



BADEN ELEMENTARY SCHOOLS BOUNDARY STUDY

Minutes of Working Group Meeting #5

May 27, 2014

5:00 PM – 6:30 PM

Waterloo-Oxford District Secondary School

The fifth meeting of the Baden Elementary Schools Boundary Study Working Group, involving Baden, New Dundee and Sir Adam Beck Public Schools, was held at Waterloo-Oxford District Secondary School on May 27, 2014.

Attendees:

Andrea Michelutti, Principal, New Dundee PS, N. Woodhall, Principal, Baden PS, Beth Bodkin, Principal, Waterloo-Oxford DSS, Beth Renaud, Parent Representative, New Dundee PS, A. Collins, Parent Representative, Baden PS, Laura Hodgins, Superintendent of Education, Dennis Cuomo, Manager of Planning, Nathan Hercanuck, Senior Planner Lauren Manske, Senior Planner and Andrea Kean, Recording Secretary.

Regrets:

N. Markanastasakis, Vice Principal, Baden PS, Angie Hallman, Parent Representative, New Dundee PS, J. Scozzafava, Parent Representative, Sir Adam Beck PS, Roger Boettcher, Principal, Sir Adam Beck PS, M. Walsh-Hahn, Parent Representative, Sir Adam Beck PS, Harold O’Kafka, Director of Development Services, Township of Wilmot, and Dallan, Manager of Capital Projects.

1. Welcome/Introductions

Nathan Hercanuck, Senior Planner, welcomed members of the Working Group and Board staff at 5:10 PM.

Mr. Hercanuck led the working group through the presentation (available online at <http://www.wrdsb.ca/planning/boundary-studies/baden-boundary-study/>)

2. Draft Minutes Review

Mr. Hercanuck asked members if there were any errors or omissions in the draft minutes from Working Group meeting #4; no errors or omissions were reported; the minutes were approved.

Moved by: B. Bodkin Seconded by: B. Renaud.

Mr. Hercanuck advised that the minutes were posted on the Board’s website prior to Public Meeting #1 and are located at: <http://www.wrdsb.ca/planning/files/2014/01/Working-Group-Meeting-4-FINAL-minutes.pdf>

3. Public Meeting #1:

Mr. Hercanuck noted that:

- There were approximately 35 members of the community in attendance at the Meeting, which is an expected turnout for a relatively uncontroversial boundary study.
- Comments/questions generally positive – received no objections to Scenarios. Mostly questions re: implementation.

- **Feedback (Public Meeting #1)** *slide 3 of the online presentation*

Mr. Hercanuck noted that the comment sheets received from Public Meeting #1 and the only feedback received on the Public Meeting to-date, expressed the following:

- That the Board consider a joint facility with the Waterloo Catholic District School Board (WCDSB) in Baden – to reduce enrolment at WRDSB facilities (with the idea that the WCDSB would recapture Catholic families); *Mr. Hercanuck noted that while this would not be helpful to us in our current situation – this may be something to consider in the future once more information is known about future developments and given the Ministry's direction with its Capital Funding Program, where they have directed Boards to look for partnership opportunities – this would likely be something we would consider and engage with the Catholic Board and the Township to discuss.*
- Concern expressed re: students moving between Waterloo-Oxford DSS and Sir Adam Beck PS if Waterloo-Oxford DSS facility to be used as an option to accommodate 7/8 program. *Mr. Hercanuck noted that Superintendent Hodgins answered that question during the meeting and advised that a Transition Committee, of administrators, teachers and parents, would be established to look at the issues and address any concerns prior to the implementation.*

4. **Scenario Discussion** *(slide 4 of the online presentation)*

Mr. Hercanuck advised that based on the questions, comments and feedback received at the public meeting and the lack of any subsequent feedback that would lead us to change the preferred scenarios; [Scenario 2](#) and [Scenario 3](#) remain the preferred options. He noted that the only difference between Scenarios 2 and 3 is where New Dundee Public School's students attend for Grades 7 and 8, and the size of an addition required at Sir Adam Beck Public School to accommodate the 7-8 program. Mr. Hercanuck advised that part of the task this evening will be to come to a decision on which Scenario will be brought forward as the recommendation to the Board of Trustees.

Mr. Hercanuck did a quick recap of:

- the [Draft Study Goals and Objectives](#) (slides 5-6 of the online presentation) and
- the scenarios:
 - [Scenario 2](#) - slides 7-8 of the online presentation
 - [Scenario 3](#) - slides 9-10 of the online presentation

Mr. Hercanuck advised that he has evaluated Scenarios 2 and 3 against the *unweighted Draft Study Objectives and Goals* (slides 11-14 of the online presentation) as follows:

<i>Draft Study Objectives versus Scenarios</i>		
<i>Objective</i>	<i>Scenario 2</i>	<i>Scenario 3</i>
To reduce enrolment at Baden Public School beginning in the 2015-2016 school year.	Enrolment at Baden PS reduced from: 760 in 2014 to 730 in 2015 to 711 in 2016.	Enrolment at Baden PS reduced from 760 in 2015 to 706 in 2015 to 654 in 2016.
To increase the number of students housed in permanent capacity within the study area in a cost-effective way, recognizing that there can be no additional capacity built prior to the 2017-2018 school year.	3 classroom addition at Sir Adam Beck PS; When completed will reduce portables in study area by 3.	4 classroom addition at Sir Adam Beck PS; When completed will reduce portables in study area by 4.

Q: A working group member asked if this chart would be presented at Public Meeting #2 and, if so, could the wording around the portable reduction achieved under the scenarios be revised to include the total number of portables, to show a clearer picture of how many portables are to be expect at each site.

R: Mr. Hercanuck responded that the chart could be presented at the Public Meeting and that he would make that revision to the chart.

Mr. Hercanuck advised that the *Objectives* are the specific and measurable aspects of what we want to accomplish, and noted that if we are looking at magnitude, Scenario 3 does a better job, in that it would be building more permanent capacity at Sir Adam Beck PS while reducing the enrolment to a greater degree at Baden PS.

Study Goals versus the Scenarios		
Goal	Scenario 2	Scenario 3
To develop a solution that is long-term (approximately 10 years), taking into consideration current and future population density and demographics.	Relocation of enrolment from Baden PS to Sir Adam Beck PS responds to current and future demographics within current approved residential development. Additional elementary accommodation necessary for anticipated future residential development (timing, scale currently unknown).	Relocation of enrolment from Baden PS to Sir Adam Beck PS responds to current and future demographics within current approved residential development. Additional elementary accommodation necessary for anticipated future residential development (timing, scale currently unknown).
To minimize transitions for students where changes are proposed though grandfathering/phasing.	Addition of Gr. 7/8 to Sir Adam Beck PS will be phased in gradually to minimize transitions.	Addition of Gr. 7/8 to Sir Adam Beck PS will be phased in gradually to minimize transitions. Represents a change for New Dundee PS students who will attend a new school for Gr. 7/8.
To strengthen the Board's business case for additional capacity funding for current students and as residential development plans progress in the Township of Wilmot.	Proposed addition appropriately sized to accommodate the anticipated long term space needs from existing and approved development within Baden. <i>Mr. Hercanuck noted that requesting a larger addition would weaken the business case.</i>	Proposed addition appropriately sized to accommodate the anticipated long term space needs from existing and approved development within Baden.
To provide equitable learning opportunities for students and staff by moving towards the following criteria (from Board Policy 3002 – Elementary School Size and Configuration): <ul style="list-style-type: none"> • JK-6 facilities between 350 and 400 students (approx. 2 classes per grade). • JK-8 facilities between 500 and 650 students (approx. 2 classes per grade). • Minimizing the potential for schools with enrolments over 650 students. 	Both Baden PS and Sir Adam Beck PS become JK-8 facilities. Baden PS enrolment 715 by 2017, 705 by 2021. Sir Adam Beck PS enrolment 565 by 2017, 540 by 2021. New Dundee PS remains below the recommended sizes in Policy 3002.	Both Baden PS and Sir Adam Beck PS become JK-8 facilities. Baden PS enrolment 655 by 2017, 660 by 2021. Sir Adam Beck PS enrolment 625 by 2017, 585 by 2021. New Dundee PS remains below the recommended sizes in Policy 3002

Mr. Hercanuck noted that the *Goals* are not as specific and measurable.

- C: A working group member pointed out that, under Scenario 3's noted change for New Dundee PS students and suggested that regardless of the scenario, New Dundee PS's students have to transition for Grades 7-8.
- R: Mr. Hercanuck responded he had debated as to whether to include this piece, and that while New Dundee PS's students do currently transition to another school for Grades 7-8 – Scenario 3 does propose a change from the school where they would have historically transitioned to.
- C: The working group member asked if the New Dundee PS transitioning piece could be added to both Scenarios to show that they will be transitioning anyway.
- R: Mr. Hercanuck agreed to add to Scenario 2 that, New Dundee PS's students transition to Baden PS for Grades 7-8.
- C: Mr. Hercanuck noted that, both Scenarios also represent a change for Sir Adam Beck PS's Grade 7 and 8 in that it also changes where they attend for Grade 7 and 8 as they will now be staying at Sir Adam Beck PS instead of transitioning to Baden PS for 7-8.
- C: Ms. Manske commented that Scenario 3 proposes a change for the New Dundee PS community.
- C: The working group parent representative for New Dundee PS commented that Scenario 3 does represent a change in the transition for the New Dundee PS community and could mean that in September 2015 families could have a child attending Baden PS for Grade 8 and another child attending Sir Adam Beck PS for Grade 7 and asked if there would be a way of preventing that.
- R: Mr. Hercanuck responded that it could be addressed by grandfathering the younger sibling to attend Baden PS for Grade 7.
- R: Ms. Manske noted that depending on the number of affected families, this might be better addressed on an individual basis. She advised that it is quite possible that the younger sibling would prefer to transition to the new school with their peer group, rather than change schools to be with their older sibling.
- C: A working group member commented that they could also decide to transition to Sir Adam Beck PS for Grade 8 when their sibling transitions to Waterloo-Oxford DSS.

Mr. Hercanuck noted that for both Scenarios, New Dundee PS remains below the recommended sizes under Policy 3002. It is stated as a fact and not as a criticism under both of the scenarios and noted that Scenario 3 marginally achieves a better balance of enrolment between Baden Public School and Sir Adam Beck Public School and puts us closer to meeting the size and enrolment recommendations set out under [Board Policy 3002](#) – Elementary School Size and Configuration, with both Baden PS and Sir Adam Beck PS as JK-8 facilities.

Preferred Scenario

Mr. Hercanuck asked the Working Group for their help to determine the preferred solution and asked the Working Group members if they have a preferred scenario.

The Working Group members present voiced their preference for Scenario 3 and the following discussion ensued.

- Q: The Working Group parent representative for Baden PS indicated that from feedback she has received verbally from the Baden PS community, Scenario 3 seems to be the preferred option and asked if the New Dundee PS community has indicated their preference. She noted that it would also be more beneficial for Sir Adam Beck PS students to have a larger Grade 7-8 program, which would be achievable under Scenario 3 with the addition of the New Dundee PS 7-8 students and allow Baden PS to better reduce its enrolment as well.
- R: The Working Group parent representative for New Dundee PS indicated that she has not heard a strong opinion for either Scenario 2 or 3 from her school community.
- R: Principal Michelutti commented that under Scenario 3, the only concern expressed was from the family that will have a child attending Grade 7 at Sir Adam Beck PS and another child attending Grade 8 at Baden PS. She noted that the biggest concern for the families is when they will find out which school New Dundee PS will feed to for 7-8; but there is a sense that they will likely be switching to Sir Adam Beck PS for Grade 7-8.
- Q: A Working Group member speculated that their biggest concern might be if the program pieces will be in place at Sir Adam Beck PS, such as, musical instruments.
- Q: A working group member asked if the upcoming change in bell times would affect the sharing of busses between Waterloo-Oxford DSS students and the elementary school students. Would that mean that elementary and secondary students might not be sharing the bus anymore?
- R: Mr. Hercanuck responded that bussing routes are evaluated every year based on student demographics and change depending on shifts in student locations.

The following bell times for 2014-2015 were noted:

- Waterloo-Oxford DSS: 8:10 am – 2:25 pm
 - Sir Adam Beck PS: 8:20 am – 2:40 pm
- C: Principal Bodkin noted that the busses come into Waterloo-Oxford DSS and leave in the afternoon in rounds and not all at once, meaning that some students have to wait longer than others.
- Q: Will bussed students currently attending Baden PS and enrolled in the French Immersion Program continue to be bussed to Baden PS for that program or will they have to find their own way there?

- R: Mr. Hercanuck responded that if students are currently in the Sir Adam Beck PS boundary but attending Baden PS for the FI program, they are not being bussed now. Looking at the enrolment projections which have been broken down to show French Immersion and Regular Track programs, there would be approximately 14 students under Scenario 2 in Grade 7-8 who would not be eligible for transportation to the French Immersion program at Baden PS and 15 students under Scenario 3. The vast majority of those students live within the Town of Baden; He noted that in *Area E*, (New Dundee), we have projected that one student would no longer be eligible for transportation to Baden PS for the French Immersion program and would have to provide their own transportation. Mr. Hercanuck noted that while it is only one student affected, it may be a big deal to that family.
- C: A working group member asked if that might be something to be considered under the Transition Committee and asked if the Transition Committee would be separate from the Boundary Study Working Group.
- R: Ms. Manske noted that the Board of Trustees recently (during the Doon South Boundary Study) decided to ensure that a formal Transition Committee is put together and include the school administration, teaching staff, parents and community members to work through the issues; she noted that she would foresee a similar process put in place here as well.
- C: Mr. Hercanuck noted that under Scenario 3, removing both Sir Adam Beck PS's and New Dundee PS's 7-8 catchment from Baden PS, almost eliminates all bussing from Baden PS, except for the very few Kindergarten students who may be outside the 800 metres requirement and for the Life Skills program students.

Based on the above discussions the Working Group agreed to recommend [Scenario 3](#) as the preferred option in the Report to the Board of Trustees.

5. Draft Report and Recommendations *(slide 15 of the online presentation)*

Mr. Hercanuck advised that the Draft Recommendations would include the following and be updated to include details specific to Scenario 3:

- That the Grade 7-8 boundary between Sir Adam Beck PS and Baden PS be modified to reflect Sir Adam Beck PS becoming JK-7 for September 2015, and JK-8 for September 2016; *as per appendix "X" showing Scenario "3" recommended.*
- Board direct staff to establish transition committee to develop interim measures of accommodating Gr. 7/8 at Sir Adam Beck P.S. prior to the completion of an addition.
- Board direct staff to develop a business case for a 4 classroom addition at Sir Adam Beck and prioritize it through the Capital Planning process.
- Board direct staff to monitor enrolment at New Dundee PS and report back as appropriate.

Mr. Hercanuck advised that the decline in enrolment at New Dundee PS is a concern that is not addressed under Scenario 3, and while the hope is that it does not continue to decline, if it continues to do so, staff may have to come back to the Board with another report to recommend another study or accommodation review on the future of New Dundee PS. He advised that at this point, we would recommend that staff continue to monitor the enrolment situation there.

Mr. Hercanuck asked the Working Group if they would like to include any other recommendations or if they feel that something may have been missed in the recommendations or if there is something they would like to see mentioned in the Report. He advised that the Report will mention the future anticipated development that we expect in Wilmot Township (that which cannot be measured at this time) and the reasons for requesting the size of the addition at Sir Adam Beck PS.

Q: When do you expect to take the Report to the Board and when would we have a decision?

R: Mr. Hercanuck advised that it is anticipated that the Report would go to the Board in either September or November of 2014. The Report would be presented at a Committee of the Whole meeting earlier in the month and a decision would likely be made by Trustees which would then be ratified at the Board Meeting taking place at the last meeting of that same month; these meetings are all public meetings.

C: Ms. Manske noted that because of the Trustee elections in October it is anticipated that the Board will not meet in October.

C: Ms. Manske asked if a recommendation which carves off the expected new development areas to be assigned to a school (yet to be determined) outside the study area should be included in the Report.

R: Mr. Hercanuck advised that he would include a Recommendation for the establishment of the Development Areas into the Report. He noted that doing so would allow us to let future home buyers know that the home school for these areas is yet to be determined and that they may be directed to a school outside their community; this information would be provided to the builder and would be requested to be included into agreements of purchase and sale.

Q: Principal Woodhall asked if any future need for a new school would be included in the Report.

R: Mr. Hercanuck responded that it would be included that the Board would work with the Municipality to determine future accommodation needs which could mean a new school, an addition, partnership or any combination; to be determined at a later date once we know how fast and how much development will be coming.

6. Public Meeting #2

The Working Group agreed to proceed with Public Meeting #2 on Wednesday, June 18, 2014 from 7:00-8:30 P.M. in the Cafetorium at Waterloo-Oxford District Secondary School.

- **What will be presented?**

Mr. Hercanuck advised that the following information will be presented at Public Meeting #2:

- Preferred Scenario (Scenario 3)
- Recommendations, including:
 - Size of proposed addition
 - Implementation (grandparenting/phasing)
 - Transition Committee

Q: Based on feedback from Public Meeting #1 is there any way to address the logistics of the transition and option on how Sir Adam Beck PS might accommodate the 7-8 program in advance to let the community know the expectation for the transition to answer those questions in advance of the meeting. To explain some of the options and to let them know their concerns are being considered and advise them of the timeline for the Transition Committee, acknowledge their concerns and let them know how they can be involved.

R: Mr. Hercanuck responded that he would prepare a Frequently Asked Questions and Answer handout and also include in the presentation, the options for accommodation of the 7-8 program at Sir Adam Beck PS until the addition can be completed.

7. Meeting Schedule

Public Meetings

- **Public Meeting #2: June 18, 2014 from 7:00 – 8:30 pm at Waterloo-Oxford DSS, Cafetorium - *confirmed***

Working Group Meetings

- **Working Group Meeting #6: June 18, 2014 at 8:30 pm (directly following Public Meeting #2) at Waterloo-Oxford DSS Cafetorium - *confirmed***

Report and Recommendation to the Board

- **Fall 2014 (September or November)**

8. Roundtable

Mr. Hercanuck thanked the Working Group for attending and adjourned the meeting at 6:00 pm.

Action Items:

- Mr. Hercanuck to revise the chart on slide 11 of the presentation, wording around the portable reduction achieved under the scenario be revised to include the total number of portables for each of the schools to *“reduces portables from # to #”*
- Mr. Hercanuck to revise the chart on slide 12 of the presentation under Scenario 2 that New Dundee PS’s students transition to Baden PS for Grades 7-8.
- Mr. Hercanuck to include Scenario 3 as the preferred option in the Report.
- Mr. Hercanuck to include a Recommendation for the establishment of Development Areas into the Report.
- Mr. Hercanuck to prepare a Frequently Asked Questions and Answer handout and also include in the presentation the options for accommodation of the 7-8 program at Sir Adam Beck PS until the addition can be completed.

FUTURE MEETINGS:

Public Meetings:

- Public Meeting #2: June 18, 2014 from 7:00 – 8:30 pm at Waterloo-Oxford DSS, Cafetorium.

Working Group Meetings:

- Working Group #6: June 18, 2014 at 8:30 pm (directly following Public Meeting #2) at Waterloo-Oxford DSS, Cafetorium.

POST MEETING:

The Minutes of Working Group Meeting #5 were approved via email on June 6, 2014;

Moved by B. Bodkin

Seconded by A. Collins