



King George

Elementary Accommodation Review

King George – Memorial (City) – Prince of Wales

Report To: Director of Education
Hamilton-Wentworth District School Board

Report From: King George Accommodation Review Committee

Submitted On: November 10, 2011

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1.0 Executive Summary

At the January 24, 2011 Board meeting, Trustees approved a recommendation to initiate the King George Accommodation Review which included Memorial (City), King George and Prince of Wales Schools. The mandate of the ARC was to produce a report to the Board which addressed a number of different criteria including accommodation, facility condition, program, transportation, funding and implementation. An Accommodation Review Committee (ARC), comprised of parents, students, community representatives, principals, teachers, trustees and non-teaching staff began its work on March 30, 2011.

This report outlines the recommendation of the King George Accommodation Review Committee and details the work completed by the ARC throughout the entire process.

2.0 Accommodation Review Process

In June 2009, the Ministry of Education revised their “Pupil Accommodation Review Guidelines” which outline the necessary steps to follow when school closures are being considered. In accordance with the guidelines, the Hamilton-Wentworth District School Board revised its Pupil Accommodation Review Policy (No. 12.0, Appendix A-2), in December 2009.

The Pupil Accommodation Review Guidelines state the Hamilton-Wentworth District School Board is committed to providing viable learning programs in quality facilities in a fiscally responsible manner. Various factors may result in the need to consolidate, close or relocate one or more schools in order to align pupil accommodation with resident enrolment. These factors include: changes in demographics and/or student enrolment, mobility rates and/or migration patterns, government policies or initiatives, curriculum or program demands, operating costs, and the physical limitations of buildings.

2.1 Purpose of the Accommodation Review

School Boards in Ontario are responsible for providing schools and facilities for their students and for operating and maintaining their schools as effectively and efficiently as possible to support student achievement. The purpose of the Pupil Accommodation Review Policy is to provide direction regarding public accommodation reviews undertaken to determine the future of a school or group of schools.

The Accommodation Review Committee (ARC) serves as an advisory body to the Board of Trustees of the Hamilton-Wentworth District School Board. The mandate of the King George ARC, as outlined in the Terms of Reference (Appendix A-1), is to produce a report to the Board that encompasses the following:

(a) Accommodation: Develop recommendations to maximize the utilization (enrolment as a percentage of Ministry “on-the-ground capacity”) of Board facilities in the review area with a target of 100% utilization for a future ten-year period achieved through accommodation changes including, but not limited to, school closures, new school construction, permanent additions, (i.e., bricks and mortar structure), non-permanent additions (i.e., portables or portapaks), and partial decommissions (i.e., the demolition or shut-down of part of a building).

(b) Facility Condition: Develop recommendations for capital improvements (i.e., repairs, renovations or major capital projects such as new construction) into existing facilities and sites along with a funding strategy to pay for those improvements.

(c) Program: Develop recommendations around the strategic locations of Elementary School programs, including, but not limited to, Regular, Programs of Choice, French Immersion, Special Education, Care Treatment and Correctional Programs and Alternative Education.

(d) Transportation: Develop recommendations that address the implications of other recommendations on pupil transportation.

(e) Funding: Develop a funding strategy to address any capital works that are contemplated in the recommendations above.

(f) Implementation: Develop recommendations for implementation timeframes for any of the above recommended changes.

(g) Scope: The ARC’s work (i.e., discussion and recommendations) applies only to the following schools: King George, Memorial (City) and Prince of Wales.

(h) Timeline: The ARC will complete its work and submit its report to the Director of Education by Friday, November 11, 2011.

To fulfill this mandate a number of key criteria should be considered by the ARC. These *Reference Criteria* include the following:

(a) Facility Utilization: Facility Utilization is defined as enrolment as a percentage of “on-the-ground” capacity. The goal is to maximize the use of Board-owned facilities over the long term.

(b) Permanent and Non-permanent Accommodation: Permanent accommodation refers to “bricks and mortar” while non-permanent construction includes structures such as portables and portapaks. The goal is to minimize the use of non-permanent accommodation as a long-term strategy while recognizing that it may be a good short-term solution.

(c) Program Offerings: The ARC must consider program offerings, each with their own specific requirements, at each location. Program offerings include, but are not limited to: Regular, Programs of Choice, French Immersion, Special Education, Care Treatment and Correctional Programs and Alternative Education, etc.

(d) Quality Teaching and Learning Environments: The ARC should consider the program environments and how they are conducive to learning. This includes spaces such as Science Labs, gymnasiums, other specialty rooms, etc.

(e) Transportation: The ARC should consider the Board’s existing Transportation Policy and how it may be impacted by or limit proposed Accommodation Scenarios.

(f) Partnerships: As a requirement of the Policy and Ministry guidelines, the ARC should also consider opportunities for partnerships.

(g) Equity: The ARC should consider the Board’s Equity Policy, specifically as it relates to accessibility, both in terms of the physical school access as well as transportation and program environments.

2.2 Composition of the Accommodation Review Committee (ARC)

The Board's policy stipulates that ARC membership will consist of the following persons:

- **Chair - One Member of Executive Council** *(to be appointed by the Office of the Director who will not have any "Voting" status);*

Voting Members Include the Following:

- **One Principal** that is not directly associated with any of the schools in the Review Area *(to be chosen by the respective Principal's Association);*
- **One Teacher** that is not directly associated with any of the schools in the Review Area *(to be chosen by the respective Teacher Union Executive)*
- **Two Student Leaders** from outside the review area (to be chosen by Executive Council in the case of an Elementary ARC);
- **Two "Public School Supporter" Community Leaders** *(Community Leaders must not be directly associated with any of the schools in the Review Area. Community Leaders are to be appointed by the Parent Involvement Committee);*
- **Two Parent Representatives** from each of the schools directly affected by the accommodation review *(to be appointed by School Council)*

Non-voting Members include the Following:

- **Any Superintendent of Education** whose direct responsibilities include a school in the Review Area;
- **The Trustee(s)** whose ward includes a school in the Review Area;
- **The Ward Councilor(s)** whose ward includes a school in the Review Area;
- **One Principal** from each of the schools directly affected by the accommodation review;
- **One Teacher** from each of the schools directly affected by the accommodation review *(to be chosen by teaching peers);*
- **One Non-Teaching Staff Representative** from each of the schools directly affected by the accommodation review (to be chosen by non-teaching staff members at each of the schools)

In accordance with the above composition guidelines the table below represents the King George Accommodation Review Committee membership list:

Name	Affiliation	Representing
Pat Rocco, ARC Chair, Superintendent of Student Achievement, North Cluster		
Brian Seamans	Principal Representative	
Lisa Cameron	School Community Leader Representative	
Anna Macky	School Community Leader Representative	
Felicia Guarascia	Parent Representative	King George
Agnes Clarke	Parent Representative	King George
Jennifer Drahusz	Parent Representative	Prince of Wales
Dianna Gillespie	Parent Representative	Prince of Wales
Brenda Reid	Parent Representative	Memorial (City)
Crystal Provo	Parent Representative	Memorial (City)
Tim Simmons	Area Trustee	
Bernie Morelli	Area Ward Councilor	
Janet VanDuzen	Principal	Prince of Wales
John Bradley	Principal	Memorial (City)
Susan Neville	Principal	King George
Michelle Pickett	Teacher	Prince of Wales
Lori Helt	Teacher	Memorial (City)
Karen Bikinas	Teacher	King George
Irma Belanger	Non-Teaching Staff Representative	Prince of Wales
Linda Wilson	Non-Teaching Staff Representative	King George

2.3 Meetings of the Accommodation Review Committee

In preparation for the four public meetings, the ARC was also involved in four (4) working group meetings. These working group meetings were designed to facilitate the exchange of ideas, comments and/or concerns between ARC members on the topics which were to be presented at the public meetings. Although working group meetings were centred on ARC members' discussion, the public was invited to attend as observers. As outlined in the Terms of Reference, the ARC held four public meetings in order to receive input from the community as follows:

a) Public Meeting #1 (March 30, 2011, Prince of Wales)

Members of the Public in Attendance: 5

At the first public meeting, the ARC described its mandate, provided an overview of the accommodation review process, and reviewed the data contained within the School Information Profiles (SIP). After the presentations by resource staff, the ARC Chair facilitated a question/answer session with members of the public.

b) Public Meeting #2 (May 17, 2011, Prince of Wales)

Members of the Public in Attendance: 5

At the second public meeting, resource staff provided an overview of the accommodation review process and presented the accommodation option created by Board staff. After the presentations by resource staff, the ARC Chair facilitated a question/answer session with members of the public. In preparation for Public Meeting #2, the ARC held the following working group meetings:

- Working Group Meeting #1 (April 20, 2011)

c) Public Meeting #3 (September 21, 2011, Prince of Wales)

Members of the Public in Attendance: 5

At the third public meeting, resource staff provided an overview of the accommodation review process and members of the ARC reviewed the work that they had completed to date, presented the three proposed accommodation options and discussed the next steps of the committee. After the presentations, the ARC Chair facilitated a question/answer session with members of the public. In preparation for Public Meeting #3, the ARC held the following working group meetings:

- Working Group Meeting #2 (June 1, 2011)

d) Public Meeting #4 (November 2, 2011, Memorial (City))

Members of the Public in Attendance: 3

At the fourth public meeting, resource staff provided an overview of the accommodation review process while ARC members presented their final recommendation. The presentation provided an outline of the ARC report that will be presented to the Director of Education on November 11, 2011. After the presentations, the ARC Chair facilitated a question/answer session with members of the public. In preparation for Public Meeting #4, the ARC held the following working group meetings:

- Working Group Meeting #3 (October 20, 2011)

One final Working Group Meeting (#4) was held on November 9, 2011 to review community input from Public Meeting #4 prior to finalizing the ARC option and report. Detailed minutes of all of the public meetings and working group meetings were recorded, made available to the public via the Board's website and are attached as appendices to this report.

2.4 Resources Available to the Accommodation Review Committee

Throughout the entire process ARC members relied on a number of resources and data to assist them in developing and assessing potential accommodation options. These resources include the School Information Profiles (Appendix E-2), the ARC resource binder and the knowledge of resource staff. All of the information contained within the resource binder (including the School Information Profiles) was made available to the public via the ARC website and has been included in the appendices of this report.

2.4.1 School Information Profiles (SIP)

Prior to the commencement of the ARC, the Board in accordance with the Ministry of Education Guidelines developed and approved a School Information Profile. The SIP is a “tool” available to the ARC designed to provide an overview of each of the schools based on the following considerations:

- *Value to the student*
- *Value to the community*
- *Value to the school board*
- *Value to the local economy*

The SIP document provided a starting point and the ARC then customized each school profile to address unique local factors which should be considered during the ARC process. Review of the SIP allowed the ARC members to gain a better understanding of all the schools involved in the process.

2.4.2 Staff Recommendation

As outlined in the Ministry of Education Pupil Accommodation Review Guidelines (Appendix A-3), the Hamilton-Wentworth District School Board presented an alternative accommodation option which addressed the objectives and Reference Criteria as outlined in the Terms of Reference. The option created by Board staff proposed the closure of King George elementary school in June 2012 and the relocation of those students to Memorial (City) and Prince of Wales beginning in September 2012 (Appendix C-5).

2.4.3 School Tours

Tours of the facilities involved in the ARC process were conducted over a two day period (May 17, 2011 and June 1, 2011). During that time, ARC members were provided with the opportunity to participate in

a guided tour of schools included in the accommodation review process. The 30-45 minute tours included a site walk of the outside of the facility as well as a tour of the interior (i.e., gymnasium, classrooms, library, etc.).

2.4.4 Resource Staff

Resource staff were made available at all public and working group meetings to assist the ARC members in deciphering any information in the resource binder and to address any questions regarding Board/Ministry of Education policies and guidelines. Resource staff were also available to respond to requests for additional information from the ARC, as directed by the Chair.

2.5 Communication Strategy

Very early on in the process the Board realized the importance of developing an effective communication strategy to ensure that the community was continuously informed throughout the process. Notice of the public meetings was provided to the public through flyers sent home by the schools with the students, the Board's (ARC) website, and advertisements in local community newspapers (Appendix J-1 and J-2). All public meeting notices included the date, time, location, purpose, contact name and number.

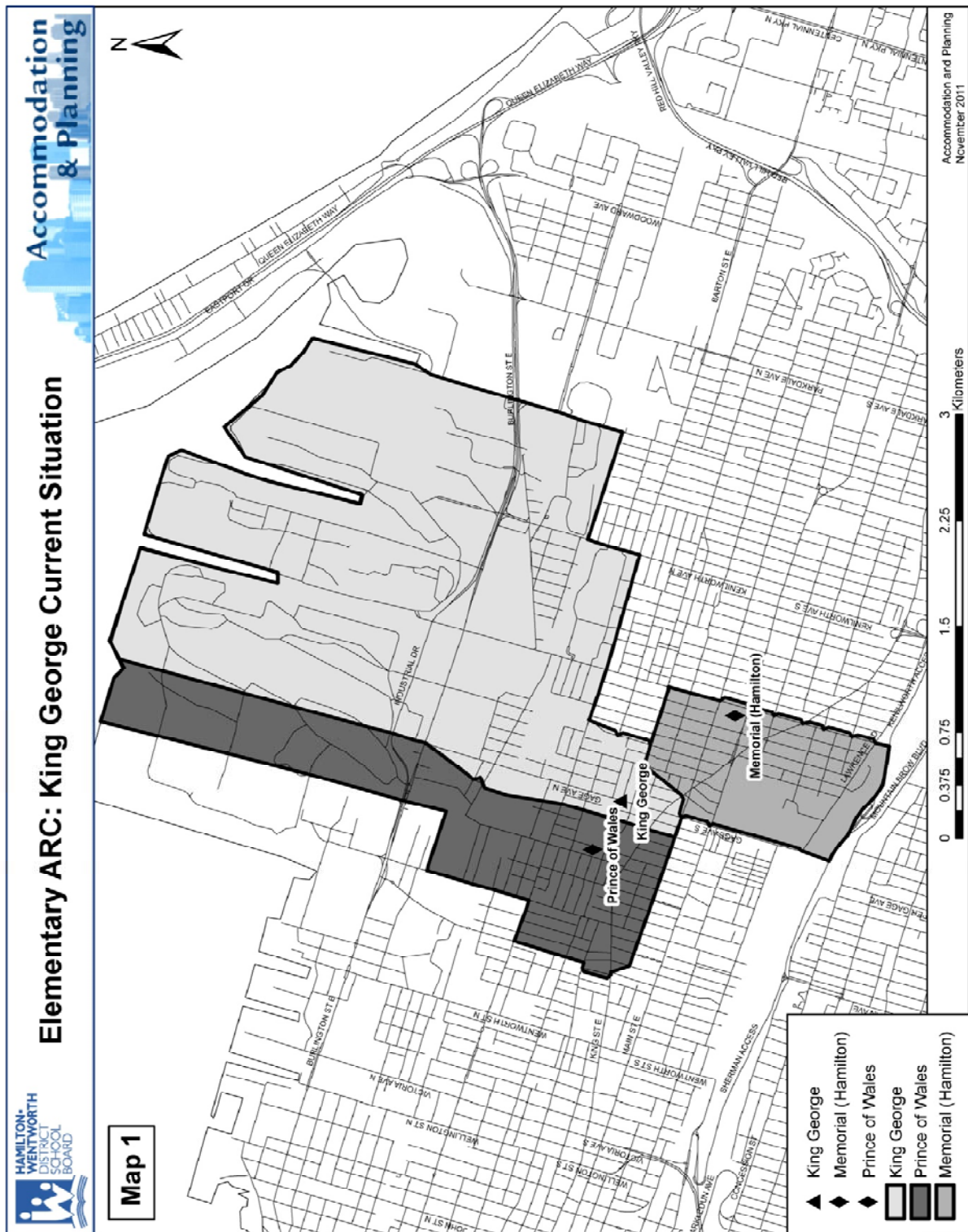
2.6 Community Input

Community input was an integral part of the Accommodation Review process. Throughout the entire process the public was encouraged to share their ideas and comments through email, voicemail and through the question/answer period at all of the public meetings. Members of the community were also welcome to attend all working group meetings as observers of the process.

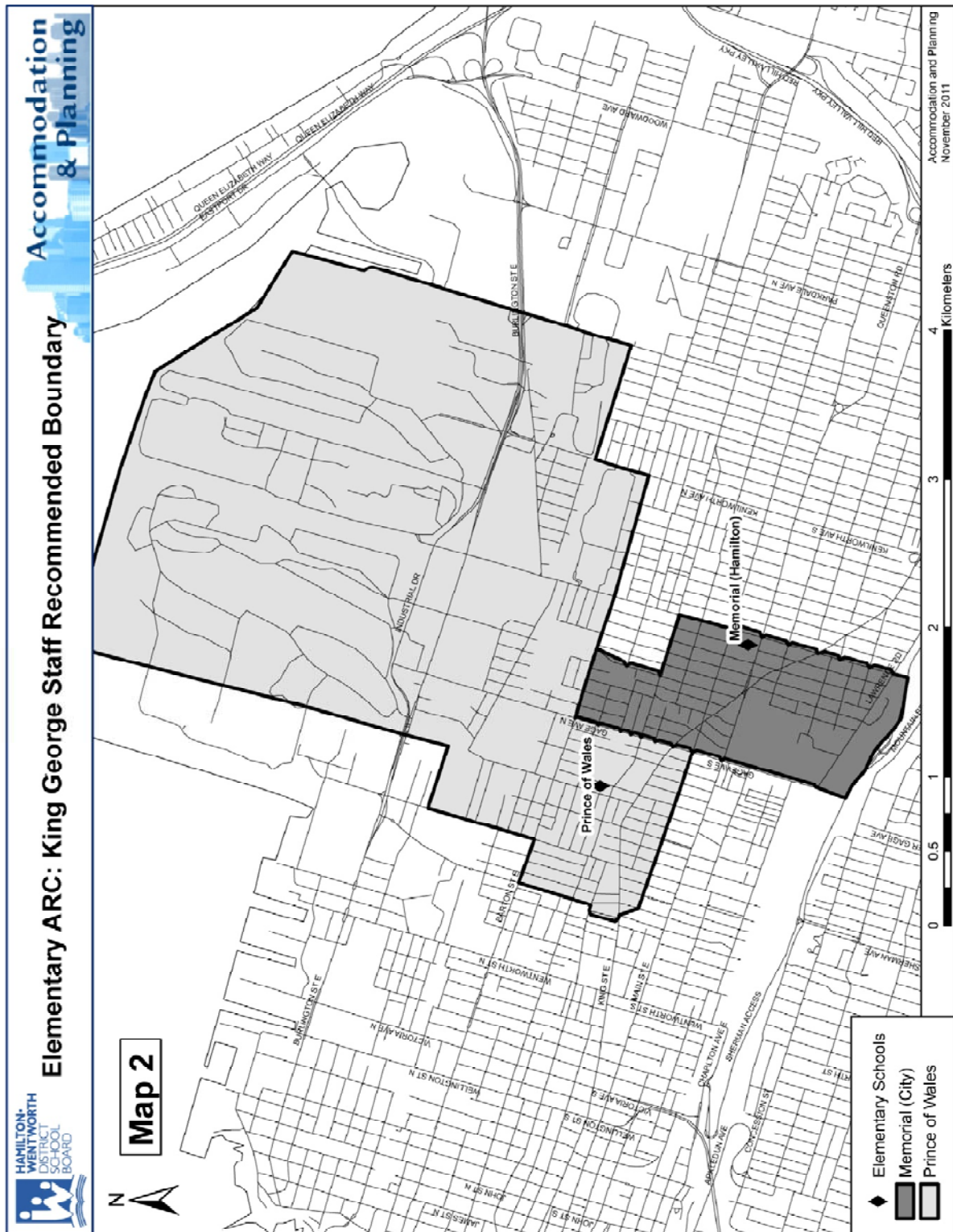
3.0 Recommendation

The King George Accommodation Review Committee is recommending the closure of King George Elementary School in June 2012 and the relocation of those students to Memorial (City) and Prince of Wales Schools, in accordance with the boundaries as identified on Map #2 and Map #3, effective September 2012. The approval of this option was achieved through a consensus vote at Working Group Meeting #3 (Appendix G-3).

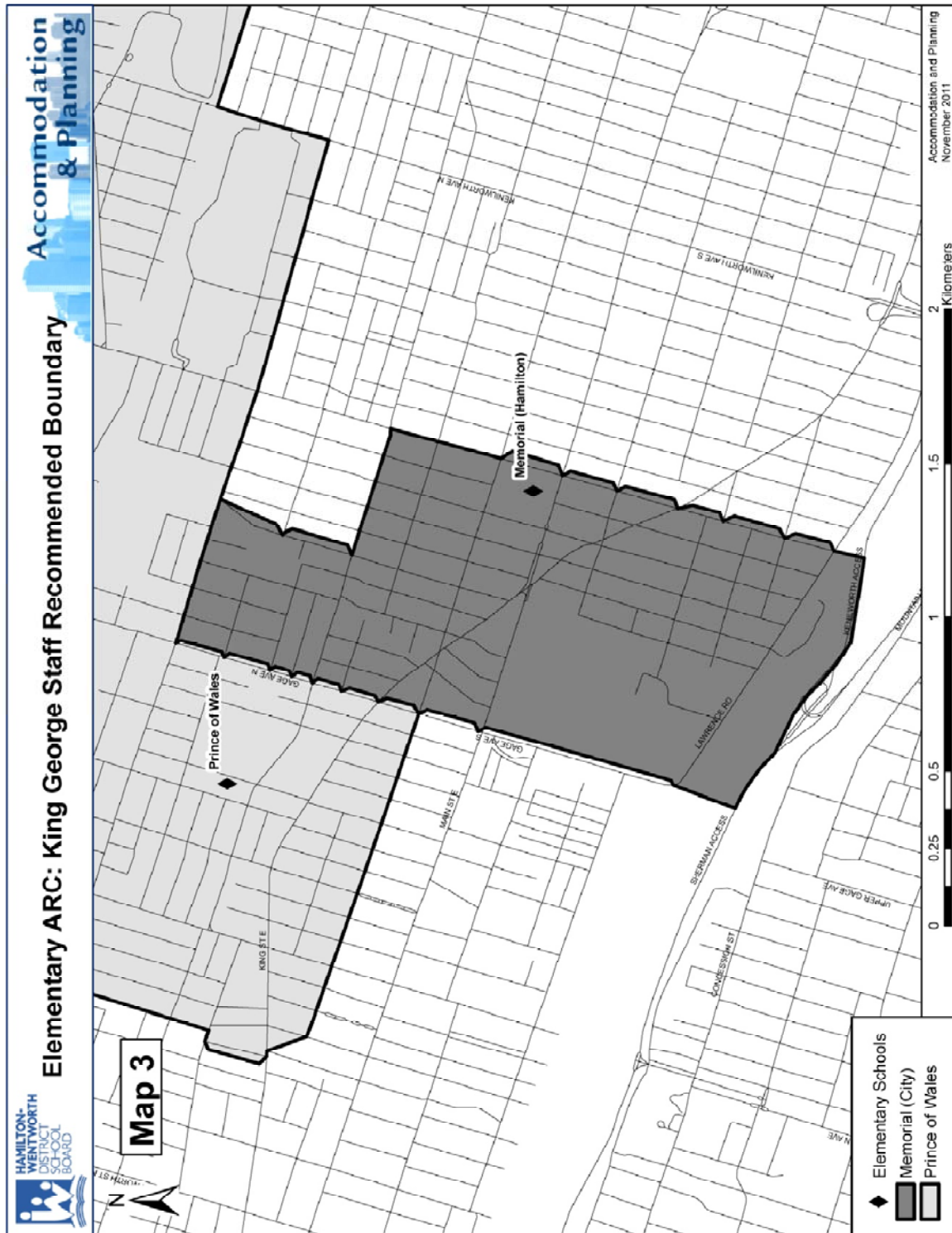
Map #1: Current Situation



Map #2: ARC Recommended Option (full map)



Map #3: ARC Recommended Option (South of Barton Street)



In developing their final recommendation, the ARC has successfully used the reference criteria to fulfill their mandate based on the following factors:

(a) Accommodation

- The ARC recommendation has the potential to increase the overall utilization in the area from 63% to 83% by 2021. The following tables summarize the projected enrolment/utilization for the current situation and proposed option.

Current Situation	OTG Capacity	2012/2013	% Utiliz.	2021/2022	% Utiliz.
King George	443	251	57%	256	58%
Memorial (City)	634	450	71%	447	71%
Prince of Wales	746	524	70%	448	60%
Total	1,823	1,225	67%	1,151	63%

Proposed Option - A	OTG Capacity	2012/2013	% Utiliz.	2021/2022	% Utiliz.
King George	-	-	-	-	-
Memorial (City)	634	508	80%	493	78%
Prince of Wales	746	717	96%	658	88%
Total	1,380	1,225	89%	1,151	83%

(b) Facility Condition

- With the closure of King George Elementary School, the ARCs recommended proposal would remove a school with a Facility Condition Index (FCI) projected to reach 80% in 10 years from the Board's inventory, thereby eliminating approximately \$6,209,016 in future renewal needs. The future renewal needs for the remaining schools would be addressed through the Board's annual renewal plan developed by the Facilities Management Department. The following table outlines the current and projected renewal needs of all three schools contained within this accommodation review.

Estimated Renewal Needs	2010	2010	2020	2020
		FCI		FCI
King George	\$3,578,432	46%	\$6,209,016	80%
Memorial (City)	\$4,370,960	29%	\$10,647,590	70%
Prince of Wales	\$-	-%	\$2,241,312	20%

(c) Program

- The ARC has not proposed any changes to the programs currently offered at the schools.

(d) Transportation

- The current walking distances for elementary students is 1.0km for grades JK/SK and 1.6km for grades 1-8. The proposed option would allow the HWDSB to maximize the non-transportation zones of all of the school, even more so if the Board of Trustees were to approve a boundary study which would include Queen Mary and the King George students residing north of Barton Street (Appendix G-2).

(e) Funding

- No additional funding will be required to initiate the proposed ARC option.

(f) Implementation

- The ARC is recommending that King George School be closed in June 2012 and that the students be relocated to both Memorial (City) and Prince of Wales Schools for September 2012.

(g) Scope

- The schools identified in the Terms of Reference include: King George – Memorial (City) – Prince of Wales

(h) Timeline

- The final ARC report was submitted to the Director of Education on Thursday, November 10, 2011.

4.0 Additional Considerations

As part of their recommended option, the King George Accommodation Review Committee requests the Board of Trustees consider two additional recommendations when making their final decision.

- That a boundary review process be initiated to review the boundaries for Prince of Wales, Memorial (City) and Queen Mary in order to more evenly distribute students between the three schools Appendix G-2). Queen Mary is not part of the Terms of Reference for the King George ARC and therefore any boundary change would be subject to a separate boundary review process outside of this accommodation review.
- That transportation be provided to any Prince of Wales' student residing at the northwest corner of Barton Street and Ottawa Street (including Rosslyn Avenue, Dalhousie Avenue, Cluny Avenue, Craigmiller Avenue, and Dalkeith Avenue). This would minimize the potential disruption to King George families/students from the area that will be realigned with Prince of Wales School.
- That the Facilities Department in conjunction with school Principals analyze existing facilities and suggest any recommendation for capital improvements to accommodate the influx of new students.

5.0 Summary

In January 2011, Trustees of the Hamilton-Wentworth District School Board initiated an Accommodation Review process which included King George, Memorial (City) and Prince of Wales elementary schools. The Accommodation Review was initiated by Trustees to address the long-term viability of this group of schools. In recent years, enrolment in the area has steadily declined as the surrounding community continues to mature while the condition of one of the facilities (King George) was not conducive to enhanced student achievement.

An Accommodation Review Committee (ARC), consisting of parents, principals, teachers, students, trustees, community representatives and non-teaching, began their work in March 2011 to develop an accommodation option for the three schools contained within the ARC. Over the course of four (4) Working Group Meetings, four (4) Public Meetings, school tours, community input through email, voicemail and public meetings, as well as countless hours spent reviewing background information the ARC developed a total of 3 possible accommodation options. Through further consultation and feedback from the community the ARC choose to

recommend Option A – as described above – to the Director of Education for the Hamilton-Wentworth District School Board.

6.0 Appendices

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