March break). Minimum of 4 public meetings.
 - May 17, 2010 – September 24, 2010: Minimum 60 day period (not including summer break) between ARC submission of Accommodation Report and Trustee vote on recommendation.

Mr. Hercanuck stated that these dates are fairly aggressive; we expect this review will likely go into the fall of 2010.

- **Next Steps:**
 - ARC to discuss issues and develop Review Objectives
 - ARC to review and fill out the School Information Profile Templates, and modify if necessary
 - ARC to discuss existing conditions, accommodation options and recommendations

3. Background/Explanation of Accommodation Review Process

- Binders were distributed to the membership to keep all of the information regarding the accommodation review together.
- An extra binder was provided to each school to have available for public access.
 - Principals will be asked to keep the binders up-to-date with new materials from the meetings.
 - The school binders should be kept in a readily accessible location like the main office for public access.
- What is a Pupil Accommodation Review?
 - A formal public process that ensures a decision taken by a school board regarding the potential future of a school, or group of schools (closure or consolidation) has the full involvement of an informed local community.
 - A process based on a broad range of criteria regarding the quality of the learning experience for students.
- Why an Accommodation Review in the Breslau/Stanley Park Area?
 - Localized residential development putting pressure on a few facilities, most notably Breslau P.S., operating with 8 portables currently.
 - Lower/declining enrolment in other areas.
 - New direction in curriculum/school organization (Ministry's curriculum is a JK-8 continuum).
 - Current enrolment and capacity for the schools in the review area was presented to the ARC.
 - to view the presentation, please visit the Board's website at:
www.wrdsb.ca/about-us/planning/accommodation-reviews/breslau/stanley-park-elementary-schools-accommodation-review
 - Total enrolment refers to the number of students registered at the school, and Full Time Equivalent (FTE) counts Kindergarten students as .5.
 - With the implementation of the Early Learning Program (ELP), or all-day every day Kindergarten we will only work with the total number of students going forward. The Early Learning Program will be phased in over the next 5 years, with full implementation by 2015.
- What is the role of the Accommodation Review Committee (ARC)?
 - The purpose of the ARC is to conduct an accommodation review of a particular school or schools within a given planning area of the Board in order to advise and

provide recommendations that will inform the final decision made by the Board of Trustees on whether a school or schools should be either closed or consolidated.

Q – If the ARC comes to an agreement, could the Board of Trustees overturn us?

R – That could happen; we can't really answer ahead of time on that, and other Boards have voted against some or all of the ARC's recommendations in the past. The Trustees would need to have a really strong reason to override the ARC's recommendations.

- The ARC consists of:
 - 2 parents from each school community.
 - The principal from each of the schools in the review (Breslau, Crestview, Franklin, Lackner Woods, Mackenzie King, Smithson and Stanley Park Public Schools).
 - The school area superintendent(s), in this case: Gregg Bereznick
 - Area municipal representation (City of Kitchener and the Township of Woolwich). They give us perspective on development and other municipal issues. We have secured a rep from the City of Kitchener, and they will present to the ARC at our 3rd or 4th meeting. They will be unable to attend each ARC meeting; however, they will be available to us for any questions we may have. We do have representation from the Township of Woolwich – Mr. John Scarfone who will bring perspective on staging of development.
 - Up to 2 community representatives (e.g. K-W Social Planning Council, neighbourhood associations). At this time, we don't have any community reps for this ARC, if anyone has a contact please let Planning staff know and we will follow up.
 - Waterloo Region District School Board Planning and Facilities staff. Mr. Ron Dallan, Manager of Capital Projects, Facility Services will sit on the ARC to give us his perspective on age/condition of the schools, etc.
- Voting members of the ARC: Parent reps, community reps and municipal reps.
- Non-voting members: Planning staff, Superintendent, Principals, Vice Principals, other Board reps
 - Decisions will be determined by consensus whenever possible; however, if consensus cannot be reached, a majority vote will consist of 50 percent plus 1 of the voting members present at the meeting the day the vote is held. A vote cannot be held without a quorum (a quorum consists of 50 percent of the voting members of the committee).
- ARC Meeting Procedures:
 - The ARC shall meet at an agreed upon schedule and location.
 - ARC meetings are not public meetings; non-members may attend the meetings provided they are invited by the ARC. For example, we may call upon Jim Berry, Assistant Superintendent Learning Services (Special Education) to attend a meeting as scenario development progresses to provide his perspective in terms of Special Education.
 - Minutes and secretarial support for the ARC will be provided by the Board's Planning Department.

- An agenda for ARC meetings will be prepared by the Planning Department and sent to the ARC members prior to each meeting. Minutes from the previous meeting will accompany the agenda for ARC approval.
- Agendas, minutes and presentations, once approved from each ARC meeting and Public Meeting will be posted on the Board's website:

www.wrdsb.ca/about-us/planning/accommodation-reviews/breslau/stanley-park-elementary-schools-accommodation-review

4. Discussion of Issues/Setting Review Objectives

Mr. Hercanuck explained the important job of setting review objectives.

- The objectives are generic statements describing the desired goals of the Accommodation Review.
- The objectives are derived from the issues brought up by members of the ARC and general public and the Accommodation Review Reference Criteria.
- Setting review objectives is a **key** step of this process.
- We will brainstorm some ideas at the first few meetings, and bring forth issues that we hope to do better with.
- The review objectives will be “draft” in the beginning, and we will take them to the public meetings for feedback. The objectives can be altered as we proceed.
- The objectives are critical to the process, especially at the stage of reviewing scenarios.
- They will be used to measure success of each of the scenarios brought forth in addressing them.

Mr. Hercanuck explained the Accommodation Review Scenarios.

- Scenarios/options are created to address issues and objectives raised and developed by the ARC, the general public and the Accommodation Review Reference Criteria.
- Accommodation Scenarios can include:
 - boundary changes between facilities in the review area
 - program changes at facilities within the review area
 - new construction (renovations, additions, whole new facilities)
 - school closure/consolidation
 - maintaining the status quo (doing nothing)
 - any combination of the above

Q – What if a scenario affects a surrounding school not in the review, for example: Howard Robertson?

R – Howard Robertson P.S. is covered because it is one of the schools in the Grand River South/Sunnyside Accommodation Review taking place now as well.

- Due to the adjacent nature of the Breslau/Stanley Park review area to the Grand River South/Sunnyside review area, there may be scenarios that overlap. Joint ARC meetings may need to be considered.

- Accommodation Report and Recommendations:
 - ARC's must complete an Accommodation Report, using the customized School Information Profiles that will make recommendations regarding the future of the schools being considered and submit the report to school board administration.
 - The needs of all students within the Breslau/Stanley Park review area are to be considered.
 - ARC's must share the Accommodation Report, in plain language with the community at a public meeting (usually Public Meeting # 4).

5. Explanation of School Information Profiles

Mr. Hercanuck advised that the ARC may customize the Board's generic School Information Profile to the schools under review.

- The School Information Profile includes four considerations:
 - Section 1: Value to the Student
 - Section 2: Value to the Board
 - Section 3: Value to the Community
 - Section 4: Value to the Local Economy
- The profiles are a tool to gather facility, program, transportation, security, community use, etc, information. We then collate the information. The ARC can customize the profile framework if needed.

6. Roundtable

Mr. Smith advised the ARC that Planning can set up a tour of the schools in the review area, to get perspective on each of the facilities; their challenges and opportunities.

- The ARC can look at setting a date perhaps at the next meeting.

Q – Does the Board own any land in the review area, are there any plans of subdivision?

R – No plans of subdivision in this area of Kitchener; there are in Breslau as noted earlier, however; we do own the former school facility: Rosemount. Programs still operate out of this facility.

Q – Regarding the ARC meeting presentations, when will they be posted on the website?

R – The presentations will be posted on the website with each of the ARC meeting minutes, so after the minutes have been approved.....we'll always be a meeting behind.

Mr. Hercanuck advised the ARC that according to the Terms of Reference we need to choose/elect a Chair of the ARC.

- Mr. Hercanuck asked the ARC if everyone was in agreement with Mr. Smith becoming Chair of the ARC, with Mr. Hercanuck and Ms. Manske acting in his absence.
 - The group agreed to elect Mr. Smith as Chair.

Q – Are we required to do any review work for the next meeting?

R – We will begin discussion on the issues for this review, and start to put together some draft objectives. Planning will send the ARC some sample objectives, so that they can begin formulating some ideas for the next meeting.

Q – What is an example of an issue?

R – An issue could be the large number of portables at Breslau P.S., declining enrolment or overcapacity.

Q – The Board’s French Immersion review, what stage is that at?

R – Currently it is business as usual, the program is parent driven. Enrolment is up again this year. This is always a factor to be considered.

Q – How many years will our decisions affect?

R – Implementation and timing will depend on what our decisions are, and what we are doing. For example, building a new school, additions, etc. Our goal is a long-term solution, which is about 10 years (1 generation through JK-8). We can’t go back into the same area with an accommodation review for at least 5 years.

Q – It would be a good idea to bring in a Regional representative to give their perspective on development issues, the transportation master plan, etc.

R – Yes, it would be helpful to see where the Region is at regarding the Fairway extension and the Highway 7 and Ottawa expansion plans.

7. Future Meeting Dates:

- Mr. Smith asked the group if the 4:30 p.m. start time for the ARC meetings works for everyone, understanding that conflicts, family commitments/personal issues arise, making it hard to attend every meeting.
 - The ARC agreed that the 4:30 pm start time does not work, and the members polled agreed to a 6:00 pm start time. It was also agreed to move the meeting day from Thursday to Wednesday.
- Mr. Smith also asked if Stanley Park P.S. was a good location for our meetings going forward.
 - The ARC agreed the location is fine.
 - Rob MacQueen, Principal of Stanley Park P.S. kindly offered his school for the remainder of the ARC meetings.
- Confirmation: the ARC meetings will be held on Wednesday evenings from 6:00 – 7:30 pm at Stanley Park P.S.

Future Meeting Dates:

Wednesday, Feb. 24th, from 6:00 – 7:30 pm @ Stanley Park P.S.

Wednesday, March 10th, from 6:00 – 7:30 pm @ Stanley Park P.S.