



ACCOMMODATION REVIEW COMMITTEE MEETING MINUTES

Location: Cawthra Park Secondary School - Library, April 22, 2008
7:00pm – 9:00 pm

Attendees: Trustee Janet McDougald, Penny Gingell (Chair), Jennifer Cowie Bonne, Nancy Crooks, Sandra Cross, Karen Crouse, Catherine Deegan, Caren DesBrisay, Jane Howley, Michelle Kletke, Greg Lorentz, Mary Pat McConnell, Paul Mountford, Steve Paas, Debra Powell, Lydia Renahan

Regrets: None

1.1 Welcome and Opening Remarks	
Penny Gingell (Chair) made a number of introductory remarks setting the framework for the Accommodation Review Committee (ARC), the rationale for the schools involved and the opportunity before the ARC to develop a solution.	
Action Item:	Person Responsible:

1.2 Mandate of the ARC	
Penny Gingell stated that the mandate of the group is to develop options for student accommodation which will maximize student learning within the resources available to the Board.	
Action Item:	Person Responsible:

2.0 Introductions	
Members of the Committee introduced themselves.	
Action Item:	Person Responsible:

3.1 Proposed Meeting Timelines

Penny Gingell reviewed the meeting schedule indicating when all the ARC meetings will be held, location and purpose of each meeting. Important dates were highlighted including: Monday, December 8, 2008, when the ARC is to submit its report to the Controller of Planning and Accommodation; Tuesday, March 3, 2009, when Physical Planning and Building Committee will receive the ARC's and staff's reports; and Tuesday, March 24, 2009, when the reports will be at a Regular Meeting of the Board for a final decision.

The time of the meetings was discussed and it was decided that meetings would continue to start at 7:00 pm, with the finish time extended to 9:00 pm.

A number of questions were raised:

1. Can members send a delegate if they can not make a meeting?
 - No, as it is too difficult to bring someone up to date on all that has happened.
2. Can the agenda and all relevant information for meetings be posted on the website a week before the meeting?
 - Staff will try to send out information a week before each meeting, and if not, as soon as possible. If a person can not make a meeting they can review the information and give their input to another member of the ARC to bring forward to that meeting.
3. What information can be shared with the community?
 - All information presented and discussed at each ARC meeting is public and is to be shared and discussed at each School Council meeting.
 - Information will be posted on the Board's website, with paper copies available at each school and in a format that can be included in each school's newsletter.
 - What is discussed at each ARC meeting should be discussed at each school's School Council meeting with feedback and input brought back to the next ARC meeting.
4. What are the turnaround times for questions asked, and if members do not have the immediate answer, how will that be addressed?
 - There will not be answers to all questions, some questions may not have been thought of before, others may not be able to be answered until further on in the process.
 - The Board cannot commit to answering every question, but will have an area set up on the its website where questions can be asked, and a list of Frequently Asked Questions (FAQ) with answers will be posted.
5. Will minutes be taken at each ARC meeting?
 - Minutes of each ARC meeting will be taken in a summary format, while minutes of each of the four public meetings will follow the format of Board meeting minutes.
 - The minutes will be circulated electronically to the ARC members for review, and once approved, they will be posted on the Board's website.

Person Responsible:

Accommodation Review Committee – MINUTES

Penny Gingell will consult with communications department about the status of setting up the ARC information on the website and when it will be completed.	Penny Gingell
--	---------------

3.2 Ground Rules	
Penny Gingell went over the ground rules of how the ARC will function. The group needs to view itself as a team with common goals. The ARC follow these ideals: presume positive intentions; balance inquiry and advocacy, promote the spirit of inquiry; pay attention to self and others; put ideas on the table; listen, pausing, paraphrasing and probing for specificity.	
Action Item:	Person Responsible:

4.1 Valuation Framework	
Paul Mountford reviewed the Valuation Framework, explaining that the Framework is broken down into 5 areas – School Overview, Value to the Student, Value to the School Board, Value to the Community and Value to the Local Economy. The items reflect the results from the survey that was sent out in November 2007.	
The ARC broke into its school groups to review the Framework. The members will bring the Framework to their next School Council meetings for discussion and to make any changes. Additions and changes will be sent to the school Principal who will forward them to Paul Mountford to be compiled. This is to be completed by June 3, 2008 in order that the changes can be made and the revised Framework posted on the Board's website before the first public meeting, on June 17 th .	
<p>Action Item: Framework to be reviewed by each School Council with changes given to the School Principal. This is to be completed by June 3, 2008.</p> <p>School Principal will forward changes to Paul Mountford who will make the changes.</p>	<p>Person Responsible: ARC members, School Principals</p> <p>School Principals, Paul Mountford</p>

5.1 Wrap-Up	
Penny Gingell summarized the discussion of the evening. She reviewed upcoming May agenda and encouraged schools to be generating ideas with their committees about what they value in a school, what programs they would like to see. This exercise will prepare schools to build a common vision for the future.	
Action Item:	Person Responsible:

Accommodation Review Committee – MINUTES

6. Next Meeting	
The next meeting will be held on Tuesday, May 20, 2008 at a school to be determined. The meeting will be held from 7:00 – 9:00 pm.	
Action Item: Penny Gingell to determine the school site to hold the meeting.	Person Responsible: Penny Gingell