



**Hastings and Prince Edward
District School Board**

**STUDENT ENROLMENT/SCHOOL CAPACITY COMMITTEE (SE/SCC)
PUBLIC MEETING MINUTES
November 9, 2015**

Present: M. Brant, J. Bray, J. Cobb, B. Danes, M. Hall, D. Inch, L. Kyle, D. Patterson,
J. Williams

Regrets: T. Binaris

Resource: C. DeMille, K. Donnell, M. Fisher, T. FitzGibbon, K. Horrigan, K. MacQuarrie, L. Miller,
N. Pfeiffer, C. Portt, C. Reid, M. Savery-Whiteway

Minutes: S. Smith

Call to order

Chair Hall called the meeting to order at 3:30 p.m.

Approval of agenda

Moved: J. Cobb

Seconded: B. Danes

That the agenda be approved.

Carried

Recommendations

None

Information

Director Savery-Whiteway welcomed Kim Horrigan, Manager of Planning. The director explained that the Ministry of Education provided funding to smaller, rural boards to support long-term capital planning and accommodation review. The Manager of Planning position is funded through this initiative. Nick Pfeiffer, Controller of Facility Services, introduced Kim and explained that Kim will be responsible for capacity and capital expenditure projections, management of underutilized space, development of new and revised capital plans and ensuring accurate facility-related data.

Draft Policy No. 15: Student Enrolment/School Capacity: Pupil Accommodation Review

Draft Procedure 570: Community Planning and Partnerships

Director Savery-Whiteway spoke to draft Policy No. 15 and Procedure 570 included in the agenda package. Revisions to both are based on new Ministry guidelines released in March 2015. A key component of these guidelines includes enhanced consultation with local municipalities and community partners on capital and accommodation planning related to underutilized space in schools. The guidelines also require school boards to provide an opportunity for public input on the revised policy and procedure prior to implementing an accommodation review.

The director explained that Policy No. 15: Student Enrolment/School Capacity: Pupil Accommodation Review has undergone significant changes to align with the Ministry of Education Accommodation Review Guideline, 2015. The review of this policy has been included as part of the regular policy review process and will be presented for Board approval at the November 16, 2015 Board Meeting. All discussion and input received from trustees has been incorporated into the revised draft policy. The draft policy was posted on the school board website, with subsequent messaging through Twitter and local media, seeking public input by November 6, 2015. No public input was received.

Procedure 570: Community Planning and Partnerships, formally called Facility Partnerships, is a companion procedure to Policy No.15. The procedure focuses on the process for establishing facility partnerships and sharing planning information with community organizations, including land use and green space. The revised procedure aligns with the Ministry of Education Community Planning and Partnerships Guideline 2015, and links closely to the accommodation review process. The draft procedure will be posted on the school board websites as well, with an opportunity for public feedback until early January 2016.

Key components of the revised policy and procedure include:

- updated definitions;
- increased consultation and regular sharing of planning information with local municipal and community partners;
- inclusion of municipal child care managers and public health in the notification process;
- modified accommodation review process that can be activated, with Board approval, in certain circumstances; and
- a clearly defined, transparent process for public consultation prior to and during an accommodation review process.

Chair Hall referred to a previous appeal of a school board's accommodation review decision. The issue of appeal was related to the impact of school closure on the community. Chair Hall noted that the revised accommodation review process, and Student Information Profile, does not include value of the school to the community as a factor for consideration.

The director explained that the School Information Profiles are data driven. Although value to the community will not be presented in the same context, additional information in this regard will be presented by administration throughout the accommodation review process. Increased public consultation and information sharing with municipal and community partners prior to and during the accommodation review process will provide opportunities to present and consider community impact as well. Superintendent Miller noted that the revised accommodation review process also clarifies the role of the Accommodation Review Committee and trustees. Trustees will make the final decision regarding school closure, based all information presented during the accommodation review process.

Correspondence

None

The SE/SCC moved into closed session at 3:45 pm.