

# **East Hamilton City 1**

Accommodation Review Committee

Working Group Meeting # 1

Hillcrest

Parkdale

Rosedale

Roxborough Park

Viscount Montgomery

W.H. Ballard

Woodward

Hillcrest, October 3<sup>rd</sup>, 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 of Binder)**

- 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 undertaking Accommodation Reviews?

Part Three: Why is an Accommodation Review needed in East Hamilton?



# **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





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

Voting Members	Non-Voting Members
<p>One (1) parent representative who is a member of School Council and/or Home and School Association from each school</p>	<p>The Trustee(s) of each school(s) under review</p>
<p>One (1) parent representative who is not a member of School Council or Home and School Association from each school</p>	<p>Chair – Superintendent of Student Achievement for school(s) under review</p>
<ul style="list-style-type: none"> <li>• One (1) teaching representative from each school under review;</li> <li style="text-align: center;"><b>OR</b></li> <li>• One (1) non-teaching staff from each school under review</li> </ul>	<p>The Principal from each school under review</p>

- 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 voting 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](http://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





## Timelines

4-8 Working Group  
Meetings and 3  
Public meetings

- Minimum of 4 Public Meetings
- Working Group Meetings are subject to ARC approval
- Dates to be approved at this meeting



East Hamilton City Accommodation Review Calendar

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							
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	2	3 WG	4	5	6	7	8	9	10 PM	11	12	13	14	15	16	17 WG	18	19	20	21	22	23	24	25	26	27	28	29 WG	30	31				
November						1	2	3	4	5	6	7 PM	8	9	10	11	12	13	14 WG	15	16	17	18	19	20	21	22	23	24	25	26	27	28 WG	29	30		
December	1	2	3	4	5 PM	6	7	8	9	10	11	12 WG	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	16 WG	17	18	19	20	21	22	23 PM	24	25	26	27	28	29 WG	30	31			
February							1	2	3		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	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	26	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	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							

	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



### East Hamilton City 1 Accommodation Review

MEETING TYPE	OBJECTIVE	MEETING DATE	MEETING LOCATION
Working Group Meeting #1	<ul style="list-style-type: none"> <li>Outline the Review process</li> <li>Accommodation Review Mandate</li> <li>Review Terms of Reference (TOR)</li> <li>Review Committee Norms</li> <li>Review School Information Profiles</li> <li>Presentation of administration staff option</li> </ul>	Thursday October 3 <sup>rd</sup> , 2013	
<b>Public Meeting #1</b>	<ul style="list-style-type: none"> <li>Review TOR</li> <li>Accommodation Review Mandate</li> <li>Outline the Review process</li> <li>Present data and background information</li> <li>Receive community input</li> <li>Presentation of administration staff option</li> </ul>	Thursday October 10 <sup>th</sup> , 2013	
Working Group Meeting #2	<ul style="list-style-type: none"> <li>Approve the School Information Profiles (SIPs)</li> <li>Development of Accommodation Option(s)</li> </ul>		
Working Group Meeting #3	<ul style="list-style-type: none"> <li>Development of Accommodation Option(s)</li> </ul>		
<b>Public Meeting #2</b>	<ul style="list-style-type: none"> <li>Review TOR, Mandate</li> <li>Outline Review process</li> <li>Review School Information Profile</li> <li>Receive community input</li> </ul>		
Working Group Meeting #4	<ul style="list-style-type: none"> <li>Development of Accommodation Option(s)</li> </ul>		
Working Group Meeting #5	<ul style="list-style-type: none"> <li>Development of Accommodation Review Committee Accommodation Report</li> </ul>		
<b>Public Meeting #3</b>	<ul style="list-style-type: none"> <li>Review TOR, Mandate</li> <li>Outline Review process</li> <li>Review the Accommodation Review Committee Accommodation Options</li> <li>Receive Community Input</li> </ul>		
Working Group Meeting #6	<ul style="list-style-type: none"> <li>Development of Accommodation Review Committee Accommodation Report</li> </ul>		
Working Group Meeting #7	<ul style="list-style-type: none"> <li>Development of Accommodation Review Committee Accommodation Report</li> </ul>		
<b>Public Meeting #4</b>	<ul style="list-style-type: none"> <li>Review TOR, Mandate</li> <li>Outline Review process</li> <li>Present Draft Accommodation Review Committee Report – Accommodation Option(s)</li> <li>Receive Community Input</li> </ul>		
Working Group Meeting #8	<ul style="list-style-type: none"> <li>Finalize Accommodation Review Committee Report</li> </ul>		

\*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 Terms of Reference

## 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?

## **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 L. School Overviews**

- |                    |                        |
|--------------------|------------------------|
| 1. Hillcrest       | 5. Viscount Montgomery |
| 2. Parkdale        | 6. W.H. Ballard        |
| 3. Rosedale        | 7. Woodward            |
| 4. Roxborough Park |                        |

### **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         |

## **M. Staff Accommodation Review Recommendation**

1. Recommendation Summary
2. Recommendation Enrolment Numbers
3. Proposed Boundary Map

## **N. Through U. Accommodation Review Committee Meeting**

## **V. Public Meeting**

## **W. Media and Correspondence**

## **X. Miscellaneous**

## **Y. Final Report to the Board**





**Part Two:**

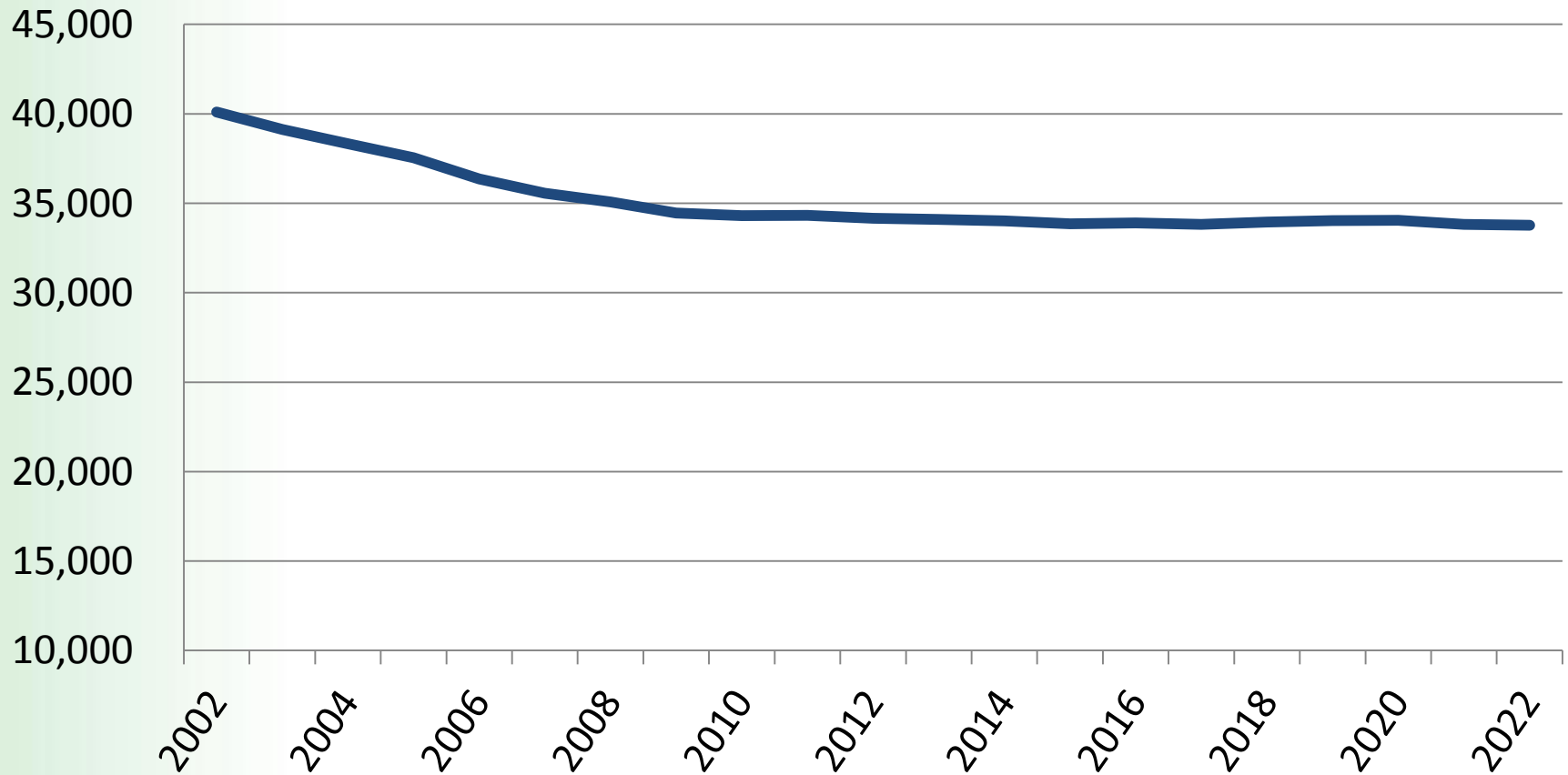
**Why is HWDSB undertaking  
Accommodation Reviews?**

## **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.**

## Historic and Projected HWDSB Elementary Enrolment



- **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 East Hamilton?**

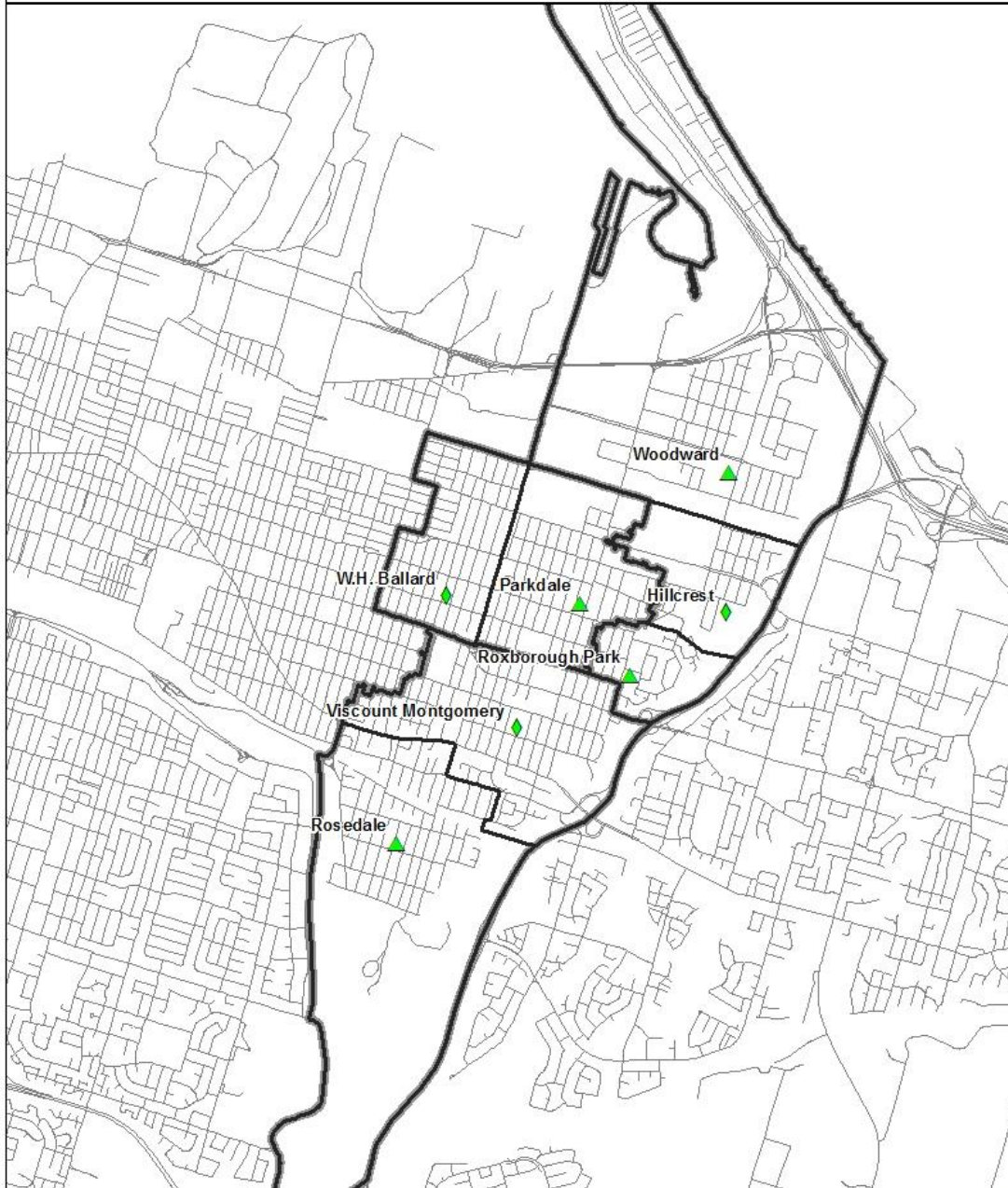
**(Section M of your binder)**

# Why East Hamilton?

- One of the three ARCs identified and approved in 2010
- LTFMP Guiding Principles
  - Smaller schools consolidation possibilities
  - School/grade organization of JK-8
    - Examined middle school/senior school model
  - Ideal elementary school size of 500-600
- Geography – 4 Accommodation Reviews



# Current Situation and the Staff Accommodation Option



Current Elementary Boundary  
 Current 6-8 Boundary

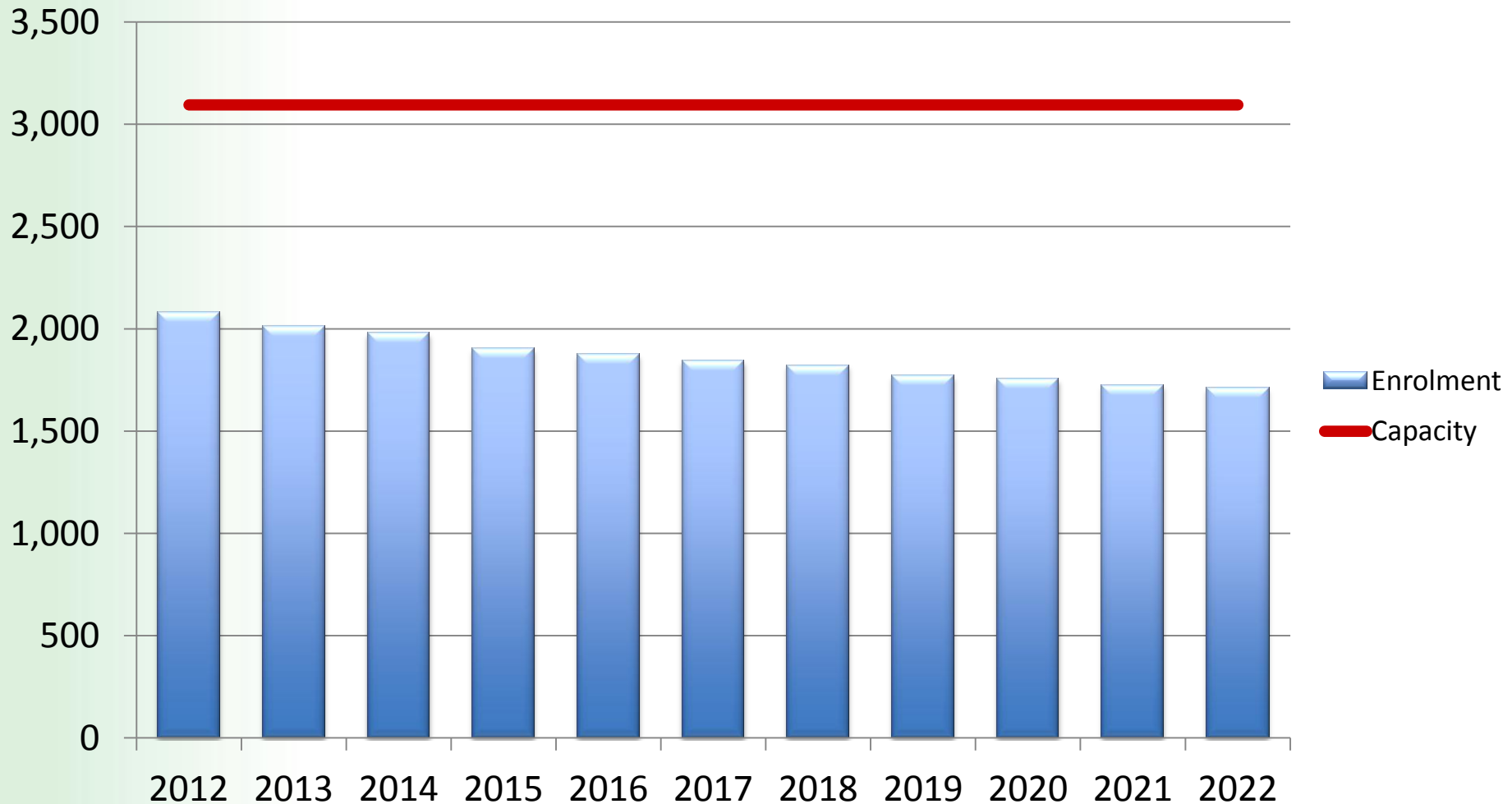


## Current Enrolment

School	Year of Construction	2012 OTG	2012 Enrolment (Utilization)	2017 Enrolment (Utilization)	2022 Enrolment (Utilization)	Current FCI	10 year FCI
Hillcrest (JK-8)	2006	690	483 (70%)	389 (56%)	331 (48%)	2%	25%
Parkdale (JK-5)	1946	291	175 (60%)	187 (64%)	179 (61%)	67%	113%
Rosedale (JK-5)	1953	236	149 (63%)	114 (48%)	118 (50%)	40%	69%
Roxborough Park (JK-5)	1960	371	220 (59%)	178 (48%)	171 (46%)	36%	55%
V. Montgomery (JK-8)	1951	469	345 (74%)	338 (72%)	323 (69%)	62%	84%
W.H. Ballard (JK-8)	1922	837	577 (69%)	510 (61%)	462 (55%)	49%	59%
Woodward (JK-5)	1951	201	131 (65%)	128 (64%)	128 (64%)	65%	74%
<b>TOTAL</b>		<b>3,095</b>	<b>2,080 (67%)</b>	<b>1,843 (60%)</b>	<b>1,710 (55%)</b>		



## East Hamilton City 1 Current Enrolments



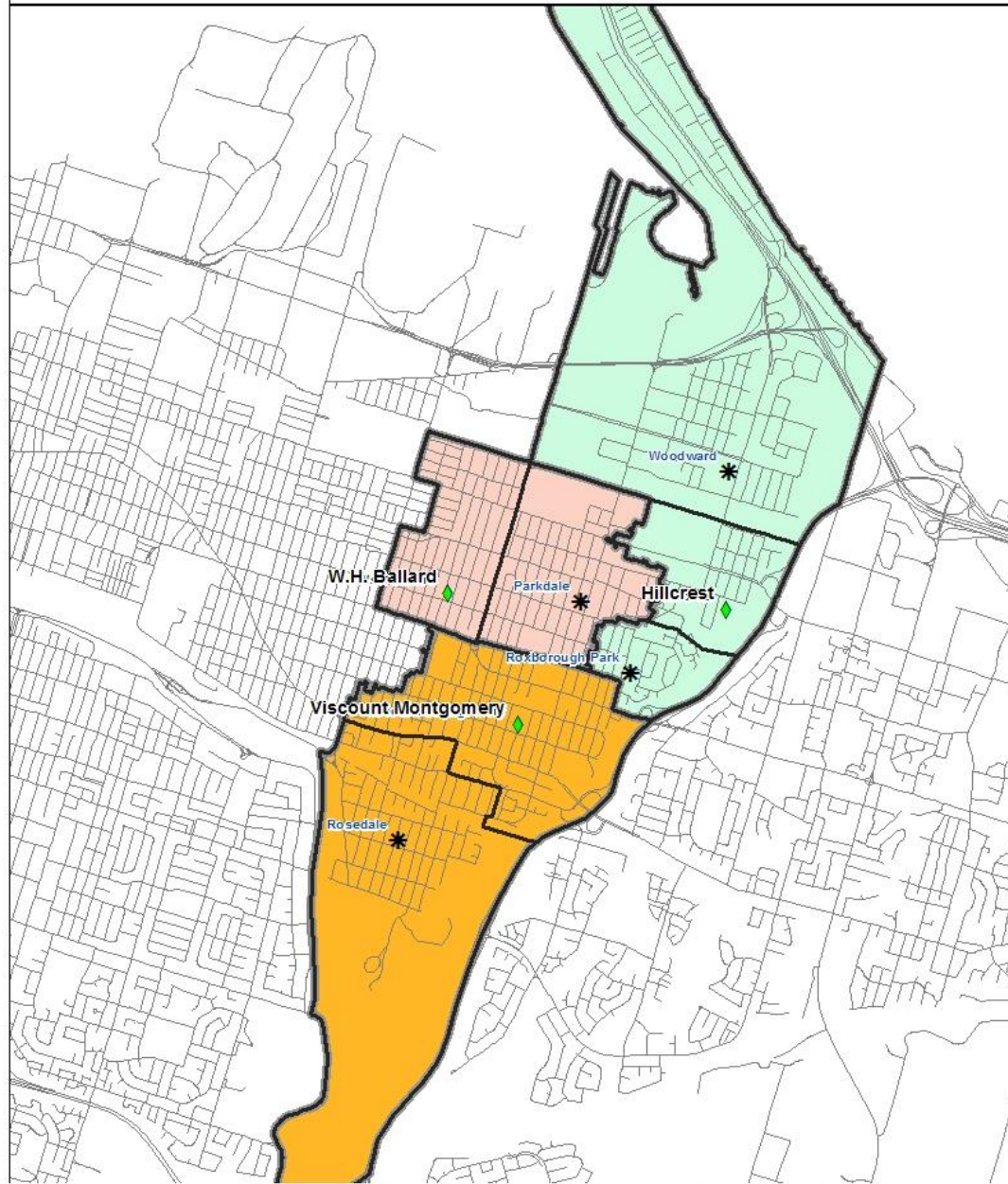


# Staff Accommodation Option

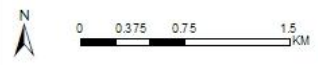


# What is the significance of this staff option?

- 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



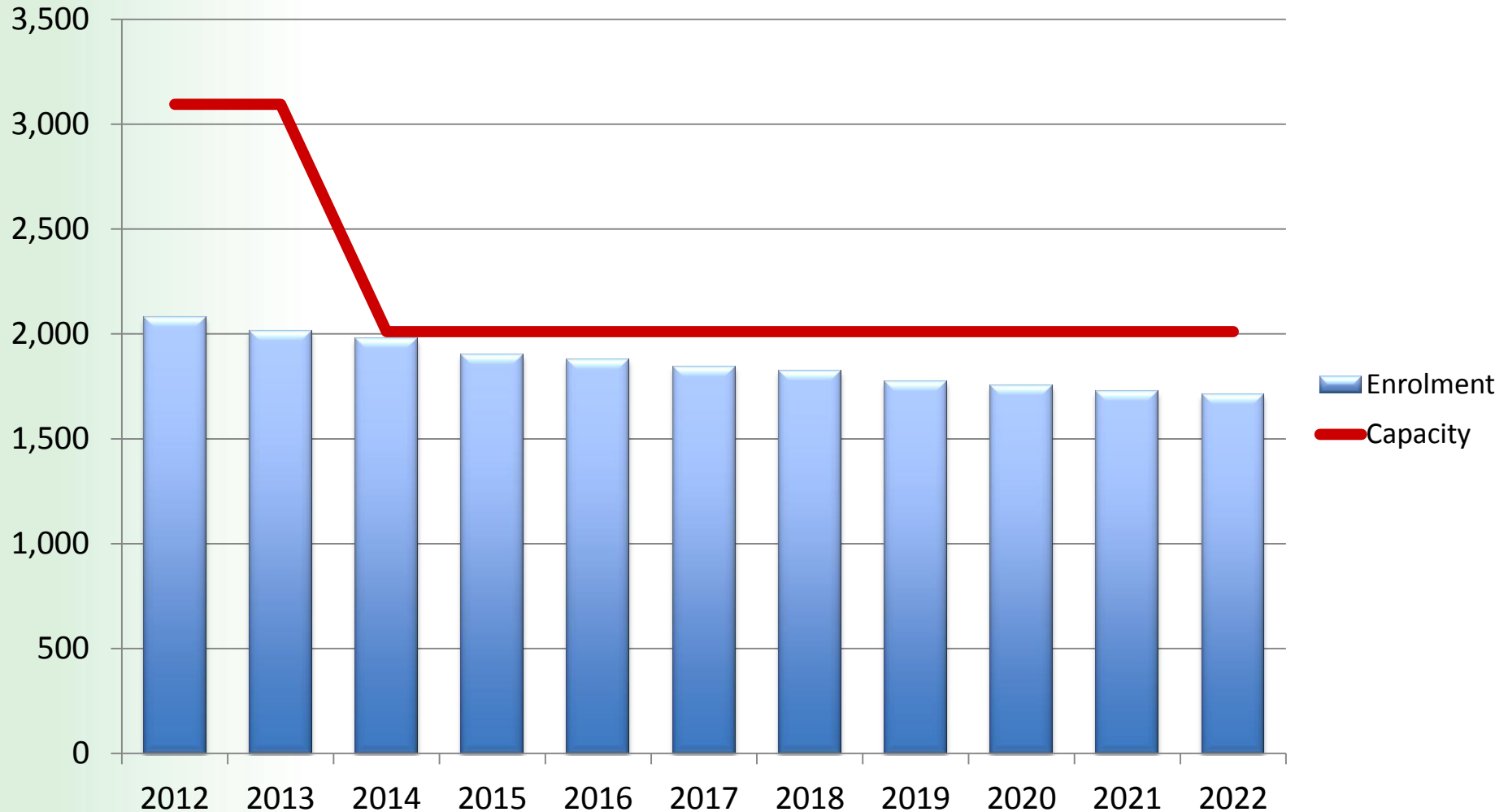
Current Elementary Boundary	Viscount Montgomery
Current 6-8 Boundary	W.H. Ballard
<b>Proposed Boundaries</b>	Elementary
Hillcrest	Closed



## Staff Recommendation Enrolment

School	2012 OTG	2012 Enrolment (Utilization)	2017 Enrolment (Utilization)	2022 Enrolment (Utilization)
Hillcrest (JK-8)	696 (2014)	483 (70%)	695 (100%)	630 (90%)
Parkdale (JK-5)	-	175 (60%)	-	-
Rosedale (JK-5)	-	149 (63%)	-	-
Roxborough Park (JK-5)	-	220 (59%)	-	-
Viscount Montgomery (JK-8)	475 (2014)	345 (74%)	452 (95%)	440 (93%)
W.H. Ballard (JK-8)	840(2014)	577 (69%)	697 (83%)	640 (76%)
Woodward (JK-5)	-	131 (65%)	-	-
<b>TOTAL</b>	2011	2,080 (67%)	1,843 (92%)	1,710 (85%)

## East Hamilton City 1 Staff Option



## **East Hamilton City 1 Staff Recommendation**

- **Consolidate Roxborough Park, Hillcrest, and Woodward into Hillcrest in 2014**
  - Minimal construction/renovation costs
- **Consolidate Rosedale and Viscount Montgomery into Viscount Montgomery in 2014**
  - Minimal construction/renovation costs
- **Consolidate Parkdale and WH Ballard in to WH Ballard in 2014**
  - Minimal construction/renovation costs



## **Questions of Clarification**

**What are your questions as they relate  
To Section M 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 – October 10<sup>th</sup>, 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:**  
**Public Meeting #1:**  
**October 10th at Hillcrest PS**