



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Dwayne Inch, Chair of the Board

Rob McGall, Director of Education

NOTICE OF MEETING

This notice is to confirm that the next meeting of the
Student Enrolment/School Capacity Committee (SE/SCC)
will be held on:

Monday, January 16, 2012
at 4:00 p.m.
in the Board Room, Education Centre
156 Ann Street, Belleville

The agenda and supporting documents for this meeting are attached to this notice.

Thelma Goodfellow
Chair of the SE/SCC

Rob McGall
Director of Education and
Secretary of the Board

Trustees: M. Brant, S. Clements, J. Cobb, B. Danes, T. Goodfellow, M. Hall,
D. Inch, L. Kyle, D. Patterson, J. Williams



Hastings and Prince Edward District School Board

Student Enrolment/School Capacity Committee PUBLIC AGENDA

January 16, 2012, 4:00 p.m.
Board Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to Order		
	Approval of agenda Approval of minutes – June 13, 2011 Business arising from the minutes		
B	Recommendations		
	None		
C	Information		
	Accommodation Review: Quinte West New schools Tweed and Stirling: update	C-1 verbal	D. Rutherford D. Rutherford
	Correspondence		
	None		
	Adjournment		



**Hastings and Prince Edward
District School Board**

**STUDENT ENROLMENT/SCHOOL CAPACITY COMMITTEE
PUBLIC MEETING MINUTES
June 13, 2011**

Present: M. Brant, S. Clements, J. Cobb, T. Goodfellow, M. Hall, D. Inch, L. Kyle,
D. Patterson, J. Williams

Resource: C. DeMille, K. Donnell, T. FitzGibbon, R. McGall, M. Norton, C. Portt,
D. Rutherford, M. Savery-Whiteway, J. Rogers, K. Soule, D. Tregenza

Minutes: S. Smith

Call to order

Chair Williams called the meeting to order at 3:00 p.m.

Approval of agenda

Moved: M. Brant
Seconded J. Cobb

That the agenda be approved.

Carried

Approval of minutes

Moved: T. Goodfellow
Seconded: M. Hall

That the minutes of June 8, 2010 be approved.

Carried

Director Soule noted that the minutes should have been approved through the Ad Hoc Committee in November 2010. It was determined that since the majority of trustees present at this meeting were in attendance at the June 8, 2010 Student Enrolment/School Capacity Committee meeting, approval through this motion would suffice.

Business arising from the minutes

None

Recommendations

None

Information

Community Partnerships: use of schools and facilities

Sandy Smith, Community Engagement Coordinator presented an overview of school-community partnerships and community use of space in schools. HPEDSB actively partners with a number of community organizations to provide space for programs and services that benefit the student and broader community. These partnerships include access to space in schools after school hours through the community use of schools program to more formal agreements for shared use of space during the school day.

The community use of schools program offers affordable and accessible space for community activities outside school hours. Over 80,000 hours were booked in schools across the district for community use during the 2010-11 school year. The majority of the bookings were by non-profit groups providing activities for youth such as sports and recreation and after school programs.

HPEDSB currently has over 50 partnership agreements in place. These include pre-school and before and after school child care programs, municipal agreements, continuing education programs and lease agreements for offsite secondary alternative learning programs.

In May 2010, Procedure 570: Facility Partnerships was implemented. The procedure was developed at the direction of the Ministry of Education and describes a new process for sharing space with community partners during the school day. Partnership agreements can be considered where there is surplus space in a school due to declining enrolment and when the board is considering future new builds or significant renovations. The partnership space must be designated and separate from the school. Consideration will be given to partnerships that maximize the use of space and reduce operating costs, strengthen school-community relationships and improve services for the local community.

Program Review: French Immersion

Superintendent FitzGibbon provided background information on the current French Immersion program in HPEDSB and spoke to a French Immersion program review that will be conducted in the Fall of 2011. The purpose of the review is to determine the viability of future program expansion and subsequent recommendations for implementation in relation to capital assets, community schooling and learning needs. The French Immersion program was established in HPEDSB in the 1980's and offers Middle Immersion beginning at Grade 4. Currently there are 653 elementary and secondary students enrolled in the program. Provincially, 46 school boards offer French Immersion. All but one offer early French Immersion with Junior Kindergarten to Grade 1 entry points. HPEDSB is the remaining board offering only Middle French Immersion programming.

Enrolment projections and utilization of board facilities

Superintendent Rutherford provided an update on long term enrolment projections and utilization factors. As part of the development of capital priority business cases requested by the Ministry of Education, the board engaged Watson and Associates Ltd. to update the board's long term enrolment projections initially developed in 2007. Enrolment projections are based on historical trends in school retention rates, demographic analysis and growth projections as a result of consultation with municipality planning offices, Statistics Canada and board officials. Utilization refers to the percent of a school's capacity that the projected enrolment represents. Portables are not included in capacity calculations.

Enrolment projections and school capacity for elementary and secondary schools in each school group were reviewed. Elementary projections for 2016-2017 and 2024-2025 reflect the full implementation of Full Day Kindergarten.

It was noted that overall enrolment in the district continues to decline, particularly at the secondary level. Some elementary schools continue to see a decline while others such as Prince Charles and Harmony Public School in the Belleville area are experiencing growth. Options such as accommodation, program and/or boundary reviews may need to be considered in the future in some areas of the district.

Capital priority business cases update

Superintendent Rutherford provided an update on the capital priority cases. The Ministry of Education requested that school boards submit capital priority business cases for funding consideration. In January 24, 2011 the Board approved the submission of eight business cases: Stirling Schools; Marmora Schools; Tweed Schools; Prince Charles Public School (Trenton); Queen Elizabeth Public School (Trenton); Bayside Public School; Madoc Public School and Queen Elizabeth School (Picton). HPEDSB is optimistic that it will receive funding for one or more projects. A number of these business cases, if approved, will not require an accommodation review (ARC).

The Trenton school group area was discussed briefly, specifically the location of Queen Elizabeth Public School if new construction was to occur in the future and the ongoing declining enrolment at Breadner Elementary School.

Accommodation Review: process and timelines

Sandy Smith, Community Engagement Coordinator provided an overview of the process and timelines associated with an accommodation review. Policy 15: Student Enrolment/School Capacity describes the process for accommodation reviews. Three scenarios were provided showing the timelines for an accommodation review process should the Board approve a recommendation for an Accommodation Review Committee (ARC) in September and October 2011 and May/June 2012. The ARC process will take a minimum of 150 days to complete, from the first public ARC meeting to the public Board meeting to determine accommodation recommendations. Timelines are based on seven days per week including statutory holidays and excluding school holidays (Christmas break, March break and the summer vacation period).

It was noted that an ARC is not required when replacing a school on the same site or within the same attendance boundary, but the process will involve public consultation.

Disposal of surplus property

Superintendent Rutherford provided an overview of the process for disposition of surplus property.

Ministry regulation 444/98 governs the disposal of surplus real property. Once a property is declared surplus a board may sell, lease or otherwise dispose of the property only after issuing a proposal in accordance with the regulation. That proposal involves offering the property to preferred agencies and any offer from a preferred agency must be at fair market value. This process has a 90 day expiration period. At the expiration of the 90 day period and if the board does not receive an offer from a preferred agency, the board may sell, lease or otherwise dispose of the property at fair market value to any other body or person. Once a disposal is completed, the proceeds of disposal must be set aside and only used for future capital construction projects.

Three schools, Sir Mackenzie Bowell Public School, Bancroft Public School and South Marysburgh Central School, have been approved for closure in June 2011. The Board has also approved motions to declare all three schools surplus for school accommodation purposes. Appraisals for these schools will take place in the upcoming months. Once the appraisals have been completed a recommendation will be brought forward initiating the disposal process.

Correspondence

None.

Adjournment

The meeting was adjourned at 4:50pm.



To: The Chair and Members of the Student Enrolment/School Capacity Committee

From: Rob McGall, Director of Education and Secretary of the Board
Dave Rutherford, Superintendent of Business Services

Re: Accommodation Review: Quinte West

Purpose

To consider the creation of an Accommodation Review Committee (ARC) for selected schools within the Trenton School Group.

Background

To address the impact on declining enrolment on funding and reduced utilization of schools the board has been undertaking accommodation reviews. Reviews have been undertaken in North Hastings, West Belleville and South Prince Edward County. These reviews have resulted in the closure of 3 elementary schools. To accommodate the incoming students at the receiving schools, additions and renovations have been completed which have revitalized those facilities.

Despite this work, enrolments continue to decline and the board's infrastructure requires additional renewal. In 2010 the Ministry of Education introduced Capital Priorities Funding for projects that met one or more of the following needs:

- Accommodation Pressure - these include projects where enrolment is projected to persistently exceed capacity at a school or community level;
- Facility Condition - these include projects that previously were identified as prohibitive to repair; and
- School Consolidations - these include projects that enable a board to reduce their excess capacity to better focus their resources. This category includes projects resulting from accommodation review recommendations.

At its meeting of January 24, 2011 the Board approved the submission of eight business cases for funding consideration, attached as Appendix 1. The two submissions that were approved for funding involved the consolidation of five older schools into two new schools. This provides us with evidence on how to approach future funding submissions. Two of the six unsuccessful submissions involved Trenton schools. One application was to build an addition at Prince Charles Public School in order to address high enrolment at that school and thereby eliminate the need for portables. The second project in Trenton involved the closure of College Street Public School and the building of a small addition at Queen Elizabeth Public School to accommodate the students from College Street Public School. Ministry staff has indicated that projects that were not ready to proceed or were dependent on an accommodation review were not considered for funding.

Current situation

Appendix 2 attached details the enrolment and utilization data for the Trenton School Group. Prince Charles Public School and V.P. Carswell Elementary School are near or above their capacity. North Trenton Public School is below capacity but that is the result of relocating Grade 4, 5 and 6 students to Queen Elizabeth Public School to address concerns about class sizes.



The remaining three elementary schools (Breadner Elementary School, College Street Public School and Queen Elizabeth Public School) are all below capacity and are projected to remain well below capacity into the future.

Senior administration is recommending that an accommodation review be undertaken for Breadner Elementary School, College Street Public School and Queen Elizabeth Public School to determine the optimal accommodation solution and to support an updated capital priority submission to the Ministry of Education. It is proposed that a formal recommendation to create an Accommodation Review Committee (ARC) be brought forward to the Student Enrolment/School Capacity Committee at a meeting in May, 2012. It is further proposed that the ARC process would begin in September 2012, as outlined in Appendix 3.

Appendices

- Appendix 1: Capital priority business cases
- Appendix 2: Enrolment and utilization data for the Trenton School Group
- Appendix 3: Proposed accommodation review timelines

Respectfully submitted,

Rob McGall
Director of Education and Secretary of the Board

Dave Rutherford
Superintendent of Business Services

APPENDIX 1



Hastings and Prince Edward
District School Board

Student Enrolment/School Capacity Committee
Report No. C-1
January 16, 2012

Capital priority business cases

1. **Stirling Schools** - This project would involve the consolidation of Stirling Junior Public School, Stirling Primary School and Stirling Senior School into a new (JK-8) facility for the 2012/2013 school year. The proposed accommodation solution would include the construction of a replacement JK-8 elementary school of 525 pupil places on the existing Stirling Senior School site, including 6 purpose-built JK/SK classrooms. Estimated cost is \$8.9 Million.
2. **Marmora Schools** - This project would involve the consolidation of Earl Prentice Public School and Marmora Senior Public School into a new (JK-8) facility for the 2013/2014 school year. The proposed accommodation solution would include the construction of a replacement JK-8 elementary school of 335 pupil places on the existing Marmora Senior Public School site including 3 purpose-built JK/SK classrooms. Estimated cost is \$5.8 Million.
3. **Tweed Schools** - This project would involve the consolidation of Tweed-Hungerford Senior School and S.H. Connor School into a new JK-8 facility for the 2013/2014 school year. The proposed accommodation solution would include the construction of a replacement JK-8 elementary school of 350 pupil places on the existing Tweed-Hungerford Senior School site, including 3 purpose-built JK/SK classrooms. Estimated cost is \$6.2 Million.
4. **Prince Charles Public School (Trenton)** - This project would involve the proposed closure of North Trenton Public School and the relocation of those students to Prince Charles Public School for the 2014/2015 school year. The proposed accommodation solution would also include the demolition of the 1960s section of Prince Charles Public School to be replaced with a 7 classroom addition plus 3 additional purpose-built JK/SK classrooms and a 1000 sq ft community hub. The revised school capacity is determined to be 282 pupil places less 184 pupil places (i.e. the 1960s section of the building plus 60 pupil places for full-day kindergarten and 161 pupil places for 7 regular classrooms) for a total capacity of 319 pupil places. The proposed program and facility revitalization strategy for the Trenton area would see the transition of the existing Trenton High School program structure from Grade 9-12 to a Grade 7-12 program structure in the 2014/2015 school year for the Prince Charles Public School and North Trenton Public School communities. Estimated cost is \$4.7 Million.
5. **Queen Elizabeth Public School (Trenton)** - This project would involve the proposed closure of College Street Public School and the relocation of those students to Queen Elizabeth Public School for the 2014/2015 school year. The proposed accommodation solution would also include the construction of a 1 classroom addition at Queen Elizabeth Public School, a 1000 sq ft community hub and 3 purpose-built classrooms for JK/SK to serve the Queen Elizabeth Public School and College Street Public School communities east of the Trent River. The revised capacity for Queen Elizabeth Public School would be 337 pupil places plus 1 regular classroom and 3 full-time kindergarten classrooms, or 420 pupil places. While a 420 pupil place elementary school is larger than required to serve enrolment needs, there is potential for additional consolidation of surplus classroom spaces east of the Trent River. Estimated cost is \$1 Million.

APPENDIX 1



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6. **Bayside Public School** - This project would involve the closure of Bayside Public School (JK-8) and the construction of a replacement (JK-6) facility for the 2012/2013 school year. This would result in a 350 pupil place JK-6 grade structure at the replacement Bayside Public School and a 7-12 grade structure at Bayside Secondary School. Estimated cost is \$7 million.
7. **Madoc Public School** - This project would involve the closure of Madoc Township Public School and the relocation of those students to Madoc Public School for the 2014/2015 school year. As part of this proposal, all Grade 7-8 students from Madoc Public School will be directed to Centre Hastings Secondary School. This would result in a JK-6 grade structure at Madoc Public School and a 7-12 grade structure at Centre Hastings Secondary School. The proposed accommodation solution would include the conversion of 3 existing classrooms at Madoc Public School to accommodate Early Learning. Estimated cost is \$1.3 Million.
8. **Queen Elizabeth School (Picton)** - This project would involve the consolidation of Queen Elizabeth School (Picton) and Sophiasburgh Central School, the relocation of the Grade 7-8 students to Prince Edward Collegiate and the construction of a Queen Elizabeth (JK-6) replacement facility. The proposed accommodation solution would include the construction of a 375 pupil place JK-6 replacement Queen Elizabeth School to accommodate the Sophiasburgh Central School and Queen Elizabeth School student population. The Board would propose to construct a two-storey building in order to deal with the existing topography issues. Estimated cost is \$6.9 Million



Enrolment and utilization data for Trenton School Group

School	Gr.	Capacity	2001-02		2011-12		2016-17		2024-25	
			Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization
Breadner E.S.	JK-8	397	269	68%	148	37%	120	30%	120	30%
College Street P.S.	JK-8	343	359	105%	225	66%	175	51%	161	47%
North Trenton P.S.	JK-3	135	143	106%	66	49%	65	48%	65	48%
Prince Charles P.S.	JK-8	282	357	142%	400	142%	335	119%	342	121%
Queen Elizabeth P.S.	JK-8	337	352	105%	264	78%	200	59%	190	56%
V.P. Carswell E.S.	JK-6	158	175	111%	155	98%	150	95%	152	96%
Total Elementary		1,652	1,655	100%	1,258	76%	1,045	63%	1,030	62%
Trenton High School		1,047	856	82%	750	72%	800	76%	790	76%



Proposed accommodation review timelines

The accommodation review process will take a minimum of 150 days to complete, from the first public ARC meeting to the public Board meeting to determine accommodation recommendations. This timeline is based on seven days per week including statutory holidays and excluding school holidays (Christmas break, March break and the summer vacation period).

Listed below are the timelines outlined in Policy 15, Student Enrolment/School Capacity, and the proposed timelines for an accommodation review should the Board recommend the establishment of an ARC for September 2012.

Action	Board Policy Timelines	ARC Timelines
SE/CC public meeting to receive presentation of preliminary report from senior administration	As determined	May 2012
SE/SCC recommendation to Board; Board decision to establish an ARC	Regular Board Meeting	May/June 2012
Notice of first meeting and selection of ARC members	No less than 30 days prior to first meeting	September 2012
First ARC public meeting	As scheduled, no sooner than 30 days after Board decision.	October 2012
Second ARC public meeting	As scheduled.	November 2012
Third ARC public meeting	As scheduled.	December 2012/early January 2013
Fourth ARC public meeting and presentation of ARC report to director/senior administration	No earlier than 90 days/no later than 110 days following ARC's first public meeting.	mid February 2013
SE/SCC public meeting to receive the report and recommendations from Administration and the ARC	Not less than 30 days after presentation of the ARC report/fourth meeting	last week of March 2013
SE/SCC meeting for public input	As scheduled, no sooner than 30 days after the SE/SCC meeting to receive the report/recommendations from the ARC and senior admin.	last week of April 2013
Administration's follow-up report on accommodation	Following the SE/SCC meeting for public input, prior to the SE/SCC follow-up meeting and, no sooner than 15 days prior to the Board meeting to determine accommodation recommendations.	
SE/SCC public meeting regarding accommodation recommendations to Board	As scheduled, following the release of Administration's follow-up report and prior to the public Board meeting to determine accommodation recommendations.	May 2013
Public Board meeting to determine accommodation recommendations	No less than 60 days after the presentation of the accommodation reports to the SE/SCC, 30 days after the SE/SCC meeting for public input.	June 2013

HPEDSB TRENTON SCHOOLS

