



# Hastings and Prince Edward District School Board

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

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

## 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 25, 2010  
at 5:30pm  
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

**Kathy Soule**  
Director of Education and  
Secretary of the Board

*Trustees: M. Brant, S. Clements, C. Cotton, T. Goodfellow, M. Hall, D. Inch, H. Marissen, C. Pitman,  
M. Walker, J. Williams*



# Hastings and Prince Edward District School Board

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## Student Enrolment/School Capacity Committee PUBLIC AGENDA

January 25, 2010 – 5:30 p.m.  
Board Room, Education Centre

<b>Section</b>	<b>Item</b>	<b>Report No.</b>	<b>Resp.</b>
<b>A</b>	<b>Call to Order</b>		
	Approval of agenda Approval of minutes – September 21, 2009 Business arising from the minutes		
<b>B</b>	<b>Recommendations</b>		
	NIL		
<b>C</b>	<b>Information</b>		
	Athol/South Marysburgh Accommodation Review: update	C-1	KS
<b>D</b>	<b>Correspondence</b>		
	None		
	<b>Adjournment</b>		



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
STUDENT ENROLMENT/SCHOOL CAPACITY COMMITTEE  
PUBLIC MEETING MINUTES  
September 21, 2009**

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- Present:** M. Brant, S. Clements, C. Cotton, T. Goodfellow, M. Hall, D. Inch,  
H. Marissen, M. Walker, J. Williams
- Regrets:** C. Pitman
- Resource:** K. Donnell, T. Fitzgibbon, J. Montgomery, R. McGall, D. Rutherford,  
K. Soule, D. Tregenza
- Minutes:** S. Smith

**Call to order**

Chair Goodfellow called the meeting to order at 5:00 p.m.

**Approval of agenda**

Moved: J. Williams  
Seconded M. Walker

**That the agenda be approved.**

Carried

**Approval of minutes**

Moved: C. Cotton  
Seconded: D. Inch

**That the minutes of June 22, 2009 be approved.**

Carried

**Business arising from the minutes**

Discussion took place regarding the declining enrolment and utilization of space in the Trenton area, in particular at Breadner Elementary School. It was noted that no further discussion has taken place in this regard. Some space at Breadner Elementary School is currently being shared with community agencies. Other partnerships could be explored in the future.

**Recommendations**

**Notice of Motion: Revisions to Policy No. 15, Student Enrolment/School Capacity**

Following the review of Policy No. 15 on June 22, 2009, the Ministry of Education introduced the Revised *Pupil Accommodation Review Guideline*. Revisions were made to the existing *Guidelines* to better support the ARC process. Policy No. 15 was further revised by administration to incorporate the new *Guidelines*. These revisions were reviewed with Board members and included the following:

Revision/change	Policy reference
– reduction from 60 days to 30 days for the minimum period between the announcement of an ARC and the first public meeting	– 2.4, ARC meetings

<b>Revision/change</b>	<b>Policy reference</b>
– change from a minimum of six to four mandatory public meetings; this does not preclude the ARC from holding additional meetings	– 2.4, ARC meetings
– introduction of a <i>Terms of Reference</i> . This procedure will be developed by administration and will clarify the mandate of the ARC; the parameters and criteria that will guide the development and recommendation of accommodation options; the roles and responsibilities of ARC members and the ARC process.	– Definitions – 2.6, Information and documentation – 2.8, ARC report
– modification of the “valuation tool” to reflect a process that better supports the review of existing schools and the evaluation of accommodation options. The modified “School Information Profile” replaces the former School Valuation Framework and is provided to the ARC by administration. The ARC may modify and add relevant information to the school profiles.	– Definitions – 2.7, School Information Profile – 2.8, ARC Report – Appendix C
– improved clarity regarding the ARC’s role in making accommodation recommendations. The ARC will present its accommodation report and recommendations directly to the SE/SCC in public session.	– 3.1, Report to the SE/SCC – 3.4 SE/SCC follow-up meeting

Adjustments will be made to the timelines noted under item 3.7 and to the appropriate appendices. Administration will prepare the Terms of Reference referred to in the policy.

Moved: S. Clements  
Seconded: M. Hall

**That the Student Enrolment/School Capacity Committee recommend that the changes to Board Policy No. 15 Student Enrolment/School Capacity be approved as contained in the Student Enrolment /School Capacity Committee Report B-1 and accompanying appendices dated September 21, 2009.**

Trustee Clements requested that the full policy, with revisions, be included with the notice of motion report for the September 28, 2009 Board meeting.

Moved: M. Hall  
Seconded: C. Cotton

**That the Student Enrolment/School Capacity Committee give notice of motion at the September 28, 2009 Board meeting as follows:**

**That the Hastings and Prince Edward District School Board approve the changes to Board Policy No. 15 Student Enrolment/School Capacity as contained in Appendix 1.**

Moved: M. Hall  
Seconded: C. Cotton

**That the motion be amended by striking out the word ‘changes’ and inserting the word ‘amendments’.**

**That the Hastings and Prince Edward District School Board approve the amendments to Board Policy No. 15 Student Enrolment/School Capacity as contained in Appendix 1.**

Carried

**Accommodation review: Prince Edward County**

Director Soule referred to the process to date. At the Board meeting of January 2008 the Board recommended that further consideration be given to the establishment of an Accommodation Review Committee in Prince Edward County. Updated enrolment projections and utilization factors reviewed by the Student Enrolment /School Capacity Committee on June 22, 2009 further identified Prince Edward County as an area of ongoing declining enrolment.

Current and projected enrolment at Athol Central Public School and South Marysburgh Central School was reviewed. The combined total for the two schools is 163 compared to a total capacity of 262 or utilization rate of 62%. Total enrolment for the two schools is expected to decline to 120 by 2014-15. The board will be facing many challenges in the coming years as a result of declining enrolment and increasing facility renewal needs. Senior administration is recommending that an Accommodation Review Committee (ARC) be formed to consider all possible pupil accommodation options for Athol Central Public School and South Marysburgh Central School.

Moved: D. Inch  
Seconded: H. Marissen

**That the Student Enrolment/School Capacity Committee recommend that the Hastings and Prince Edward District School Board create an Accommodation Review Committee for Athol Central Public School and South Marysburgh Central School in Prince Edward County as contained in the Student Enrolment/School Capacity Committee Report No. B-2 dated September 21, 2009.**

Trustee Inch noted that the two schools are located about 5 minutes apart and are similar in size. Both schools are supported by the local community.

Trustee Marissen asked about the accommodation review committee. It is anticipated that one ARC will be formed for the two schools with membership as defined in Policy No. 15. The recommendation for the creation of an accommodation review committee will go to the Board for approval on October 26, 2009, therefore will follow the new, amended Student Enrolment/School Capacity policy. As noted previously, revisions were made to the *Pupil Accommodation Review Guideline* to better support the ARC process.

Further discussion followed regarding the ARC timelines, process and Terms of Reference. Accommodation options will be provided to the accommodation review committee for consideration, as part of the Terms of Reference.

### **Information**

#### **Encouraging Facility Partnerships**

The Ministry of Education is seeking feedback from school boards and municipalities on a new draft policy - Encouraging Facility Partnerships. The purpose of the new policy is to encourage school boards to work with their community partners in order to share facilities to the benefit of boards, students and the community and to maximize community use of board facilities.

Superintendent Rutherford reviewed the major components of the policy:

- identification of facility partnership opportunities in board planning;
- development of board facility partnership policies;
- process to notify community partners;
- consideration of opportunities for co-building with community partners; and
- consideration of opportunities for sharing unused space in schools with community partners.

The challenge for the board will be to determine how much space is available in schools. The board will be undertaking a space review in the fall due to the implementation of full-day, every-day learning. A board procedure would need to be developed with notification provided to the community regarding available space by February 2010.

Discussion took place regarding operations and capital cost recovery through rental fees. It was noted that this policy refers to space utilized during the school day and is not meant to cover current partnerships with service agencies or community use of schools.

The relationship between accommodation reviews and potential community partnership opportunities was noted.

#### **Integration Committee(s)**

Superintendent Montgomery and Rogers provided a brief overview of the Integration Committee for West Belleville and North Hastings respectively. Committee membership will consist of the superintendent, one community agency representative and, from each affected school, the principal, school council chair and teacher representative.

The West Belleville Integration Committee will be formed as one larger committee initially with representation from Sir Mackenzie Powell Public School, Sir John A. Macdonald School and Prince Charles School. Smaller, school specific committees (Sir Mackenzie/Sir John A. Macdonald and Sir Mackenzie/Prince Charles) will meet as required to work through specific planning and transition requirements.

Membership for the North Hastings Integration Committee will consist of representation from Bancroft Public School and North Hastings Senior Elementary School.

It is anticipated that the first meeting for both Integration Committees will be held in mid-October.

#### **Correspondence**

There was no correspondence.

#### **Adjournment**

The meeting was adjourned at 6:40 p.m.



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

**From:** Kathy Soule, Director of Education and Secretary of the Board

**Re:** **Athol/South Marysburgh Accommodation Review: update**

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**Purpose**

To provide an update regarding the accommodation review for Athol Central Public School and South Marysburgh Central School.

**Background**

In November 2009 an Accommodation Review Committee (ARC) for Athol Central Public School and South Marysburgh Central School was formed and the timelines for the public consultation process were established. As per Board Policy 15: Student Enrolment School Capacity, the Student Enrolment/School Capacity Committee is required to meet at least two times during an ARC process.

**Current situation**

Two public meetings of the Athol/South Marysburgh ARC have been held to date with the remaining two public meetings scheduled for February 17 and March 22, 2010. All information pertaining to the accommodation review process is available to the public and posted on the district website.

**Appendices**

Minutes of Athol/South Marysburgh ARC meetings

- December 1, 2009
- January 19, 2010 (draft to follow)

Respectfully submitted,

**Kathy Soule**  
**Director of Education and Secretary of the Board**



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## ATHOL/SOUTH MARYSBURGH ACCOMMODATION REVIEW COMMITTEE (ARC)

December 1, 2009 6:00pm – 8:00pm  
MINUTES

Members			Resource
Monica Alyea	Amira Loney	Janice Ruggles-Bolton	Dave Rutherford
Annette Brummell	Heather Munroe	Marg Thompson	Sandy Smith
Bruce Dowdell	Krista Overberg	Andrea Wierstra	Kathy Soule
Dee Evans	Cathy Peeling	Heather Zantingh	Don Tregenza
Trish FitzGibbon	Nancy Robinson	<b>Regrets:</b>	
Barb Guernsey	Kirstie Ross		
Brenda Kerr			
Valencia Logan			

### Welcome

Kathy Soule, Director of Education, welcomed members and the public to the first meeting of the Accommodation Review Committee for Athol Central Public School and South Marysburgh Central School.

### Agenda Review and Introductions

Trish FitzGibbon, Superintendent for the Prince Edward school group, acted as facilitator for the meeting. Following elections for Chair and Vice-chair of the ARC, the meeting will be conducted by the Chair. The agenda for the evening was reviewed and members and resource staff were introduced.

Members were asked to verify the contact information provided. Contact information will be posted on the website and available to the public.

A power point presentation containing all information presented was used to facilitate the meeting. Copies of the presentation package, the School Information Profiles and board policy and procedure were distributed for reference. Policy 15: Student Enrolment/School Capacity, describes Board policy and Ministry direction regarding the accommodation review process. Procedure 178: Accommodation Review Committee provides terms of reference that further clarify the role of the ARC and support the public consultation process.

**Note:** The presentation package accompanies these minutes and provides specific details for the information that follows. All information relevant to the ARC will be posted on the ARC website for future reference.

### Meeting Protocol

Superintendent Fitzgibbon reviewed the protocol for ARC meetings and the roles, responsibilities and timelines of the ARC.



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An opportunity will be provided at each ARC meeting for questions from members and the public. Additional questions and requests for information should be submitted to Sandy Smith ([ssmith@hpedsb.on.ca](mailto:ssmith@hpedsb.on.ca) or 613-966-1170, extension 2270). Questions and answers will be summarized and, along with any additional information requests, shared with the ARC and available through the website.

Public input is encouraged throughout the process and can be provided through a voting a member, through written input or through a presentation to the ARC. Details on the process for presenting to the ARC are described on the website. A public input form must be submitted one week in advance of the meeting to include with the agenda package.

The ARC may meet as often as required but must hold four public meetings and complete its mandate within the 110 day timeline specified in Board policy. Following the completion of the ARC meetings and presentation of the ARC report, a series of Student Enrolment/School Capacity Committee (SE/SCC) meetings will be held. The SE/SCC is a committee comprised of all trustees that deal specifically with accommodation review. The ARC and senior administration will present their final report to the SE/SCC for consideration. An opportunity will be provided for the public to provide input on those reports. The accommodation recommendations will be presented by the SE/SCC at the Board Meeting on June 21, 2010 for Board decision.

## **Election of Chair and Vice-Chair**

Director Soule facilitated the election process for Chair and Vice-chair. ARC meetings will be conducted by the Chair, and in absence of the Chair, the Vice-chair.

Nominations from the floor were called for the position of Chair.

Monica Alyea nominated Heather Zantingh and Valencia Logan seconded the nomination. Heather accepted the nomination.

Nominations for the position of Chair were called for a second and third time.

Seeing no further nominations, Heather Zantingh was declared Chair of the Accommodation Review Committee.

Nominations from the floor were called for the position of Vice-chair.

Heather Zantingh nominated Amira Loney and Valencia Logan seconded the nomination. Amira accepted the nomination.

Nominations for the position of Vice-chair were called for a second and third time.

Seeing no further nominations, Amira Loney was declared Vice-chair of the Accommodation Review Committee.

## **Rules of Order for meeting**

Director Soule reviewed the protocol for meetings of all Board committees. Meetings will follow general *Robert's Rules of Order, Newly Revised*, and conducted in accordance with board policies and procedures.



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Together, these provide a process for meeting conduct, ensuring that the business of the meeting is accomplished and that all voices are heard. The Chair guides the meeting and attendees speak through the Chair, identifying them, especially when motions are made.

The ARC meetings are very much a public process intended to be collaborative and comfortable. Any comments or input regarding the physical set up and seating arrangements are welcomed.

Chair Heather Zantingh conducted the remainder of the meeting.

## **Accommodation Options**

As a requirement of the ARC process, board administration must present at least one accommodation option other than what is currently in place, for an identified school or group of schools.

Superintendent Rutherford provided a brief history of the board's long term accommodation study and the impact of declining enrolment in Hastings and Prince Edward. There are 46 elementary schools and 8 secondary schools in the district. The board is funded primarily on a per pupil basis. As enrolment declines, the board is faced with fewer resources to deal with increasing costs for building maintenance and facility renewal needs as well as additional challenges in program delivery.

The Board is committed to providing the best educational opportunities for students while balancing this against enrolment realities and fiscal responsibilities. Considerations include:

- maximizing program opportunities for students;
- recognizing the importance of community schools; and
- maximizing facility renewal.

Enrolment projections and school utilization and capacity were reviewed. Utilization rate is determined by looking at a school's capacity (number of classrooms and how many students can be accommodated in those classrooms) in relation to the number of students at the school. Overall enrolment has decreased significantly since amalgamation in 1998, resulting in an increase in surplus space in a number of schools across the district.

Although growth changes are not fully known, it is anticipated that the impact of full-day, every-day learning will be minimal. Implementation will be phased in over the next five years.

In Prince Edward County, elementary enrolment has declined from 2,306 in 1998 to 1,496. Total capacity is 2,055, resulting in a surplus space of 1,059 across the eight elementary schools. Current enrolment at Athol and South Marysburgh is 154 (114 and 41 respectively), with a total capacity of 262 or utilization rate of 62%.

Senior administration is therefore recommending as one accommodation option for consideration by the ARC, the closure of South Marysburgh Central School. Athol Central Public school would become a JK to Grade 8 school, accommodating the students from South Marysburgh.



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The ARC may create other accommodation options for consideration as well. The options are to be consistent with the board's objectives and consider alternatives such as possible consolidation, program relocation or school closure.

## **School Information Profiles**

Copies of the School Information Profile for Athol and South Marysburgh schools were distributed. The profiles have been prepopulated with statistical information such as school floor and site plans, enrolment projections, current staffing numbers and bussing information. Additional information will be provided to the ARC to allow for the completion of the Profile. The ARC will review, discuss and complete the Profiles.

The information contained in the Profiles will help familiarize ARC members and the community with the two schools. The Profiles and the educational and accommodation objectives presented by administration will form the foundation for discussion and analysis of the accommodation options and will be included as part of the ARC report.

## **Next Steps**

Next steps for the ARC were reviewed.

- Review the Student Enrolment/School Capacity Policy and accompanying appendices and the Accommodation Review Committee Procedure. Consider any questions or requests for additional information.
- Review the information contained in the School Information Profiles. School committees may wish to work on the Profiles prior to next meeting. Information required to complete the profiles will be provided through Sandy Smith. Bring forward any questions or requests for additional information. Time will be allotted at the next meeting to work on the Profiles.
- Consider the alternative accommodation option presented by Senior Administration and any questions, requests for information and/or additional points for clarification.
- Consider any other accommodation options the ARC may wish to present or study.

## **Questions and Comments**

An opportunity was provided for questions from members and the public and answers were provided by Senior Administration.

**Q:** Who sets the agenda for the ARC meetings?

**A:** The work of the ARC is mandated by the Ministry of Education, therefore many of the agenda components are set. The Chair will work with Sandy Smith to set the direction and finalize the agendas for each meeting. Since this is a public consultation process, all information shared will be available to the public. Members and the public are encouraged to use the website as a resource and vehicle for providing input in addition to the meetings.



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**Q:** Do we know whether the enrolment decline is a result of students shifting to other schools outside of the board's jurisdiction?

**A:** Enrolment patterns and projections were provided to the board in a long term accommodation study prepared by Watson and Associates. As part of the study, Watson also researched enrolment patterns in other boards and school systems in the area (such as Algonquin Lakeshore and private schools). Although there may be some minimal movement at the secondary level due to specialized program offerings, no significant shift or trend was seen at the elementary level as far as students moving from HPEDSB schools to other school systems.

With the exception of the Greater Toronto area, declining enrolment is a reality across the province. Enrolment in Prince Edward County is declining faster than other parts of the district with a significant drop over the last five years.

**Q:** Does St. Gregory Catholic School in Picton have additional space?

**A:** Currently school enrolment is at capacity. The school offers full-day, every-day kindergarten.

**Q:** If South Marysburgh School closes, will funding and support follow each student or will cost savings be absorbed by the school board and/or used elsewhere in the district?

**A:** Funding is based primarily on enrolment, on a per pupil basis, with the exception of some operational costs. Funding to support the students and program would flow with the students. Some savings would be seen in facility maintenance and renewal over time. There may be some cost saving in salaries although a similar number of teachers and school administration would still be required to support the students at one school, rather than two. Educational assistant support is based on student needs therefore would not be taken away where required.

**Q:** With reference to the recommendation from senior administration, is there a timeline for the closure of South Marysburgh School?

**A:** No timeline has been presented in this regard. At this point the closure of South Marysburgh is a recommendation to the ARC for consideration. The ARC may wish to study this option further and look at reasonable timelines associated with it. Senior administration did not present other options as it feels this option is reasonable and can be supported. The ARC may wish to study and consider other accommodations scenarios such as the closure of both schools, and moving students to Queen Elizabeth or Pincrest schools. The ARC needs to determine what it feels is best for the students of Athol and South Marysburgh schools, prior to making its recommendation for Board consideration. Should the Board approve a recommendation for school closure or consolidation, an Integration Committee would be formed. The committee, comprised of a variety of representatives, will provide input into the transition of staff and students.

**Q:** If the ARC considers an accommodation option that involves other schools, would it not then be necessary to have those schools represented on the ARC or, to create a new ARC?

**A:** The board does not have to enter into an ARC in order to involve other schools in the consolidation process. However, if the ARC did wish to consider a scenario involving other schools, senior administration would bring further information back to the ARC to study and review.



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**Q:** If such an option did come forward for consideration, the timelines (110 days) would not work as more extensive information would be required. Would the timelines be extended?

**A:** Timelines are defined in Board policy therefore extending timelines is not a simple process. If the ARC wishes to investigate other possibilities and options, additional meetings could be scheduled within the existing timelines, to allow for further information to be sought and presented.

**Q:** If the ARC was to come up with other options, would senior administration consider them as well?

**A:** Yes. As much information as possible will be provided to the ARC to allow for an informed decision and recommendation.

**Q:** If South Marysburgh closes, is Athol or the board responsible for the property and school?

**A:** The parent and community would have no responsibility for the school or property. The board has a clear and defined process for use and disposal of a school following school closure.

**Q:** What is the security level for years of operation of Athol School, should South Marysburgh School close?

**A:** Board policy states that the school will not be part of another accommodation review for at least five years, unless the school community brings it forward for consideration.

**Q:** Is the accommodation review (in relation to school capacity and surplus space) a board decision or is it government based?

**A:** The Ministry has defined the process for accommodation reviews, which all school boards have adopted. The Ministry does not state that you can't operate schools in areas of declining enrolment, however, funding provided to school boards is based on occupied classrooms. School boards can no longer afford to operate and maintain aging facilities and continue to provide a range of programs in light of declining enrolment.

Capacity for Athol school is 147. Five years ago school capacity was at 100%. Current enrolment is 114, with a capacity or space utilization of 77%. Funding is based on occupied classrooms. As school enrolment drops below capacity, funding decreases.

**Q:** Have there been any situations where students are transported or relocated from urban schools to a rural school?

**A:** No. Students typically attend their home school, or school located within their jurisdiction particularly at the elementary level. Some schools do offer specialized programs and therefore may draw from a larger catchment area or outside their boundaries. The district is not faced with issues such as overcrowding in urban schools. Typically students in urban areas would walk to school. To move these students to rural areas would mean increased transportation costs.

**Q:** Why do students from McCauley village area attend Pincecrest Memorial, given the short distance to South Marysburgh?

**A:** The existing school boundaries have been in place for quite some time now.

**Q:** Could the ARC process look at school boundaries?

**A:** Yes, school boundaries can be looked at, however, there are currently too many facilities/schools for the number of students. Moving students from one school to another does not address the issue of declining enrolment. The board would still be faced with the challenge of maintaining the same number of facilities.



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**Q:** What is the most creative accommodation recommendation or solution that has come out of an accommodation review, in this or other school districts?

**A:** There have been different solutions across the province such as the closure of a few schools and the building of one new K-Grade 12 campus; reorganizing a secondary school to become a Grade 7-12 school and the creation of one campus with two schools, K-Grade 6 and Grade 7-12. The situation depends on a number of variables such as available funding, whether the school is recognized as a Prohibitive to Repair (PTR) school and whether the schools are located in areas of growth rather the decline. ARC members are encouraged to visit other school board websites and review some of the ARC recommendations.

**Q:** Has the school board looked at any of the F.I.T. programs, such as solar energy?

**A:** The board is considering some aspect of this and currently entering into a public process for proposals. No specific schools or buildings have been identified yet.

**Q:** Is there a maximum timeline considered for students travelling on a bus?

**A:** Transportation services are provided by Tri-board Student Transportation Services. They have guidelines in place and try not to exceed an hour for time on a bus. In some rural or remote areas, that may not be possible. Some average statistics for bus runs and travel times could be provided if the ARC would like to investigate a particular scenario.

**Q:** Is there a process for who has first rights to purchase a school if it is to be sold?

**A:** Yes. There is formal procedure in place regarding the use and disposal of all board property. Once the Board had made a decision to close a school, it then must determine whether it is to be kept or declared surplus. If the school is to be sold, there is process of first offering it at fair market value (as per Ontario Regulation 444/98) to other school boards, municipalities and specific agencies, within a specified time frame. Following that, if there is no interest, the public tenure process will be started.

## **Adjournment**

The meeting was adjourned at 7:40pm.

## **Next meeting**

Tuesday, January 19, 2010, 6:00pm, South Marysburgh Central School