

# East Hamilton City 1 Elementary Accommodation Review

Hillcrest – Parkdale – Rosedale – Roxborough Park -  
Viscount Montgomery – W.H. Ballard - Woodward

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

Report From: East Hamilton City 1 Accommodation Review  
Committee

Submitted: February 10, 2014

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## 1. Executive Summary

At the June 17th, 2013 Board meeting, Trustees approved a recommendation to initiate the East Hamilton City 1 Accommodation Review which included Hillcrest, Parkdale, Rosedale, Roxborough Park, Viscount Montgomery, W.H. Ballard, and Woodward. 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 East Hamilton City 1 Accommodation Review Committee (ARC) comprised of parents, teachers or non-teaching staff members began its work on October 3<sup>rd</sup>, 2013.

This report outlines the recommendation of the East Hamilton City 1 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 (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 East Hamilton City 1 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 programming 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 six (6) Key Themes above the reference criteria as focus points as they worked through their decision making. They were:

- a) Transportation: efficient bus riding times, safety and cost impacts.
- b) Community & Community Partnerships: community ‘feel/spirit’, neighbourhood schools, and effects on students
- c) Accessibility: accessibility at all schools (washrooms/second floors)
- d) Operations: scheduled day/timelines (2014)/staff impacts
- e) Class Sizes: what will ‘change’ mean for class sizes
- f) School Size: effects on students

## 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;
- One (1) parent representatives who is a member 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; OR
- One (1) non-teaching staff from each school under review;

In accordance with the above composition guidelines the table below represents the East Hamilton City 1 Accommodation Review Committee membership list:

Position	Name
Accommodation Review Committee Chair	Peter Joshua
<b>Voting Members</b>	
Hillcrest parent representative from School Council/Home and School	n/a
Hillcrest parent representative <u>not</u> from School Council/Home and School	n/a
Hillcrest teaching or non-teaching staff	Norma Rookwood
Parkdale parent representative from School Council/Home and School	Abbie Boyko
Parkdale parent representative <u>not</u> from School Council/Home and School	Sandra Lindsay
Parkdale Teaching or non-teaching staff	n/a
Rosedale parent representative from School Council/Home and School	Shannon Weston
Rosedale parent representative <u>not</u> from School Council/Home and School	Susan Fischer
Rosedale Teaching or non-teaching staff	Carla Shewell
Roxborough Park parent representative from School Council/Home and School	Casey Eaton
Roxborough Park parent representative <u>not</u> from School Council/Home and School	Samantha Prosser
Roxborough Park Teaching or non-teaching staff	Tracie Wilson
Viscount Montgomery parent representative from School Council/Home and School	Susan Pretula
Viscount Montgomery parent representative <u>not</u> from School Council/Home and School	Chris Weston

Viscount Montgomery Teaching or non-teaching staff	Barbara Mitchell
W. H. Ballard parent representative from School Council/Home and School	Laurie Hazelton
W.H. Ballard area representative <u>not</u> from School Council/Home and School	Megan MacDonald
W. H. Ballard Teaching or non-teaching staff	Brian McPhee
Woodward parent representative from School Council/Home and School	Brandy Paul
Woodward parent representative <u>not</u> from School Council/Home and School	Brianna Okerstrom
Woodward Teaching or non-teaching staff	Jennifer Voth

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 Trustee(s) of associated schools;
- 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	Ray Mulholland
Area Trustee	Todd White
Superintendent	Peter Sovran
Hillcrest Principal	Elaine Pilgrim-Susi
Parkdale Principal	Sandra Constable
Rosedale Principal	Tiz Penney
Roxborough Park Principal	Joanna Crapsi-Cascioli
Viscount Montgomery Principal	Dan Ivankovic
W. H. Ballard Principal	Lisa Barzetti
Woodward Principal	John Gris
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 four (4) 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 10<sup>th</sup>, 2013, Hillcrest)**

**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 #2 (October 17<sup>th</sup>, 2013)
- Working Group Meeting #3 (October 29<sup>th</sup>, 2013)

b) **Public Meeting #2 (November 7<sup>th</sup>, 2013, Parkdale)**

**Members of the Public in Attendance: 37**

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 #4 (November 14<sup>th</sup>, 2013)
- Working Group Meeting #5 (November 28<sup>th</sup>, 2013)

c) **Public Meeting #3 (December 5<sup>th</sup>, 2013, Rosedale)**

**Members of the Public in Attendance: 68**

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 the two 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 12<sup>th</sup>, 2013)
- Working Group Meeting #7 (January 16<sup>th</sup>, 2013)

d) **Public Meeting #4 (January 28<sup>th</sup>, 2014, W.H. Ballard)**

**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. 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 30<sup>th</sup>, 2013)



The final Working Group Meeting #8 on January 30<sup>th</sup>, 2014 was held after the public meeting to review community input from Public Meeting #4 to finalize the ARC option and report. Detailed minutes of all of the public meetings and working group meetings were recorded, made available to the public via the Board's website and are attached as appendices to this report.

## **2.4 Resources Available to the Accommodation Review Committee**

Throughout the entire process ARC members relied on a number of resources and data to assist them in developing and 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.

### **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 Parkdale Elementary school in June 2014 and the relocation of those students to W.H. Ballard Elementary School beginning in September 2014. The option also proposed the closure of Rosedale Elementary school in June 2014 and the relocation of those students to Viscount Montgomery Elementary School beginning in September 2014. Lastly, the option proposes the closure of Roxborough Park & Woodward Elementary schools in June 2014 and the relocation of those students to Hillcrest Elementary School beginning in September 2014 (Appendix M.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.).

### **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 W.2). All public meeting notices included the date, time, location, purpose, contact name and number. Child minding (at public meeting) and bus tickets were available to the public upon request. In addition to the strategies already listed there were also auto phone messages sent out before each public meetings.

## **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**

The East Hamilton City 1 Accommodation Review Committee is recommending two Options for the Board of Trustees' to consider. In this option, the Committee is recommending the closure of Parkdale, Rosedale, Roxborough Park, Viscount Montgomery, and Woodward in June of 2016. A portion of Parkdale and Roxborough Park students, and all of Woodward students would be consolidated into Hillcrest in September 2016. A New School on the Viscount Montgomery site receives Rosedale students and a portion of Parkdale and Roxborough Park students in September 2016. WH Ballard

receives a portion of Parkdale students in September 2016. A boundary map depicting this Option is shown in Map #2 on page 12.

<b>Option</b>
Close Parkdale, Rosedale, Roxborough Park, Viscount Montgomery, and Woodward schools
Remaining <u>Open</u> : Hillcrest, NEW Viscount Montgomery, and WH Ballard schools
<b>Considerations:</b>
Boundary changes
New 550 pupil place school on the Viscount Montgomery site

The Committee is also submitting the following Option – we are recommending the closure of Parkdale and Roxborough Park in June of 2015. A portion of Parkdale and Roxborough Park would be consolidated into Hillcrest in September 2015. Rosedale receives a portion of Viscount Montgomery students in September 2015. Woodward receives a portion of Hillcrest students in September 2015. Viscount Montgomery receives a portion of Roxborough Park students in September 2015, and WH Ballard receives a portion of Parkdale students in September 2015. A boundary map depicting this Option is shown in Map #3 on page 13.

<b>Option</b>
Close Parkdale and Roxborough Park schools
Remaining <u>Open</u> : Hillcrest, Rosedale, Viscount Montgomery, WH Ballard, and Woodward schools
<b>Considerations:</b>
Boundary changes

### 3.1 Option Utilizations

**Option Facility Utilization:** As of October 31<sup>st</sup> 2012 the enrolment for all seven schools was 2080 which equate to an overall utilization 67% (Table 1). Combined there are 1030 excess pupil places between the seven schools. By consolidating four school populations into the schools remaining open and implementing boundary and program changes, the remaining schools would have 210 excess pupil places and increase utilization to 93% in 2016. In 2022 the projected enrolments would decrease to 1710, indicating an excess of pupil places of 376 and a utilization of 82%.

School	OTG	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Hillcrest	696	483	473	458	415	699	682	672	653	633	619	617
		70%	68%	66%	60%	100%	98%	97%	94%	91%	89%	89%
Parkdale	291	175	179	182	186	0	0	0	0	0	0	0
		60%	62%	63%	64%	0%	0%	0%	0%	0%	0%	0%
Rosedale	236	149	147	145	130	0	0	0	0	0	0	0
		63%	62%	61%	55%	0%	0%	0%	0%	0%	0%	0%

<b>Roxborough Park</b>	371	220	207	198	193	0	0	0	0	0	0	0
		59%	56%	53%	52%	0%	0%	0%	0%	0%	0%	0%
<b>Viscount Montgomery</b>	475	345	328	323	328	554	539	535	518	526	528	524
		74%	70%	68%	69%	101%	98%	97%	94%	96%	96%	95%
<b>W.H. Ballard</b>	840	577	550	541	519	622	622	614	601	595	579	569
		69%	66%	64%	62%	74%	74%	73%	72%	71%	69%	68%
<b>Woodward</b>	201	131	131	132	132	0	0	0	0	0	0	0
		65%	65%	66%	66%	0%	0%	0%	0%	0%	0%	0%
<b>Total</b>	3,110	2,080	2,015	1,979	1,902	1,876	1,843	1,822	1,772	1,754	1,725	1,710
		67%	65%	64%	61%	93%	92%	87%	85%	84%	83%	82%

New Capacity 2016: 2,086

Table 1: Facility Utilization

**Option Facility Utilization:** Table 2 on the next page also shows that, as of October 31<sup>st</sup> 2012, the enrolment for all seven schools was 2080 which equate to an overall utilization 67%. Combined there are 1030 excess pupil places between the seven schools. By consolidating two school populations into the schools remaining open and implementing boundary changes, the remaining schools would have 546 excess pupil places and increase utilization to 78% in 2015. In 2022 the projected enrolments would decrease to 1710, indicating an excess of pupil places of 738 and a utilization of 70%.

School	OTG	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Hillcrest</b>	696	483	473	458	571	554	538	530	511	491	478	476
		70%	68%	66%	82%	80%	77%	76%	73%	71%	69%	68%
<b>Parkdale</b>	291	175	179	182	0	0	0	0	0	0	0	0
		60%	62%	63%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Rosedale</b>	236	149	147	145	173	160	158	159	157	160	160	159
		63%	62%	61%	73%	68%	67%	67%	67%	68%	68%	68%
<b>Roxborough Park</b>	371	220	207	198	0	0	0	0	0	0	0	0
		59%	56%	53%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Viscount Montgomery</b>	475	345	328	323	380	394	381	376	361	366	368	364
		74%	70%	68%	80%	83%	80%	79%	76%	77%	77%	77%
<b>W.H. Ballard</b>	840	577	550	541	630	622	622	614	601	595	579	569
		69%	66%	64%	75%	74%	74%	73%	72%	71%	69%	68%
<b>Woodward</b>	201	131	131	132	148	146	144	143	142	142	141	141
		65%	65%	66%	74%	72%	71%	71%	71%	70%	70%	70%
<b>Total</b>	3,110	2,080	2,015	1,979	1,902	1,876	1,843	1,822	1,772	1,754	1,725	1,710
		67%	65%	64%	78%	77%	75%	74%	72%	72%	70%	70%

New Capacity 2015: 2,448

Table 2: Facility Utilization

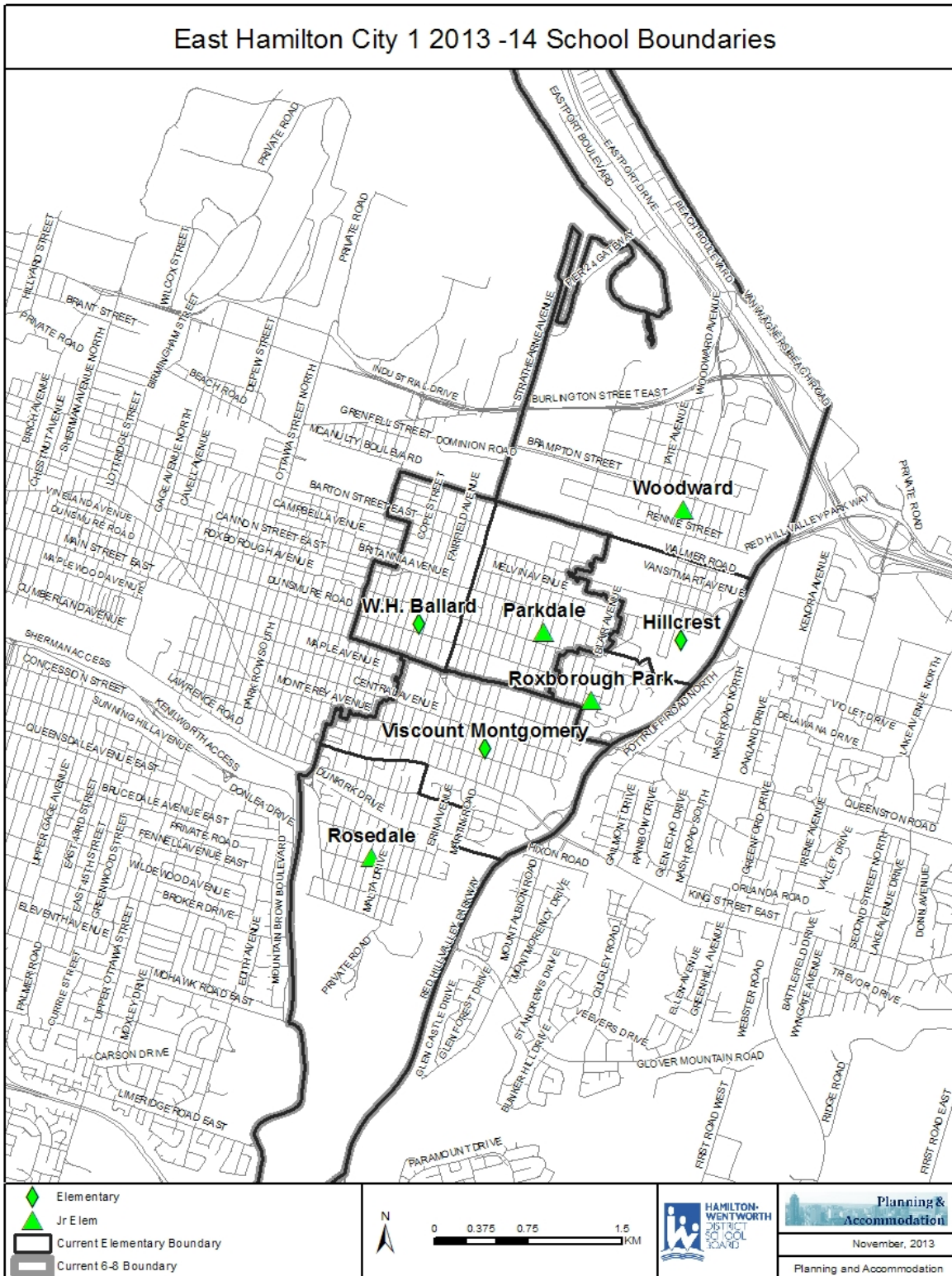
### **For Trustee Consideration**

The Committee wishes that the Trustees consider a boundary review prior to completing the East Hamilton City 1 Accommodation Review as we, the committee, feel there is the potential to balance enrolments further with certain schools outside this accommodation review. The geography in question is loosely defined as sections east of Kenilworth Avenue North. The schools areas are AM Cunningham and Queen Mary. For this, we ask your consideration.

The committee also requests the formation of a Transition Committee made up of parents, staff, and Board administration to act in an advisory role to Board staff regarding the implementation of any changes directed by the Trustees pursuant to this Accommodation Review.

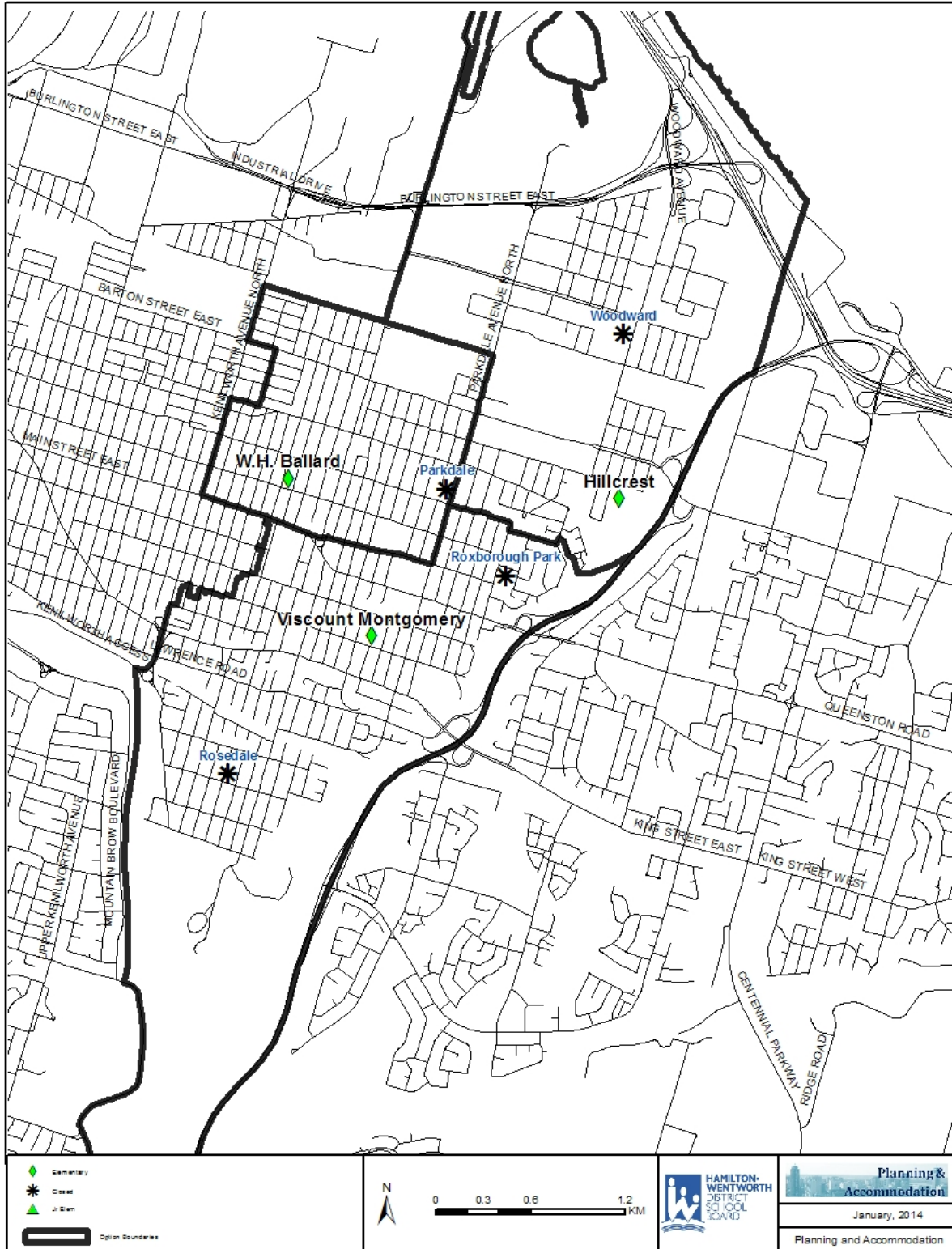
Thank You

Map #1: Current Boundaries

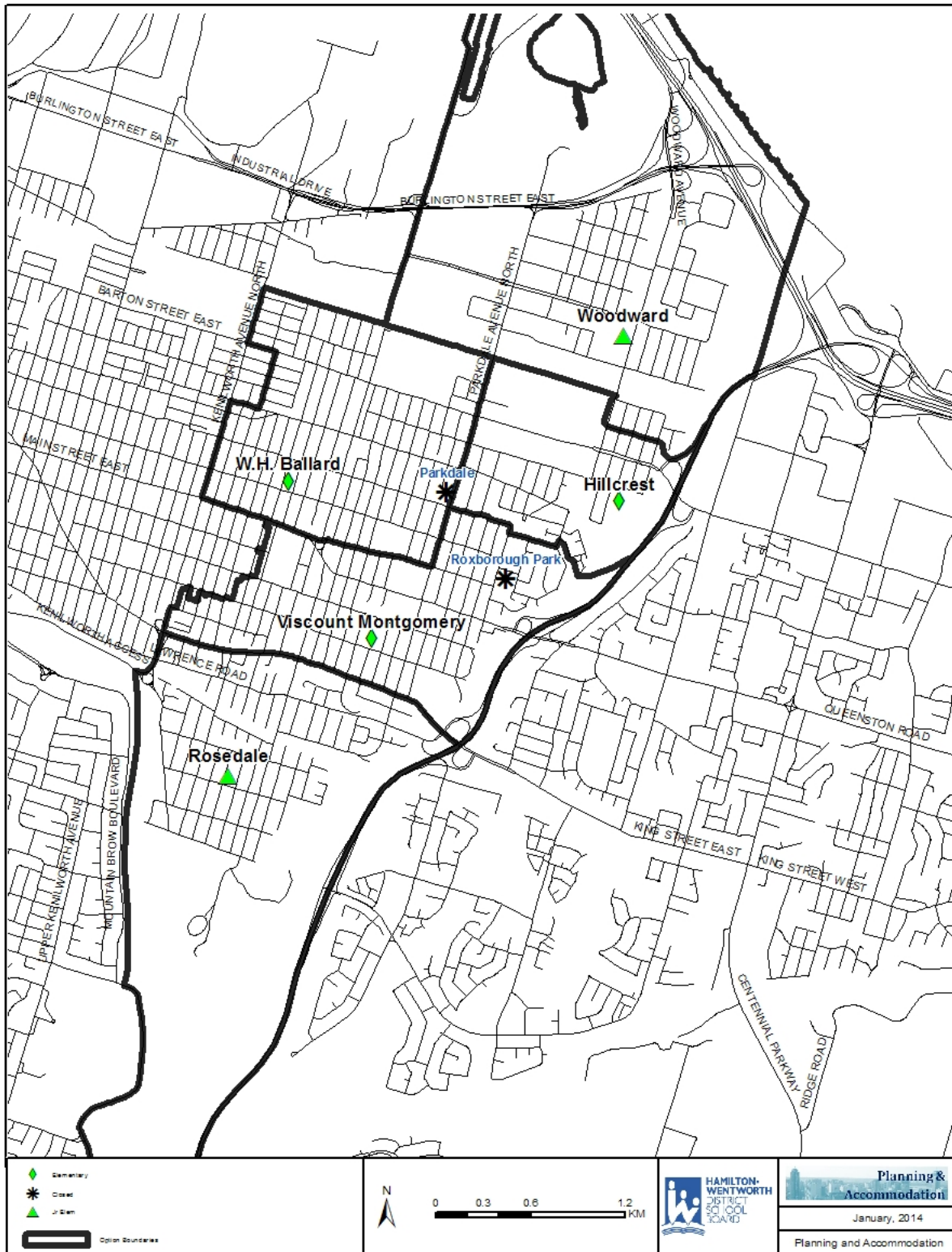




Map #2: Arc Recommended Option – Four School Consolidation



Map #3: Arc Recommended Option – Two School Consolidation





### 3.2 Accommodation Review Committee Rationale

The committee is recommending these closures for several reasons. We recognize enrolment is low and schools are underutilized. In the Option recommending a new 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 collaboration spaces, science rooms, art rooms, music rooms, library, computer rooms, resource spaces to be established. Schools consolidating (not into a new school) would increase enrolment thereby increasing extracurricular activities and students resources. Consolidation will also reduce the number of school transitions. The Committee's rationale also included:

- **Transportation:** Both the committee, and the communities they represent, are concerned about putting young students on buses and/or having them walk fairly long distances to school with, in some cases, busy streets to cross. With respect to the option that includes a new school these concerns remain. With regards to the option that closes two schools, the effects are somewhat ameliorated by keeping open the schools (Rosedale and Woodward) whose students would have the longest walks or need buses otherwise.
- **Community:** Community 'feel/spirit', neighbourhood schools, How will change effect communities. Many Committee members were concerned that at present there is a sense of community at the smaller schools that will be lost with their closing.
- **Accessibility:** Accessibility at all schools (washrooms/second floors)
- **Operations:** Scheduled day, timelines (2015), staff impacts. Committee members were concerned that in the staff option proposal, school closures take place in 2014, and this was too quick and would not give families or schools the time to prepare for the impact of moving all these students into new buildings.
- **Class sizes:** impact on class sizes?
- **School size:** Many committee members, and the community at large, felt that smaller schools were developmentally more appropriate for younger children.

Other key points for consideration -

- **Effective date for implementation for New Viscount Montgomery option:** September 2016 or beyond
  - All East Hamilton City 1 students remain at their current schools until construction is complete
- No portables added to any schools
- Walking distances and safety
- Facility conditions (current and 10 year needs)
- Build new school on Viscount Montgomery property
- Review Parkdale boundaries
- Consideration of current (2013-14) enrolment with FDK consideration

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

**a) Facility Utilization:** Examined 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 has explored programing 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. Amalgamated schools mean 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, larger schools can often offer 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. All students who qualify for bussing would be eligible as per the current Transportation Policy. The Committee Option indicating a new school for the Viscount Montgomery site, would increase eligible ridership by an estimated 300 students. This equates to an estimated two additional bus runs. The estimated cost impact would be \$231,000. The impacts of the remaining Option to close Parkdale and Roxborough Park will have minimal effects. Estimates and assumptions provided by the Hamilton-Wentworth Student Transportation Services. Consolidation of schools, dependent on the options provided, would reduce the number of destination schools from either seven to three, or from seven to five. This is expected to result in efficiencies.
- 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 East Hamilton City 1 Accommodation Review area.
- g) Equity:** In accordance with the Integration Accessibility Standards Regulation to create a barrier free and accessible Ontario, all HWDSB schools must be accessible by 2025. For those schools remaining open in the Options identified, Rosedale is the only school needing to address accessibility – there is no ramp accessibility to the school's stage. 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. All students will also continue to have the same access to program, extracurricular and learning resources.

### 3.3 Financial Impact

The East Hamilton City 1 ARC weighted through 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 considered. 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 T.5.

Table 3 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 Options (2)

A	New School Construction/Additions/FDK	Status Quo	HWDSB Staff Option	ARC Option	ARC Option
	New School Construction	\$0	\$0	\$10,000,000	\$0
	Full Day Kindergarten	\$235,000	\$1,175,000	\$705,000	\$705,000
	Additions	\$0	\$100,000	\$400,000	\$0
	<b>Projected Total</b>	<b>\$235,000</b>	<b>\$1,275,000</b>	<b>\$11,105,000</b>	<b>\$705,000</b>
Ministry Funding (1)		Status Quo	HWDSB Staff Option	ARC Option	ARC Option
Potential Capital Funding - Pending Ministry Approval		\$0	\$100,000	\$10,400,000	\$0
Approved Full Day Kindergarten		\$235,000	\$1,175,000	\$705,000	\$705,000
<b>Projected Total</b>		<b>\$235,000</b>	<b>\$1,275,000</b>	<b>\$11,105,000</b>	<b>\$705,000</b>

Table 3: Construction/Additions/FDK

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 Options. Minimal construction occurs in a Status Quo scenario as some schools have implemented FDK, and others have the necessary number of kindergarten rooms or excess space to accommodate new students. In the Staff Option, there are estimated kindergarten and classroom additions totaling \$1.2m. The estimated cost of building a new 550 pupil place school is \$10m as captured which is the consolidation of Rosedale, a portion of Roxborough Park, and Viscount Montgomery. The estimated cost of the consolidation of Parkdale and Roxborough Park into neighbouring schools is \$705k. Over the past few years HWDSB has been allocated funding from the Ministry of Education to implement the FDK program. There is FDK funding for remaining Year 5 projects within this Planning Area (Hillcrest, Rosedale, Viscount Montgomery, WH Ballard, and Woodward) and they are captured in the Status Quo column. Parkdale and Roxborough Park already have FDK. Hillcrest, and Viscount Montgomery would require minimal funds to implement FDK as these schools already have the required number of kindergarten rooms for the number of projected students. This reflects the Status Quo column. WH Ballard would require FDK construction which reflects the \$235k costs. The Staff Option (PM#1) and the remaining two ARC Options have accounted for required FDK construction dependent of the enrolment of the schools remaining open.

Table 4 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. As for renewal need, they 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 represents an 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</b>	<b>ARC Option</b>
	Projected Total	\$3,075,000	\$975,000	\$300,000	\$2,025,000
	<b>Renewal Costs-High and Urgent 1-5 years (3)</b>	<b>Status Quo</b>	<b>HWDSB Staff Option</b>	<b>ARC Option</b>	<b>ARC Option</b>
	Projected Total	\$9,445,165	\$4,720,048	\$2,899,492	\$5,911,741
	<b>Remaining Renewal Costs-Not High and Urgent 6+ years (4)</b>	<b>Status Quo</b>	<b>HWDSB Staff Option</b>	<b>ARC Option</b>	<b>ARC Option</b>
	Projected Total	\$27,625,549	\$14,818,063	\$9,242,865	\$20,212,874
	<b>Total Estimated Renewal Costs</b>	<b>\$40,145,714</b>	<b>\$20,513,111</b>	<b>\$12,442,357</b>	<b>\$28,149,615</b>
	<b>Less the Proceeds of Disposition (5)</b>	<b>Status Quo</b>	<b>HWDSB Staff Option</b>	<b>ARC Option</b>	<b>ARC Option</b>
	Projected Total	\$0	\$6,810,000	\$6,810,000	\$3,600,000
	<b>Balance to Fund</b>	<b>\$39,910,714</b>	<b>\$12,628,111</b>	<b>\$15,327,357</b>	<b>\$23,844,615</b>

Table 4: Funding Analysis

Currently (Status Quo) there is an estimated \$40 million in renewal needs for all seven schools combined. Renewal includes the replacement and upgrading school components (mechanical, structural, electrical etc.) that have reached, or will be reaching, their identified life cycle. In the Option where a new school build is identified, which includes the closure of Parkdale, Rosedale, Roxborough Park, Viscount Montgomery, and Woodward, all these school's renewal needs no longer exist leaving the 'Balance to Fund' to be calculated as follows - the cost of a new school \$10m, plus the renewal needs of the schools remaining open (Hillcrest, and WH Ballard), minus estimated proceeds of disposition (\$6.8) for a total of \$15m. In the Committee's other Option, which is the closure of Parkdale and Roxborough Park, their renewal needs no longer exist leaving the 'Balance to Fund' at \$24m.

Table 4 identifies a funding comparison that can be summarized as a reduction in deferred maintenance. Using this, it can be said that the Option involving a new 550 pupil place school equaling \$15m provides a new school and eliminates \$28m in current deferred maintenance. For the other Option the total is \$12m. This eliminates the deferred maintenance for Parkdale and Roxborough Park.

Estimated annual administration and operational savings can be seen in Table 5. 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</b>	<b>ARC Option</b>
	Less New Build	\$0		\$272,296	\$0
	Projected Yearly Administration Savings	\$0	\$723,232	\$723,232	\$542,166
	<b>Operational Savings (7)</b>	<b>Status Quo</b>	<b>HWDSB Staff Option</b>	<b>ARC Option</b>	<b>ARC Option</b>
	Less New Build	\$0		\$360,279	\$0
	Projected Yearly Operational Savings	\$0	\$840,455	\$840,455	\$526,385

Table 5: Additional Savings

#### 4. Summary

In June 2013, Trustees of the Hamilton-Wentworth District School Board initiated an Accommodation Review process which included Hillcrest, Parkdale, Rosedale, Roxborough Park, Viscount Montgomery, W.H. Ballard, and Woodward. The Accommodation Review was initiated by Trustees to address the long-term viability of these schools.

In recent years, enrolment at these schools has steadily declined. 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 7 schools within the East Hamilton City 1 planning area. Over the course of eight (8) Working Group Meetings, four (4) Public Meetings, school tours, community input through email, voicemail and public meetings, as well as countless hours spent reviewing background information the Committee developed a total of two accommodation options. They are as described above and are being submitted 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 Hillcrest 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
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### G Parkdale Overview (G.1-8 same as F.1-8)

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

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

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**J Viscount Montgomery Overview** (J.1-8 same as F.1-8)

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**K W. H. Ballard Overview** (K.1-8 same as F.1-8)

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**L Woodward Overview** (L.1-8 same as F.1-8)

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**M Staff Accommodation Review Recommendation**

M.1 Recommendation

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**N Accommodation Review Committee Meeting #1 - October 03, 2013**

N.1 Agenda

N.2 Approved Minutes – October 03, 2013

N.3 Presentation

N.4 Administration Staff Accommodation Option

N.5 Draft Schedule

N.6 Sign in Sheet for Working Group Meeting #1

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**O Accommodation Review Committee Meeting #2 - October 17, 2013**

O.1 Agenda

O.2 Approved Minutes – October 17, 2013

O.3 Presentation

O.4 Qualitative Analysis Presentation

O.5 Facilitator Feedback from Public Meeting # 1

O.6 Sign in Sheet for Working Group Meeting #2

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**P Accommodation Review Committee Meeting #3 - October 29, 2013**

P.1 Agenda

P.2 Approved Minutes – October 29, 2013

P.3 Presentation

P.4 School Information Profiles

P.5 Walking Distance

P.6 Sign in Sheet for Working Group Meeting #3

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**Q Accommodation Review Committee Meeting #4 - November 14, 2013**

Q.1 Agenda

Q.2 Approved Minutes – November 14, 2013

Q.3 Presentation

Q.4 Estimated Transportation Cost Impacts - Staff Recommendation

Q.5 Program Compliment and School Size Information

Q.6 Current and 10 Year Renewal Needs

Q.7 5 Year Capital Expenditures

Q.8 Raw Data from Public Meeting # 2

Q.9 Walking Distance Boundary Maps

Q.10 Sign in Sheet for Working Group Meeting #4

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**R Accommodation Review Committee Meeting #5 - November 28, 2013**

- R.1 Agenda
- R.2 Approved Minutes – November 28, 2013
- R.3 Presentation
- R.4 Accommodation Review Committee Options
- R.5 Correspondence - Consultation Document
- R.6 Sign in Sheet for Working Group Meeting #5

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**S Accommodation Review Committee Meeting #6 - December 12, 2013**

- S.1 Agenda
- S.2 Approved Minutes – December 12, 2013
- S.3 Presentation
- S.4 High Level Costing Analysis
- S.5 Feedback - Public Meeting # 3
- S.6 Correspondence
- S.7 Sign in Sheet for Working Group Meeting #6

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**T Accommodation Review Committee Meeting #7 - January 16, 2014**

- T.1 Agenda
- T.2 Approved Minutes – January 16, 2014
- T.3 Presentation
- T.4 Revised Options
- T.5 Financial Summary
- T.6 Committee Member Presentation - Information Summary
- T.7 Sign in Sheet for Working Group Meeting #7

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**U Accommodation Review Committee Meeting #8 - January 30, 2014**

- U.1 Agenda
  - U.2 Approved Minutes – January 30, 2014
  - U.3 Presentation
  - U.4 Feedback - Public Meeting # 3
  - U.5 Correspondence
  - U.6 Sign in Sheet for Working Group Meeting #8
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## **V Public Meetings**

### **V.1 Public Meeting #1 - October 10, 2013**

- a. Agenda
- b. Approved Minutes Public Meeting #1
- c. Presentation
- d. Administration Staff Accommodation Option
- e. Sign in Sheet for Public Meeting #1

### **V.2 Public Meeting #2 - November 07, 2014**

- a. Agenda
- b. Approved Minutes Public Meeting #2
- c. Presentation
- d. School Information Profiles
- e. Sign in Sheet for Public Meeting #2

### **V.3 Public Meeting #3 - December 05, 2013**

- a. Agenda
- b. Approved Minutes Public Meeting #3
- c. Presentation
- d. Sign in Sheet for Public Meeting #3

### **V.4 Public Meeting #4 - January 28, 2014**

- a. Agenda
- b. Approved Minutes Public Meeting #4
- c. Presentation
- d. Draft ARC Report
- e. Sign in Sheet for Public Meeting #4

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## **W Media and Correspondence**

### **W.1 Correspondence**

- a. Correspondence – Letter from Tim Simmons, Chair of the Board
- b. Correspondence – Letter from Susan Pretula, ARC member
- c. Woodward Petition
- d. Rosedale Petition

### **W.2 Media**

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

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## **X Final Report to Board**

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