

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Pupil Accommodation Review Working Committee Meeting: Manitouwadge

Tuesday, January 31, 2012
Manitouwadge High School Library
6:30 p.m.

MINUTES

<i>Working Committee Members</i>	<i>In Attendance</i>	<i>Regrets</i>	<i>Absent</i>
MacEACHERN, John (<i>Mayor, Township of Manitouwadge</i>)	X		
RAYMOND, Dave (<i>Community Representative</i>)	X		
GASCON, Ray (<i>Manitouwadge Public School Council</i>)	X		
NEWTON, Marcia (<i>Manitouwadge High School Council</i>)	X		
BOURGOIN, Jocelyn (<i>Business Representative</i>)	X		
MOFFAT, Jim (<i>Business Representative</i>)		X	
KILLINGBECK, Jim	X		

<i>Board Support Members</i>	<i>In Attendance</i>	<i>Regrets</i>	<i>Absent</i>
TSUBOUCHI, Cathy (<i>Superintendent of Business</i>)	X		
PETRICK, Nancy (<i>Superintendent of Education</i>)	X		
CHIUPKA, Wayne (<i>Manager of Plant Services</i>)	X		
WILLCOCKS, Barbara (<i>Student Success Coordinator</i>)	X		
MOONILAL, Patricia (<i>Principal, Manitouwadge Public School</i>)	X		
MUTCH, John (<i>Principal, Manitouwadge High School</i>)	X		

1.0 Welcome

The meeting was called to order at 6:30 p.m.

Superintendent of Education, Nancy Petrick, welcomed everyone in attendance and outlined the role of the group as the Working Committee Group Members.

It was noted that minutes would be recorded for every meeting.

2.0 Introduction of Committee Members

Introductions were made by each of the committee members, identifying their role in the ARC.

3.0 Review of the Agenda and Background to the Creation of this Pupil Accommodation Review Committee

Additions, changes or questions regarding the agenda were solicited. As no responses were given by the members Superintendent Petrick proceeded with a PowerPoint presentation and accompanying hand outs.

The membership make-up of the committee, and the criteria for involvement, was reviewed and discussed.

4.0 Overview of the Pupil Accommodation Review Committee Process

Superintendent Petrick asked for nominations from the floor to appoint a Chairperson for ARC. It was requested that this item be brought forward to the February 29th meeting.

Superintendent Petrick explained that there is a voting structure in the ARC, and that board support personnel are not voting members.

It is hoped that final recommendations will be sent to the Board by June 2012. The assembled group was made aware that there will be public meetings and work committee meetings, and that after this meeting that there will be no substitutions in attendance. Superintendent Petrick asked that if someone was unable to make the time commitment to participate in the review to advise her by the end of the meeting.

Superintendent of Business, Cathy Tsubouchi, clarified that the committee makes a recommendation to the Director of Education, which is ultimately taken to the Board. She further clarified that four public meetings were required as part of the review.

Administration must present one option to the committee, and a minimum of one option needs to come from the ARC.

Three reference criteria are brought to the Board:

1. Program Viability
2. Utilization Rates: 85% to 95% of the building is to share space and be effectively efficient
3. Operating Costs: We are doing what we can to make the most out of the monies we have (effective stewardship of board resources)

The committee uses these three criteria as a reference point for the committee as they proceed through the process.

Superintendent of Education, Nancy Petrick, distributed a copy of the *School Accommodation Study* to the members, explaining the *Terms of Reference*.

Board Policy 905 Pupil Accommodation was also distributed. Superintendent Petrick advised that a link will be posted on the board website with all ARC-related documents as well as the date, time and place of upcoming meetings.

Questions surrounding the accommodation review process may be sent to arc@sgdsb.on.ca.

Superintendent Petrick indicated that the policy document outlines specific timelines for meetings and that these timelines must be adhered to. Upcoming meeting dates for both the working committee and public meetings were identified, with the option of having the meetings

together being provided. It will be ensured that video/teleconference technology is available for all meetings.

5.0 Enrolment and Other Data

Superintendent Petrick shared the School Information Profiles for both the elementary and secondary schools.

Committee members were asked to send their questions regarding all handouts prior to the next meeting in order to prepare and provide complete answers to questions.

Superintendent Tsubouchi explained FTE and clarified the average daily enrolment. Additional information regarding per pupil costs will be brought to future meetings. As well, Superintendent Tsubouchi is examining the grants to determine how the numbers are arrived at.

Superintendent Tsubouchi will separate out costs – what costs can be reduced and which costs are fixed – and will report this information at the next working committee meeting. She explained the terms OGC and Functional Capacity. Functional Capacity has no impact on how our grants are given.

6.0 Questions for Clarification

Question: *Is there a legal requirement that the Director accepts the report?*

Answer: *Superintendent of Education, Nancy Petrick, clarified the process as follows: The Director can accept or reject the recommendations and must provide a rationale for his decision. Recommendations are a public document. The Committee's report is presented in its entirety on the Board's website.*

Question: *Why are there no federation representatives?*

Answer: *Our Federation meets outside of this committee in a separate session.*

Question: *Are the working committee members required to attend the public meetings?*

Answer: *Yes*

Question: *Can we go to Hornepayne to see the JK-12 school? Could we bring the principal from Hornepayne to talk about the JK-12 model?*

Answer: *This option very well may come out during the committee as we move through the process.*

Question: *Is the first public meeting an explanation of what was presented this evening?*

Answer: *Yes. (It is possible to have another meeting prior to the public meeting being held on March 21, 2012 as several members of the committee suggested that another*

meeting would be beneficial prior to the first public meeting.) Decision: February 29, 2012 – Working Committee Meeting / March 21, 2012 – First Public Meeting.

Meeting notices will be placed in the newspaper and on the town website (Superintendent Tsubouchi has the contact information).

Question: *What are the legal requirements of the French board?*

Answer: *Superintendent Tsubouchi, and Manager of Plant Services, Wayne Chiupka explained that they are tenants. Superintendent Petrick is seeking clarification of the situation and will provide this information at the next meeting.*

Question: *Where do numbers come from projected enrolments?*

Answer: *Superintendent Tsubouchi explained how the numbers are determined and the role of the principal in making this determination. It is really the JK numbers that drive the projected enrolment.*

7.0 Next Steps

8.0 Adjournment

The meeting adjourned at 8:50 p.m. A tour of Manitouwadge High School took place immediately after the meeting and concluded at 9:20 p.m.