

Balmoral Community - Carson Capital Project Steering Committee
March 25, 2009 Meeting Summary Notes

In attendance: Assistant Superintendent Dave Pearce (Chair); Trustee Representative Mary Tasi; Vice Principal Kathleen Barter; Teacher Representatives Suzanne Postle and Toby MacDonald; Parent Representative Sherri Thomas
With regrets: Student Representative Stephanie Wood

1. Policy 610 and School Response Team

Dave Pearce confirmed that membership of the Balmoral Response Team will be from the parent community and will exclude both the Assistant Superintendent and the school Principal. Both will, however, be available as resource personnel and can respond to questions or requests for information from the Response Team.

The public meeting required under Policy 610 to discuss the possible closure of Balmoral and consolidation with Carson Graham has been scheduled for April 1, 2009.

2. Committee Terms of Reference

Copies of the Terms of Reference were distributed and D. Pearce reviewed the document with the committee.

3. School Capital Projects Development and Design Process

D. Pearce distributed a flowchart identifying the stakeholder groups involved in the capital project process and discussed the roles of and relationships between the identified groups.

He also advised that the District's Facilities and Planning staff would be coordinating site visits to new/renovated schools in the Lower Mainland to assist in determining preferred design and functional aspects. Site visit teams would include district and school staff as well as Steering Committee members and parent representatives (identified through the PAC). Open Houses would also be held to share information/gather feedback with respect to design and function of the Carson Graham Replacement school.

4. Focus Committees

D. Pearce identified the formation of three sub-committees of the Capital Steering Committee to focus on specific details in the areas of: Transportation; Program Offerings; and Extracurricular/Curricular Activities.

The focus committees will be comprised jointly of representatives from both the Balmoral Community Capital Steering Committee and the Carson Graham Community Capital Steering Committee. Focus committees will report back to the main Steering Committees.

Balmoral Vice Principal Kathleen Barter will chair the Transportation Focus committee and areas for consideration will include items such as: identification of which students may need bussing assistance; pick-up locations; potential bussing costs; possibility of routing/connections with Translink busses.

Chairpersons will be identified for the Program Offerings and Extracurricular Activities focus committees prior to the Steering Committees next meeting. The Program Offerings Focus Committee will consider the needs for sustaining/offering trades programs such as Chef Training,/Automotive/Hair Styling now as well as in the future school. The Extracurricular Focus Committee will look at accommodating extracurricular athletics during the construction/temporary relocation process and also consider possible impact on extracurricular band students.

5. Function Skills Students

Carson Graham staff are reviewing the needs and requirements of Functional Skills students during the construction/temporary relocation process.

6. First Nations

D. Pearce advised that he and District Administrator for Aboriginal Education Brad Baker will be meeting with the Squamish Nation Council to discuss matters with respect to grade 8/9/10 temporary student relocation during the construction period.

7. Staffing

D. Pearce reported that district staff and the NVTA are meeting to develop plans to accommodate staff at both Balmoral and Carson Graham during the capital project time period.

8. Committee Meeting Dates/Times:

April 8, 2009	3:00 pm
April 20, 2009	3:00 pm
May 4, 2009	3:00 pm