



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
STUDENT ENROLMENT/SCHOOL CAPACITY COMMITTEE
PUBLIC MEETING MINUTES
September 21, 2009**

- Present:** M. Brant, S. Clements, C. Cotton, T. Goodfellow, M. Hall, D. Inch,
H. Marissen, M. Walker, J. Williams
- Regrets:** C. Pitman
- Resource:** K. Donnell, T. Fitzgibbon, J. Montgomery, R. McGall, D. Rutherford,
K. Soule, D. Tregenza
- Minutes:** S. Smith

Call to order

Chair Goodfellow called the meeting to order at 5:00 p.m.

Approval of agenda

Moved: J. Williams
Seconded M. Walker

That the agenda be approved.

Carried

Approval of minutes

Moved: C. Cotton
Seconded: D. Inch

That the minutes of June 22, 2009 be approved.

Carried

Business arising from the minutes

Discussion took place regarding the declining enrolment and utilization of space in the Trenton area, in particular at Breadner Elementary School. It was noted that no further discussion has taken place in this regard. Some space at Breadner Elementary School is currently being shared with community agencies. Other partnerships could be explored in the future.

Recommendations

Notice of Motion: Revisions to Policy No. 15, Student Enrolment/School Capacity

Following the review of Policy No. 15 on June 22, 2009, the Ministry of Education introduced the Revised *Pupil Accommodation Review Guideline*. Revisions were made to the existing *Guidelines* to better support the ARC process. Policy No. 15 was further revised by administration to incorporate the new *Guidelines*. These revisions were reviewed with Board members and included the following:

Revision/change	Policy reference
– reduction from 60 days to 30 days for the minimum period between the announcement of an ARC and the first public meeting	– 2.4, ARC meetings

Revision/change	Policy reference
– change from a minimum of six to four mandatory public meetings; this does not preclude the ARC from holding additional meetings	– 2.4, ARC meetings
– introduction of a <i>Terms of Reference</i> . This procedure will be developed by administration and will clarify the mandate of the ARC; the parameters and criteria that will guide the development and recommendation of accommodation options; the roles and responsibilities of ARC members and the ARC process.	– Definitions – 2.6, Information and documentation – 2.8, ARC report
– modification of the “valuation tool” to reflect a process that better supports the review of existing schools and the evaluation of accommodation options. The modified “School Information Profile” replaces the former School Valuation Framework and is provided to the ARC by administration. The ARC may modify and add relevant information to the school profiles.	– Definitions – 2.7, School Information Profile – 2.8, ARC Report – Appendix C
– improved clarity regarding the ARC’s role in making accommodation recommendations. The ARC will present its accommodation report and recommendations directly to the SE/SCC in public session.	– 3.1, Report to the SE/SCC – 3.4 SE/SCC follow-up meeting

Adjustments will be made to the timelines noted under item 3.7 and to the appropriate appendices. Administration will prepare the Terms of Reference referred to in the policy.

Moved: S. Clements
Seconded: M. Hall

That the Student Enrolment/School Capacity Committee recommend that the changes to Board Policy No. 15 Student Enrolment/School Capacity be approved as contained in the Student Enrolment /School Capacity Committee Report B-1 and accompanying appendices dated September 21, 2009.

Trustee Clements requested that the full policy, with revisions, be included with the notice of motion report for the September 28, 2009 Board meeting.

Moved: M. Hall
Seconded: C. Cotton

That the Student Enrolment/School Capacity Committee give notice of motion at the September 28, 2009 Board meeting as follows:

That the Hastings and Prince Edward District School Board approve the changes to Board Policy No. 15 Student Enrolment/School Capacity as contained in Appendix 1.

Moved: M. Hall
Seconded: C. Cotton

That the motion be amended by striking out the word ‘changes’ and inserting the word ‘amendments’.

That the Hastings and Prince Edward District School Board approve the amendments to Board Policy No. 15 Student Enrolment/School Capacity as contained in Appendix 1.

Carried

Accommodation review: Prince Edward County

Director Soule referred to the process to date. At the Board meeting of January 2008 the Board recommended that further consideration be given to the establishment of an Accommodation Review Committee in Prince Edward County. Updated enrolment projections and utilization factors reviewed by the Student Enrolment /School Capacity Committee on June 22, 2009 further identified Prince Edward County as an area of ongoing declining enrolment.

Current and projected enrolment at Athol Central Public School and South Marysburgh Central School was reviewed. The combined total for the two schools is 163 compared to a total capacity of 262 or utilization rate of 62%. Total enrolment for the two schools is expected to decline to 120 by 2014-15. The board will be facing many challenges in the coming years as a result of declining enrolment and increasing facility renewal needs. Senior administration is recommending that an Accommodation Review Committee (ARC) be formed to consider all possible pupil accommodation options for Athol Central Public School and South Marysburgh Central School.

Moved: D. Inch
Seconded: H. Marissen

That the Student Enrolment/School Capacity Committee recommend that the Hastings and Prince Edward District School Board create an Accommodation Review Committee for Athol Central Public School and South Marysburgh Central School in Prince Edward County as contained in the Student Enrolment/School Capacity Committee Report No. B-2 dated September 21, 2009.

Trustee Inch noted that the two schools are located about 5 minutes apart and are similar in size. Both schools are supported by the local community.

Trustee Marissen asked about the accommodation review committee. It is anticipated that one ARC will be formed for the two schools with membership as defined in Policy No. 15. The recommendation for the creation of an accommodation review committee will go to the Board for approval on October 26, 2009, therefore will follow the new, amended Student Enrolment/School Capacity policy. As noted previously, revisions were made to the *Pupil Accommodation Review Guideline* to better support the ARC process.

Further discussion followed regarding the ARC timelines, process and Terms of Reference. Accommodation options will be provided to the accommodation review committee for consideration, as part of the Terms of Reference.

Information

Encouraging Facility Partnerships

The Ministry of Education is seeking feedback from school boards and municipalities on a new draft policy - Encouraging Facility Partnerships. The purpose of the new policy is to encourage school boards to work with their community partners in order to share facilities to the benefit of boards, students and the community and to maximize community use of board facilities.

Superintendent Rutherford reviewed the major components of the policy:

- identification of facility partnership opportunities in board planning;
- development of board facility partnership policies;
- process to notify community partners;
- consideration of opportunities for co-building with community partners; and
- consideration of opportunities for sharing unused space in schools with community partners.

The challenge for the board will be to determine how much space is available in schools. The board will be undertaking a space review in the fall due to the implementation of full-day, every-day learning. A board procedure would need to be developed with notification provided to the community regarding available space by February 2010.

Discussion took place regarding operations and capital cost recovery through rental fees. It was noted that this policy refers to space utilized during the school day and is not meant to cover current partnerships with service agencies or community use of schools.

The relationship between accommodation reviews and potential community partnership opportunities was noted.

Integration Committee(s)

Superintendent Montgomery and Rogers provided a brief overview of the Integration Committee for West Belleville and North Hastings respectively. Committee membership will consist of the superintendent, one community agency representative and, from each affected school, the principal, school council chair and teacher representative.

The West Belleville Integration Committee will be formed as one larger committee initially with representation from Sir Mackenzie Powell Public School, Sir John A. Macdonald School and Prince Charles School. Smaller, school specific committees (Sir Mackenzie/Sir John A. Macdonald and Sir Mackenzie/Prince Charles) will meet as required to work through specific planning and transition requirements.

Membership for the North Hastings Integration Committee will consist of representation from Bancroft Public School and North Hastings Senior Elementary School.

It is anticipated that the first meeting for both Integration Committees will be held in mid-October.

Correspondence

There was no correspondence.

Adjournment

The meeting was adjourned at 6:40 p.m.