

## MINUTES OF ACCOMMODATION REVIEW COMMITTEE (ARC) Central Whitby MEETING

Wednesday, June 25, 2008

3:00 – 5:00 p.m.

Ed Centre - Room 1022

### *In Attendance:*

Chair: Joe Hircock

Secretary: David Visser

Members (alpha by school):

Monique deVillers (Principal, Cpt M. VandenBos)  
 Debra Hayes (Non-teaching Rep, Cpt M. VandenBos)  
 Linda Lyons (Parent Rep, Cpt M. VandenBos)  
 Carole McLeod (Teacher Rep, Cpt M. VandenBos)  
 Judy Wityszyn (Parent Rep, Cpt M. VandenBos)  
 Alana Browne (Teacher Rep, Florence M. Heard)  
 Chris Montgomery (Parent Rep, Florence M. Heard)  
 Sharon Murdoch (Parent Rep, Florence M. Heard)  
 Monica Porteous (Non-teaching Rep, Florence M. Heard)  
 Brigitte Sopher (Principal, Florence M. Heard)  
 Gail Dyson (Non-teaching Rep, Jack Miner)  
 Cathy Wade (Parent Rep, Jack Miner)  
 Jacquie Weber (Parent Rep, Jack Miner)  
 Lynda Darling (Teacher Rep, Leslie McFarlane)  
 Scott Irwin (Parent Rep, Leslie McFarlane)  
 Jim Olson (Principal, Leslie McFarlane)  
 Kirsty Sinclair (Parent Rep, Leslie McFarlane)  
 Judy Whiteman (Non-teaching Rep, Leslie McFarlane)  
 Marion Fulcher (Non-teaching Rep, Palmerston)  
 Sylvia Land (Parent Rep, Palmerston)  
 Leilah McBride (Teacher Rep, Palmerston)  
 Tim Ralph (Principal, Palmerston)  
 Angie Weiss (Parent Rep, Palmerston)  
 Joe Hamilton (Non-teaching Rep, Pringle Creek)  
 Sue Lunn (Principal, Pringle Creek)  
 Jill MacCharles-Crain (Teacher Rep, Pringle Creek)  
 Steve Misner (Parent Rep, Pringle Creek)

*Regrets:* Carol Bell (Teacher Rep, Jack Miner)

*Substitutions:* Gail Perroni for Trudy Collins (Principal, Jack Miner)

*Observers:* Martyn Beckett (Director of Education)

*Facilitator:* Lygia Dallip

*Consultant:* Daniel Del Bianco (Consultant)

*ARC Resource Staff:* Carey Trombino

Anne Dobos

Danielle Pépin (minutes taken)

The following minutes will provide a summary of the issues discussed and are intended for review and information purposes only. This was the first ARC working committee meeting and attended by all but one committee member and one Principal substitute.

Each committee member was provided with an identification badge, a tabletop name card as well as a binder containing a number of documents which were referred to during the meeting and will continue to serve as a reference manual throughout the entire ARC Central Whitby process.

A number of documents will be added as we advance further into the process.

**Welcome**

Joe Hircock, Chair, welcomed everyone and thanked them for attending. This was followed by a self introduction by each of the meeting participants.

Lygia Dallip, Facilitator, described what an ARC is and presented an overview of the ARC Central Whitby process.

David Visser, Secretary, explained that the development of the ARC was primarily due to the change in demographics, the age and condition of the schools and the repairs of buildings required.

Everyone was informed that the ARC process is an open one and that no decisions have been made. As part of this process, the Town of Whitby as well as the Chamber of Commerce were invited to participate on the ARC Central Whitby committee. While the Town of Whitby declined participation, no reply has yet been received from the Chamber of Commerce.

The ARC process timelines and meeting dates were reviewed. This would consist of 4 Public meetings and 14 ARC working group meetings. Although today's meeting was not mandatory, it served to facilitate the process for the members. It also provides time to review the contents of the binder over the summer months in preparation for the official start of the process on September 3<sup>rd</sup>, 2008. The group has until February 2009 to prepare the report for the Director of Education, which allows plenty of opportunity for the gathering and sharing of information.

Joe Hircock suggested that part of the preparation would be in the form of learning the vocabulary in order to seek clarity. Acronyms, provided under section 1f of the binder, will be used throughout the process and the importance of learning them was stressed.

A member sought clarification as to whom the ARC committee would be reporting to. Joe Hircock and David Visser informed them that it was important for everyone to have an equal say in the process as it unfolds. The ARC would report to the local community through the 4 Public Meetings. The ARC's report and recommendation regarding the accommodation needs in Central Whitby would be submitted to the Director of the Durham District School Board. The Board Administration would also be submitting a staff recommendation based on the ARC's report for the Director of Education to provide to the Trustees along with the ARC's Report and Recommendations.

David Visser then described the role of Watson & Associates and their direction and attendance throughout this entire ARC central Whitby process. Lygia followed up with the possibility of having a substitute should a member be unable to attend a meeting. She

emphasized that the meeting of October 8 would be a key meeting to attend as it will be used to consider input from the first Public Meeting of September 30<sup>th</sup>, as well as, complete the valuation of all six schools using the Customized School Valuation Framework.

David Visser spoke about the ARC Website and mentioned that every piece of information provided in the members' binders will also appear on the DDSB ARC Website. This will include agendas and minutes, reference documents, background information and school profiles, to name a few. With this information readily at hand, parents and community members alike will be able to remain informed. Paper copies will be made available upon request with advanced notice.

Although the public will be permitted to attend the ARC working group meetings, they will be directed to the gallery seating and will not be permitted to participate while the meeting is in session. However, during breaks, they may provide questions or comments to individual ARC members for discussion.

Martyn Beckett, Director of Education was introduced by Joe Hircock. Mr. Beckett thanked everyone for attending and participating in this important process. He reminded everyone that this was a first-time process for the DDSB and that it will take several months to reach a decision before the ARC's recommendations are presented in 2009.

Joe Hircock expressed the need for principals to keep the parents involved and recommended it be done through newsletters, and more importantly, through the School Community Council (SCC) meetings. This would allow the SCC team to reflect the needs of the community.

David Visser then leafed through the binder describing each section and addressed related questions. It was once again mentioned that these binders would be updated on an ongoing basis until the end of the process. David then invited everyone to take ten minutes to review the contents to ensure there was not information missing.

Lygia commented on the size of the Committee and the importance of sharing expertise and the representation of the needs of the community. Requests for information will need to be considered by the committee to see if a response would be required. Any additional work required from the research staff would be based on a majority vote of 50% or more of the ARC members present in the room at the time of a meeting. This method of voting will remain consistent throughout the process. Any questions outside the 14 ARC working committee meetings will need to be filtered through the principals to Danielle Pépin, ARC Resource Staff, who in turn will ensure that all information is provided to the Steering Committee for necessary follow-up. It is advisable to direct any media issues to the Chair for his response.

One member asked for clarification on Facility Condition Index (FCI). David explained in detail that an FCI was a calculation adopted by the Ministry of Education in order to determine the physical condition of the building by comparing the repair work needed to the cost of replacing the building. Oftentimes, it proves to be more expensive to repair a school than to build a new one. The DDSB is bound by these codes which affect all schools, from various school boards, across the Province.

