# West Galt

## Elementary Schools Pupil Accommodation Review

## Accommodation Review Committee (ARC)

## Meeting #1

September 27, 2011

Highland P.S. Library

5:00 – 6:30 pm

Waterloo Region District School Board

# Agenda

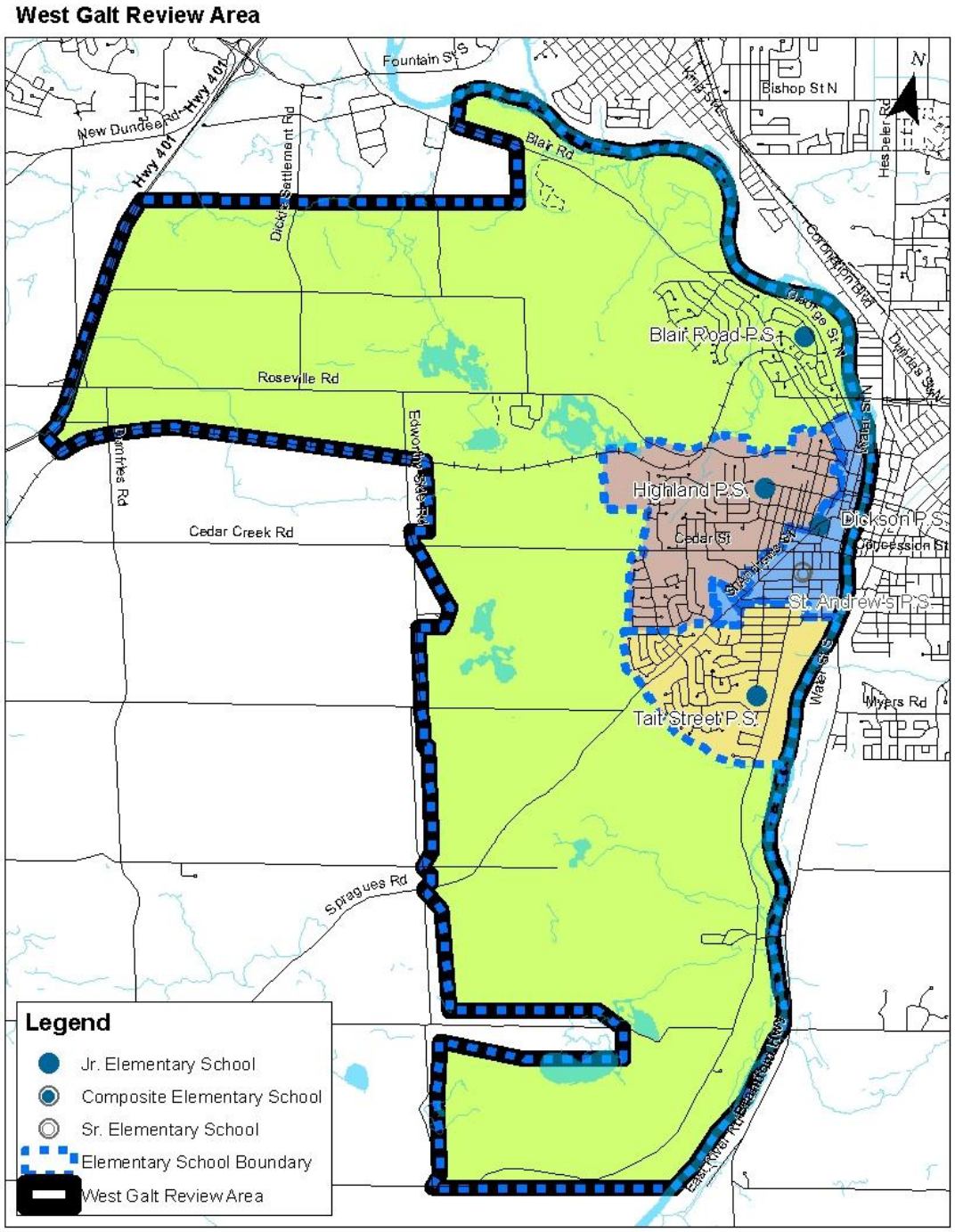
1. Welcome/Introductions
2. Explanation of Accommodation Review Process/Background
3. Role of the Accommodation Review Committee (ARC)/Terms of Reference
4. Discussion of Issues/Setting of Review Objectives
5. Explanation of School Information Profiles
6. Roundtable
7. Future Meeting Dates/Times

# What is a Pupil Accommodation Review?

- a formal public process that ensures a decision taken by a school board regarding the potential future of a school (closure or consolidation) has the full involvement of an informed local community
- a process based on a broad range of criteria regarding the quality of the learning experience for students

# Why conduct an Accommodation Review?

- The potential exists within an area under the jurisdiction of the Board to accommodate existing and projected students in fewer educational facilities;
- Due to declining enrolment, a school or group of schools is unable, or projected to be unable to:
  - Provide a suitable and equitable range of learning opportunities for students;
  - Under normal staffing allocations, organize with combined classes of no more than two grades;
- **Reorganization involving the school or group of schools could enhance program and learning opportunities for students;**
- **Teaching and learning spaces and the site are not suitable to provide the programs and accessibility needed to serve the community, and retrofitting and/or enlarging the facility may be cost prohibitive;**
- One or more of the schools is experiencing higher building maintenance expenses than average for the system and/or is in need of major capital improvements;
- The Board has received a formal request from a school community or communities requesting a review of their pupil accommodation facilities




# West Galt Review Area

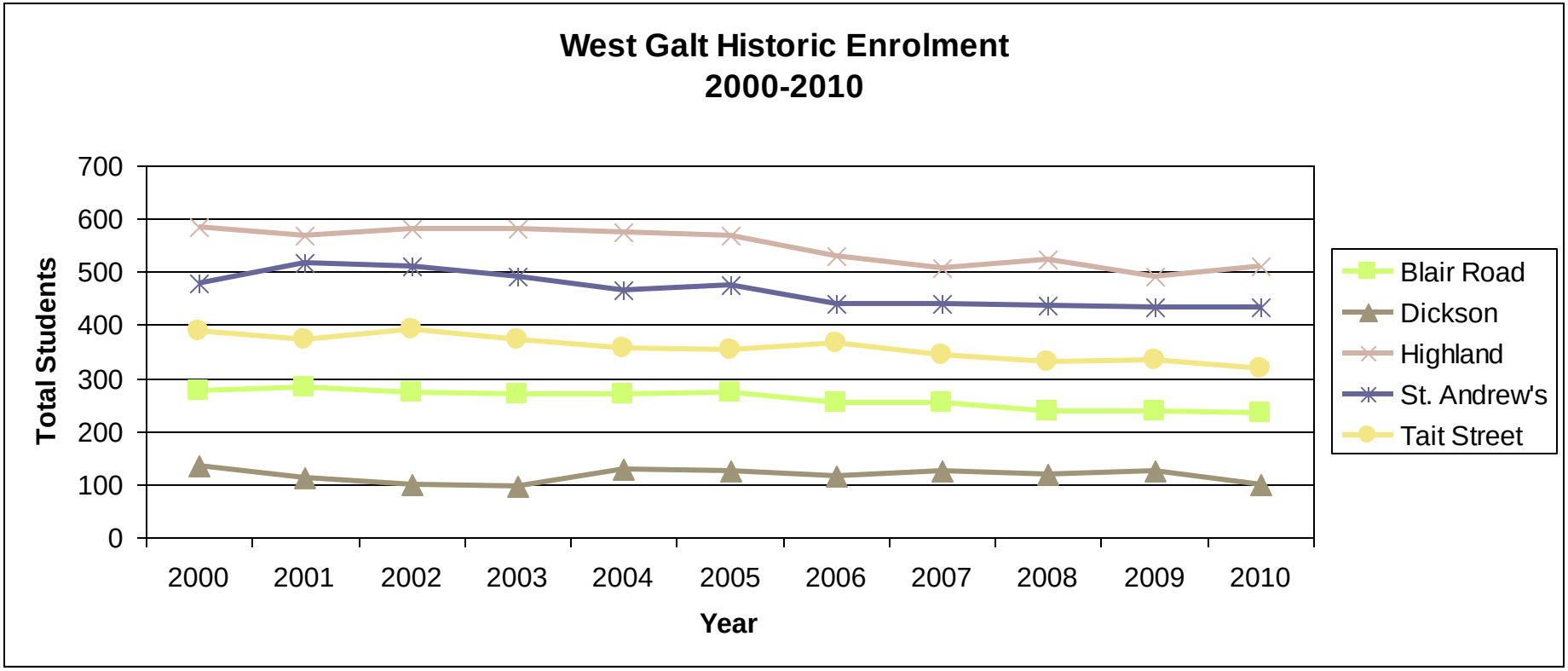
- Blair Road PS (JK-6)
- Dickson PS (JK-5)
- Highland PS (JK-5)
- St. Andrew's PS (6-8)
- Tait Street PS (JK-6)

# Current Enrolment and Capacity

| School | OTG Capacity | JK | SK | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | FTE | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Blair Road PS | 279 | 32 | 31 | 31 | 27 | 21 | 28 | 29 | 42 | | | 209.5 | 241 |
| Dickson PS | 161 | 17 | 18 | 17 | 17 | 12 | 14 | 19 | | | | 114 | 114 |
| Highland PS | 348 | 84 | 70 | 77 | 80 | 80 | 68 | 75 | | | | 457 | 534 |
| St. Andrew's PS | 424 | | | | | | | | 98 | 184 | 169 | 451 | 451 |
| Tait Street PS | 348 | 36 | 37 | 43 | 25 | 47 | 36 | 47 | 37 | | | 271.5 | 308 |
| **TOTAL** | **1560** | **169** | **156** | **168** | **149** | **160** | **146** | **170** | **177** | **184** | **169** | **1503** | 1648 |

| Facilities | | | | | Program | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **School** | **OTG Capacity** | **Portables** | **Year built** | **Site Size** | **JK-5** | **JK-6** | **6-8** | **FI** | **SpecEd** | **FDK** |
| Blair Road PS | 279 | 0 | 1963 | 5.90 | | | | | | |
| Dickson PS | 161 | 0 | 1877 | 0.96 | | | | | | |
| Highland PS | 348 | 7 | 1950 | 6.83 | | | | | | |
| St. Andrew's PS | 424 | 4 | 1913 | 4.03 | | | | | | |
| Tait Street PS | 348 | 0 | 1958 | 4.66 | | | | | | |
| **TOTAL** | **1560** | **11** | | | **2** | **2** | **1** | **2** | **1** | **1** |

# Historic Enrolment



# Why an Accommodation Review in West Galt?

The Board is conducting an accommodation review in West Galt because of:

- Small school organizations
- Facility condition
- Grade configurations
- New development
- Accommodation of Full Day Kindergarten (FDK)

# What is the purpose of an ARC?

- To conduct an accommodation review of a particular school or schools within a given planning area of the Board (e.g. West Galt Review Area)

- To advise and provide recommendations that will inform the final decision made by the Board of Trustees on whether a school or schools should be either closed or consolidated

# ARC Membership

## The ARC consists of:

- Up to 2 parents from each school
- The principal from each school
  - Jodie Hancox-Meyer, Blair Road PS
  - Barry Frame – Dickson PS
  - Wendy Bowker – Highland PS
  - Karen Tomlin – St. Andrews PS
  - Marcia Lubert – Tait Street PS
- The review area Superintendent of Education
  - Lila Read
- WRDSB Facilities/Planning Staff
  - Lauren Manske, Senior Planner
  - Nathan Hercanuck, Senior Planner
  - Vacant, Manager of Planning
  - Andrea Kean, recording secretary
  - Ron Dallan, Manager of Capital Projects
- Review area municipal representation
  - City of Cambridge Planning
- Up to 2 community representatives

# Terms of Reference - Voting/Non-Voting Members

## Voting Members:

- Parents
- Community representative(s)
- Municipal representative(s)

## Non-Voting Members:

- Planning/Facilities Staff
- Superintendent(s)
- Principal(s)
- Other Board staff representative(s)

Decisions will be determined by consensus whenever possible; however, when a consensus cannot be reached, a majority vote will consist of 50 per cent plus 1 of the voting members present at the meeting the day the vote is held. A vote cannot be held without a quorum. A quorum consists of 50% of the voting members of the committee.

# Terms of Reference - Role of the ARC

## The ARC is responsible for:

- Review Objectives
- School Information Profiles
- Accommodation Options (Scenarios)
- Accommodation Report and Recommendations
- Public Information and Access
- Community Consultation and Public Meetings

# Terms of Reference - ARC Meeting Procedures

- The ARC shall meet at an agreed upon schedule and location
- ARC meetings are not public meetings. Non-members may attend meetings provided they are invited by the ARC
- Minutes and secretarial support for the ARC will be provided by the Board's Planning Department
- An agenda for ARC meetings will be prepared by the Board's Planning Department and sent to ARC members prior to each meeting
- The agendas, minutes and presentations from each ARC meeting will be posted on the Board's website, and available in hardcopy in the main office of each of the schools in the review area.

# Reference Criteria

## Where possible, accommodation options should take into consideration:

- **Transportation**
  - Maximize the number of students within school boundary who are within walking distance, minimizing the need for transportation and annual operating costs
  - Refer to Board Policy 4009 – Student Transportation
  - Refer to the WRDSB Active Transportation Charter
- **New facilities/Site Selection**
  - Where new construction is proposed, refer to the Board's site selection criteria (revised draft May 1, 2008) for elementary school site size, frontages, shape, location, topography and services, and other preferences
- **Safe and secure learning environments**
  - Ensure all facilities provide a safe and secure learning environment for all students and staff (refer to Board Policy 6000)
- **Grade Configuration**
  - When the opportunity arises, JK-8 is preferred over JK-6 and congregated 7/8 program; however, the Board currently operates schools JK-5, JK-6, JK-8, 6-8, and 7-8
  - Refer to Board Policy 3002 – Elementary School Size and Configuration
- **Equity and accessibility**
  - Maximize the number of facilities that adequately meet student and community needs for accessibility
  - Consider the equity of facilities, site, size and program standards
  - Refer to Board Policy 1008 – Equity and Inclusion
- **Permanent accommodation**
  - Minimize the number of students in portables or temporary structures
- **School utilization**
  - Maximize the use of the existing facilities
  - Refer to Board Policy 1011 – Facility Partnerships
- **Program offerings**
  - Consider the Board's Procedures 1000 and 1040 regarding Partial French Immersion
  - Maximize the equity of program offerings (i.e. Special Education, Instrumental Music, French Immersion, etc.)
  - Minimize the number of combined grades at a school (Refer to Board Policy 3002 – Elementary School Size and Configuration)
- **Program changes/considerations**
  - Maintain Ministry's target for Primary Class Sizes (PCS)
  - Consideration for the impact implementation of Full Day Kindergarten (FDK) will have on the facilities

# Accommodation Review Objectives

- Generic statements describing the desired goals of the Accommodation Review
- Derived from the issues brought up by members of the ARC and general public and the Accommodation Review Reference Criteria

## Examples of objectives from previous Reviews

- Review current elementary schools organization
- Address community schools/transportation that is within reasonable travel time, distance and cost
- Establish mid to long-term boundaries and viability of all schools involved in the study area
- Support optimal use of facilities, capital and operating resources

# Accommodation Review Scenarios

- Options created to address issues and objectives raised and developed by the ARC and the general public as well as the Accommodation Review Reference Criteria.

- The Accommodation Scenarios can include:
  - Boundary changes between facilities in the review area
  - Program changes at facilities within the review area
  - New construction (renovations, additions, whole new facilities)
  - School closure/consolidation
  - Maintaining the Status quo (doing nothing)
  - Any combination of the above

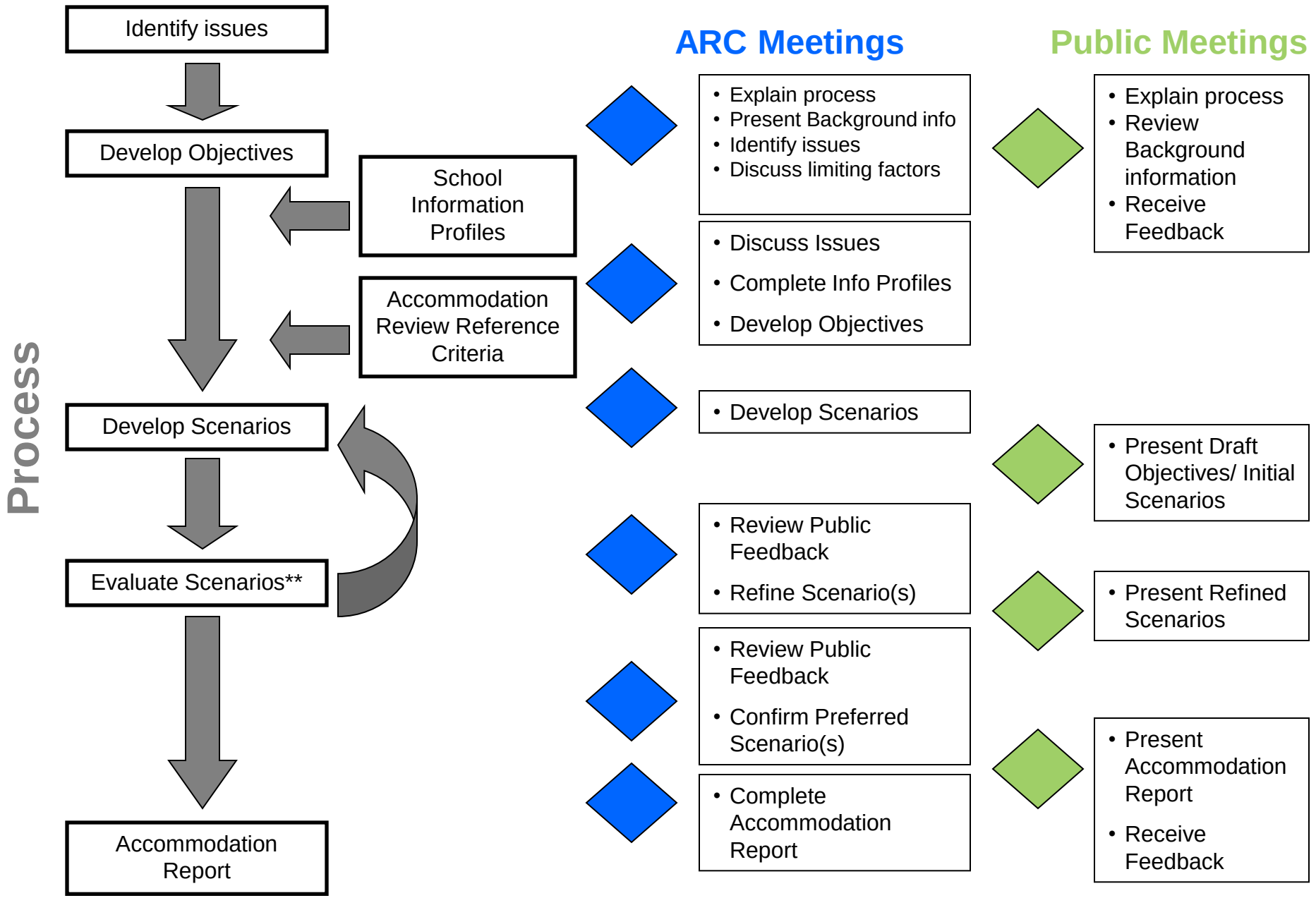
# Accommodation Report and Recommendations

- ARCs must complete an Accommodation Report for each school reviewed, using the customized School Information Profiles, that will make recommendations regarding the future of the schools being considered and submit the report to the school board administration
- The needs of all students within the West Galt review area are to be considered
- ARCs must share the Accommodation Report, in plain language, with the community at a public meeting

# Community Consultation and Public Meetings

- Consultations must be based on the customized School Information Profiles in order to elicit input from the various perspectives around the value of the school
- The ARC must seek input and community feedback on options for accommodating students who would be affected by a school closure
- At a minimum, ARCs are required to hold **four public meetings** to consult and to present the Accommodation Report and recommendations
- Minutes reflecting the full range of opinions expressed at the meetings are to be kept, and made publicly available

# The Accommodation Report (Getting There)




**Scenario development and evaluation may go through multiple iterations as scenarios are evaluated , and new ideas result from the evaluation.

# School Information Profiles

Waterloo Region District School Board

## School Information Profile

Date: January/2010
Month/Year

| SCHOOL PROFILE | | |
|---|---|---|
| School: Franklin Public School | | |
| Address: 371 Franklin Street North, Kitchener, ON N2A 1Y9 | | |
| Grade Configuration | | JK-6 |
| Age of Facility | | 47 years |
| Site Size | 6.3 ac | 2.549 ha |
| Building Size – GFA | 43645 sq ft | 4054.75 m² |
| School Capacity (building only, Ministry recognized) | | 582 |
| School Capacity (building and porta-pak) | | 582 |
| Number of portables | | 6 |
| Current enrolment (Total/FTE) | | 608/545 |
| Utilization (% Accommodation) | | 94% |
| Historic FTE Enrolment (past 5 years) Based on October 31 Enrolment | Year: 2008 | Enrolment: 541.5 |
| | Year: 2007 | Enrolment: 527.5 |
| | Year: 2006 | Enrolment: 553.5 |
| | Year: 2005 | Enrolment: 564.5 |
| | Year: 2004 | Enrolment: 545.5 |
| Enrolment FTE Projection (next 5 years) | Year: 2010 | Enrolment: 555 |
| | Year: 2011 | Enrolment: 540 |
| | Year: 2012 | Enrolment: 550 |
| | Year: 2013 | Enrolment: 543 |
| | Year: 2014 | Enrolment: 532 |
| Feeder Schools: | | Grades: |
| | | |
| | | |
| | | |
| | | |
| | | |
| Number of Out of Boundary Students | | 132 |
| Number of Split Grades | | |
| Is there a French Immersion Program? | | Yes ☒ No ☐ |

Attachments: Site and Floor Plans with date of original building and any subsequent additions

The ARC may customize the Board's generic School Information Profile to the schools under review. The School Information Profile must include the four considerations:

**Section 1: Value to the Student**

**Section 2: Value to the Board**

**Section 3: Value to the Community**

**Section 4: Value to the Local Economy**

# Public Information and Access

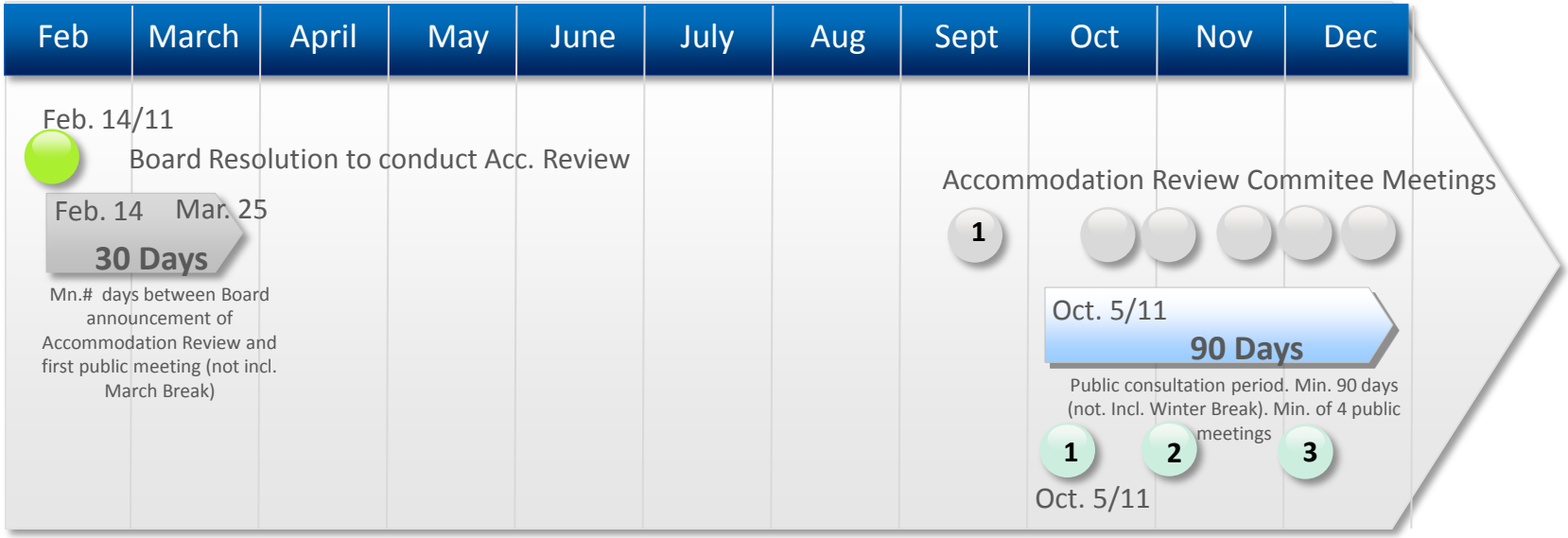
- ARCs are to ensure that all information relevant to the accommodation review is to be made public by posting it in a prominent location on the school board's website or making it available in print on request
- All information that is used to determine the value of a school must be publicly available
- Where relevant information is technical in nature, it is to be explained in plain language

# Next Steps

- Discuss Issues and develop Objectives
- Review the School Information Profile Template, modify if necessary.
- Discuss existing conditions, accommodation options, and recommendations
- Public consultation
- Prepares Accommodation Report and Recommendations

# West Galt Accommodation Review Process Minimum Timeline

## 2011




## 2012

# Future Meeting Dates

- **ARC Meetings**
  - ARC # 2:
  - ARC # 3:
- **Public Meetings**
  - Public Meeting # 1:  Wednesday October 5, 2011
- **School Tours**

# Contact Information

- Website: www.wrdsb.ca
  - » About Us > Planning Department > Accommodation Reviews > West Galt Elementary Schools
  - » Search “West Galt Review”
- E-mail: boundaryfeedback@wrdsb.on.ca
- Phone: 519-570-0003 ext. 4419