

# West Flamborough Elementary Accommodation Review

Beverly Central – Dr Seaton – Greensville – Millgrove –  
Spencer Valley

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

Report From: West Flamborough Accommodation Review  
Committee

Submitted: February 7, 2014

# Table of Contents

- 1. Executive Summary..... ii
- 2. Accommodation Review Process..... 1
  - 2.1 Purpose of the Accommodation Review Committee ..... 1
  - 2.2 Composition of the Accommodation Review Committee..... 3
  - 2.3 Meetings of the Accommodation Review Committee ..... 4
  - 2.4 Resources Available to the Accommodation Review Committee ..... 6
    - 2.4.1 School Information Profiles ..... 6
    - 2.4.2 Staff Recommendation ..... 6
    - 2.4.3 School Tours..... 7
    - 2.4.4 Resource Staff ..... 7
  - 2.5 Communication Strategy..... 7
  - 2.6 Community Input..... 7
- 3. Accommodation Review Committee Recommendation ..... 8
  - 3.1 Option Utilizations..... 9
  - 3.2 Accommodation Review Committee Rationale ..... 14
  - 3.3 Financial Impact ..... 16
- 4. Summary..... 18
- 5. List of Appendices..... 19

## **1. Executive Summary**

At the June 17th, 2013 Board meeting, Trustees approved a recommendation to initiate the West Flamborough Accommodation Review which included Beverly Central, Dr. Seaton, Greensville, Millgrove, and Spencer Valley. The mandate of the ARC was to act in an advisory role that will study, report and provide recommendations on accommodation option(s) with respect to the group of schools being reviewed for the Board of Trustees' consideration and decision. The West Flamborough Planning Area Accommodation Review Committee (ARC) was comprised of parents, teaching and non-teaching school staff began its work on October 2<sup>nd</sup>, 2013. School Principals were also available to act in an informative and non-voting role.

This report outlines the recommendation of the West Flamborough Review Committee and details the work completed by the ARC throughout the entire process.

## 2. 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 (Policy No. 3.8, Appendix B.3), in May 2013.

The intended outcome of this policy is to ensure that where the Board of Trustees make a decision regarding the future of a school, that decision is made with involvement of an informed local community and is based on a broad range of criteria regarding the quality of the learning experience for students.

The following criteria will be used to assess the schools.

- The impact of the current and projected enrolment on the operation of the school(s) and on program delivery.
- The current physical condition of the school(s) and any repairs or upgrades required to ensure optimum operation of the building(s) and program delivery.
- The impact on the student, Hamilton-Wentworth District School Board, the community and the local economy (in order of importance).

### 2.1 Purpose of the Accommodation Review Committee

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 pupil 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 West Flamborough ARC, as outlined in the Terms of Reference section (Appendix B.5), is to produce a report to the Board that encompasses the following:

- The implications for programing for students both in the school under consideration for consolidation, closure or program relocation and in the school(s) where programs may be affected.
  - The effects of consolidation, closure or program relocation on the following:
    - The attendance area defined for the school(s)
    - The need and extent of transportation
  - The financial effects of consolidating or not consolidating the school, including any capital implications.
  - Savings expected to be achieved as a result of the consolidation, closure or program relocation:
    - School operations (heating, lighting, cleaning, routine maintenance)
    - Expenditures to address school renewal issues which will no longer be required
  - Revenue implications as a result of the consolidation, closure or program relocation.
- 
- Additional expenditures, if any, at schools which will accommodate students displaced as a result of a consolidation, closure or program relocation decision taken by the Board:

- School operations (heating, lighting, cleaning, routine maintenance)
- School administration
- School renewal
- Transportation

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.

During the community consultation process, the Committee adopted four (4) Guiding Principles in particular to focus on as they worked through their decision making. They were:

- a) Program Offerings: infrastructure for specialty programs (Art, Music, Science rooms) and accommodation for exceptional students.
- b) Transportation: efficient bus riding times and routes.
- c) Resources: current resources ‘move’ with students (playground equipment, smartboards, computer equipment, science lab equipment, library books)
- d) 21<sup>st</sup> Century Learning: technological and learner needs, large collaboration spaces, classroom timing of shared resources (e.g. computer labs, gym), and infrastructure and adequate shared spaces

## 2.2 Composition of the Accommodation Review Committee

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

- The Accommodation Review Committee Chair as appointed by Executive Council;
- Two (2) parent representatives who are members of School Council and/or Home and School Association from each school under review;
- One (1) parent representative who is not a member of School Council or Home and School Association from each school under review;
  - If only one school is being reviewed then the representatives may be increased to two (2);
- One (1) teaching representative from each school under review;
- One (1) non-teaching staff from each school under review;

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

Position	Name
Accommodation Review Committee Chair	Mag Gardner
<b>Voting Members</b>	
Beverly Central parent representative from School Council/Home and School	Candice Goodale
Beverly Central parent representative from School Council/Home and School	Melissa Slote
Beverly Central parent representative <u>not</u> from School Council/Home and School	Janine Vandenheuval
Beverly Central teaching or non-teaching staff	John Belanger
Beverly Central teaching or non-teaching staff	David Wardell
Dr. John Seaton parent representative from School Council/Home and School	Patti Lee
Dr. John Seaton parent representative from School Council/Home and School	Karen Baillie
Dr. John Seaton parent representative <u>not</u> from School Council/Home and School	Brett Humphrey
Dr. John Seaton teaching or non-teaching staff	Stephanie Munro
Dr. John Seaton teaching or non-teaching staff	Shelley McGuire
Greensville parent representative from School Council/Home and School	Callie Matthews
Greensville parent representative from School Council/Home and School	Kristin Glasbergen
Greensville parent representative <u>not</u> from School Council/Home and School	Sue VanEgdom
Greensville teaching or non-teaching staff	Cairine Grantham
Greensville teaching or non-teaching staff	Heather Ryan
Millgrove parent representative from School Council/Home and School	Jessica Dymont

Millgrove parent representative from School Council/Home and School	Sara Ardiel
Millgrove parent representative <u>not</u> from School Council/Home and School	Anthony Hunter
Millgrove teaching or non-teaching staff	Marguerite Richer
Spencer Valley parent representative from School Council/Home and School	Colleen Evans
Spencer Valley parent representative from School Council/Home and School	Tania Brittain
Spencer Valley parent representative <u>not</u> from School Council/Home and School	Pamela Beech
Spencer Valley teaching or non-teaching staff	Rachel Kott

The Accommodation Review Committee had resource support available to provide information when requested or to provide expertise not already within the Accommodation Review Committee. The following people are available resources:

- The Trustee(s) of each school(s) under review;
- The Superintendent(s) of Student Achievement for each school(s) under review;
- The Principal from each school under review
- Administrative support for minute taking;
- Dedicated resources to enable the Accommodation Review Committee to understand the issues that exist and to provide:
  - support to ensure compliance with the Board’s policy and procedure;
  - information relevant to the mandate of the Accommodation Review Committee as requested by the Accommodation Review Committee;
  - information relevant to the mandate of the Accommodation Review Committee to support community questions or requests

<b>Non- Voting Representatives</b>	
Area Trustee	Karen Turkstra
Beverly Central Principal	Doug Dunford
Dr John Seaton Principal	Eddie Grattan
Greenville Principal	Kate Fischer
Millgrove Principal	Stewart Cameron
Spencer Valley principal	Kim Short
Facilities Management Resource Staff	Ellen Warling – Manager of Planning & Accom
Planning and Accommodation Resource Staff	Bob Fex – Senior Planner
Administrative Support Staff	Kathy Forde

## **2.3 Meetings of the Accommodation Review Committee**

In preparation for the five public meetings, the ARC was also involved in eight (8) 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 (October 2<sup>nd</sup>, 2013, Spencer Valley)**

**Members of the Public in Attendance: 25**

At the first public meeting, the ARC described its mandate, provided an overview of the accommodation review process and described why the accommodation review was occurring. Staff then presented current enrolment/projections, facility information and the Staff Accommodation Option to the public. After the presentations, the public engaged in facilitated group discussion. In preparation for Public Meeting #2, the ARC held the following working group meetings:

- Working Group Meeting #1 (October 2<sup>nd</sup>, 2013)
- Working Group Meeting #2 (October 16<sup>th</sup>, 2013)
- Working Group Meeting #3 (October 30<sup>th</sup>, 2013)

\*Public Meeting #1 and Working Group #1 were both held on October 2<sup>nd</sup>, 2013

b) **Public Meeting #2A (November 6<sup>th</sup>, 2013, Millgrove)**

**Members of the Public in Attendance: 33**

At the second public meeting, resource staff and committee members provided an overview of the accommodation review process, work completed by the ARC and School information Profiles (SIP). After the presentations, the public engaged in facilitated group discussion. In preparation for Public Meeting #2B, the ARC held the following working group meeting:

- Working Group Meeting #4 (November 13<sup>th</sup>, 2013)

\*Public Meeting #2B and Working Group #4 were both held on November 13<sup>th</sup>, 2013

c) **Public Meeting #2B (November 13<sup>th</sup>, 2013, Beverly Central)**

**Members of the Public in Attendance: 30**

At the second public meeting, resource staff and committee members provided an overview of the accommodation review process, work completed by the ARC and School information Profiles (SIP). After the presentations, the public engaged in facilitated group discussion. In preparation for Public Meeting #3, the ARC held the following working group meeting:

- Working Group Meeting #5 (November 27<sup>th</sup>, 2013)

d) **Public Meeting #3 (December 4<sup>th</sup>, 2013, Dr Seaton)**

**Members of the Public in Attendance: 53**

At the third public meeting, ARC members provided an overview of the accommodation review process and reviewed the work that they had completed to date, presented three proposed accommodation options and discussed the next steps of the committee. After the presentations, the public engaged in facilitated group discussion. In preparation for Public Meeting #4, the ARC held the following working group meetings:

- Working Group Meeting #6 (December 11<sup>th</sup>, 2013)
- Working Group Meeting #7 (January 15<sup>th</sup>, 2013)

e) **Public Meeting #4 (January 22<sup>nd</sup>, 2014, Greensville)**

**Members of the Public in Attendance:**

At the fourth public meeting, ARC members provided an overview of the accommodation review process and their final recommendations. The presentation provided an outline of the ARC report that will be presented to the Director of Education. The Committee presented a two part Option to the public for consultation.



After the presentations, the public engaged in facilitated group discussion. In preparation for finalizing the Committee Option/s and their final report to the Director of Education, the ARC held the following working group meeting:

- Working Group Meeting #8 (January 29<sup>th</sup>, 2013)

The final Working Group Meeting (#8) on January 29<sup>th</sup>, 2014 was held after the public meeting to review community input from Public Meeting #4 to finalizing the ARC option and report. It was agreed that final previews of the report would be done by one representative of each school on behalf of the entire Committee. 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 accessing potential accommodation options. These resources include the School Information Profiles (Appendix E.1), 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. All additional information was provided upon request in a timely manner.

### **2.4.1 School Information Profiles**

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 B.1), 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 Beverly Central Elementary school in June 2014 and the relocation of those students to Dr. Seaton Elementary School beginning in September 2014. The option also proposed the closure of Greensville Elementary school in June 2014 and the relocation of those students to Spencer Valley Elementary

School beginning in September 2014. Lastly, the option proposed a boundary change relocating a portion of the current Greenville boundary to Millgrove Elementary School beginning in September 2014 (Appendix K.1).

### **2.4.3 School Tours**

Tours of the facilities involved in the ARC process were conducted prior to public and working group meetings. During that time, ARC members were provided with the opportunity to participate in a guided tour of schools by a committee member. The tours included examination of the interior (i.e., gymnasium, classrooms, library, washrooms, etc.). An additional Public Meeting was scheduled in order that all schools communities would be awarded the opportunity to provide their voice in their own schools. An optional tour of Guy Brown was conducted at the request of the Committee in order to conceptualize current day construction and building layouts.

### **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 members 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 U.2 a-e). All public meeting notices included the date, time, location, purpose, contact name and number. Child minding (at public meetings) and bus tickets were available to the public upon request.

## **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 group discussion 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. Accommodation Review Committee Recommendation

As the West Flamborough Accommodation Review Committee worked through the review process we began examine the schools into ‘sections’ or ‘parts’ – the West and the East. The West included Beverly Central and Dr Seaton. The East included Greensville, Millgrove, and Spencer Valley. In the West (Part1), the Committee recommends the closure of Beverly Central and Dr Seaton and the construction of a new 350 capacity JK to 8 school in partnership with the City of Hamilton at the Beverly Community Centre. The projected year of implementation is September 2016. If the Beverly Community Centre concept is unattainable, the Committee recommends the construction of a new 350 capacity JK to 8 school on the Beverly Central school site. Both the Community Centre site and Beverly Central are more central to the student population than Dr Seaton and a new facility will align with the ARC’s Guiding Principles and Rationale. Existing boundaries would be consolidated with no further changes to the internal boundaries.

<b>Part 1: West Section</b>
Close Beverly Central & Dr. Seaton schools Build a New JK to 8 school with a capacity of 350 in partnership with the City of Hamilton at the Beverly Community Centre
<b>Contingency if Community Centre is not attainable....</b>
Close Beverly Central & Dr. Seaton schools Build a New JK to 8 school with a capacity of 350 on the Beverly Central school site.

The East section (Part 2) includes Greensville, Millgrove, and Spencer Valley. The Committee recommends two options for these three schools. They are listed in order of preference. A: The closure of Greensville, Millgrove, and Spencer Valley schools and the construction of a new 525 capacity JK to 8 school on the Spencer Valley site. B: The closure of Greensville and Spencer Valley and the construction of a new 350 capacity JK to 8 school on the Spencer Valley site - and Millgrove school remains status quo and remains as a Spencer Valley feeder school for grades 6-8. The projected year of implementation is September 2016.

<b>Part 2 (a): East Section preference</b>
Close Greensville, Millgrove, and Spencer Valley schools. Build a New JK to 8 school with a capacity of 525 on the Spencer Valley site.
<b>(b) OR next preference</b>
Close Greensville & Spencer Valley schools and build a New JK to 8 school with a capacity 350 on the Spencer Valley site. Millgrove School remains status quo and remains as a Spencer Valley feeder school for grades 6-8

A Boundary map depicting Part 1 & Part 2(a) is shown in Map #2 on page 12. A Boundary map depicting Part 1 & Part 2(b) is shown on page 13. Existing boundaries would be consolidated with no further changes to the internal boundaries.

### 3.1 Option Utilizations - Addendum April 17, 2014 (Tables only)

**Option – Part 1, Facility Utilization:** As of October 31<sup>st</sup> 2012 the enrolment for Beverly Central was 166 and a school utilization of 72% - Dr. Seaton’s enrolment was 243 with a utilization of 70% (Table 1). Combined Beverly Central & Dr Seaton school enrolment was 409 and a combined utilization of 70%. The combined enrolments of these schools are projected to decrease to 356 by 2016. A new school with a capacity of 350 would equate to a utilization of 102% in 2016. Future projected enrolment would decline to 92% utilization in 2022.

School	OTG	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Beverly Central (2016 consolidated school #'s)	230 (350)	166	164	152	142	356	341	327	323	323	316	324
		72%	71%	66%	62%	102%	97%	93%	92%	92%	90%	92%
Dr. John Seaton	348	243	225	228	222	0	0	0	0	0	0	0
		70%	65%	66%	64%	0%	0%	0%	0%	0%	0%	0%

Table 1: Facility Utilization Part 1

**Option – Part 2(a), Facility Utilization:** As of October 31<sup>st</sup> 2012 the enrolment for Greenville was 197 and a school utilization of 89%; - Millgrove’s enrolment was 183 with a utilization of 81%; and, Spencer Valley’s enrolment was 177 with a utilization of 48% (Table 2). Combined, Greenville, Millgrove, and Spencer Valley enrolments were 557 and a combined utilization of 68%. The combined enrolments of these schools are projected to decrease to 534 by 2016. A new school with a capacity of 525 would equate to a utilization of 102% in 2016. Future projected enrolment would decline to 93% utilization in 2022.

School	OTG	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Greenville	222	197	194	182	182	0	0	0	0	0	0	0
		89%	88%	82%	82%	0%	0%	0%	0%	0%	0%	0%
Millgrove	227	183	178	177	171	0	0	0	0	0	0	0
		81%	79%	78%	89%	0%	0%	0%	0%	0%	0%	0%
Spencer Valley (2016 consolidated school #'s)	248 (525)	177	189	197	187	534	516	508	503	500	500	490
		71%	76%	80%	75%	102%	98%	97%	96%	95%	95%	93%

Table 2: Facility Utilization Part 2(a)

**Option – Part 2 (b), Facility Utilization:** As of October 31<sup>st</sup> 2012 the enrolment for Greenville was 197 and a school utilization of 89%; and, Spencer Valley’s enrolment was 177 with a utilization of 48% (Table 3). Combined Greenville & Spencer Valley school enrolment was 374 and a combined utilization of 63%. The combined enrolments of Greenville & Spencer Valley are projected to decrease to 358 by 2016. A new school with a capacity of 350 would equate to a utilization of 102% in 2016. Future projected enrolment would decline to 92% utilization in 2022.

School	OTG	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Greenville	222	197	194	182	182	0	0	0	0	0	0	0
		89%	88%	82%	0%	0%	0%	0%	0%	0%	0%	0%
Millgrove	227	183	178	177	171	175	174	179	170	169	168	166
		81%	79%	78%	75%	77%	76%	79%	75%	74%	74%	73%
Spencer Valley (2016 consolidated #'s)	248 (350)	177	189	197	187	358	343	330	333	331	332	324
		71%	76%	80%	75%	102%	98%	94%	95%	95%	95%	92%

Table 3: Facility Utilization Part 2(b)

**Total West Flamborough Facility Utilization for Part 1 and Part 2 (a):** As of October 31<sup>st</sup> 2012 the enrolment for all five schools is 966 which equate to an overall utilization 69% (Table 4). Combined there are 430 excess pupil places between the five schools. By consolidating schools (Beverly Central & Dr Seaton; Greenville, Millgrove & Spencer Valley), the remaining school utilization total is 102%. The projected 2022 utilization will decrease to 93%.

School	OTG	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Beverly Central (2016 consolidated school #'s)</b>	230 (350)	166	164	152	142	356	341	327	323	323	316	324
		72%	71%	66%	62%	102%	97%	93%	92%	92%	90%	92%
<b>Dr. John Seaton</b>	348	243	225	228	222	0	0	0	0	0	0	0
		70%	65%	66%	64%	0%	0%	0%	0%	0%	0%	0%
<b>Greenville</b>	222	197	194	182	182	0	0	0	0	0	0	0
		89%	88%	82%	82%	0%	0%	0%	0%	0%	0%	0%
<b>Millgrove</b>	227	183	178	177	171	0	0	0	0	0	0	0
		81%	79%	78%	89%	0%	0%	0%	0%	0%	0%	0%
<b>Spencer Valley (2016 consolidated school #'s)</b>	248 (525)	177	189	197	187	534	516	508	503	500	500	490
		71%	76%	80%	75%	102%	98%	97%	96%	95%	95%	93%
<b>Total</b>	1,396	966	950	936	904	890	858	835	826	822	815	814
		69%	68%	67%	65%	102%	98%	95%	94%	94%	93%	93%

Capacity 2016

875

Table 4: Facility Utilization Part 1 & Part 2(a)

**Total West Flamborough Facility Utilization for Part 1 and Part 2 (b):** As of October 31<sup>st</sup> 2012 the enrolment for all five schools is 966 which equates to an overall utilization of 69% (Table 5). Combined there are 430 excess pupil places between the five schools. By consolidating schools (Beverly Central & Dr Seaton; Greenville & Spencer Valley), the remaining school utilization total is 96%. Millgrove will remain as status quo with utilizations in the mid-to-low 70 percentile. The projected 2022 utilization will decrease to 88%.

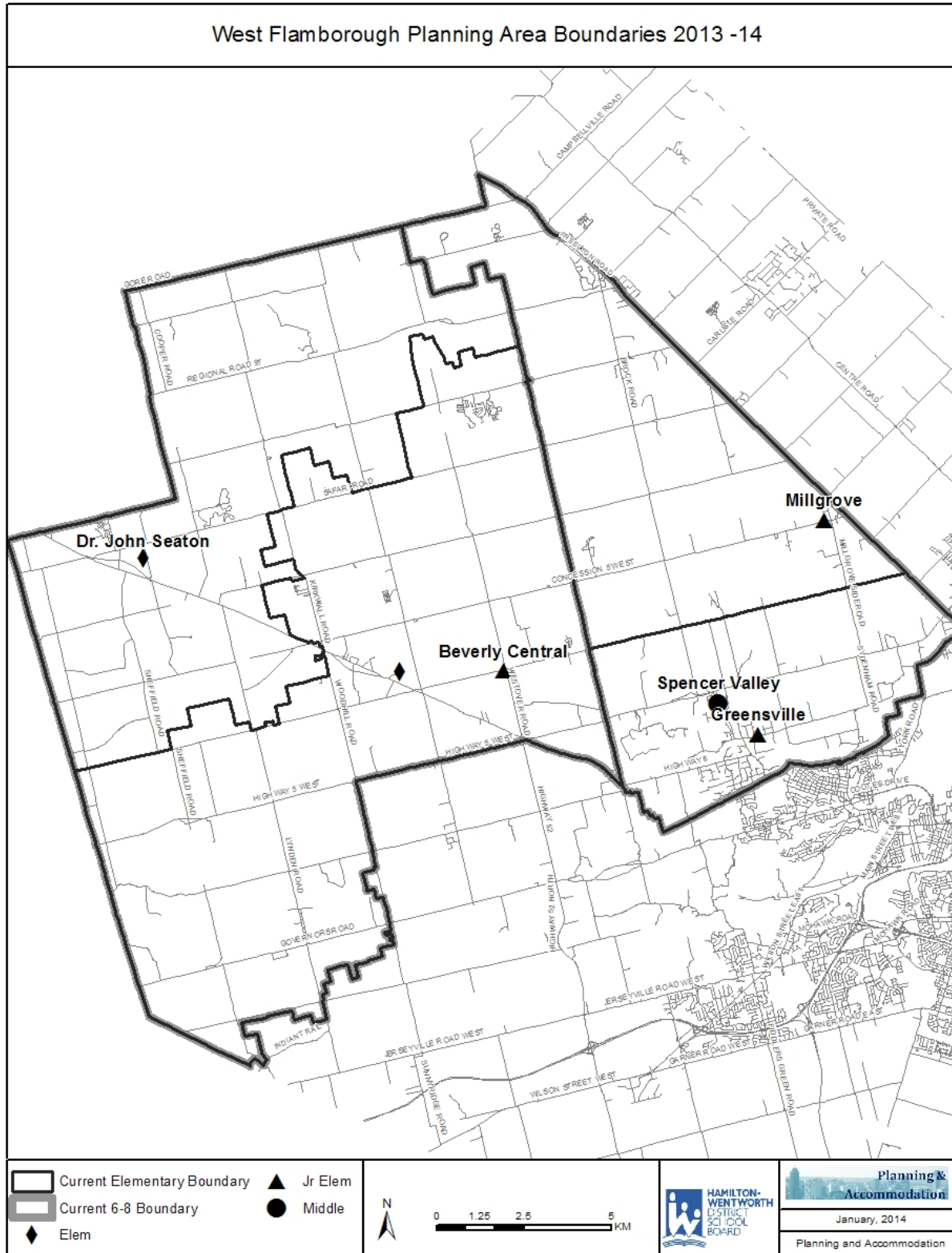
School	OTG	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Beverly Central (2016 consolidated #'s)</b>	230 (350)	166	164	152	142	356	341	327	323	323	316	324
		72%	71%	66%	62%	102%	97%	93%	92%	92%	90%	92%
<b>Dr. John Seaton</b>	348	243	225	228	222	0	0	0	0	0	0	0
		70%	65%	66%	64%	0%	0%	0%	0%	0%	0%	0%
<b>Greenville</b>	222	197	194	182	182	0	0	0	0	0	0	0
		89%	88%	82%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Millgrove</b>	227	183	178	177	171	175	174	179	170	169	168	166
		81%	79%	78%	75%	77%	76%	79%	75%	74%	74%	73%
<b>Spencer Valley (2016 consolidated #'s)</b>	248 (350)	177	189	197	187	358	343	330	333	331	332	324
		71%	76%	80%	75%	102%	98%	94%	95%	95%	95%	92%
<b>Total</b>	1,396	966	950	936	904	890	858	835	826	822	815	814
		69%	68%	67%	83%	96%	93%	90%	89%	89%	88%	88%

Capacity 2016

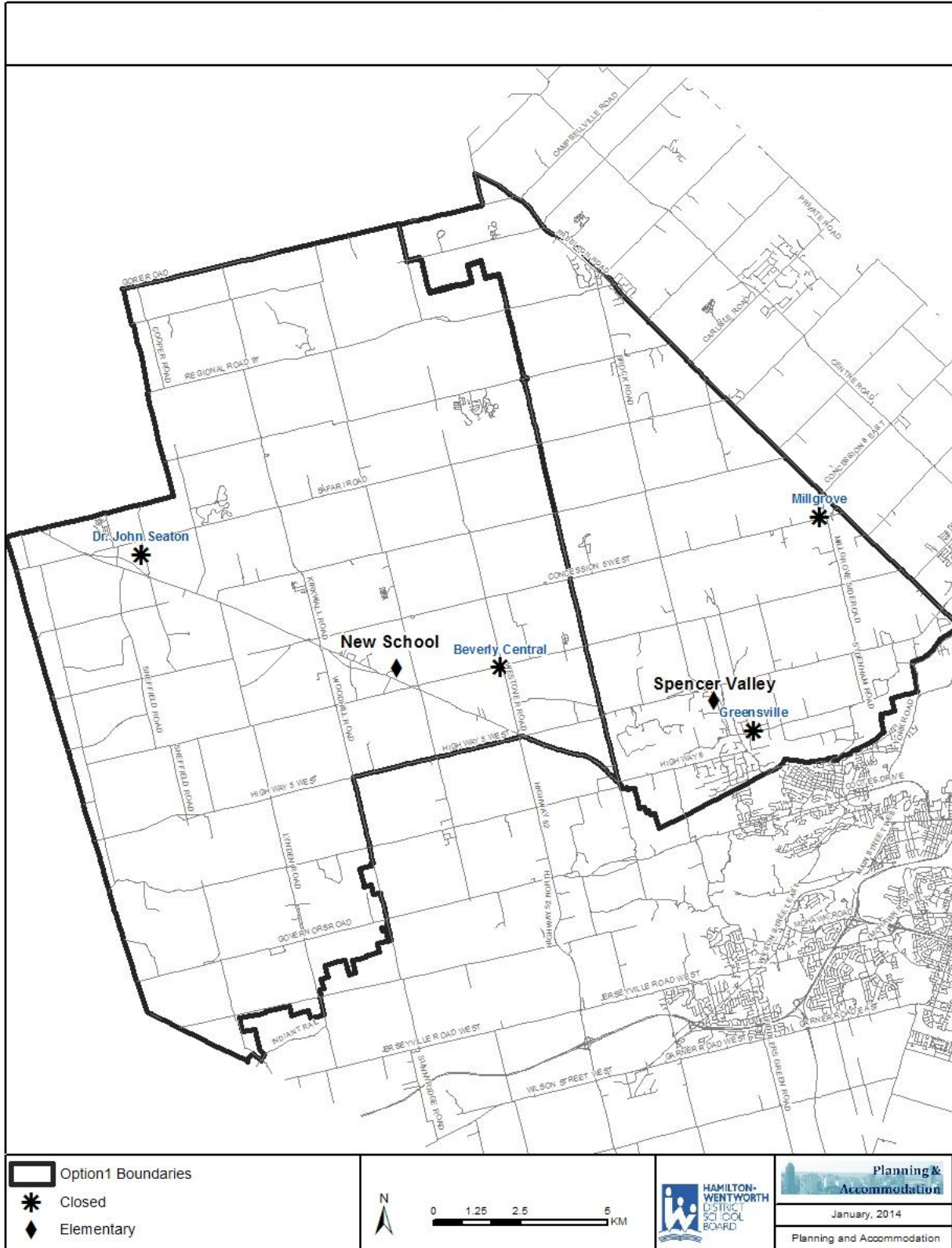
927

Table 5: Facility Utilization Part 1 & Part 2(b)

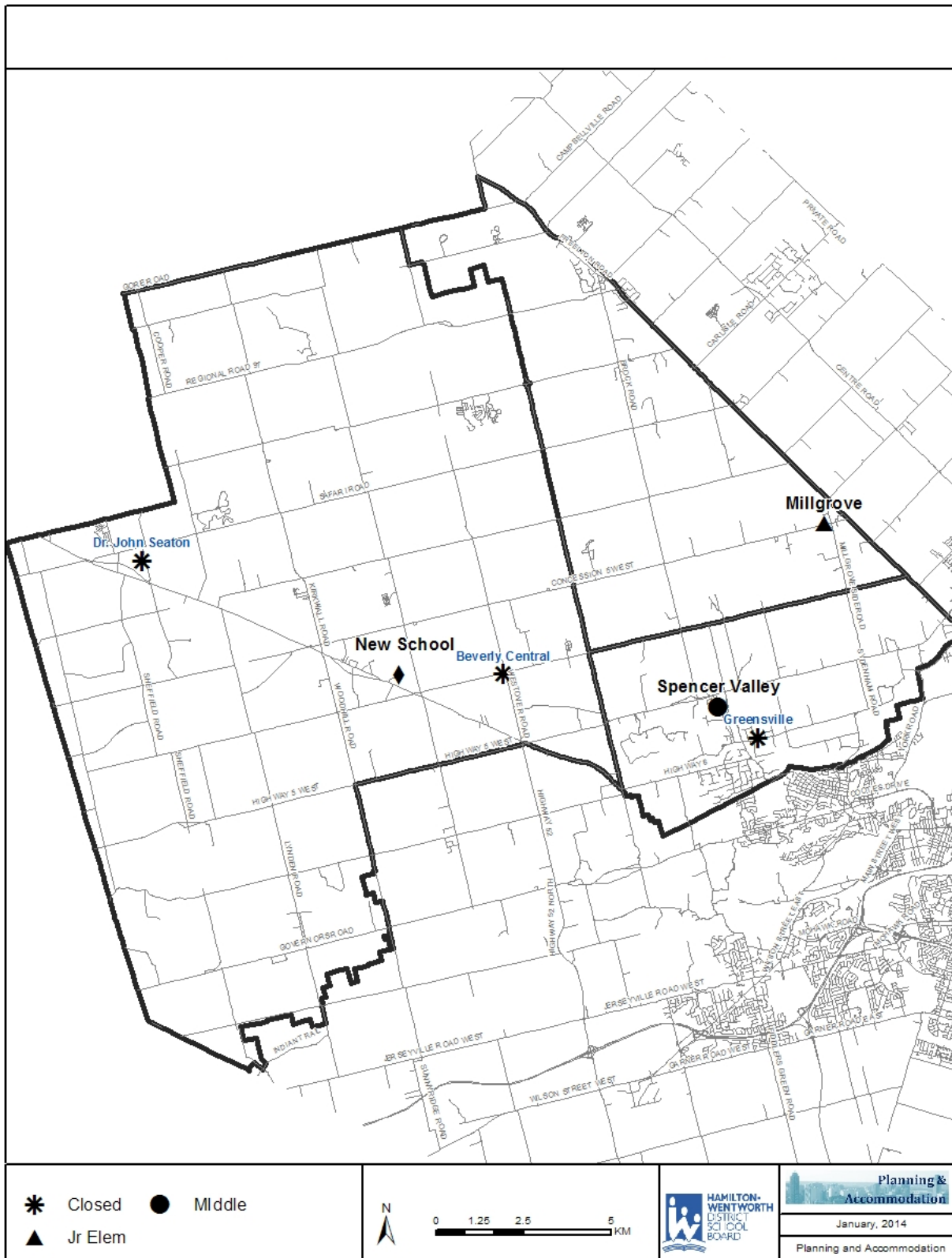
**Map #1: Current Situation**



Map #2: Arc Option Part 1 & Part 2 (a) and the closure of Greenville, Millgrove, and Spencer Valley



**Map #3: Arc Option Part 1 & Part (b) and the closure of Greenville and Spencer Valley**





## 3.2 Accommodation Review Committee Rationale

The West Flamborough Accommodation Review Committee is recommending a two part Option for the Board of Trustees' discretion. As this is the largest geographical planning area within the Hamilton-Wentworth District School Board, the option has been segregated into 2 parts – Part 1 focused on the West side of the geographical area including those students who attend Beverly Central School and Dr. Seaton schools. The East side of the geographical planning area includes those students who attend Greensville, Millgrove and Spencer Valley School - Part 2.

The committee is recommending these closures for several reasons. We recognize enrolment is low and schools are underutilized. With the current FCI factors of the school, the value to build (verses replace and modify the schools) would provide an infrastructure that supports 21<sup>st</sup> century learning and allow for proper collaboration spaces, science rooms, art rooms, music rooms, library, computer rooms, resource spaces to be established. The key reasons include –

- Supports 21st century learning and prepares students in their immediate years leading to high school  
Significant savings by removing 4 or 5 old schools with 2 new schools (the eastern part has two schools over 100 years old)
- Providing an equitable learning environment for rural students as seen in other HWDSB urban centres (e.g. Guy Brown in Waterdown and Sir William Osler in Hamilton)
- Limits the number of transitions for students as children attend the same school from JK to grade 8
- Consolidating schools will increase enrolment and reduce the need for split grade classes, and increase extracurricular activities and students resources
- Provides a more central location for young students attending Millgrove school for JK to Grade 5, respecting the distance that young students in many parts of the geographical area to travel
- Allowing the Millgrove students to concentrated relationships with their Millgrove peers from JK-5 with whom they will attend middle school at Spencer Valley and then continue on to high school. As per the secondary boundaries, Millgrove students will continue on to secondary school in Waterdown and Greensville students will continue on to Secondary school in Dundas.

Caveats for both options

- New schools will be complete before students' transition into them - No transitional spaces or waiting in transition.
- Proposed timeframe for new school completion is September 2016
- Transportation ride times were identified as important considerations

**In developing** our final recommendations, the ARC has successfully used the reference criteria and their adopted guiding principles to fulfill their mandate and form recommendations based on the following factors:

- a) **Facility Utilization:** Maximize the use of Board owned facilities over the long term.
- b) **Permanent and Non-permanent Accommodation:** The ARCs proposal includes only the use of permanent space for the long term future.
- c) **Program Offerings:** The ARC have explored programming and has not proposed any changes to the programs currently offered at this compliment of schools.
- d) **Quality Teaching and Learning Environments:** Consolidation of schools within this planning area will benefit all schools. Students and families bring a wonderful tradition of caring, integration and positive school climates, which will only enhance the school experience for each student. Teachers collaborate regularly within grade and division teams to expand their learning and improve their teaching practice. They share technology and student and teacher resources among teams and are able to bring a richer learning environment to students. When teachers learn together, teaching and learning improve. An amalgamated school means students will benefit from this teacher expertise and be able to access more varied resources. A larger school also allows for greater flexibility in class composition, program offerings and teacher assignments. In addition, a larger school often offers greater choice for co-curricular (e.g., school events, excursions) and extra-curricular activities (e.g., clubs, athletics).
- e) **Transportation:** Currently, the walking distances for elementary aged students are 1.0 km for JK and SK students and 1.6 km for students in grades 1-8. Due to the rural locations of all schools, almost all students receive bussing. All students who qualify for bussing would be eligible as per the current Transportation Policy. Consolidation of schools, dependent on Part 1 or Part 2 (a or b) would reduce the number of destination schools from five to two, or from five to 3. This is expected to result in efficiencies while still transporting same number of students. The rural community is unique due to the geographical distance that students must travel to attend school and it is accepted that bussing is an inherent part of the educational experience in these areas. However, it is vital that within this recommendation, we have the Transportation Services consider extra buses, smaller buses and more efficient routes to minimize travel times for all bussed students on average. This would include considerations for seasonal conditions (e.g. winter) and farming and construction seasons.
- f) **Partnerships Opportunities:** As a requirement of the Policy and Ministry guidelines, the Accommodation Review Committee should also consider opportunities for partnerships. On June 26<sup>th</sup>, 2013 a letter from HWDSB's Director of Education John Malloy was sent to potential facility partners. The letter indicated that HWDSB currently has surplus space in many of the buildings and invited potential facility partnerships to contact HWDSB to share facilities to the benefit of students and its community. There were no responses that would appropriately use the excess space in the West Flamborough Accommodation Review area.
- g) **Equity:** The construction of new schools will be in accordance with the Integration Accessibility Standards Regulation to create a barrier free and accessible Ontario. All HWDSB schools must be accessible by 2025.

In terms of transportation, all students would still have access to transportation and travel time will remain less than 60 minutes as per the HWDSB Transportation Policy (Appendix N.7). All students will also continue to have the same access to program, extracurricular and learning resources.

### 3.3 Financial Impact

The West Flamborough ARC became educated on and considered substantial pieces of information before landing on the Options identified in this report. These considerations included guiding principles, public consultations, data and statistics. Each piece of information was analyzed and weighted. Another piece of data requested to help them make informed decisions was an estimated costing comparison of Options. A consolidated costing of the tables below can be found in Appendix R.6.

Table 6 illustrates the estimated construction and funding information for the following Options:

- Status Quo
- the Staff’s Option provided to the Committee and Public as per Ministry Guidelines at Public Meeting #1 (PM#1)
- Committee Option Parts 1, 2(a), 2(b)

The table is a comparison of costs if no changes occur (status quo) at all schools, the Staff Option (PM#1), and the Committee’s Option - Part 1, Part 2(a), and Part 2(b). No construction occurs in a Status Quo scenario. In the Staff Option, there are estimated kindergarten and classroom additions totaling \$1.7m. The estimated cost of building a new 350 pupil place school is \$6.8m as captured under Part 1 which is the consolidation of Beverly Central and Dr Seaton. The estimated cost of building a new 525 pupil place school is \$10m as captured under Part 2(a) which is the consolidation of Greensville, Millgrove, and Spencer Valley. The estimated cost of building a new 350 pupil place school is \$6.8m as captured under Part 2(b) which is the consolidation of Greensville and Spencer Valley.

A	New School Construction/Additions/FDK		Status Quo	HWDSB Staff Option	ARC Option Part 1	ARC Option Part 2A	ARC Option Part2B
	New School Construction		\$0	\$0	\$6,800,000	\$10,000,000	\$6,800,000
	Full Day Kindergarten		\$0	\$705,000	\$0	\$0	\$0
	Additions		\$0	\$1,000,000	\$0	\$0	\$0
	<b>Projected Total</b>		<b>\$0</b>	<b>\$1,705,000</b>	<b>\$6,800,000</b>	<b>\$10,000,000</b>	<b>\$6,800,000</b>
	Ministry Funding (1)		Status Quo	HWDSB Staff Option	ARC Option Part 1	ARC Option Part 2A	ARC Option Part2B
	Potential Capital Funding - Pending Ministry Approval		\$0	\$1,705,000	\$6,800,000	\$10,000,000	\$6,800,000
	Approved Full Day Kindergarten		\$0	\$0	\$0	\$0	\$0
	<b>Projected Total</b>		<b>\$0</b>	<b>\$1,705,000</b>	<b>\$6,800,000</b>	<b>\$10,000,000</b>	<b>\$6,800,000</b>

Table 6: Construction/Additions/FDK

Table 7 below captures estimated allowances to meet Ministry benchmarks, renewal costs, and proceeds of disposition. Allowance to meet Ministry of Education suggested benchmarks represent items like gym size, administrative space, staff space and library space that potentially will need to be addressed. Items were captured during recent school visits. Renewal needs represent deferred maintenance – both high and urgent, and future identified maintenance. Renewal needs are addressed and prioritized on a yearly basis as part of the annual capital renewal plan completed by Facilities Management. Proceeds of disposition are another available

source of funding for capital projects. The proceeds of disposition value is an estimated value based on recent appraisals. The values have a +/- 20% range and will vary based on market conditions. Ministry benchmark items, deferred maintenance, and proceeds of disposition are captured in accordance to the options below.

<b>B</b>	<b>Allowance to Meet Ministry Benchmark (2)</b>	<b>Status Quo</b>	<b>HWDSB Staff Option</b>	<b>ARC Option Part 1</b>	<b>ARC Option Part 2A</b>	<b>ARC Option Part2B</b>
	Projected Total	\$0	\$1,325,000	\$0	\$0	\$675,000
	<b>Renewal Costs-High and Urgent 1-5 years (3)</b>	<b>Status Quo</b>	<b>HWDSB Staff Option</b>	<b>ARC Option Part 1</b>	<b>ARC Option Part 2A</b>	<b>ARC Option Part2B</b>
	Projected Total	\$4,282,658	\$1,792,662	\$0	\$0	\$568,382
	<b>Remaining Renewal Costs-Not High and Urgent 6+ years (4)</b>	<b>Status Quo</b>	<b>HWDSB Staff Option</b>	<b>ARC Option Part 1</b>	<b>ARC Option Part 2A</b>	<b>ARC Option Part2B</b>
	Projected Total	\$15,635,063	\$6,083,121	\$0	\$0	\$1,288,921
	<b>Total Estimated Renewal Costs</b>	<b>\$19,917,721</b>	<b>\$9,200,783</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,532,303</b>
	<b>Less the Proceeds of Disposition (5)</b>	<b>Status Quo</b>	<b>HWDSB Staff Option</b>	<b>ARC Option Part 1</b>	<b>ARC Option Part 2A</b>	<b>ARC Option Part2B</b>
	Projected Total	\$0	\$800,000	\$700,000	\$850,000	\$450,000
	<b>Balance to Fund</b>	<b>\$19,917,721</b>	<b>\$10,105,783</b>	<b>\$6,100,000</b>	<b>\$9,150,000</b>	<b>\$8,882,303</b>

Table 7: Funding Analysis

Currently (Status Quo) there is an estimated \$19.9 million in renewal needs for all five schools combined. Renewal includes the replacement and upgrading school components (mechanical, structural, electrical etc.) that have reached their identified life cycle. In the Committee’s Option, Part 1, which is the closure of Beverly Central & Dr Seaton all the renewal needs no longer exist leaving the ‘Balance to Fund’ at the cost of a new school \$6.8m minus estimated proceeds of disposition (\$700,000) for a total of \$6.1m. In the Committee’s Option, Part 2(a), which is the closure of Greensville, Millgrove, & Spencer Valley all the renewal needs no longer exist leaving the ‘Balance to Fund’ at \$9.1m. In the Committee’s Option, Part 2(b), which is the closure of Greensville & Spencer Valley all the renewal needs no longer exist, except for the costs associated to Millgrove, leaving the ‘Balance to Fund’ at \$8.8m.

Table 7 identifies a funding comparison that can be summarized as a reduction in deferred maintenance. It is the Committee’s recommendation, addressed in ‘two’ parts where this summary occurs. The Committee Option is essentially:

- Part 1 + Part 2(a), or
- Part 1 + Part 2(b).

Using this, it can be said that Part 1 (\$6.1m) + Part 2(a) (\$9.1m) equaling \$15.2m provides two new schools and eliminates \$19.1m in current deferred maintenance. For Part 1 + Part 2(b), the total is \$6.1m + \$8.8m equaling \$14.9m. This eliminates all deferred maintenance except that for Millgrove as it remains open under Part 2 (b).

Estimated annual administration and operational savings can be seen in Table 8. This information was also considered by the Committee.

<b>C</b>	<b>Administration Savings (6)</b>	<b>Status Quo</b>	<b>HWDSB Staff Option</b>	<b>ARC Option Part 1</b>	<b>ARC Option Part 2A</b>	<b>ARC Option Part2B</b>	
	Less New Build	\$0	\$0	\$181,785	\$182,729	\$181,785	
	Projected Yearly Administration Savings	\$0	\$361,896	\$180,802	\$360,430	\$180,465	
	<b>Operational Savings (7)</b>	<b>Status Quo</b>	<b>HWDSB Staff Option</b>	<b>ARC Option Part 1</b>	<b>ARC Option Part 2A</b>	<b>ARC Option Part2B</b>	
	Less New Build	\$0	\$0	\$282,563	\$266,105	\$282,563	
	Projected Yearly Operational Savings	\$0	\$355,222	\$175,829	\$307,272	\$129,287	

Table 8: Additional Savings

## 4. Summary

In June 2013, Trustees of the Hamilton-Wentworth District School Board initiated an Accommodation Review process for the West Flamborough Planning Area. This included Beverly Central, Dr. Seaton, Greenville, Millgrove, and Spencer Valley schools. The Accommodation Review was initiated by Trustees to address the long-term viability of this group of schools.

In recent years, enrolment at these schools has steadily declined as the population has aged and there has been a shift in demographics towards an older population on average. An Accommodation Review Committee (ARC), consisting of parents, teachers, and non-teaching staff began their work in October 2013 to develop an accommodation option for the five schools contained within the accommodation review. Resource staff available to the Committee included a Superintendent, principals, Accommodation & Planning department staff, and a Trustee. Over the course of eight (8) Working Group Meetings, five (5) Public Meetings, school tours, community input through email, voicemail and public meetings, as well as countless hours spent reviewing background information the ARC developed to review schools into ‘sections’ or ‘parts’ – the West and the East. The West included two of the five schools - Beverly Central and Dr Seaton. The East included the remaining three schools – Greenville, Millgrove, and Spencer Valley.

The Committee’s recommendation has been thoughtfully considered and based on a balance of available data and information as well as information gleaned through public consultation and dialect. The culmination of that work, in this report is respectfully presented to the Director of Education and Trustees for the Hamilton-Wentworth District School Board.

## 5. List of Appendices

### A School Board Reports

- A.1 Accommodation review Standing Committee Report
  - A.2 Long Term Facilities Master Plan Guiding Principles
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### B Accommodation Review Committee Documents

- B.1 Ontario Ministry of Education Pupil Accommodation Guidelines
  - B.2 Administrative Review of Accommodation Review Process
  - B.3 Accommodation Review Policy
  - B.4 Accommodation Review Policy Directive
  - B.5 Accommodation Review Terms of Reference
- 

### C Committee Membership

- C.1 Committee Norms
  - C.2 List of Committee Membership
- 

### D Timeline and Schedule

- D.1 Accommodation Review Process and Timeline Chart
  - D.2 Public Meeting Dates
  - D.3 Long Term Facilities Master Plan Accommodation Review Schedule
- 

### E School Information Profiles

- E.1 SIPS
  - E.2 Planning Area Information Sheet
  - E.3 Utilization Maps 2012- 2022
  - E.4 Socioeconomic Maps
- 

### F Beverly Central Overview

- F.1 School Report Sheet
  - F.2 Boundary Map
  - F.3 Enrolments by Grade
  - F.4 Grade Organization
  - F.5 Site Plan
  - F.6 Walking Distance Map
  - F.7 Student Distribution Map
  - F.8 EQAO Results
- 

### G Dr. John Seaton Overview (G.1-8 same as F.1-8)

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### H Greensville Overview (H.1-8 same as F.1-8)

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### I Millgrove Overview (I.1-8 same as F.1-8)

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**J Spencer Valley Overview (J.1-8 same as F.1-8)**

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**K Staff Accommodation Review Recommendation**

K.1 Recommendation Summary

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**L Accommodation Review Committee Meeting #1 - October 02, 2013**

L.1 Approved Minutes – October 02, 2013

L.2 Agenda

L.3 Presentation

L.4 Administration Staff Accommodation Option (Tab K insert)

L.5 Draft Schedule

L.6 Sign-in sheet for Committee Meeting #1

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**M Accommodation Review Committee Meeting #2 - October 16, 2013**

M.1 Approved Minutes – October 16, 2013

M.2 Agenda

M.3 Presentation

M.4 Qualitative Analysis Presentation

M.5 Community Feedback

M.6 Correspondence

M.7 Sign-in sheet for Committee Meeting #2

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**N Accommodation Review Committee Meeting #3 - October 30, 2013**

N.1 Approved Minutes – October 30, 2013

N.2 Agenda

N.3 Presentation

N.4 School Information Profiles

N.5 Facilitation Summary Notes from Working Group Meeting # 2

N.6 Historic Enrolments

N.7 HWDSB Transportation Policy

N.8 Administration Staff Accommodation Option Map with Street Names

N.9 Correspondence

N.10 Sign-in sheet for Committee Meeting #3

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**O Accommodation Review Committee Meeting #4 - November 13, 2013**

O.1 Approved Minutes – November 13, 2013

O.2 Agenda

O.3 Presentation

O.4 Program Compliment and School Size Information

O.5 Current and 10 Year Renewal Needs

O.6 5 Year Capital Expenditures

O.7 Correspondence

O.8 Sign-in sheet for Committee Meeting #4

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**P Accommodation Review Committee Meeting #5 - November 27, 2013**

- P.1 Approved Minutes – November 27, 2013
- P.2 Agenda
- P.3 Presentation
- P.4 Options Summary
- P.5 Correspondence
- P.6 Sign-in sheet for Committee Meeting #5

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**Q Accommodation Review Committee Meeting #6 - December 11, 2013**

- Q.1 Approved Minutes – December 11, 2013
- Q.2 Agenda
- Q.3 Presentation
- Q.4 Options Presented to the Public
- Q.5 Correspondence
- Q.6 Sign-in sheet for Committee Meeting #6

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**R Accommodation Review Committee Meeting #7 - January 15, 2014**

- R.1 Approved Minutes – January 15, 2014
- R.2 Agenda
- R.3 Presentation
- R.4 Correspondence
- R.5 Options Presented at Public Meeting # 3
- R.6 Financial Summary
- R.7 Sign-in sheet for Committee Meeting #7

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**S Accommodation Review Committee Meeting #8 - January 29, 2014**

- S.1 Approved Minutes – January 29, 2014
  - S.2 Agenda
  - S.3 Presentation
  - S.4 Financial Summary
  - S.5 Correspondence
  - S.6 Sign-in sheet for Committee Meeting #8
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## **T Public Meetings**

### **T.1 Public Meeting #1 - October 02, 2013**

- a. Agenda
- b. Approved Minutes – October 02, 2013
- c. Presentation
- d. Administration Staff Accommodation Option
- e. Sign-in sheet for Public Meeting #1

### **T.2A Public Meeting #2A - November 06, 2013**

- a. Agenda
- b. Approved Minutes – November 06, 2013
- c. Presentation
- d. School Information Profile (SIP)
- e. Sign-in sheet for Public Meeting #2

### **T.2B. Public Meeting #2B November 13, 2013**

- a. Agenda
- b. Approved Minutes – November 13, 2013
- c. Presentation
- d. Sign-in sheet for Public Meeting #3

### **T.3 Public Meeting #3 - December 04, 2013**

- a. Agenda
- b. Approved Minutes – December 04, 2013
- c. Presentation
- d. Sign-in sheet for Public Meeting #3

### **T.4 Public Meeting #4 - January 22, 2014**

- a. Agenda
  - b. Approved Minutes – January 22, 2014
  - c. Presentation
  - d. Draft ARC Report
  - e. Sign-in sheet for Public Meeting #4
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## **U Media and Correspondence**

### **U.1 Correspondence**

- a. Committee Meeting #2 – October 16, 2013
- b. Committee Meeting #3 – October 30, 2013
- c. Committee Meeting #4 – November 13, 2013
- d. Committee Meeting #5 – November 27, 2013
- e. Committee Meeting #6 – December 11, 2013
- f. Committee Meeting #7 – January 15, 2014
- g. Committee Meeting #8 – January 29, 2014

### **U.2 Media**

- a. Newspaper Advertisement – Public Meeting #1
  - b. Newspaper Advertisement – Public Meeting #2A
  - c. Newspaper Advertisement – Public Meeting #2B
  - d. Newspaper Advertisement – Public Meeting #3
  - e. Newspaper Advertisement – Public Meeting #4
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