# **West Flamborough**

Accommodation Review Committee
Working Group Meeting # 1

Beverly Central
Dr Seaton
Greensville
Millgrove
Spencer Valley

Spencer Valley - October 2nd, 2013

# Welcome and Introductions

# Mandate of the Accommodation Review Committee

"...is to lead the public ***review and act in an advisory role*** that will study, report and ***provide recommendations*** on accommodation option(s) with respect to the group of schools or school being reviewed for ***the Board of Trustees***' consideration and decision." (Section B.3, page 1)

# Meeting Norms (Section C.1)

- A Member Shall:
  - Promote a positive environment
  - Treat all other members and guests with respect
  - Recognize and respect the personal integrity of each member of the committee
  - Acknowledge democratic principles and accept the consensus and votes of the committee
  - Use established communication channels when questions or concerns arise
  - Promote high standards of ethical practice at all times

## Agenda

Part One: What is an Accommodation Review?

Part Two: Why is HWDSB conducting an Accommodation Review?

Part Three: Why is an Accommodation Review needed in West Flamborough?

# Part One: What is an Accommodation Review?

## (Sections A, B, C & D of your binder)

# "**Value to the Student**"

- The learning environment at the school

- Student outcomes at the school

- Course and Program offerings

- Extra-curricular activities and extent of student participation

- Ability of the physical space to support student learning

- Ability of the school grounds to support healthy physical activity and extracurricular activities

- Accessibility of the school for students with disabilities

- Safety of the school

- Proximity of the school to students/length of bus ride to school

# Where we are in the Process

**Board Approval June 2013**
- Preliminary School Accommodation Review Report

**Preparation Phase June 2013-Sept 2013**
- Preparation of background material
- Committee Members are appointed

**Community Review Phase Oct 2013-Jan 2014***
- Board Staff share school accommodation option
- Accommodation Review Committee develops recommendation(s)

**Board Review Phase Feb 2014 – May 2014***
- Director's Accommodation Review Report
  - Public delegations at Standing Committee Meeting

**Projected Decision by Trustees May 2014***

* Dates are approximate and subject to accommodation review progress

# Committee Membership (Section B5, Terms of Reference 2.0)

| Voting Members | Non-Voting Members |
|---|---|
| Two (2) parent representative who are members of School Council and/or Home and School Association from each school | The Trustee(s) of each school(s) under review |
| One (1) parent representative who is not a member of School Council or Home and School Association from each school | Chair – Superintendent of Student Achievement for school(s) under review |
| • One (1) teaching representative from each school under review;<br><br>• One (1) non-teaching staff from each school under review | The Principal from each school under review |

- Also available: administrative support for minute taking and a dedicated resource staff to ensure compliance of the Board's policy and information relevant to the Accommodation Review.

# Accommodation Review Committee Voting Discussion (Section B5, Terms of Reference 2.4)

- Process for general decisions (meeting extensions, dates, information request etc.) is by show of hands

- More sensitive decisions (eg. accommodation recommendations) by ballot

- A vote shall be passed when fifty percent (50%) plus one of the Accommodation Review Committee members vote in favour of the motion

- Should there be a tie vote the motion/recommendation is defeated.

# Public and Working Group Meetings

- The meeting requirements are defined in the Terms of Reference (Section B.5, ToR 5.0 & 6.0)

  - Four (4) Public Meeting

  - Working Group Meetings

- Meeting dates and times are approved by the ARC

# Format of Public Meetings

Optimizing consultation by:

✓Group Work

✓ Diversifying the groups

✓Using facilitators

✓Ensuring accurate notes taken at each group and included in the minutes

# Keeping the Committee & Community Informed

- All information will be posted on the HWDSB website:

## www.hwdsb.on.ca

- All public meetings will be advertised

- Working Group & Public Meetings will be held at schools within the planning area

- Working group meetings are open to the public for viewing

# Where we are in the Process

**Board Approval June 2013**
- Preliminary School Accommodation Review Report

**Preparation Phase June 2013-Sept 2013**
- Preparation of background material
- Committee Members are appointed

**Community Review Phase Oct 2013-Jan 2014\***
- Board Staff share school accommodation option
- Accommodation Review Committee develops recommendation(s)

**Board Review Phase Feb 2014 – May 2014\***
- Director's Accommodation Review Report
  - Public delegations at Standing Committee Meeting

**Projected Decision by Trustees May 2014\***

\* Dates are approximate and subject to accommodation review progress

# Timelines

**Public Meeting #1 (Oct 2, 2013)**
Overview of Accommodation Review Process
Presentation of Board Option
Opportunity for Community Input

**4-8 Working Group Meetings and 3 Public meetings**

**ARC Report to Director due between 90 and 120 after first public meeting**

**Director's Report to Trustees due no less than 30 days after receiving the Report**

**Public Consultation within 60 days after the Director's Report to Trustees**
Public Consultation at Standing Committee Meeting

**Decision by Trustees can be after the 60 day public consultation period**

- Minimum of 4 Public Meetings

- Working Group Meetings are subject to ARC approval

- Dates to be approved at this meeting

# West Flamborough Accommodation Review Calender

| Month | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| September | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | |
| October | | | 1 | WG PM | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 WG | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 WG | 31 | | | | |
| November | | | | | | 1 | 2 | 3 | 4 | 5 | 6 PM | 7 | 8 | 9 | 10 | 11 | 12 | 13 WG | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 WG | 28 | 29 | 30 | | |
| December | 1 | 2 | 3 | 4 PM | 5 | 6 | 7 | 8 | 9 | 10 | 11 WG | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | |
| January | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 WG | 16 | 17 | 18 | 19 | 20 | 21 | 22 PM | 23 | 24 | 25 | 26 | 27 | 28 | 29 WG | 30 | 31 | | | |
| February | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | |
| March | | | | | | | 1 | 2 / 30 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| April | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | |
| May | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 / 60 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| June | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | |

## Legend

| | |
|---|---|
| | Statutory Holiday |
| | Board Holiday |
| | Adjacent Weekends to Board Holidays |
| | Public Meeting |
| | Working Group Meeting |
| | Delivery of Final ARC Report |
| 30 | Presentation of Director's Report |
| | 60 Day Period for Standing Committee Meeting for Public Input |
| | Standing Committee Meeting for Decision |

# Elementary Accommodation Review Committee
## Schedule and Timelines

### West Flamborough Accommodation Review

| MEETING TYPE | OBJECTIVE | MEETING DATE | MEETING LOCATION |
|---|---|---|---|
| Working Group Meeting #1 | • Outline the Review process<br>• Accommodation Review Mandate<br>• Review Terms of Reference (TOR)<br>• Review Committee Norms<br>• Introduction to Binder<br>• Presentation of administration staff option | Wednesday October 2nd, 2013 | |
| **Public Meeting #1** | • Review TOR<br>• Accommodation Review Mandate<br>• Outline the Review process<br>• Present data and background information<br>• Receive community input<br>• Presentation of administration staff option | Wednesday October 2nd, 2013 | |
| Working Group Meeting #2 | • Approve the School Information Profiles (SIPs)<br>• Development of Accommodation Option(s) | | |
| Working Group Meeting #3 | • Development of Accommodation Option(s) | | |
| **Public Meeting #2** | • Review TOR, Mandate<br>• Outline Review process<br>• Review School Information Profile<br>• Receive community input | | |
| Working Group Meeting #4 | • Development of Accommodation Option(s) | | |
| Working Group Meeting #5 | • Development of Accommodation Review Committee Accommodation Report | | |
| **Public Meeting #3** | • Review TOR, Mandate<br>• Outline Review process<br>• Review the Accommodation Review Committee Accommodation Options<br>• Receive Community Input | | |
| Working Group Meeting #6 | • Development of Accommodation Review Committee Accommodation Report | | |
| Working Group Meeting #7 | • Development of Accommodation Review Committee Accommodation Report | | |
| **Public Meeting #4** | • Review TOR, Mandate<br>• Outline Review process<br>• Present Draft Accommodation Review Committee Report – Accommodation Option(s)<br>• Receive Community Input | | |
| Working Group Meeting #8 | • Finalize Accommodation Review Committee Report | | |

*Denotes optional meeting if required as decided by the Accommodation Review Committee

Our First Decision:
Meeting Dates and Timelines

We need to approve these dates and times tonight

Reviewing Contents of the Binder…

Please familiarize yourselves with the binder for the next meeting.

**A. School Board Reports**

1. Accommodation Review Standing Committee Report

2. Long Term Facilities Master Plan Guiding Principles

**B. Accommodation Review Committee Documents**

1. Ontario Ministry of Education Pupil Accommodation Guidelines

2. Administration Review of Accommodation Review Process

3. Accommodation Review Policy

4. Accommodation Review Policy Directive

5. Accommodation Review <u>Terms of Reference</u>

# Terms of Reference  (Section B.5)

- Approved with the Preliminary School Accommodation Review Report

- ToR includes:

  – Mandate of Accommodation Review (Page 1)

  – Committee Membership Information (Page 1-3)

  – Operation of Accommodation Review Committee (Page 3-4)

  – Reference Criteria to Fulfill Mandate (Page 4-5)

  – Working Meeting and Public Meeting Overviews (Page 5-6)

  – Final Accommodation Review Committee Report Specifications (Page 6-7)

  – Capital Planning Objectives and Alternative Accommodation Option by the Board Criteria (Page 7)

# Reference Criteria (Section B.5,page 4)

The key criteria that will be used by the Accommodation Review Committee to fulfill its mandate include, but are not limited to, the following:

- **Facility Utilization**

- **Permanent and Non-permanent Accommodation**

- **Program Offerings**

- **Quality Teaching and Learning Environments**

- **Transportation**

- **Partnerships Opportunities**

- **Equity**

The Accommodation Review Committee may add additional reference criteria.

**C. Committee Membership**

1. List of Committee Membership

2. Committee Norms

3. Member Contact List

**D. Timeline and Schedule**

1. Accommodation Review Process and Timeline Chart

2. Public Meeting Dates

3. Long Term Facilities Master Plan Accommodation Review Strategy Schedule

# **Questions of Clarification**

What are your questions as they relate to Section A,B,C &D of your binder?

# School Information

Section E & F of your binder?

# School Information Profile (SIP) Section E - Binder

# E. School Information Profiles

1. E.1 SIPs

2. E.2 Planning Area Information Sheet

3. E.3 Utilization Maps 2012-2022

4. E.4 Socioeconomic Maps

# School Information Profiles (SIPs) (Section E)

- Recommendation of Ministry of Education Pupil Accommodation Review Guidelines (June 2009)

- Assembled by P&A resource staff

- Intent of the SIP

    - Familiarize the ARC members and the community with the schools under review

    - Provide the foundation for discussion and analysis of accommodation options

# SIP is intended…cont'd…

- Help ARC members and the community to understand how well the schools meet the objectives of the *Reference Criteria* as outlined in the *Terms of Reference*

# School Information Profiles (Continued)

- SIP incorporate data about the schools for the following considerations :

  a) Value to the student

  b) Value to the school board

  c) Value to the community

  d) Value to the local economy

- SIP consists of 14 sections and addresses 67 items

  - *Please review prior to second working group meeting*

# School Information – continued..

## Section F of your binder?

## F. Through J. School Overviews

1. Beverly Central        4. Millgrove

2. Dr. Seaton              5. Spencer Valley

3. Greensville

## Each section contains:

1. School Report Sheet        5. Site Plan

2. Boundary Map               6. Walking Distance Map

3. Enrolment by Grade         7. Student Distribution Map

4. Grade Organization         8. EQAO Information

**K. Staff Accommodation Review Recommendation**

1. Recommendation Summary

2. Recommendation Enrolment Numbers

3. Proposed Boundary Map

**L. Through S. Accommodation Review Committee Meeting**

**T. Public Meetings**

**U. Media and Correspondence**

**V. Miscellaneous**

**W. Final Report to the Board**

# Part Two:

# Why is HWDSB conducting an Accommodation Reviews?

# WHY is HWDSB Undertaking Elementary Accommodation Reviews?

- Declining Enrolments
- Many schools underutilized
- Aging and smaller sized school buildings
- Limited Provincial dollars available in the current economic environment

**Board of Trustees approval to commence accommodation reviews an indication they recognize that the *'status quo'* is not an option.**
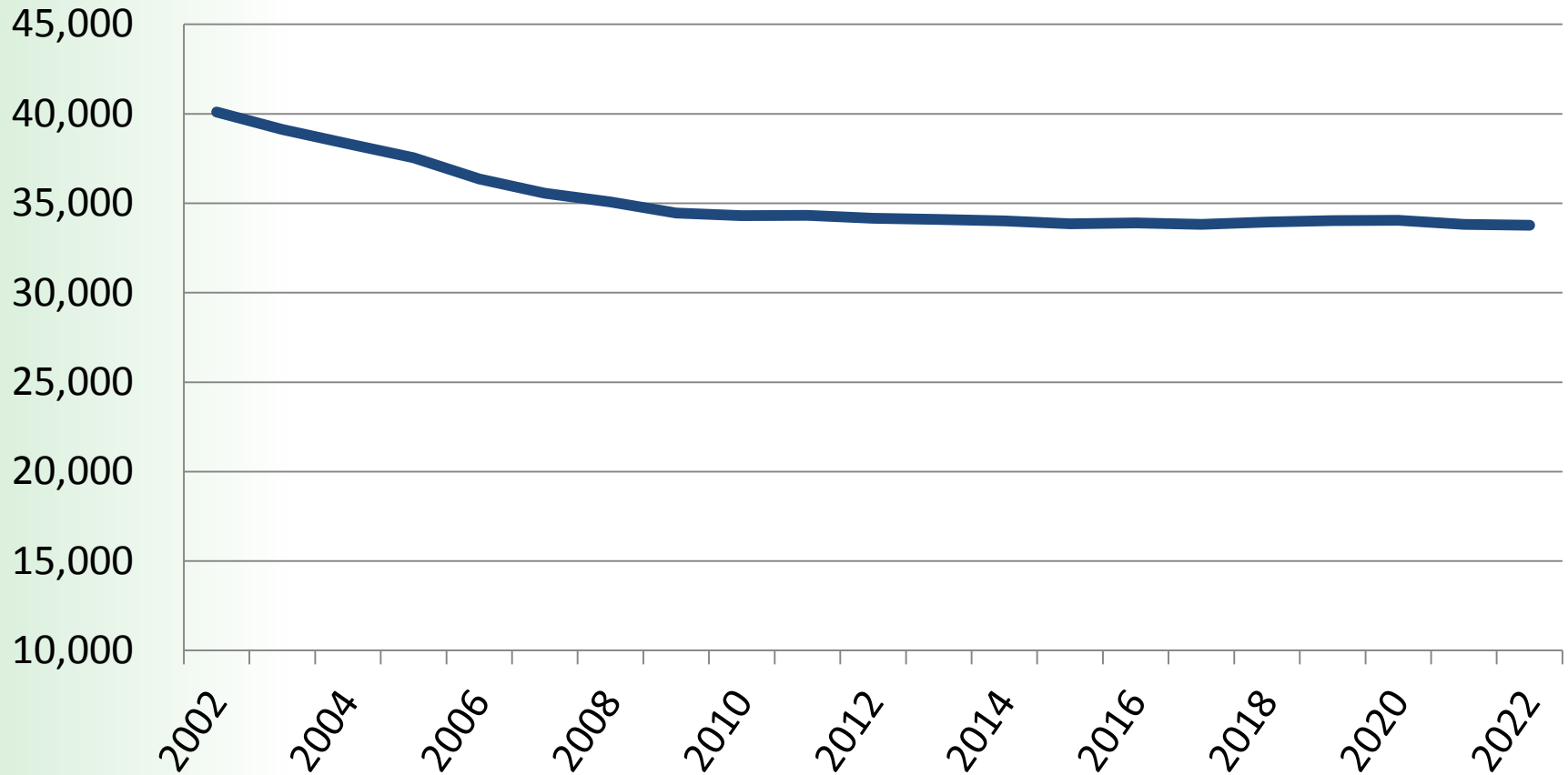
- **Provincial funding for schools:**
  - Funding formulas largely based on enrolment
    - Other factors:
      - Number and size of schools
      - Programs offered
      - Geographic

  - Declining enrolment generates financial and operational pressures for school boards - Examples:
    - Affects program offerings
    - Underutilized schools' maintenance costs can divert resources from programs and services for students

# **Long Term Facilities Master Plan (LTFMP) Guiding Principles**

1. HWDSB is committed to providing and maintaining quality learning and teaching environments that support student achievement *(HWDSB Strategic Directions, Annual Operating Plan 2011-12)*

2. Optimal utilization rates of school facilities is in the range of 90- 110%

3. Facilities reflect the program strategy that all students need personalized learning, pathways, schools with specialization and cluster and community support *(Learning for All: HWDSB Program Strategy)*

4. Transportation to school locations will not normally exceed 60 minutes one way *(Transportation Policy, 2011)*

# LTFMP Guiding Principles  (con't.)

5. School facilities meet the needs of each of our students in the 21st century *(Education in HWDSB, 2011)*

6. Accessibility will be considered in facility planning and accommodation (*Accessibility (Barrier-Free)"Pathways" Policy, 1999*)

7. School facilities provide neighbourhood and community access that supports the well-being of students and their families *(A Guide to Educational Partnerships, 2009)*

8. School facilities have flexible learning environments including adaptive and flexible use of spaces; student voice is reflected in where, when and how learning occurs *(Education in HWDSB, 2012)*

# LTFMP Guiding Principles (con't.)

9. Specific principles related to the elementary panel:

- a. *School Capacity* - optimal school capacity would be 500 to 600 students, which creates two to three classes for each grade

- b. *School Grade/Organization* –Kindergarten to-Grade 8 facilities

- c. *School Site Size* - optimal elementary school site size would be approximately 6 acres

- d. *French Immersion* - In dual track schools a balance between French Immersion and English track students is ideal for balanced program delivery

# Questions of Clarification

# 15 Minute Break

**Part Three: Why is an Accommodation Review needed**

**In West Flamborough?**

**(Section K of your binder)**

# Why West Flamborough?

- LTFMP Guiding Principles
    - Current and projected underutilization
    - Smaller schools consolidation possibilities
    - School/grade organization of JK-8
        - Examined middle school/senior school model

- Geography – 4 Accommodation Reviews

# Current Situation and the Staff Accommodation Option

Current West Flamborough School Boundaries

Millgrove

Dr. John Seaton

Beverly Central

Spencer Valley

Greensville
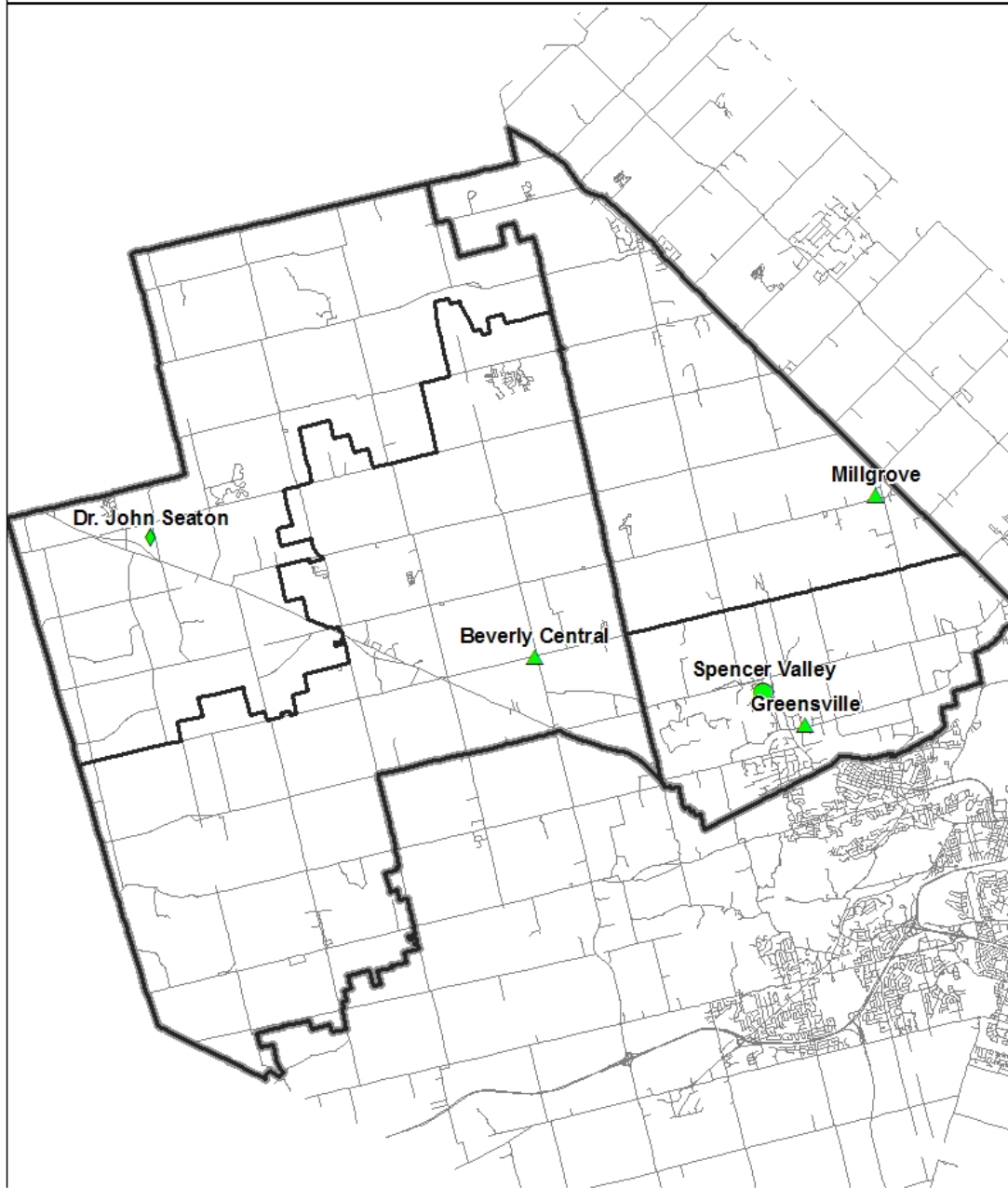
Current Elementary Boundary

Current 6-8 Boundary
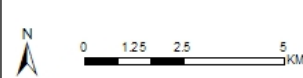
# Current Enrolment

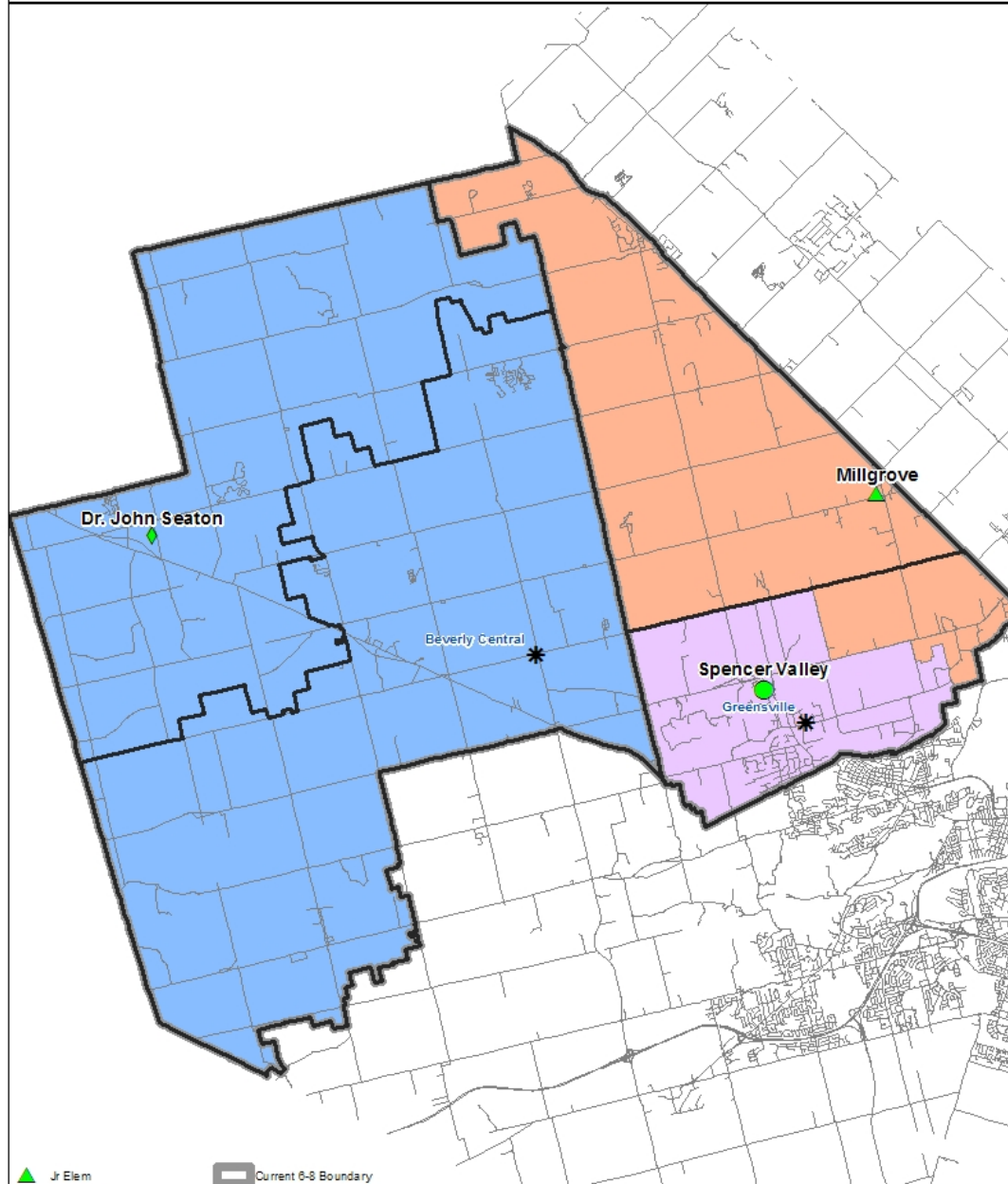| School | Year of Construction | 2012 OTG | 2012 Enrolment (Utilization) | 2017 Enrolment (Utilization) | 2022 Enrolment (Utilization) | Current FCI | 10 year FCI |
|---|---|---|---|---|---|---|---|
| **Beverly Central (JK-5)** | 1959 | 230 | 166 (72%) | 138 (60%) | 135 (59%) | 49% | 54% |
| **Dr Seaton (JK-8)** | 1968 | 348 | 243 (70%) | 204 (59%) | 189 (54%) | 34% | 40% |
| **Greensville (JK-5)** | 1885 | 222 | 197 (89%) | 172 (77%) | 166 (75%) | 132% | 162% |
| **Millgrove  (JK-5)** | 1914 | 227 | 183 (81%) | 174 (76%) | 167 (73%) | 25% | 32% |
| **Spencer Valley (6-8)** | 1968 | 248 | 177 (71%) | 171 (69%) | 158 (64%) | 42% | 57% |
| **TOTAL** | | 1,275 | 966 (76%) | 858 (67%) | 815 (64%) | | |
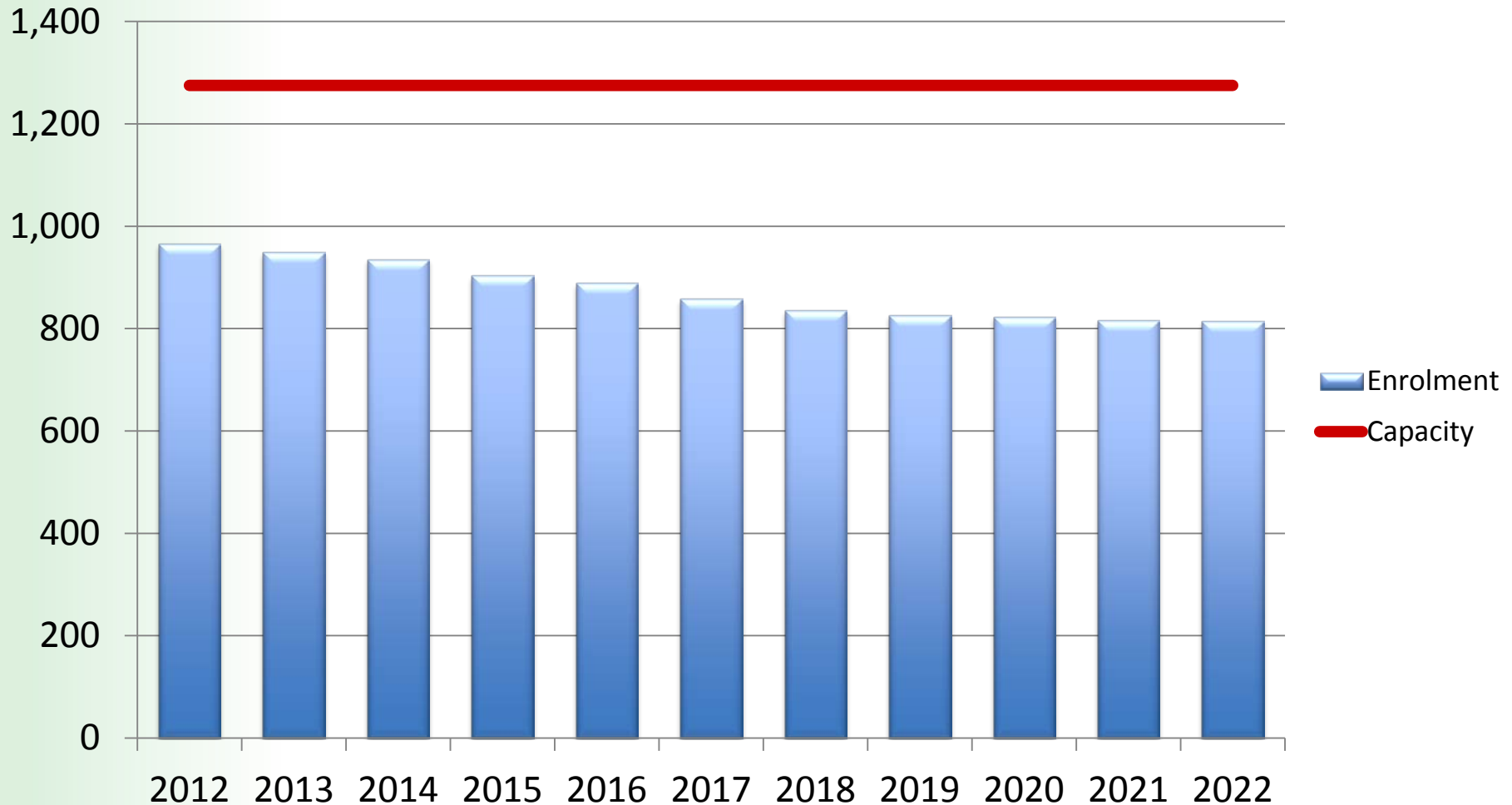
# Staff Accommodation Option

# What is the significance of this staff option?

- Is meant as a starting point and initiates the process for the committee to create option and/or inform the final staff option

- The final Staff option and the ARC will be presented to Trustees for their consideration

JR Schools assigned to SR Schools with Millgrove Boundary Change

# Staff Option Enrolment

| School | 2012 OTG | 2012 Enrolment (Utilization) | 2017 Enrolment (Utilization) | 2022 Enrolment (Utilization) |
|---|---|---|---|---|
| **Beverly Central (JK-5)** | - | 166 (72%) | - | - |
| **Dr Seaton (JK-8)** | 348 | 243 (70%) | 341 (98%) | 324 (93%) |
| **Greensville (JK-5)** | - | 197 (89%) | - | - |
| **Millgrove  (JK-5)** | 227 | 183 (81%) | 194 (86%) | 186 (82%) |
| **Spencer Valley (JK-8)** | 369 (2014) | 177 (71%) | 323 (87%) | 305 (83%) |
| **TOTAL** | 944 | 966 (76%) | 858 (91%) | 815 (86%) |

West Flamborough Staff Option Enrolment
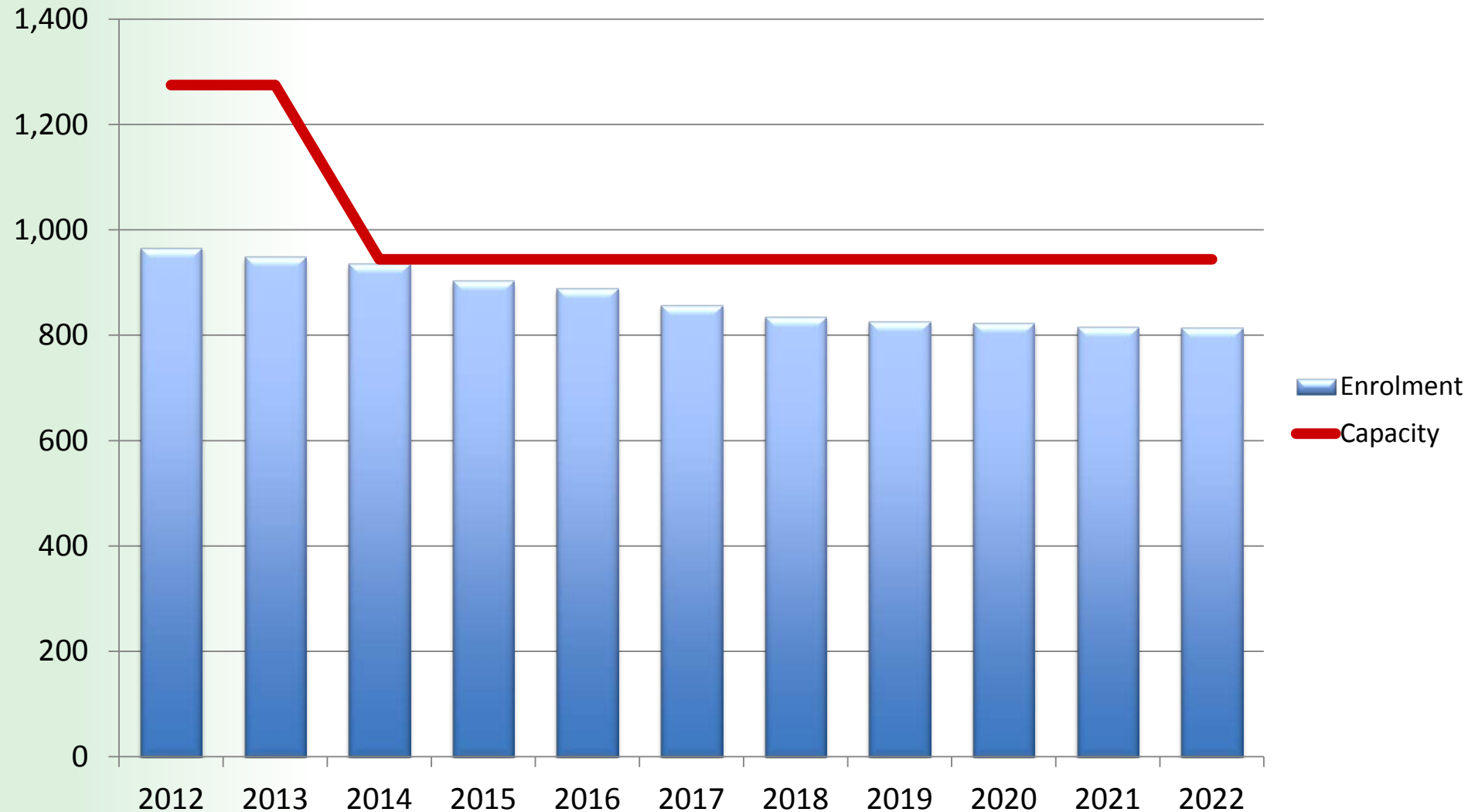
# West Flamborough Staff Option

- **Consolidate Beverly Central and Dr. Seaton into Dr. Seaton in 2014**
  - **Estimated need to modify an existing classroom into a Kindergarten space**

- **Consolidate Greensville and Spencer Valley into Spencer Valley in 2014**
  - **The south-east portion of Greensville current JK-5 boundary to be assigned to Millgrove.**
  - **Estimated need to modify 2 existing classrooms into Kindergarten spaces**
  - **Estimated need of 3 new classroom construction addition**

**Questions of Clarification**

**What are your questions as they relate**

**To Section K of your binder?**

# Next Steps:

- Review of binder content

- Review of School Information Profiles they need to be approved next working group meeting

- Public Meeting #1 (Next) – October 2$^{nd}$, 2013

  - ARC members' role in public meeting is to listen to the feedback of the public to help formulate solutions for the planning area.

**Next Meeting:**

**Working Group Meeting #2:**

**October ?th at ?**