



**Woolwich & Wellesley Townships Elementary Schools
Pupil Accommodation Review
Minutes of Accommodation Review Committee Meeting #17
November 21, 2012, 6:30 – 8:00 PM
Linwood Public School Library**

The seventeenth meeting of the Woolwich & Wellesley Townships Elementary Schools Pupil Accommodation Review Committee (ARC) was held at Linwood Public School on Wednesday, November 21, 2012.

Committee Members Present:

Paul Milne, Principal St. Jacobs P.S., Vlad Kovac, Principal Floradale P.S., Geoff Suderman-Gladwell, Principal Linwood P.S., Wayne Dunham, Principal Three Bridges P.S., Elmer Horst, Parent Representative Three Bridges P.S., Susan Martin, Community Representative, John Krupicz, Parent Representative St. Jacobs P.S., Christine Shantz, Parent Representative Floradale P.S., Steve Snyder, Parent Representative Three Bridges P.S., Krista Edwards, Parent Representative Linwood P.S., Keith Trask, Parent Representative St. Jacobs P.S., Brenda Martin, Parent Representative Floradale P.S., Cindy Weber, Parent Representative Linwood P.S., Dennis Cuomo, Manager of Planning, Andrea Kean, Recording Secretary and Nathan Hercanuck, Senior Planner for the Waterloo Region District School Board.

Regrets:

Susan Marchiori, Vice Principal Linwood P.S., John Scarfone, Manager of Planning, Township of Woolwich, Sarah Peck, Planner, Township of Wellesley, Diane DeCoene, Superintendent of Education, Ron Dallan, Manager of Capital Projects, Nick Landry, Business Services Manager, and Lauren Manske, Senior Planner for the Waterloo Region District School Board.

1. Welcome:

Mr. Hercanuck, Senior Planner for the Waterloo Region District School Board opened the meeting at 6:35 pm and welcomed members of the ARC.

2. ARC Meeting #16 – Draft Minutes Approval:

Mr. Hercanuck asked the ARC if there were any errors or omissions in the draft minutes from ARC Meeting #16 (October 23, 2012).

Paul Milne requested a change to Section 5, Capital Expenditures, to revise to read that \$1 million funding has been requested for St. Jacobs PS Full-Day Kindergarten; because the money has not been received yet.

The minutes from ARC Meeting #16 approved with Principal Milne's correction.

Moved by: Steve Snyder

Seconded by: Christine Shantz

Mr. Hercanuck advised that hardcopies of the minutes will be sent out to the schools for the school binder and posted on the Board website at:
<http://www.wrdsb.ca/planning/accommodation-reviews/woolwich-and-wellesley-townships-elementary-schools>

Mr. Hercanuck led the ARC through tonight’s presentation, available online at:
<http://www.wrdsb.ca/planning/accommodation-reviews/woolwich-and-wellesley-townships-elementary-schools>

3. The Draft Accommodation Report:

Mr. Hercanuck (referring to slides 3 and 4 of tonight’s presentation) advised that there were changes to the following two items and the updated numbers are reported in the Draft Report:

1. **On-The-Ground (OTG)** capacities to reflect updated information in Ministry of Education School Facilities Inventory System (SFIS) as follows:

SCHOOL	PREVIOUS OTG	UPDATED OTG
Floradale PS	322	322
Linwood PS	519	527
St. Jacobs PS	348	351
Three Bridges PS	83	69

Mr. Hercanuck noted that the numbers have been revised to match the numbers the Ministry of Education has in their SFIS system and noted that the greatest difference in the OTG capacity is for Three Bridges PS because the downstairs is not used as a classroom and one of the classrooms on the main floor is being used as a library.

2. **Estimated Replacement Costs** (changes due to the OTG changes)

The changes to the OTG capacities have the following effects on the replacement costs for each of the area schools as follows:

SCHOOL	PREVIOUS \$ FUNDED IF BUILT NEW	UPDATED \$ FUNDED IF BUILT NEW
Floradale PS	\$6.73 M	\$6.73 M
Linwood PS	\$9.91 M	\$9.98 M
St. Jacobs PS	\$7.12 M	\$7.13 M
Three Bridges PS	\$2.36 M	\$1.61 M

Draft Accommodation Report Discussion:

Mr. Hercanuck apologized for rescheduling the ARC’s meeting #17 and advised that he did so to enable the Working Group more time to go over the Draft Accommodation Report, which was sent out to the ARC members to allow them time over the weekend to go through the document in advance of tonight’s meeting.

Mr. Hercanuck went through the recommendations (slides 5-9 of the online presentation) and asked the ARC if they would like to request any changes.

Draft Accommodation Report Recommendations:

Status Quo Scenario:

Recommendation #1: Rebuild St. Jacobs P.S.

Given the expected estimated costs at St. Jacobs P.S. over the next 10 years the WRDSB consider a rebuild of the facility (estimated at \$7.2 M), including a double gymnasium, on its existing site.

The ARC agreed to Status Quo - Recommendation #1

Recommendation #2: Construct Three Bridges P.S. Bus Lay-By.

The WRDSB complete the proposed bus lay-by at Three Bridges P.S. to improve student and community safety.

The ARC agreed to Status Quo - Recommendation #2

Scenario 10a:

Recommendation #1: Close Three Bridges P.S.

*Three Bridges P.S. be closed effective July 1, 2014; **and that***

*Students enrolled at Three Bridges P.S. during the 2013/2014 school year be given the opportunity to attend either St. Jacobs P.S. or Floradale P.S. until completion of Grade 8; **and that***

*Students enrolled in Kindergarten at St. Jacobs P.S. during the 2013/2014 school year who would otherwise attend Three Bridges P.S. upon graduation to Grade 1 be given the opportunity to attend either St. Jacobs P.S. or Floradale P.S. until completion of Grade 8; **and that***

Transportation be extended to those Three Bridges P.S. and St. Jacobs P.S. students based on transportation eligibility.

Q: Wayne Dunham asked if the wording could be revised to change “*during the 2013/14 school year*” to read “*after the 2013/14...*”

R: Mr. Hercanuck to change the wording in Scenario 10a Recommendation #1 to read “*after the 2013/14...*”

Q: Students who are not in the system will not get to choose which school they can attend?

R: That is correct.

Q: Will the Three Bridges PS students who are currently grandparented under the transportation boundary be given the choice as well?

Scenario 10a: (continued)

- R: Yes; those students will be given the option; the Board will honour its current grandparenting agreement with those families until the agreement runs its course.
- C: Elmer Horst noted that students not enrolled in the 2013/14 year will not be given the option to attend Floradale PS – this will split some families and those families may not choose to attend either St. Jacobs PS or Floradale PS.
- R: Mr. Hercanuck advised that the Board has a procedure ([Board Procedure 4260](#)) to address Transportation and Grandparenting Provisions and states that:
- *The provision of service may only be extended to pupils who are currently enrolled;*
 - *A definitive end date must be declared as of the implementation of the change.*

Mr. Hercanuck reminded the ARC that it is their Report and they can recommend that the grandparenting option be extended to the immediate family, but they should do so knowing that the Board has a procedure in place that does not allow this option and the Trustees would likely have to open up a debate on this recommendation.

Mr. Hercanuck also advised that the Staff Report (report in response to the ARC Report) will follow Board procedure and therefore will not recommend that this grandparenting option be extended to students not in the system in 2013/2014.

- C: The possibility exists for some students to initially choose to go to Floradale PS and then switch back to St. Jacobs PS when younger siblings start school.
- R: Mr. Hercanuck responded that the option would only be a *one-time, one-way* choice.

Motion:

To offer the grandparenting option to all Three Bridges PS (choice between Floradale PS and St. Jacobs PS) immediate family members, including those not currently in the school system in 2013/2014 school year)

Moved by: Elmer Horst

Seconded by: Krista Edwards

Vote: (voting members only)

5 in favour

4 not in favour

Result:

Motion Passed

Mr. Hercanuck to revise Draft Report to extend option.

The ARC agreed to Scenario 10a – Recommendation #1 with grandparenting revision noted above.

Recommendation #2: Modify the boundary between Floradale P.S. and St. Jacobs P.S.

The Floradale P.S. and St. Jacobs P.S. boundary be modified as illustrated in figure 3.

Q: John Krupicz noted that it was difficult to tell using the boundary map, if the boundary change had been made to projection area A to include the area with a pedestrian connection to St. Jacobs PS to remain there; and asked if that modification had been made.

R: Yes, that modification has been made and because it is such a minor modification it is not apparent due to the scale of the displayed map; but that area has been included in the St. Jacobs PS attendance boundary.

Q: Do we want to offer the same grandparenting of siblings option (under Scenario 10a Recommendation #3 below) to remain for 1 year; to St. Jacobs PS, Grade 7 students that will be redirected to Floradale PS?

R: Mr. Hercanuck noted that ARC had previously decided that this could be addressed through a Principal-to-Principal special request.

C: Paul Milne noted that Principal-to-Principal special request would not be able to include transportation of the students. He also noted that this situation may only apply to one family.

The ARC agreed to include the following grandparenting option to St. Jacobs PS, Grade 7 students that will be redirected to Floradale PS under the proposed boundary change.

Mr. Hercanuck to revise Scenario 10a Recommendation #2 as follows:

*The Floradale P.S. and St. Jacobs P.S. boundary be modified as illustrated in figure 3; **and that***

*Affected Grade 7 students, and their siblings, attending St. Jacobs P.S. during the 2013/2014 school year be given the opportunity to attend St. Jacobs P.S. or Floradale P.S. for the 2014/2015 school year; **and that***

Transportation be extended to those Grade 7 students and their siblings, for the duration of the 2014/2015 school year based on transportation eligibility.

The ARC agreed to Scenario 10a – Recommendation #2 with changes noted above.

Recommendation #3: Modify the boundary between Floradale P.S. and Linwood P.S.

*The Floradale P.S. and Linwood P.S. boundary be modified as illustrated in figure 3; **and that***

*Grade 7 students, and their siblings, attending Floradale P.S. during the 2013/2014 school year be given the opportunity to attend Floradale P.S. or Linwood P.S. for the 2014/2015 school year; **and that***

Transportation be extended to those Grade 7 students and their siblings, for the duration of the 2014/2015 school year based on transportation eligibility.

Q: How is grandparenting tracked?

R: Mr. Hercanuck advised that Principals will transfer out any students leaving at the end of the school year and Planning staff will provide information to Student Transportation Services of Waterloo Region (STSWR) and they will enter information into their database for students who are affected. School secretaries will also be made aware.

C: Steve Snyder noted that Scenario 10a accommodates the Three Bridges PS with an unusual boundary as opposed to its own school. He noted that the boundary change that moves 23 current Floradale PS students to Linwood PS is reliant on 35 percent of Three Bridges PS students choosing to attend Floradale PS to maintain its program numbers; What if the Three Bridges PS students don't show up at Floradale PS?

R: Mr. Hercanuck responded that the ARC had determined that this boundary is the best way to reasonably accommodate the community and noted that to-date; we have not received any comments from the families of the 23 students that may be affected. He noted that the ARC can recommend a delayed boundary change if they are concerned.

The ARC discussed at length the effects of the proposed boundary change as well as delaying the change to see if the students will come from Three Bridges PS and noted that the Floradale PS program could be smaller if the students don't show up.

C: Mr. Hercanuck advised that our best estimation is that some students will show up.

Mr. Hercanuck noted that the ARC can decide not to recommend this boundary change and see what happens. The Board could undergo an Administrative Boundary Change which would not include the ARC but noted that the Trustees could decide to reconvene the ARC to do so.

C: Elmer Horst advised that there hasn't been a meeting with the Three Bridges PS community that would directly seek their opinion on sending their children to Floradale PS. Would it be helpful to get a commitment from them?

C: John Krupicz commented that having a direct indication of how many might choose to attend Floradale PS before a decision is made by the Trustees could weaken the case for Status Quo.

Scenario 10a: (continued)

- R: Wayne Dunham noted that the subject was discussed at Public Meeting #3 but there were only a few members of the community in attendance.
- R: Mr. Hercanuck advised that Planning would be open to attending another meeting with the Three Bridge PS community to discuss the Report and asked Principal Dunham to consult with the community to determine need/appropriate date and time (before or after the report goes to the Board).

Mr. Hercanuck asked if anyone would like to move the following motion:

Motion:

To delay the boundary change between Floradale PS and Linwood PS for one year and be conditional on Floradale PS receiving some Three Bridges PS students.

Result:

The Motion did not receive a seconder.

Motion Lost.

The ARC agreed to add a Statement of Risk advising that the boundary change between Floradale PS and Linwood PS may result in a reduction in enrolment at Floradale PS should the projected 35 percent of Three Bridges PS students decide not to attend Floradale PS.

Mr. Hercanuck to include the Statement of Risk in the Draft Report.

The ARC agreed to Scenario 10a – Recommendation #3 with addition of a Statement of Risk.

- C: Christine Shantz asked if the wording could be revised to be more specific on page 12 of the Draft Report, under Distance to school (as follows) is vague and may cause confusion for those in Wallenstein concerned that they will be affected by the boundary changes:

Currently the southwest portion of the Floradale P.S. attendance area boundary, around the town of Wallenstein, is closer to Linwood P.S.

- R: Mr. Hercanuck to revise the wording on page 12 to read:

...attendance area boundary, west of the Town of Wallenstein and south of Highway 86 and west of the river...

Recommendation #4: Rebuild St. Jacobs P.S.

Given the expected estimated costs at St. Jacobs P.S. over the next 10 years the WRDSB consider a rebuild of the facility, including a double gymnasium, on its existing site.

- Q: Paul Milne asked why the request for a double gymnasium is included in the recommendation noting that the request for a rebuild is about more than just a double gym.

Scenario 10a: (continued)

R: Mr. Hercanuck responded that the double gymnasium is included in the rebuild request to highlight the fact that it is something which St. Jacobs PS currently does not have and that the rebuild would not be just a rebuilding of the existing situation with a single gym.

The ARC agreed to Scenario 10a – Recommendation #4.

Q: John Krupicz noted that the ARC had discussed recommending that the Board undertake a boundary study between Conestogo PS and Floradale PS; is that a still a potential recommendation that we can make?

R: Yes, if the ARC is in agreement.

Q: Geoff Suderman-Gladwell asked if St. Jacobs PS should also be included in the boundary study recommendation.

R: Mr. Hercanuck responded that St. Jacobs PS and Conestogo PS are really close together, making boundary changes between the two schools challenging.

Motion:

To recommend under Status Quo Scenario and Scenario 10a that the Board undertake a boundary study between Conestogo PS and Floradale PS.

Moved by: John Krupicz

Seconded by: Christine Shantz

Vote: (voting members only)

6 in favour

3 not in favour

Result:

Motion Passed

The ARC agreed to add a new Recommendation under Status Quo and Scenario 10a – as follows: *the Board undertake a boundary study between Conestogo PS and Floradale PS.*

Mr. Hercanuck to revise the Draft Report to include under Status Quo and Scenario 10a the recommendation that, the Board undertake a boundary study between Conestogo PS and Floradale PS.

C: It was noted that the projected increase in enrolment for St. Jacobs PS is not dependent on the school receiving any enrolment from the Three Bridges PS community; rather the increase is due to the new development area and the addition of the Full-Day Kindergarten Program which effectively doubles the number of Kindergarten students housed in the school on a daily basis.

ARC Discussion on the body of the Draft Report:

- Q: John Krupicz asked if wording could be included to highlight the increased stress that will be felt on the St. Jacobs PS Library because of the projected increase in enrolment.
- R: Mr. Hercanuck responded that the last sentence on page 10 of the Draft Report attempts to address this added stress to the Library and the rest of the facility as well.
- Q: Keith Trask, referring to the Table 6 on page 10 of the Draft Report, cautioned that the Board's benchmark rankings for gymnasiums might be misinterpreted; noting that a lower number ranking is indicative of the highest pressing need; and asked if an explanation around the ranking number priority could be included in the report.
- R: Mr. Hercanuck to include an explanation of the ranking process for the Gym square footage/OTG Benchmarking Report in Table 6 on page 10 of the Draft Report to indicate that the closer a number is to 1 the higher it is on the list of most pressing need.
- C: Wayne Dunham, referring to Table 2 on page 7 of the Draft Report, commented that the secretary at Three Bridges PS had looked back at the year 2000 enrolment numbers for the school and suggested that Three Bridges PS had less than the recorded 134 students at the school, noting that this number may be accurate if it includes the former Supervised Alternative Learning for Excused Pupils (SALEP) program students because their files were housed at the school at that time; however the SALEP students were not in attendance at Three Bridge PS.
- Q: Principal Dunham asked the other review area principals if this was the case for their school's enrolment numbers as well.
- R: Principals Kovac, Suderman-Gladwell and Milne did not indicate that their enrolment numbers were incorrect.
- C: Principal Dunham noted his concern that the enrolment reduction, which was part of the reason for this accommodation review process, has been overstated for Three Bridges PS because of the potential inclusion of the SALEP numbers; and asked if a note could be included in the report to indicate the inclusion of the SALEP numbers in the historical enrolment.
- R: Mr. Hercanuck responded that in 2007 the SALEP program was shifted from the elementary system to the secondary system; it may be possible that the SALEP students may have distorted the numbers but the overall trend is in decline. Mr. Hercanuck requested that Mr. Dunham provide him with the actual enrolment numbers for Three Bridges PS from years 2000 to 2006 as well as the SALEP enrolment numbers, for his review; advising that the Draft Report can include a note about the Three Bridges PS enrolment numbers if a discrepancy is confirmed.
- C: Principal Suderman-Gladwell commented that enrolment numbers can drop off during the school year depending when they are recorded and noted that SALEP students are not counted as enrolled students.
- R: Mr. Hercanuck responded that the enrolment numbers used are those taken at October 31st for each school year.

ARC Discussion on the body of the Draft Report: (continued)

Q: Principal Kovac asked how many years are needed to confirm a decline in enrolment; do we need to go back as far as 2000?

R: Mr. Hercanuck responded that there are certain indicators the Board uses to identify a decline; noting that numbers can be going up for a school but you can have a decline in the lower grades which will be a precursor for an overall future decline.

C: Cindy Weber commented that the numbers indicating the decline (Table 2 on page 7 of the Draft Report) are ironic when we look at the numbers and which schools are declining and where we get our overall 14 percent decline for the review area; Floradale PS as actually gone up 42 percent in the last 12 years while Linwood PS has gone down 30 percent.

C: Principal Dunham identified two typos:

1. in the Transmittal Letter to the Director of Education: the Subject Line should read “*Woolwich & Wellesley Townships*”
2. in the Draft Report: 2nd last sentence on page 16 “*unblanced*” should read “*unbalanced*”.

C: Christine Shantz, referring to the 4th paragraph on page 21 of the Draft Report, asked if a more detailed reasoning could be included as to why the Three Bridges PS community would be more comfortable at and prefer to attend Floradale PS as opposed to St. Jacobs PS.

R: Mr. Hercanuck will include (in paragraph 4 on page 21 of the Draft Report) a more detailed statement of reasoning for the Three Bridges PS preference to attend Floradale PS.

4. Public Meeting #4:

Mr. Hercanuck noted that he will make the requested changes to the Draft Report and send it out to the ARC for their review and approval before Christmas.

The Report will still be in Draft form and will not be finalized until after Public Meeting #4 based on feedback received by the community.

Mr. Hercanuck noted that due to the amount of turnaround time for Public Meeting notices and school and family commitments over the Christmas Season, Public Meeting #4 will not be scheduled before January 2013.

Public Meeting #4 will take place at Elmira District Secondary School in the Cafeteria and will be in open house / drop in format; there will not be a formal presentation but Planning staff will be on hand to discuss the Report and Recommendations and answer questions one-on-one.

The ARC members are welcome to attend the meeting but are not required to do so.

Mr. Hercanuck asked the ARC to advise him of any community/school events that might conflict with a meeting date in the weeks of January 7-11, 2013 and January 14-18, 2013.

The ARC suggested Thursday, January 17, 2013 for Public Meeting #4 – Planning to confirm date through Elmira District Secondary School and Rentals.

5. Future Meeting Dates/Times:

Mr. Hercanuck advised that ARC Meeting #18 will be dependent on feedback received from Public Meeting #4. The feedback from the meeting will be sent out to the ARC and we will decide at that point if ARC #18 is necessary.

Mr. Hercanuck noted that he hopes to present the ARC Report to the Board in February 2013 and the ARC and the community will be notified (through a flyer sent out through the review area schools) once a date for transmittal has been set.

Once the Board receives the Accommodation Report the Trustees will have 60 days (breaks not included, i.e., March break) before than can make their decision.

Action Items:

- **A. Kean to revise ARC Meeting #16 Minutes to include Principle Milne's revision.**
- **Mr. Hercanuck to change the wording in Scenario 10a Recommendation #1 to read "after the 2013/14..."**
- **Mr. Hercanuck to revise Scenario 10a Recommendation #1 To offer the grandparenting option to all Three Bridges PS (choice between Floradale PS and St. Jacobs PS) immediate family members, including those not currently in the school system in 2013/2014 school year)**
- **Mr. Hercanuck to revise Scenario 10a Recommendation #2 as follows:**
 - *The Floradale P.S. and St. Jacobs P.S. boundary be modified as illustrated in figure 3; and that*
 - *Affected Grade 7 students, and their siblings, attending St. Jacobs P.S. during the 2013/2014 school year be given the opportunity to attend St. Jacobs P.S. or Floradale P.S. for the 2014/2015 school year; The Floradale P.S. and St. Jacobs P.S. boundary be modified as illustrated in figure 3; and that*
 - *Transportation be extended to those Grade 7 students and their siblings, for the duration of the 2014/2015 school year based on transportation eligibility.*
- **Principal Dunham to consult with the community to determine need/appropriate date and time (before or after the report goes to the Board).**
- **Mr. Hercanuck to add a Statement of Risk to Scenario 10a Recommendation #3 advising that the boundary change between Floradale PS and Linwood PS may result in a reduction in enrolment at Floradale PS should the projected 35 percent of Three Bridges PS students decide not to attend Floradale PS.**
- **Mr. Hercanuck to revise the wording on page 12 of the Draft Report to read: ...attendance area boundary, west of the Town of Wallenstein and south of Highway 86 and west of the river...**
- **Mr. Hercanuck to revise the Draft Report to include under Status Quo and Scenario 10a the recommendation that, the Board undertake a boundary study between Conestogo PS and Floradale PS.**
- **Mr. Hercanuck to include an explanation of the ranking process for the Gym square footage/OTG Benchmarking Report in Table 6 on page 10 of the Draft Report to indicate that the closer a number is to 1 the higher it is on the list of most pressing need.**
- **Mr. Dunham to provide Mr. Hercanuck with the actual enrolment numbers for Three Bridges PS from years 2000 to 2006 as well as the SALEP enrolment numbers, for his review.**

Action Items (Continued):

- **Mr. Hercanuck to correct two typos:**
 1. **Transmittal Letter to the Director of Education; the Subject Line** should read ***“Woolwich & Wellesley Townships”***
 2. **Draft Report: 2nd last sentence on page 16** ***“unblanced”*** should read ***“unbalanced”***.
- **Mr. Hercanuck will include (in paragraph 4 on page 21 of the Draft Report) a more detailed statement of reasoning for the Three Bridges PS preference to attend Floradale PS.**

Mr. Hercanuck thanked the ARC members for their commitment and participation and wished everyone a Merry Christmas and adjourned the meeting at 8:05 p.m.



FUTURE MEETING DATES:

ARC MEETINGS:

ARC Meeting #18: TBD

PUBLIC MEETINGS:

Public Meeting #4: January 24, 2013 at Elmira District Secondary School

POST MEETING:

Minutes of ARC Meeting #17 were approved via email on January 11, 2013;
Moved by Christine Shantz and Seconded by Nathan Hercanuck

Website: <http://www.wrdsb.ca/planning/accommodation-review/woolwich-and-wellesley-townships-elementary-schools-accommodation-review/>

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