



**Our Task:**

At the January 15, 2013, regular meeting of the Board, Trustees approved the following recommendation regarding the Tecumseh Family of Schools:

**1. THAT THE SUPERINTENDENT RESPONSIBLE FOR ACCOMMODATIONS FACILITATES AN ACCOMMODATION REVIEW OF THE TECUMSEH FAMILY OF SCHOOLS TO ADDRESS CAPACITY ISSUES AND THE MODELS OF PROGRAM DELIVERY.**

**Present:** Tecumseh Vista Academy, Joan Rankin, Paul Bisson, Simona Baggio, Diana Fratarcangeli, Helen Papanastassiou, Doug Marshall, Heather Emery; DM Eagle School, Arlene Bryce Hanson, Rachel Bulmer; Victoria School, Dave Simone, Jody Lamb, Marsha Tterlikkis; and AV Graham School, Amanda Dibbs, Bill Murray, Wayne Samwell, Brenda Fletcher; Community representatives, Daniel Hofgartner

**Regrets:** Shelly Hodare, Natalie Hatch, Robert Hubbard, Eileen Fournier

**Chairperson:** Terry Lyons, Superintendent of Education

**Recorder:** Lynne Hornby

1. Call to Order and Welcome

The meeting was called to order at 4: 40 p.m. when the Superintendent thanked everyone for committing to the process and asked that an open mind is maintained throughout. He reminded the committee that this is an advisory body, not a decision making body.

Introductions were made and information binders were distributed.

2. Role of the Principal

The role of the Principal is to communicate with staff, parents and community partners. Miscommunication is the most difficult hurdle to overcome. Decisions on the outcome of this process have not been made ahead of time. We have received concerns about timing of meetings from a committee member and it was noted that this evening the committee will determine their favoured day and time for future regular meetings. Superintendent Lyons is facilitator in this process. This evening a chairperson will be selected by the committee. It was added that schools will remain closed to accepting out of district students during this process.

Role of the School Council Chair

The School Council Chair's role is to keep parents and the school council informed. The more accurately that information is shared, the better for the process. There is always bus stop and grocery store chatter and the role of the School Council Chair is paramount in helping to ensure its accuracy.

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#### Role of the Committee Chair and members

The Chair assists in setting the agenda for meetings. By the end of this process, committee members should expect to have invested about 70-100 hours. This will be a growth process for all involved.

#### Role of the Facilitator

The Superintendent will provide as much information as is requested by the committee in order to make informed recommendations. The Board has a \$5.2m deficit this year, with 7,000 empty student spaces across the system. Renewal costs continue to increase but funding does not and the Board needs to become more efficient in how education is delivered. The Board would rather reduce the number of empty student spaces rather than cut programming. Superintendent Lyons has a board wide perspective in desiring what is best for all the students in the system but appreciates that many parents on the committee will have a monocular viewpoint for their own child. The reality is that every child in the system deserves the same.

#### 3. Election of Chairperson (by voting members only)

Nominations were opened.

Wayne Samwell nominated himself. As no-one else was nominated, he was acclaimed.

#### 4. Review of the 2012 Annual Accommodation Report

The Director's Annual report was reviewed paying particular attention to the Tecumseh family of schools. There are two main areas of concern; Tecumseh Vista could soon have a large amount of portables as their enrolment continues to increase rapidly while AV Graham and Victoria have declining enrolments. Additionally, Victoria has poor infrastructure. While a grade restructuring may be a possibility, status quo is not an option. The Tecumseh family of schools' enrolments were reviewed. There was a formula error which will be rectified. Superintendent Lyons defined some of the terminology used. A list of acronyms is at the front of the binder distributed to the committee. Enrolments in the report are based on October 31 data as that is when they were last reported to the Ministry of Education. Updated enrolments will be reported on March 31 and if we use newer data throughout the process but it will be dated for clarification.

The Board is currently undertaking a boundary study in the Belle River family of schools.

The difference between a PARC and a boundary study was reviewed. The Superintendent suggested that the committee read the Belle River family of Schools section of the report.

The challenges facing the Belle River and Tecumseh families were outlined in brief.

#### 5. Review of Board's Policy and Regulation" Student Program and Accommodation"

The Student Program and Accommodation Review Policy and Regulation was reviewed. It was noted that it is available on the Board website.

The Regulation states that where possible accommodation reviews should focus on a group of schools within a planning area to facilitate the development of viable and practical solutions for student accommodation. Superintendent Lyons added that he monitors enrolments etc. on a regular basis throughout the school year.

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To facilitate a thorough review and analysis regarding a possible change in student accommodation, the Board is obliged to follow a four stage process to maintain quality programs offered in a fiscally responsible manner:

Stage 1: Identification and Notification

Stage 2: Program & Accommodation Review

Stage 3: Board Decision

Stage 4: Implementation

These four steps were discussed. Some highlights are noted.

Stage 1 identifies why a study would be undertaken by a Board.

*(see page 1 of the Regulation for the listing of reasons)*

The Committee composition and membership and role of members was discussed in detail.

*(see page 3 of the Regulation)*

Each school will be represented by two parents/guardians; the school principal; one staff member; a student representative, if appropriate. It is not recommended that a student participate on the committee due to the sensitive nature of some of the discussions.

For the whole committee, up to three participants from the broader general community can be invited to join the committee. They should not be affiliated to a specific school under study.

The Superintendent acting as facilitator and a Recording Secretary are appointed by the Director of Education.

If participants choose to withdraw they are not replaced. The committee will elect a chair who must be a parent/guardian or community member. Only parents/guardians and community members are able to vote.

Superintendent Lyons advised the committee that at some point during the process he will visit each school to meet with staff.

The Agenda for committee meetings is developed by the Chair and the Superintendent and some of the Boards' resource staff will be in attendance at some meetings. Observers may attend committee meetings but they cannot participate in any way during the meeting. If any committee member feels intimidated at all, they should speak to the Chair and those concerns will be addressed.

#### Timelines

The first public consultation meeting will be no sooner than thirty calendar days after the notice of the intention to conduct a program and accommodation review. Saturdays and Sundays are included except where otherwise noted. (Summer vacation, Christmas break and March Break, including adjacent weekends, must not be considered part of the 30, 60 or 90 calendar day periods.) Subsequent meetings will require a minimum of two weeks' notice.

From the date of the first public consultation meeting, the public consultation period must be no less than ninety calendar days. Saturdays and Sundays are included except where

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otherwise noted. (Summer vacation, Christmas break and March break, including adjacent weekends, must not be considered part of the 30, 60 or 90 calendar day periods).

After the PARC Accommodation Report has been submitted to the school board, there must be no less than sixty calendar days' notice given prior to the meeting where the Board of Trustees will vote on the recommendations. Saturdays and Sundays are included except where otherwise noted. (Summer vacation, Christmas break and March break, including adjacent weekends, must not be considered part of the 30, 60 or 90 calendar day periods).

#### 6. Communications

All communications must be consistent for each school and sent out simultaneously and will only be generated by Superintendent Lyons' office.

There is always an amount of "bus stop chatter" and principals and School Council chairs can help eliminate this. Provide factual information not editorials and opinions.

It is necessary to understand that "having your say and having your way" are two very different things.

#### PARC report

The PARC will produce a report that will make accommodation recommendation(s) that are consistent with the objectives and Reference Criteria outlined in the Terms of Reference.

The PARC will deliver its report to the Director of Education to be posted on the Board website and be publicly available. The report may be requested in print at the school.

*(see page 8 of the Regulation for details)*

#### 7. School Information Profile

Templates for both elementary and secondary schools must mirror each other, the secondary school's template is somewhat different. The template is broken into 4 categories:

- Value to the Student
- Value to the School Board
- Value to the Community
- Value to the Local Economy

The template has been distributed electronically for completion by principals and other board personnel.

Essentially, the completion of this template is the responsibility of the committee but as a courtesy, Board administration will provide assistance where necessary for its completion.

The committee may subsequently choose to modify its format.

#### 8. Review of:

Preferred day and time for regular committee meetings and tentative dates:

Two committee meeting dates were determined.

Wednesday at 5 p.m. Feb 27 at Tecumseh Vista Academy

Wednesday March 20 at 6 p.m. at DM Eagle School

This information will be posted on the Board website on the Accommodations area.

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Tentative dates for community meetings:

The first Community meeting is set for March 7 at 6:30 p.m. at Tecumseh Vista Academy. This date is posted on the Board website.

Additional Community meeting dates will be determined at the next Committee meeting.

9. Questions

Questions had been answered throughout the meeting.

110% to 130% capacity enrolments are optimum for the Ministry of Education (MoE). Funding is not provided based on speculative enrolments but actuals. The Board would like to see enrolments at 85% in order to receive maximum funding.

The French Immersion system wide study may also impact both of these families of schools. Any information that will impact this committee will be shared.

It was added that minutes of all meetings are posted on the Board website in the Accommodations area.

10. Adjournment

The meeting adjourned at 6:05 p.m.