



# 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:

**Wednesday, February 18, 2009**  
**commencing at 5:00pm**  
**in the Board Room, Education Centre**  
**156 Ann Street, Belleville, Ontario**

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**

*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

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

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

## Student Enrolment/School Capacity Committee PUBLIC AGENDA

February 18, 2009 – 5:00 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 – May 26, 2008 Business arising from the minutes		
<b>B</b>	<b>Recommendations</b>		
	None		
<b>C</b>	<b>Information</b>		
	Report from Senior Administration – West Belleville Accommodation Review	C-1	
<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  
MAY 26, 2008**

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

**Resource:** K. Donnell, T. Fitzgibbon, J. Montgomery, R. McGall, D. Rutherford, K. Soule, D. Tregenza

**Minutes:** S. Smith

**Call to order**

Trustee Goodfellow called the meeting to order at 4:00pm.

**Approval of agenda**

Moved: C. Cotton

Seconded M. Brant

**That the agenda be approved.**

Carried

**Approval of minutes**

Moved: C. Cotton

Seconded: M. Hall

**That the minutes of January 10, 2008 be approved.**

It was noted that Trustee Williams was in attendance at the meeting. The minutes will be adjusted accordingly.

Carried

**Business arising from the minutes**

None

**Other business**

Trustee Walker reported on the organizational meeting of the North Hastings Accommodation Review Committee held on May 13, 2008 and thanked school administration for their efforts in preparing staff and school councils for the accommodation review process.

**Recommendations**

Superintendent Rutherford provided some background information regarding the Prohibitive to Repair (PTR) initiative for Sir Mackenzie Bowell Public School. The process for application to the Ministry of Education required that administration provide a specific proposal, based on one of the three categories.

Administration submitted a proposal that would include the closure of Sir Mackenzie Bowell Public School and renewal, renovations and additions to both Sir John A. Macdonald School and Prince Charles School. It has become evident in recent discussions with Ministry staff that the PTR funding will be approved. Based on this information, administration is recommending that an Accommodation Review Committee be formed. Although administration was required to submit only one proposal, the Ministry recognizes that other options may be considered and recommended to the Board by the Accommodation Review Committee (ARC).

Moved: C. Cotton  
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 Prince Charles School, Sir Mackenzie Bowell Public School and Sir John A. Macdonald School as contained in the Student Enrolment/School Capacity Committee Report No. B-1 dated May 26, 2008.**

Trustees spoke in support of the motion and the proposal submitted by administration to the Ministry of Education.

Carried

Next steps were discussed briefly and it was noted that pending Board approval, the process for the formation of an Accommodation Review Committee would begin. A general information session will be scheduled in June, followed by the six public meetings beginning in September 2008, as per the process outlined in Board Policy A-3.

#### **Correspondence**

There was no correspondence.

#### **Adjournment**

The meeting was adjourned at 4:30pm.



**Decision** \_\_\_\_\_ **Information** **X**

**To:** The chair and members of the Student Enrolment /School Capacity Committee

**From:** Senior Administration

**Re:** **West Belleville Accommodation Review**

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### **Purpose**

To present to the committee in public session, the report and recommendations from senior administration regarding the West Belleville accommodation review.

### **Background**

In April 2007, the Board approved the Student Enrolment/School Capacity policy, now known as Policy No. 15. The policy outlines the accommodation review process for Hastings and Prince Edward District School Board. On May 26, 2008, the Board approved the creation of an accommodation review committee for Prince Charles School (Gr. JK-5), Sir Mackenzie Bowell Public School (Gr.6-8) and Sir John A. Macdonald School (Gr. JK-6), each located in West Belleville. The West Belleville Accommodation Review Committee (ARC) was formed in September 2008. Over the course of the next five months, six public accommodation review committee meetings were held.

The Accommodation Review Committee reviewed two scenarios that addressed the extensive renewal needs of Sir Mackenzie Bowell Public School.

Scenario 1 proposed the closure of Sir Mackenzie Bowell Public School. Students would be retained in their home school communities of Sir John A. Macdonald School and Prince Charles School. Renovations and additions would be carried out at those two schools to accommodate the students and their programming needs as both schools would be converted to Kindergarten to Grade 8 facilities.

Scenario 2 proposed a complete rebuild of Sir Mackenzie Bowell Public School. Sir John A. Macdonald School would remain a JK to Grade 6 facility and Prince Charles School would expand to become a Junior Kindergarten to Grade 6 facility.

The Accommodation Review Committee discussed the pros and cons of both scenarios and requested additional information from administration. After further deliberations the committee supported Scenario 1 recognizing that even with a rebuild of Sir Mackenzie Bowell Public School, additional renewal needs would be required at both Sir John A. Macdonald and Prince Charles School. Scenario 2 would be more capital intensive and would require the ongoing operation of three schools as opposed to two schools. The Sir Mackenzie Bowell School sub-committee recognized the many benefits of Scenario 1 but emphasized that adequate financial resources dedicated to the plan would be necessary to its success.

The West Belleville Accommodation Review Committee presented its final report, attached as Appendix I, to senior administration at a public meeting on January 28, 2009.

### **Current situation**

As per board policy, senior administration is required to review the recommendation(s) of the Accommodation Review Committee and provide its own report and recommendation(s) to the Student Enrolment/School Capacity Committee.



Senior administration concurs with the recommendation presented by the West Belleville Accommodation Review Committee: Scenario 1 proposing the closure of Sir Mackenzie Bowell Public School and converting Sir John A. Macdonald School and Prince Charles School to JK to Grade 8 schools. Senior administration offers the following preliminary cost and financing estimates and time lines.

**Enrolments and Capacity**

School	Current Capacity	Current Enrolment	2011 Enrolment	2015 Enrolment
Prince Charles School	262	215	330	358
Sir John A. Macdonald School	237	174	232	256
Sir Mackenzie Bowell Public School	115	153	-	-
<b>TOTAL</b>	<b>614</b>	<b>542</b>	<b>562</b>	<b>614</b>

**Estimated Costs**

School	Program Enhancements	Accommodation Enhancements	School Renewal Needs	Total
Prince Charles School	\$1,100,000	\$ 332,800	\$3,427,200	\$4,860,000
Sir John A. Macdonald School	\$1,100,000	\$ 332,800	\$1,433,900	\$2,866,700
<b>PROJECTED TOTAL</b>				<b>\$7,726,700</b>

**Funding**

Source	Amount
Prohibitive to Repair Grant (Sir Mackenzie Bowell Public School)	\$3,173,052
Enrolment Pressures Grant	\$4,553,648
Proceeds from disposition of Sir Mackenzie Public School	TBD
<b>TOTAL</b>	<b>\$7,726,700</b>

The actual allocations from the enrolment pressures grant will be dependent on the proceeds of disposition of Sir Mackenzie Bowell Public School and other board revenues.

**Timelines**

The integration and transition process will begin following the Board Meeting of May 25, 2009. Below is a list of proposed dates for next steps.

Date	Amount of Time	Process
September 2009	-	Creation of Integration Committee
October 2009	4 weeks	Architect selection
October 2009	12 weeks	Integration Committee planning, program review and transition issues
November 2009	8 weeks	Architect floor plan development
January 2010	10 weeks	Detailed working drawing development
May 2010	2 weeks	Tender construction drawings
June 2010	52 weeks	Construction and renovation
June 2011	-	Closure of Sir Mackenzie Bowell Public School facility
September 2011	-	School additions and renovations complete; Sir John A. Macdonald and Prince Charles School become JK-8 facilities



Senior administration wishes to express its appreciation to the Accommodation Review Committee members for Prince Charles School, Sir John A. Macdonald School and Sir Mackenzie Bowell Public School for their commitment and dedication throughout the review process. The meetings were informative, focused and consultative. Members worked together in a respectful manner within their school committees, school communities and as a larger West Belleville Accommodation Review Committee, reflecting the true spirit of cooperation, integrity and collaboration.

#### **Appendices**

- Appendix I: Report from the West Belleville Accommodation Review Committee
- Appendix II: Scenario analysis templates: pros and cons
- Appendix III: Questions and Answers
- Appendix IV: Meeting minutes and information

#### **Recommendation**

In summary, senior administration presents the following recommendations for consideration by the Student Enrolment/School Capacity Committee.

- 1. That Sir Mackenzie Bowell Public School be closed and declared surplus.**
  
- 2. That the students of Sir Mackenzie Bowell Public School be accommodated at Sir John A. Macdonald School and Prince Charles School as per their existing boundaries.**

Respectfully submitted

**Kathy Soule, Director of Education  
On behalf of senior administration**



**Hastings and Prince Edward  
District School Board**

**Student Enrolment/School Capacity Committee  
Report No. C-1  
February 18, 2009**

## **APPENDIX I**

- **Report from the West Belleville Accommodation Review Committee to Senior Administration**



**To:** Senior Administration

**From:** Accommodation Review Committee: West Belleville

**Re:** **Report from the West Belleville Accommodation Review Committee (ARC)**

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### **Background**

At the meeting of May 26, 2008, the Board approved a motion for the creation of an accommodation review committee for Prince Charles School, Sir John A. Macdonald School and Sir Mackenzie Bowell Public School in West Belleville. The Board initiated an accommodation review committee to assist in determining what school organization and facility needs would best serve these school communities and how to use the proposed capital funding available from the Ministry of Education under the Prohibitive-to-Repair (PTR) program.

A public information session was held at Sir Mackenzie Bowell Public School on June 25, 2008. The purpose of the meeting was to provide details on the formation of the accommodation review committee and information regarding the committee's mandate and roles and responsibilities. The West Belleville Accommodation Review Committee was formed in September, 2008. Six public meetings were held at various schools, on October 1, October 22, November 13 and December 3, 2008 and January 7 and January 28, 2009.

The committee was chaired by Wendy Proctor with membership as follows:

#### Prince Charles School

Susan Carleton-Maines - Principal  
Erin Fox - Teacher representative  
Jackie Hovinga - Non-teaching representative  
Sue Benjamin, Kathryn Seaborn, Stephanie Murray - Parents

#### Sir John A. Macdonald School

Carol Fisher - Principal  
Christine Simpson - Teacher representative  
Kim Walsh, Erin Ivey, Gerry Fraser - Parents

#### Sir Mackenzie Bowell Public School

Derek DeLarge - Principal  
Katie Holt - Teacher representative  
Marg Walker - Non-teaching representative  
Tim Foster, Robert Williams, Marg Townsend - Parents  
Ryan Kirkpatrick - Student

#### Community/Municipality

Wendy Proctor  
Jim Preston  
Rod Bovay

A school valuation was completed for Prince Charles School, Sir John A. Macdonald School and Sir Mackenzie Bowell Public School. An opportunity was provided throughout the process for public input and consultation with school councils and parents, and additional information was provided by senior administration.



The committee received information regarding the Prohibitive-to-Repair (PTR) initiative and reviewed the business case proposal presented by senior administration to the Ministry of Education. That proposal was presented to the committee for consideration as:

Scenario 01: closure of Sir Mackenzie Bowell Public School; renewal, renovations and additions to Sir John A. Macdonald and Prince Charles School; Sir John A. Macdonald and Prince Charles School become JK to Gr. 8 schools retaining students within their respective communities

An additional proposal was presented by the Sir Mackenzie Bowell Public School committee for consideration. That proposal was presented as:

Scenario 02: rebuild of Sir Mackenzie Bowell Public School as a Grade 7-8 school; Sir John A. Macdonald School remains a JK-6 school and Prince Charles School becomes a JK-6 school

The committee discussed the strengths and weaknesses of both options and asked a number of questions. Information was provided by senior administration in response to those questions. No further scenarios were presented.

### **Recommendation**

The West Belleville Accommodation Review Committee supports the option proposed by senior administration recommending that Sir Mackenzie Bowell Public School be closed with renewal, renovations and additions to both Sir John A. Macdonald School and Prince Charles School. Sir John A. Macdonald and Prince Charles would become JK-8 schools, retaining students within their respective communities. Additions at both schools would include larger gymnasiums, associated change-rooms and conversion of existing gymnasiums to library resource centres and computer labs. Renewal needs are required at both buildings and would include new fire alarm systems, roofing, lighting, windows and heating system modifications.

### **School committee input / considerations**

The Accommodation Review Committee for **Prince Charles School** supports the recommendation based on the understanding that significant renovations will be completed in a timely manner. The committee feels that the recommended scenario will maintain community cohesion and benefits families and the learning continuum for all students. Members of the school community would like to work collaboratively with the Sir Mackenzie Bowell community to ensure that the transition is completed in the best interest of student success. The process has been very open to date and it is important that as it moves forward, consultation with the school and neighbouring community continues.

The Accommodation Review Committee for **Sir John A. Macdonald School** fully supports the recommendation of this report as it is desirous of keeping its school community intact from JK to Grade 8. The committee views this as a great benefit to families and to the educational continuum of each student. The school is more than willing to have an intermediate division and to operate all programs and extra-curricular activities which students require.

The Accommodation Review Committee for **Sir Mackenzie Bowell Public School** does not feel that this is the ideal solution but given financial restrictions recognizes that there are not a lot of workable alternatives. The concern of the school committee is that all potential benefits recognized by the committee for the recommended scenario find fruition. The committee recognizes the many benefits of the 'pros' (Appendix A), as long as adequate financial resources are allocated to fully realize the plan.



**Reference**

- Appendix A - Scenario Analysis 01, West Belleville ARC Summary Input - November 13, 2008

**Respectfully submitted,**

West Belleville Accommodation Review Committee



**APPENDIX A**

**Scenario Analysis 01  
West Belleville ARC summary input – November 13, 2008**

Scenario #:01
Submitted by: Senior Administration

<p><u>Scenario Title:</u> Closure of one school</p> <ul style="list-style-type: none"> <li>– closure of Sir Mackenzie Bowell Public School</li> <li>– Sir John A. Macdonald and Prince Charles School become JK-8 schools</li> </ul>
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<p><u>Scenario Description:</u></p> <ul style="list-style-type: none"> <li>– closure of Sir Mackenzie Bowell Public School</li> <li>– renewal, renovations and additions to Sir John A. Macdonald and Prince Charles School</li> <li>– Sir John A. Macdonald and Prince Charles School become JK to Gr. 8 schools retaining students within their respective communities</li> <li>– additions at both schools would include larger gymnasiums, associated change-rooms and conversion of existing gymnasiums to library resource centres and computer labs</li> <li>– extensive renewal needs are required at both buildings including new fire alarm systems, roofing, lighting, windows and heating system modifications</li> </ul>
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<p><u>Rationale:</u></p> <ul style="list-style-type: none"> <li>– Sir Mackenzie Bowell Public School identified as at PTR school (Prohibitive to Repair School)</li> <li>– maximizes program opportunities for students within the resources available</li> <li>– proposed school organization and facility needs best serve the school communities</li> <li>– maximizes facility renewal within the resources available</li> </ul>
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<b>Enrolment Information</b>						
School	Pre-scenario Enrolment Information				Post-scenario Enrolment Information	
	OTG	2008	2010	2015	2010	2015
Prince Charles School	262*	215	218	240	316	358
Sir John A. Macdonald School	237*	174	177	195	228	256
Sir Mackenzie Bowell Public School	115	153	160	189	--	--
TOTALS	(499*) 614	542	555	624	544	614

*Note: Special Education students currently attending Sir Mackenzie Bowell Public School and included in the school's projection are not included in the post scenario enrolment data.*



*Categories of information for consideration could include: academic programs, instructional aspects, extracurricular activities, financial, operations, transportation, social aspects, community, etc.*

PROS	CONS
<ul style="list-style-type: none"> <li>- more money for facility improvements at both schools: improved library, gym, computer labs, music room, yard</li> <li>- set budget, more money in the budget for resources</li> <li>- operational savings: possible reduction in administrative, custodial, secretarial; equipment expenses e.g. 2 computer labs vs. 3</li> <li>- immediate financial and environmental gains with closure of SMB; maintain 2 buildings instead of 3</li> <li>- increased admin time: principal and vice principal</li> <li>- increased student leadership opportunities for grade 7-8 students               <ul style="list-style-type: none"> <li>• increased responsibilities</li> <li>• opportunities for mentoring, peer tutoring</li> <li>• opportunities to contribute to social climate at school</li> </ul> </li> <li>- opportunities for extra-curricular activities</li> <li>- broadens scope of expertise within school</li> <li>- teachers can have more connection/continuity through elementary years</li> <li>- specialty teachers: music, phys-ed</li> <li>- opportunities for improved connections across divisions in academic, athletic, extracurricular programs</li> <li>- school programming strengths and needs is more consistent as students stay in the same school</li> <li>- provides stability by avoiding transition in junior division (PCB)</li> <li>- safety in the yard: primary, junior and intermediate areas</li> <li>- increased teachers, educational assistants, secretarial and child and youth counsellor support</li> <li>- keeping community families together               <ul style="list-style-type: none"> <li>• siblings support each other</li> <li>• maintain family unit, easier for families</li> </ul> </li> <li>- new community partners</li> <li>- no one is losing their <u>home</u> school</li> <li>- even with grade 7 and 8 students, the school is still a relatively small school (SJAM)</li> <li>- advances in technology comes with grade 7 and 8 students</li> <li>- minimizes transportation costs</li> <li>- school within community provides opportunities for parental/school staff interaction</li> <li>- greater number of students access new facilities</li> </ul>	<ul style="list-style-type: none"> <li>- potential for negative impact of undesirable "intermediate" behaviours on younger students</li> <li>- part of building at PCB is still old</li> <li>- challenge of managing student safety and program during renovations at both schools</li> <li>- lose Sir Mackenzie Bowell Public School for community use</li> <li>- may not be an accurate view for long term with expansion of Avondale, racetrack moving and possibly becoming residential</li> <li>- loss of social aspect for intermediate students to broaden and integrate prior to high school               <ul style="list-style-type: none"> <li>• missing the step from middle school to secondary school</li> <li>• socially, students may appreciate being separate</li> </ul> </li> <li>- drawing on a smaller community you may have split grades</li> <li>- creates two larger schools with approximately 300 students               <ul style="list-style-type: none"> <li>• harder to communicate and be in touch with students and families</li> </ul> </li> </ul>



**Possible Implications or Additional Considerations:**

(Refer to Policy No. 15 or the 'Considerations' section of the school valuation templates for starting/thinking points.)

- split grades
- community segregation until high school grades

**Questions or Requests for Information:**

- What is the population of Centennial Secondary School?
- What is the possibility for the Catholic Board to purchase the SMB property and build a new school at the location? What impact could this have on the public school enrolment?
- Do enrolment projections include effects of development of present fairgrounds property and present SMB property?



## **APPENDIX II**

- **Scenario Analysis Template: pros and cons**
  - Scenario 1
  - Scenario 2

## Scenario Analysis Template

West Belleville ARC summary input – November 13, 2008

<u>Scenario #:</u> 01
<u>Submitted by:</u> Senior Administration

<u>Scenario Title:</u> Closure of one school <ul style="list-style-type: none"> <li>– closure of Sir Mackenzie Bowell Public School</li> <li>– Sir John A. Macdonald and Prince Charles School become JK-8 schools</li> </ul>
<u>Scenario Description:</u> <ul style="list-style-type: none"> <li>– closure of Sir Mackenzie Bowell Public School</li> <li>– renewal, renovations and additions to Sir John A. Macdonald and Prince Charles School</li> <li>– Sir John A. Macdonald and Prince Charles School become JK to Gr. 8 schools retaining students within their respective communities</li> <li>– additions at both schools would include larger gymnasiums, associated change-rooms and conversion of existing gymnasiums to library resource centres and computer labs.</li> <li>– extensive renewal needs are required at both buildings including new fire alarm systems, roofing, lighting, windows and heating system modifications.</li> </ul>
<u>Rationale:</u> <ul style="list-style-type: none"> <li>– Sir Mackenzie Bowell Public School identified as at PTR school (Prohibitive to Repair School)</li> <li>– maximizes program opportunities for students within the resources available</li> <li>– proposed school organization and facility needs best serve the school communities</li> <li>– maximizes facility renewal within the resources available</li> </ul>

Enrolment Information						
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TOTALS	(499*) 614	542	555	624	544	614
<i>Note: Special Education students currently attending Sir Mackenzie Bowell Public School and included in the school's projection are not included in the post scenario enrolment data.</i>						

Categories of information for consideration could include: academic programs, instructional aspects, extracurricular activities, financial, operations, transportation, social aspects, community, etc.

PROS	CONS
<ul style="list-style-type: none"> <li>- more money for facility improvements at both schools: improved library, gym, computer labs, music room, yard</li> <li>- set budget, more money in the budget for resources</li> <li>- operational savings: possible reduction in administrative, custodial, secretarial; equipment expenses e.g. 2 computer labs vs. 3</li> <li>- immediate financial and environmental gains with closure of SMB; maintain 2 buildings instead of 3</li> <li>- increased admin time: principal and vice principal</li> <li>- increased student leadership opportunities for Grade 7-8 students               <ul style="list-style-type: none"> <li>• increased responsibilities</li> <li>• opportunities for mentoring, peer tutoring</li> <li>• opportunities to contribute to social climate at school</li> </ul> </li> <li>- opportunities for extra-curricular activities</li> <li>- broadens scope of expertise within school</li> <li>- teachers can have more connection/continuity through elementary years</li> <li>- speciality teachers: music, phys-ed</li> <li>- opportunities for improved connections across divisions in academic, athletic, extracurricular programs</li> <li>- school programming strengths and needs is more consistent as students stay in the same school</li> <li>- provides stability by avoiding transition in junior division (PCB)</li> <li>- safety in the yard: primary, junior and intermediate areas</li> <li>- increased teachers, educational assistants, secretarial and child and youth counsellor support</li> <li>- keeping community families together               <ul style="list-style-type: none"> <li>• siblings support each other</li> <li>• maintain family unit, easier for families</li> </ul> </li> <li>- new community partners</li> <li>- no one is losing their <u>home</u> school</li> <li>- even with Grade 7 and 8 students, the school is still a relatively small school (SJAM)</li> <li>- advances in technology comes with Grade 7 and 8 students</li> <li>- minimizes transportation costs</li> <li>- school within community provides opportunities for parental/school staff interaction</li> <li>- greater number of students access new facilities</li> </ul>	<ul style="list-style-type: none"> <li>- potential for negative impact of undesirable "intermediate" behaviours on younger students</li> <li>- part of building at PCB is still old</li> <li>- challenge of managing student safety and program during renovations at both schools</li> <li>- lose Sir Mackenzie Bowell Public School for community use</li> <li>- may not be an accurate view for long term with expansion of Avondale, racetrack moving and possibly becoming residential</li> <li>- loss of social aspect for intermediate students to broaden and integrate prior to high school               <ul style="list-style-type: none"> <li>• missing the step from middle school to secondary school</li> <li>• socially, students may appreciate being separate</li> </ul> </li> <li>- drawing on a smaller community you may have split grades</li> <li>- creates two larger schools with approximately 300 students               <ul style="list-style-type: none"> <li>• harder to communicate and be in touch with students and families</li> </ul> </li> </ul>

**Possible Implications or Additional Considerations:**

(Refer to Policy No. 15 or the 'Considerations' section of the school valuation templates for starting/thinking points.)

- split grades
- community segregation until high school grades

**Questions or Requests for Information:**

- What is the population of Centennial Secondary School?
- What is the possibility for the Catholic Board to purchase the SMB property and build a new school at the location? What impact could this have on the public school enrolment?
- Do enrolment projections include effects of development of present fairgrounds property and present SMB property?

## Scenario Analysis Template

West Belleville ARC – November 13, 2008

Scenario #:02
Submitted by: Sir Mackenzie Bowell Public School

<u>Scenario Title:</u> <ul style="list-style-type: none"> <li>- rebuild of Sir Mackenzie Bowell Public School</li> <li>- SJAM remains JK-6 school</li> <li>- PCB becomes JK-6 school</li> </ul>
<u>Scenario Description:</u> <ul style="list-style-type: none"> <li>• SJAM remains JK-6</li> <li>• PCB becomes JK-6</li> <li>• SMB is torn down and rebuilt on same site as a Grade 7-8 school</li> </ul>
<u>Rationale:</u> <ul style="list-style-type: none"> <li>• keep SMB community school</li> <li>• value of intermediate transition for students</li> <li>• smaller school, better contact with all schools</li> <li>• avoids possibilities of split classes</li> </ul>

Enrolment Information							
School	Pre-scenario Enrolment Information				Post-scenario Enrolment Information		
	OTG	2008	2010	2015		2010	2015
PCB	262	215	218	240		259	276
SJAM	237	174	177	195		177	195
SM	115 153 *	153	160	189		108	153
TOTALS	614 652 *	542	555	624		544	614

*Note: Special Education students currently attending Sir Mackenzie Bowell Public School and included in the school's projection are not included in the post scenario enrolment data.*

Categories of information for consideration could include: academic programs, instructional aspects, extracurricular activities, financial, operations, transportation, social aspects, community, etc.	
PROS	CONS
<ul style="list-style-type: none"> <li>- more students at specific grade level to support a variety of athletics</li> <li>- more social interaction opportunities</li> <li>- connects communities               <ul style="list-style-type: none"> <li>• brings together 2 social demographics in advance of high school</li> <li>• brings together 2 communities of parents (integration)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- environmental impact on building a totally new school when 2 exist already</li> <li>- additional green space could be left</li> <li>- still building on an active spring of water</li> <li>- no fluidity of programming</li> <li>- no EQAO accountability</li> </ul>

<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> <li>- provides step to independence</li> <li>- more community use of schools with 3 schools vs. 2</li> <li>- brand new intermediate facility</li> <li>- no disruption to SJAM and PCB</li> <li>- maintains primary/junior schools</li> <li>- building new better than retrofitting other schools</li> <li>- reduces SMB maintenance</li> <li>- program and supports could target intermediate population</li> <li>- another facility for community use</li> <li>- allow for some specialization in intermediate subject areas</li> <li>- less administrative issues</li> <li>- PCB students stay together for entire junior grades</li> </ul>	<ul style="list-style-type: none"> <li>- cost/money <ul style="list-style-type: none"> <li>• maintaining 3 facilities</li> <li>• cost of rebuilding a new school for 160 students</li> <li>• money for new building plus one school's improvement (PCB)</li> <li>• less money for renovations/retrofit of JSAM and PCB</li> </ul> </li> <li>- networking opportunities for Grade 7 and 8 teachers who also teach at 7-8 schools</li> <li>- challenges for families with children in 2 schools <ul style="list-style-type: none"> <li>• families fundraise/support/ speak for two schools</li> <li>• less parent/school contact for students from PCB community</li> </ul> </li> <li>- limited number of students experience new facility</li> <li>- disconnect between divisions re consistent program (less continuity)</li> <li>- transportation costs</li> <li>- communication across grade divisions</li> </ul>

**Possible Implications or Additional Considerations:**

(Refer to Policy A-3 or the 'Considerations' section of the school valuation templates for starting/thinking points.)

- What is the cost now and in the long term for maintenance?
- At what point would Prince Charles and Sir John A. Macdonald School have to be renovated?

**Questions or Requests for Information:**

- How much money would be available after rebuilding SMB or PCB?
- What would the cost of adding Grade 6 students to PCB be? Would the school lose the Best Start program to accommodate for the additional students?
- Is there will money available for the required retrofits of PCB and SJAM if these schools are not expanded?



**Hastings and Prince Edward  
District School Board**

**Student Enrolment/School Capacity Committee  
Report No. C-1  
February 18, 2009**

## **APPENDIX III**

- **Questions and Answers**



## Hastings and Prince Edward District School Board

### West Belleville Accommodation Review Committee Summary of Questions and Answers

1. Are there any figures regarding the money available to support scenario 01 - closure of Sir Mackenzie Bowell Public School; Sir John A. Macdonald and Prince Charles become JK-8 schools?

The board currently has some capital funds in specific government categories such as “enrolment pressure”, “primary class size” and “school renewal”. In order to access these funds the board is required to go through a specific approval process with the Ministry of Education and at this time it is unknown how much would be available. These capital funds are for use across the jurisdiction of the board. The board believes there would be available funds from these sources to carry out the necessary repairs/renovations based on preliminary estimates. This would be dependent on receiving Ministry of Education approval for use of the funds.

2. What happens to the revenue generated if a property is disposed of?

There is a formal process in place to deal with the disposal of real property. If the Board determines that a facility would not be needed in the future, it can, through a formal motion, rent out or enter into a disposal process. Certain groups will have first opportunity to purchase the property at fair market value. Those funds are set aside for future capital needs, with approval from the Ministry of Education. In the case of Sir Mackenzie Bowell, The Board could ask for approval to use those funds to help with this scenario if the property was disposed of.

3. If a school was deemed prohibitive to repair, why would the school board hold on to the property?

It is formal procedure for the Board to make a decision regarding the use and disposal of all property. In this case, it has been determined that the cost to repair Sir Mackenzie Bowell will be approximately \$2.6 Million. The option to repair can be given consideration. The scenario presented by senior administration is what they believe to be the best solution in this case. The ARC may recommend something different.

4. Rather than repairing Sir Mackenzie Bowell Public School, could consideration be given to rebuilding the school?

The \$2.6 Million available can be used for any option including rebuilding the school. Note that the renewal and replacements costs noted in the Facility Condition Assessment for Sir Mackenzie Bowell Public School are estimates of renovation or rebuild costs established in 2002.

5. Are the school valuations available for others to see?

All school valuation frameworks are posted on the web for West Belleville and North Hastings. Hard copies can also be obtained by contacting Sandy Smith.



## Hastings and Prince Edward District School Board

**6. What is the population of Centennial Secondary School?**

Centennial Secondary School has a student population of 1,110 students – the school is close to capacity.

**7. At what point can the accommodation review committee be guaranteed the financing needed to complete either one of the scenarios presented?**

The funding under the PTR initiative has been confirmed and is protected and in place. The balance of the money would need to come from other sources. The board currently has some capital funds in specific government categories such as “enrolment pressure”, “primary class size” and “school renewal”. The board believes there would be available funds from these sources to carry out the necessary repairs/renovations based on preliminary estimates. This would be dependent on receiving Ministry of Education approval for use of the funds.

**8. What is the possibility of the Catholic Board purchasing the Sir Mackenzie Bowell property if sold, and building a new school at that location? What impact could that have on public school enrolment?**

The Algonquin and Lakeshore Catholic District School Board (ALCDSB) has two elementary schools in West Belleville, George Vanier on Tracey St. and Our Lady of Fatima on Sidney St. It is not known whether that board would have any interest in purchasing the Sir Mackenzie Bowell property. They would have to purchase the property at Fair Market Value (this is not known pending an appraisal) and presumably would need to carry out the renovations that have been identified as requiring attention (or rebuild the school entirely).

The two catholic schools are larger than Sir Mackenzie Bowell so additional capacity would need to be built adding more costs. Any agreement to purchase would be dependent on a number of factors:

- Hastings and Prince Edward DSB would need to pass a motion indicating the property is not needed for accommodation purposes for a 10 year period.
- In order to sell the property an additional motion would need to be approved offering the property to preferred agencies including the Catholic Board. This second motion may be deferred if the board has an alternative use or possible future use. It could be rented while it lays vacant as Sir Winston Churchill PS has been.
- If ALCDSB purchased the property it is not known what impact if any there would be on public school enrolment. With Prince Charles and Sir John A. Macdonald renovated, both of these schools would have improved learning environments that would make them attractive to new/existing students.

**9. Do enrolment projections include the affects of development of present fairgrounds property and present SMB property?**

The board’s long term enrolment projections were developed by Watson and Associates land economists (Watson) who are demographers and carry out this type of work for many other school boards and municipalities. Watson used census data, migration patterns and municipal input to develop their projections.



## Hastings and Prince Edward District School Board

In the long term accommodation report prepared by Watson it was noted that between 1996 and 2006 the pre-school population decreased by 170 persons and the elementary school age population decreased by 316. Both of these declines occurred while 1,259 new homes were built in West Belleville.

By 2020/21 Watson is projecting elementary enrolment to increase by 151 and 1,375 new homes to be built. Based on historical data, what we know about birth rates and the length of time it takes to build subdivisions, there will not be a significant impact on elementary school populations. If past history is not repeated or other factors change there is accommodation available at Susanna Moodie Elementary School.

**10. Does full time kindergarten in 2010 affect either scenario and class space?**

If as planned by the Ministry, full day programming is introduced in 2010 the board will plan for the required space and program needs. While Ministry of Education direction has not been finalized, it is expected the program will be phased in similar to the caps placed on primary class size. That initiative took 4 years as the Ministry recognized boards needed time to plan and not all boards had the space available. The ministry provided additional capital funding for that initiative and boards would be looking for a similar commitment.

**11. What is the cost now and in the future for maintenance (for all three schools)?**

Current and future renewal needs as identified by the Ministry of Education are below. It should be noted that estimated costs were developed in 2002 and have not been updated by the Ministry to reflect current costs and needs.

School	Current renewal needs	5 year renewal needs	10 year renewal needs
Sir Mackenzie Bowell	\$1,484,593	\$1,768,897	\$1,969,882
Prince Charles (B)	\$1,334,588	\$3,247,691	\$3,391,649
Sir John A Macdonald	\$1,324,662	\$1,534,060	\$1,958,323

**12. At what point would Prince Charles School and Sir John A. Macdonald School have to be renovated?**

Please see response to question 13.

**13. How much money would be available after rebuilding Sir Mackenzie Bowell for Prince Charles and Sir John A. Macdonald. Would there still be money available for the required retrofit of Prince Charles and Sir John A. Macdonald if these schools are not expanded?**

If Sir Mackenzie is completely rebuilt it is unlikely the board would be able to finance the program renovations currently proposed (new gyms and libraries). The capital renewal needs for Prince Charles and Sir John A. Macdonald as outlined in question 11 would be based on their level of priority as compared to all other school needs in the system and available funding from the Ministry i.e., will the Good Places to Learn initiative continue?



## Hastings and Prince Edward District School Board

14. What would the cost of adding the grade 6 students to Prince Charles School be? Would money be available? Would the school lose the Best Start program to accommodate the students?

Based upon current long term enrolment projections the board does not anticipate needing to build a permanent addition to accommodate grade 6 students. There are a few options available; the Best Start program could be moved, a portable could be moved from another board location (with declining enrolment surplus portables are becoming available) or the computer lab could be converted to a classroom and utilize a “computer on wheels approach” with laptops or mini computers.

15. Please provide timelines/process/more information for both scenarios:

- scenario 01 -renovate two schools, JK – 8
- scenario 02 - build new intermediate school; grade 6 students from PCB area return to home school

It is anticipated that for both scenario timelines subject to final Board approval in May 2009 would require about one year for planning/design and up to one year for construction. Earliest school/renovation opening date is anticipated to be September 2011. Upon board approval, a building planning committee would be formed to work through various issues such as design, integration, relocation details, temporary accommodation, staffing, furniture, equipment and operation. During the planning and design phases construction scheduling details would be reviewed to determine the least disruptive timelines. Detailed drawings and specifications would be prepared by an architect for tender to contractors.

**Scenario 1 construction (Renovate Sir John A. Macdonald and Prince Charles including a gymnasium addition at both schools):** Gymnasium additions could be constructed while schools are in session, with other interior renovations to the existing buildings completed during the summer or in the evening.


**Scenario 2 construction (New intermediate school on Sir Mackenzie Bowell ) Option A:** The new building could be constructed on the same site, with the existing building remaining in use until the new building is ready for occupancy. The existing building would then be demolished.

**Scenario 2 construction Option B:** Depending upon the final school site configuration it may be advantageous to first demolish the existing building and then construct the new building at the same location. Under this option, students would be relocated to (or retained at) their JK-5/6 schools, housed in portables or other available school space for the duration of the construction (up to one year, subject to the planning committee).



## **APPENDIX IV**

- **Meeting minutes and information material**
  - Information meeting: June 25, 2008
  - Meeting #1: October 1, 2008
  - Meeting #2: October 22, 2008
  - Meeting #3: November 13, 2008
  - Meeting #4: December 3, 2008
  - Meeting #5: January 7, 2009
  - Meeting #6: January 28, 2009



Hastings and Prince Edward  
District School Board

## Welcome

**Information Meeting: Accommodation  
Review Committee for West Belleville  
Schools**

- Prince Charles School
- Sir John A. Macdonald School
- Sir Mackenzie Bowell Public School

June 25, 2008  
4:00 p.m. – 5:00 p.m.  
Sir Mackenzie Bowell Public School

## Objectives for this meeting

Information meeting to:

- Provide details on the formation of an Accommodation Review Committee (ARC) for West Belleville
- Develop an understanding of the ARC's purpose and functions
- Review the roles and responsibilities of the ARC

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## INTRODUCTIONS

### Administration

- Kathy Soule, Director of Education
- Jan Montgomery, Superintendent of Education
- Dave Rutherford, Superintendent of Facility & Financial Services
- Don Tregenza, Controller, Facility Services

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## INTRODUCTIONS

### School Administration

Prince Charles School

- Susan Carleton-Maines, Principal
- Earle Wright, Vice-Principal

Sir John A. Macdonald School

- Carol Fisher, Principal

Sir Mackenzie Bowell Public School

- Derek DeLarge, Principal


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### ARC Support

- Ernie Payette, ARC Facilitator
- Sandy Smith, Project Coordinator


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## What is an ARC?

- A committee appointed by the school board with the assigned task to prepare a school valuation report and make recommendations.
- The ARC's mandate is to study, report and make recommendations on the accommodation options respecting a group of schools or single school, and will express a preference, if possible.

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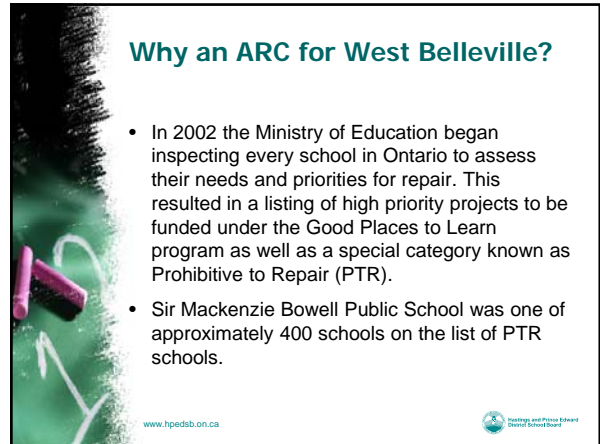




## ARC role

1. To provide an opportunity for all stakeholders to assess a school's ability to provide the best educational opportunities for students while ensuring fiscal responsibility.
2. To consider alternatives on such matters as realignment of boundaries, program changes, school organization, facility improvement, and the closure of school(s), where appropriate.
3. To submit the School Valuation Report to the Board with recommendations regarding the future of the schools being considered.


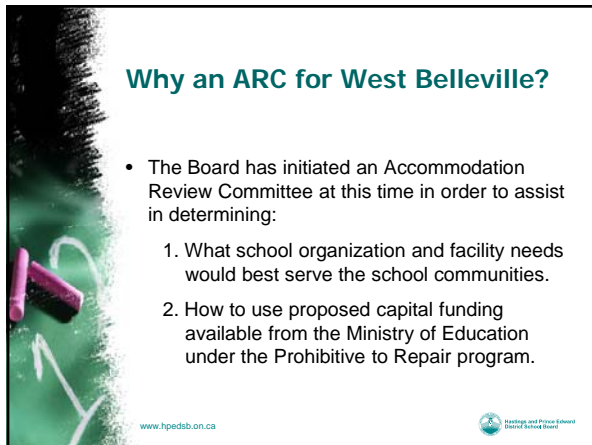
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## Why an ARC for West Belleville?

- In 2002 the Ministry of Education began inspecting every school in Ontario to assess their needs and priorities for repair. This resulted in a listing of high priority projects to be funded under the Good Places to Learn program as well as a special category known as Prohibitive to Repair (PTR).
- Sir Mackenzie Bowell Public School was one of approximately 400 schools on the list of PTR schools.


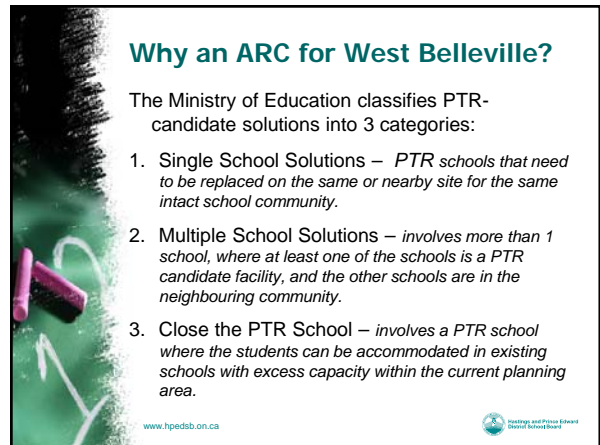
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## Why an ARC for West Belleville?

- The Board has initiated an Accommodation Review Committee at this time in order to assist in determining:
  1. What school organization and facility needs would best serve the school communities.
  2. How to use proposed capital funding available from the Ministry of Education under the Prohibitive to Repair program.

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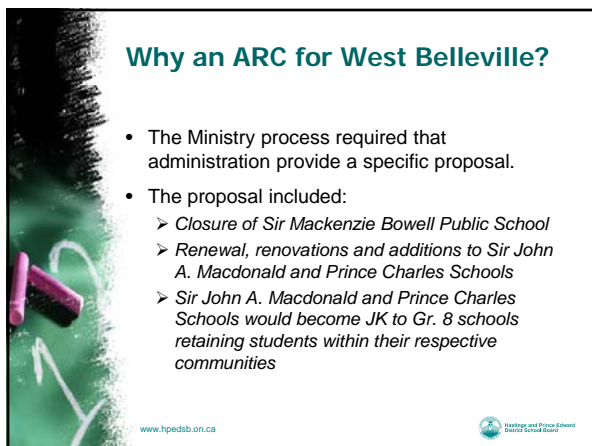



## Why an ARC for West Belleville?

The Ministry of Education classifies PTR-candidate solutions into 3 categories:

1. Single School Solutions – *PTR schools that need to be replaced on the same or nearby site for the same intact school community.*
2. Multiple School Solutions – *involves more than 1 school, where at least one of the schools is a PTR candidate facility, and the other schools are in the neighbouring community.*
3. Close the PTR School – *involves a PTR school where the students can be accommodated in existing schools with excess capacity within the current planning area.*


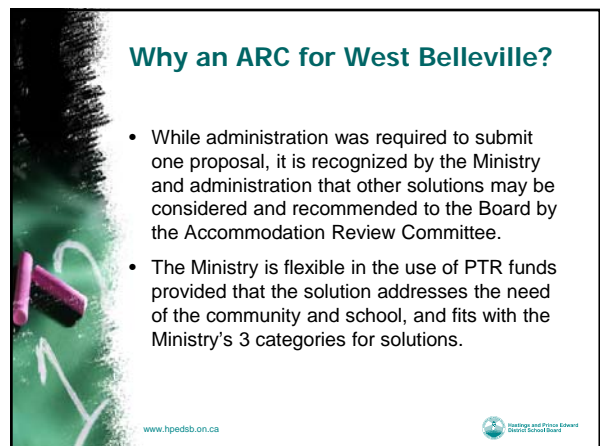
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## Why an ARC for West Belleville?

- The Ministry process required that administration provide a specific proposal.
- The proposal included:
  - Closure of Sir Mackenzie Bowell Public School
  - Renewal, renovations and additions to Sir John A. Macdonald and Prince Charles Schools
  - Sir John A. Macdonald and Prince Charles Schools would become JK to Gr. 8 schools retaining students within their respective communities


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## Why an ARC for West Belleville?

- While administration was required to submit one proposal, it is recognized by the Ministry and administration that other solutions may be considered and recommended to the Board by the Accommodation Review Committee.
- The Ministry is flexible in the use of PTR funds provided that the solution addresses the need of the community and school, and fits with the Ministry's 3 categories for solutions.


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## Why an ARC for West Belleville?

- Senior administration has recommended to the Student Enrolment/School Capacity Committee that an Accommodation Review Committee be formed to review the three solutions related to the Prohibitive-to-Repair process.
- The ARC would review the value of each option to students, the community, the Board and local economy as outlined in Ministry guidelines and Board policy A-3.

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## Board motion to create West Belleville ARC

"That the Hastings and Prince Edward District School Board create an Accommodation Review Committee for Prince Charles School, Sir Mackenzie Bowell Public School and Sir John A. Macdonald School."


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## ARC tasks

- To work collaboratively and cooperatively through adequate resources and reasonable responses.
- ARC must complete a school valuation review and report for each school considered.
- ARC will consider the questions set out in the *School Valuation Framework and Resource Guide* and may consider such additional questions as it determines to be relevant.
- Review and assess all possible options related to the Prohibitive-to-Repair process.


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## ARC report

- ARC will prepare a report based on the *School Valuation Framework and Resource Guide*.
- ARC will deliver its report to board administration.


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## ARC composition/members

- The appropriate school superintendent (or designate)
- From each affected school:
  - *The school principal or designate*
  - *One teacher*
  - *One non-teaching staff member*
  - *Three parents, one of whom will be the school council chair or designate*
  - *Municipal and business leaders*
  - *One intermediate student from Sir Mackenzie Bowell*


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## ARC composition/members

- Selection of parent representatives will be facilitated by the school principal in September.
- Municipal and business leaders within each school's attendance area will be invited to make application in writing to become part of the ARC. Advertisements will be placed through the local media and on the HPEDSB website in September. Two community representatives will be selected for each school.


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## ARC meetings

- ARC will meet as often as required but must hold at least six public meetings giving due public notice.
- All meetings of the ARC will be open to the public.
- Minutes will be kept and posted on the HPEDSB web site at [www.hpedsb.on.ca](http://www.hpedsb.on.ca).

[www.hpedsb.on.ca](http://www.hpedsb.on.ca)




## Timelines

- The first public meeting of the ARC is scheduled for Wednesday, October 1, 2008.
- The ARC will deliver its report to board administration no sooner than \*90 days and no later than 110 days after ARC's first public meeting. The ARC must hold six public meetings within these timelines.
- Timelines and schedule for future meetings will be determined at the first meeting of the ARC.

\*Time calculations are based on 7 days per week including statutory holidays, excluding school holidays for Christmas, March Break, and summer vacation.


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## Public input

- ARC will provide information on an ongoing basis.
- Public meetings are to encourage an open and informed exchange of views.
- ARC will have processes in place to receive public input and to respond to questions.


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## Public input


- Three ways for the public to provide input:
  - Through a voting member
  - Questions and responses may be sent to Sandy Smith, Project Co-ordinator
    - 613-966-1170, ext 2270
    - Fax: 613-962-1048
    - [ssmith@hpedsb.on.ca](mailto:ssmith@hpedsb.on.ca)
  - Presentation to ARC

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## Questions and Answers

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Hastings and Prince Edward District School Board

**Thank you  
for your interest  
and support**

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# 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

## WEST BELLEVILLE ACCOMMODATION REVIEW COMMITTEE (ARC) MEETING # 1

October 1, 2008 6:00pm – 8:00pm  
Sir Mackenzie Bowell Public School  
138 Leland Drive, Belleville, Ontario

Members present:	Members absent:	Resource:
Sue Benjamen	Erin Ivey	Dave Rutherford
Susan Carleton-Maines	Rod Bovay	Jan Montgomery
Derek DeLarge	Stephanie Murray	Don Tregenza
Carol Fisher		Ernie Payette
Tim Foster		Sandy Smith
Erin Fox		Kathy Soule
Gerry Fraser		
Katie Holt		
Jackie Hovinga		
Ryan Kirkpatrick		
Wendy Proctor		
Stephanie Murray		
Kathryn Seaborn		
Christine Simpson		
Marg Townsend		
Marg Walker		
Kim Walsh		
Robert Williams		

### Welcome

Kathy Soule, Director of Education welcomed staff, parents, guardians, community and business partners to the first accommodation review meeting for West Belleville. Director Soule spoke of the purpose for creating an Accommodation Review Committee and reviewed the objectives for the evening.

The Board is required on a regular basis, to consider how it provides learning opportunities for students in its district and the nature of the physical environment where that instruction is provided. As circumstances determine, the Board must consider the need to consolidate, close or relocate a school due to changes – changes in curriculum, program demands, student enrolment, the physical condition of the school or community demographics.

Where a decision is required by the Board regarding the future of a school, or group of schools, that decision is made with the full involvement of an informed local community and is based on a broad range of criteria regarding the quality of the learning experience for students.



# Hastings and Prince Edward District School Board

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An essential component of Board Policy No. 15, Student Enrolment/School Capacity, is the analysis of the value of the school or group of schools to students, community and the local economy which is accomplished in part through the actions of the Accommodation Review Committee. The committee will receive information concerning the process to be used to review the structure and delivery of education for the students of Prince Charles School, Sir John A. Macdonald School and Sir Mackenzie Bowell Public School.

Director Soule introduced various Board staff available to provide support throughout the review process and the administrators of the three schools.

## **Initial protocol**

A power point presentation was used to facilitate the meeting. Copies were distributed with the agenda package along with Policy No. 15, a draft School Valuation Framework template, the process for public input and steps for elections of chair and vice-chair of the ARC.

Ernie Payette, ARC Facilitator, introduced committee members and reviewed basic meeting protocol. Members and guests were reminded to sign in at each meeting. In order to better facilitate discussion and work group sessions, members will be seated within their school ARCs, separate from the public. Community representatives may choose to join any school ARC table, and members of the public may be invited to join the ARC tables at certain times. Contact information for ARC members will be posted on the board's web site and available to the public.

## **Overview**

Roles and responsibilities of the Accommodation Review Committee as defined in Board Policy No. 15 were reviewed. An ARC is a committee appointed by the school board with the assigned task to prepare and submit a school valuation report for each school in the review area and make recommendations regarding the future of the schools being considered. Meeting format will follow that of other board committees and are subject to the basic principles of Roberts Rules of Order.

Superintendent Rutherford and Montgomery provided some background information regarding the rationale and formation of the Accommodation Review Committee for West Belleville. In 2002-03 the Ministry of Education reviewed the condition of all school buildings in the province to assess the needs and priorities of repairs and to allocate funding to meet those demands. Sir Mackenzie Bowell Public School was one of approximately 400 schools in Ontario categorized as a Prohibitive to Repair (PTR) school. A PTR schools is defined as one where the estimated costs of necessary repair work is equal to or great than 65% of the replacement value of the building.

In order to receive funding from the under the PTR Capital program, school boards were required to submit a business case to the Ministry of Education based on three possible solutions:

- 1) single school solution -- funding is invested in the PTR school
- 2) multiple school solution -- involves more than one school in a geographic area where one of those schools is considered a PTR school



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- 3) closure of the PTR school -- accommodating students in existing schools in the same area assuming those schools have the capability of receiving those students.

Senior administration submitted a proposal to the Ministry of Education that included the closure of Sir Mackenzie Bowell Public School with renewal, renovations and additions to Sir John A. Macdonald and Prince Charles Schools. Both schools would become JK to Gr. 8 schools retaining students within their respective communities.

The Board recently received planning approval through the PTR Capital program for 2.6 million dollars to address the facility condition for students at Sir Mackenzie Bowell Public School. The ARC will be responsible for reviewing and assessing all possible options and provide recommendations to senior administration for a preferred solution. The Ministry recognizes that other solutions may be considered and is flexible in the use of PTR funds provided that the solution addresses the need of the community and school, and fits with the Ministry's 3 categories for solutions

### **Timelines and meeting dates**

Ernie Payette referred to the timelines and meeting requirements outlined in the documentation provided. The ARC may meet as often as required but must hold six public meetings within a specific time frame. The ARC will make its final recommendations to senior administration no earlier than 90 days and no later than 110 days following the first meeting of the ARC. 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 HPEDSB web site at [www.hpedsb.on.ca](http://www.hpedsb.on.ca).

### **School Valuation Framework**

The completion of the valuation framework is the first and most crucial responsibility of the ARC. Each school community will do an assessment based on Ministry and board criteria as to the value of the school to all stakeholders involved. Specific questions need to be answered and variety information is to be collected. Recommendations will be based on the framework, in the best interest of the community as a whole. A template with much of the statistical information included will be provided to each school ARC within the next week. Each school ARC will present a snapshot of the value of the school to the full ARC at the third meeting. Ernie Payette is available upon request, to assist school ARCs with the completion of the valuation framework.

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

Ernie Payette briefly described the responsibilities of committee chair and called for nominations from the floor for the position of chair.

Derek DeLarge nominated Wendy Proctor and Susan Carleton-Maines seconded the motion. Wendy Proctor accepted the nomination.



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Ernie Payette called for nominations for the position of chair for a second and third time. Seeing no further nominations, Wendy Proctor was declared chair of the Accommodation Review Committee. Chair Proctor deferred to Ernie Payette and asked that he continue to facilitate the remainder of the meeting.

Ernie Payette called for nominations from the floor for the position of vice-chair.

Derek DeLarge nominated Robert Williams, who declined the nomination.

Ernie Payette called for nominations a second and third time.

Carol Fisher, Principal of Sir John A. Macdonald indicated that Kim Walsh, a parent in attendance, would be filling the parent rep vacancy for that school and nominated Kim for the position of vice-chair. Christine Simpson seconded the nomination and Kim Walsh accepted.

Seeing no further nominations for the position of vice-chair, Kim Walsh was declared vice-chair of the Accommodation Review Committee.

## Next steps

Date	Location	Focus
October 1/08	Sir Mackenzie Bowell Public School	<ul style="list-style-type: none"><li>review roles, responsibilities and purpose of the ARC</li><li>introduce school valuation framework</li></ul>
October 22/08	Sir John A. Macdonald School	<ul style="list-style-type: none"><li>work on valuation framework,</li><li>scenario review, public input</li></ul>
November 13/08	Prince Charles School	<ul style="list-style-type: none"><li>complete school valuation</li><li>scenario analysis, information</li><li>public input, additional scenarios</li></ul>
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January 7/09	Sir John A. Macdonald School	<ul style="list-style-type: none"><li>review scenarios on table</li><li>determine recommendation</li></ul>
January 28/09	Prince Charles School	<ul style="list-style-type: none"><li>presentation of ARC's final recommendation</li></ul>

Ernie Payette reviewed the focus for each of the six public meetings and identified next steps for the committee.



# Hastings and Prince Edward District School Board

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Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

- Read and be knowledgeable of HPEDSB policy No.15, Student Enrolment and School Capacity and its appendices. Review items listed in the resource package and identify any additional information required. The committee may wish to review the weightings established by the Ministry of Education for each category in the valuation framework.
- School ARCs are to begin to work on the valuation framework, working towards completing sections 1 and 2 prior to the next meeting. Ernie Payette is available to support schools in this process. If interested, please contact Sandy Smith. Identify a contact/spokes person for each school ARC. The school principal will be the initial contact until that person is identified.

## **Questions**

A question was posed in regard to Susanna Moodie Elementary School and whether it would be considered part of West Belleville in the future. It was clarified that although the Watson Study looked at all West Belleville schools, it made more sense to move forward at this time with an accommodation review in relation to the PTR initiative involving only the three schools at this time.

Any additional questions, comments or requests for information can be forwarded to Sandy Smith at [ssmith@hpedsb.on.ca](mailto:ssmith@hpedsb.on.ca) or by calling 613-966-1170, ext. 2270.

## **Adjournment**

The meeting was adjourned at 7:30pm.



Hastings and Prince Edward  
District School Board

## Welcome

**Accommodation Review Committee for  
West Belleville Schools**

- Prince Charles School
- Sir John A. Macdonald School
- Sir Mackenzie Bowell Public School

October 1, 2008  
6:00 p.m. – 8:00 p.m.  
Sir Mackenzie Bowell Public School

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## INTRODUCTIONS

### Administration

- Kathy Soule, Director of Education
- Jan Montgomery, Superintendent of Education
- Dave Rutherford, Superintendent of Facility & Financial Services
- Don Tregenza, Controller, Facility Services

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## INTRODUCTIONS

### School Administration

Prince Charles School

- Susan Carleton-Maines, Principal
- Earle Wright, Vice-Principal


Sir John A. Macdonald School

- Carol Fisher, Principal

Sir Mackenzie Bowell Public School

- Derek DeLarge, Principal

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## INTRODUCTIONS

### Accommodation Review Committee (ARC) Support

- Ernie Payette, ARC Facilitator
- Sandy Smith, Project Coordinator


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## Initial protocols

- Attendance and sign-in procedure
- Membership
  - Meeting seating arrangements
  - Contact information
- Visitors – protocol
  - Seating
  - Participation


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## ARC composition

- The appropriate school superintendent (or designate)
- From each affected school:
  - The school principal or designate
  - One teacher
  - One non-teaching staff member
  - Three parents, one of whom will be the school council chair or designate
  - Municipal and business leaders
  - One intermediate student from Sir Mackenzie Bowell


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## ARC members

	Prince Charles School	Sir John A. Macdonald School	Sir Mackenzie Bowell Public School
<b>Principal</b>	Susan Carleton-Maines	Carol Fisher	Derek DeLarge
<b>Teacher</b>	Erin Fox	Christine Simpson	Katie Holt
<b>Non-teacher</b>	Jackie Hovinga		Marg Walker
<b>School Council/Parent</b>	Stephanie Murray Kathryn Seaborn Sue Benjamin	Gerry Fraser Erin Ivey	Marg Townsend Robert Williams Tim Foster
<b>Student</b>	N/A	N/A	Ryan Kirkpatrick
<b>Community</b>	Wendy Proctor Bridging the Gap Program		Pat Bovay City of Belleville

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## Objectives for this meeting

- Provide details on the formation of an Accommodation Review Committee (ARC) for West Belleville.
- Develop an understanding of the ARC's purpose and functions.
- Review the roles and responsibilities of the ARC.
- Elect a chair and vice-chair for the ARC.


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## What is an ARC?

- A committee appointed by the school board with the assigned task to prepare a school valuation report and make recommendations.
- The ARC's mandate is to study, report and make recommendations on the accommodation options respecting a school or group of schools.

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## ARC role

1. To provide an opportunity for all stakeholders to assess a school's ability to provide the best educational opportunities for students while ensuring fiscal responsibility.
2. To consider alternatives on such matters as realignment of boundaries, program changes, school organization, facility improvement, and the closure of school(s), where appropriate.
3. To submit the School Valuation Report to the Board with recommendations regarding the future of the schools being considered.


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## Why an ARC for West Belleville?

- In 2002 the Ministry of Education began inspecting every school in Ontario to assess their needs and priorities for repair. This resulted in a listing of high priority projects to be funded under the Good Places to Learn program as well as a special category known as Prohibitive to Repair (PTR).
- Sir Mackenzie Bowell Public School was one of approximately 400 schools on the provincial list of PTR schools.

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## Why an ARC for West Belleville?

- The Board has initiated an Accommodation Review Committee to assist in determining:
  1. What school organization and facility needs would best serve the school communities.
  2. How to use proposed capital funding available from the Ministry of Education under the Prohibitive to Repair program.


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## Why an ARC for West Belleville?


The Ministry of Education classifies PTR-candidate solutions into 3 categories:

1. Single School Solutions – *PTR schools in poor condition that need to be replaced on the same or nearby site for the same intact school community.*
2. Multiple School Solutions – *involves more than 1 school, where at least one of the schools is a PTR candidate facility, and the other schools are in the neighbouring community.*
3. Close the PTR School – *involves a PTR school where the students can be accommodated in existing schools with excess capacity within the current planning area.*

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## Why an ARC for West Belleville?

- The Ministry process required that administration provide a specific proposal.
- The proposal included:
  - Closure of Sir Mackenzie Bowell Public School
  - Renewal, renovations and additions to Sir John A. Macdonald and Prince Charles Schools
  - Sir John A. Macdonald and Prince Charles Schools would become JK to Gr. 8 schools retaining students within their respective communities

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## Why an ARC for West Belleville?

- While administration was required to submit one proposal, it is recognized by the Ministry and administration that other solutions may be considered and recommended to the Board by the Accommodation Review Committee.
- The Ministry is flexible in the use of PTR funds provided that the solution addresses the need of the community and school, and fits with the Ministry's 3 categories for solutions.

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## Why an ARC for West Belleville?

- Senior administration has recommended to the Student Enrolment/School Capacity Committee that an Accommodation Review Committee be formed to review the three solutions related to the Prohibitive-to-Repair process.
- The ARC would review the value of each option to students, the community, the Board and local economy as outlined in Ministry guidelines and Board Policy No. 15.

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## Board motion to create West Belleville ARC (May 26, 2008)

"That the Hastings and Prince Edward District School Board create an Accommodation Review Committee for Prince Charles School, Sir Mackenzie Bowell Public School and Sir John A. Macdonald School."

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## ARC tasks

- To work collaboratively and cooperatively through adequate resources and reasonable responses.
- ARC must complete a school valuation review and report for each school considered.
- ARC will consider the questions set out in the *School Valuation Framework and Resource Guide* and may consider such additional questions as it determines to be relevant.
- Review and assess all possible options related to the Prohibitive-to-Repair process.


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## ARC tasks

- ARC will prepare a report based on the *School Valuation Framework and Resource Guide*.
- The ARC will deliver its report to board administration no sooner than \*90 days and no later than 110 days after ARC's first public meeting.

\*Time calculations are based on 7 days per week including statutory holidays, excluding school holidays for Christmas, March Break, and summer vacation.


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## ARC meetings

- ARC will meet as often as required but must hold at least six public meetings within the designated timeframe, giving due public notice.
- All meetings of the ARC will be open to the public. Public meetings are to encourage an open and informed exchange of views.
- Input can be provided through a voting member, through a presentation to the ARC or by contacting Sandy Smith (613-966-1170, ext 2270, fax-613-962-1048 or [ssmith@hpedsb.on.ca](mailto:ssmith@hpedsb.on.ca))

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


## ARC meeting dates

Date	Location	Focus
October 1/08	Sir Mackenzie Bowell Public School	<ul style="list-style-type: none"> <li>• review roles, responsibilities and purpose of the ARC</li> <li>• introduce school valuation framework</li> </ul>
October 22/08	Sir John A. Macdonald School	<ul style="list-style-type: none"> <li>• work on valuation framework,</li> <li>• scenario review, public input</li> </ul>
November 13/08	Prince Charles School	<ul style="list-style-type: none"> <li>• complete school valuation</li> <li>• scenario analysis, information</li> <li>• public input, additional scenarios</li> </ul>
December 3/08	Sir Mackenzie Bowell Public School	<ul style="list-style-type: none"> <li>• continue analysis of scenarios</li> <li>• public input, additional scenarios</li> <li>• requests for additional information</li> </ul>
January 7/09	Sir John A. Macdonald School	<ul style="list-style-type: none"> <li>• review scenarios on table</li> <li>• determine recommendation</li> </ul>
January 28/09	Prince Charles School	<ul style="list-style-type: none"> <li>• presentation of ARC's final recommendation</li> </ul>

All meetings will be held from 6:00pm to 8:00pm unless otherwise determined by the ARC. Meetings will be governed by Roberts Rules of Order.


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## "And now to work!"

- Read and be knowledgeable of HPEDSB Policy No.15 – Student Enrolment/School Capacity
  - Appendix A – Ministry of Education, Public Accommodation Review Guidelines
  - Appendix B – Ministry of Education, Administrative Review of Accommodation Review Process
  - Appendix C – School Valuation Framework
  - Appendix D – Resource Guide


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## "And now to work!"

- Review items listed for the resource package and identify any additional information required.
- Complete School Valuation Framework on the current educational situation for each school. In order to identify needs of all students, the ARC shall objectively and fairly review with respect to each school in the ARC and report on the value of each school in a School Valuation Report.
- The ARC committee may review the weightings established by the Ministry for each category and determine if any modifications should be made.


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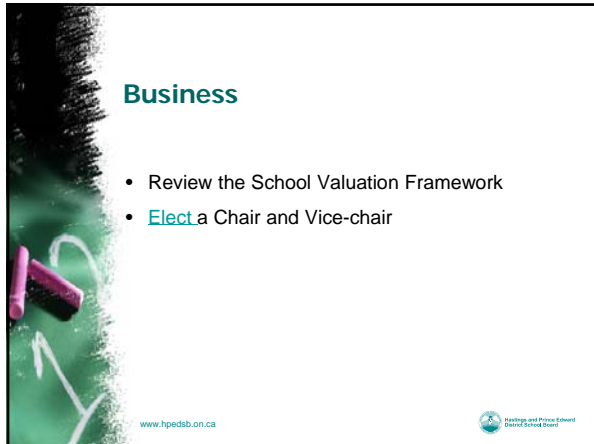


## "And now to work!"

- Review and assess alternatives presented and determine a preferred recommendation.
- Prepare a report based on the findings of the Accommodation Review Committee for submission to Senior Administration.

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## Business

- Review the School Valuation Framework
- [Elect](#) a Chair and Vice-chair

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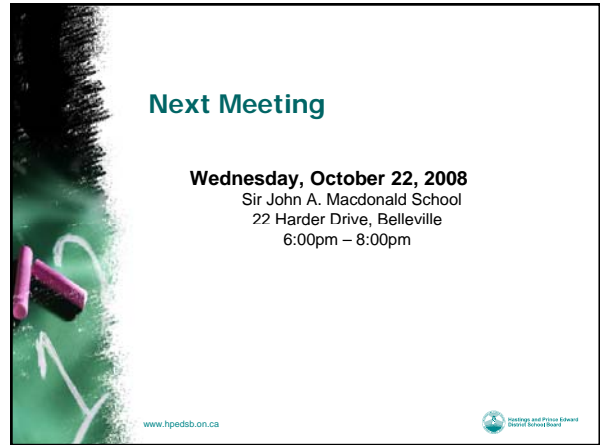
## Request for information, questions and comments

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## Next steps


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## Next Meeting

**Wednesday, October 22, 2008**  
Sir John A. Macdonald School  
22 Harder Drive, Belleville  
6:00pm – 8:00pm

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Hastings and Prince Edward District School Board

## Thank you for your interest and support

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# 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

## WEST BELLEVILLE ACCOMMODATION REVIEW COMMITTEE (ARC) MEETING # 2

October 22, 2008  
Sir John A. Macdonald School  
22 Harder Drive, Belleville, Ontario

<b>Members present:</b>	<b>Members absent:</b>	<b>Resource:</b>
Sue Benjamen	Gerry Fraser	Dave Rutherford
Rod Bovay	Erin Ivey	Jan Montgomery
Susan Carleton-Maines	Stephanie Murray	Don Tregenza
Derek DeLarge	Jim Preston	Ernie Payette
Carol Fisher		Sandy Smith
Tim Foster		
Erin Fox		
Katie Holt		
Jackie Hovinga		
Ryan Kirkpatrick		
Wendy Proctor		
Kathryn Seaborn		
Christine Simpson		
Marg Townsend		
Marg Walker		
Kim Walsh		
Robert Williams		

### **Welcome**

Chair Wendy Proctor welcomed members and the public and thanked Sir John A. Macdonald School staff for hosting the meeting.

### **Approval of the agenda**

Moved: Kim Walsh  
Seconded: Marg Walker

That the agenda be approved.

Carried

### **Approval of the minutes of October 1, 2008**

Moved: Carol Fisher  
Seconded: Christine Simpson

That the minutes of October 1, 2008 be approved.  
It was noted that Erin Ivey was not in attendance at the meeting.

Carried



# Hastings and Prince Edward District School Board

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Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

## **Business arising from the minutes**

There was no business arising.

## **School valuation framework**

The chair called on Ernie Payette to review the committee's responsibilities and provide some direction for the working session. The school valuation is the focus of the pupil accommodation review process and includes four areas of consideration – value of the school to the student, to the school, to the community and to the local economy. The ARC must complete a school valuation review and report for each of the three schools – Prince Charles, Sir John A. Macdonald and Sir Mackenzie Bowell Public School. Following the completion and reporting of the school valuations, the ARC will review and access all possible options related to the Prohibitive to Repair (PTR) process, prepare a report for senior administration based on its findings and present a recommendation to senior administration within the timelines specified.

Ernie Payette and board administration were available to answer any questions or assist school committees as they worked through the school valuation template. Members were asked to compile a list of any questions and requests for information that they would like board administration to respond to.

## **Presentation by senior administration**

As outlined in Board Policy No. 15, it is a requirement that senior administration present a recommendation to the accommodation review committee for consideration.

Superintendent Jan Montgomery and Dave Rutherford reviewed the recommendation submitted to the Ministry of Education under the PTR initiative and provided some specifics to the committee. The proposal recommends the closure of Sir Mackenzie Bowell Public School with renewal, renovations and additions to Sir John A. Macdonald and Prince Charles Schools. Both schools would become JK to Gr. 8 schools retaining students within their respective communities. The Board is committed to providing the best educational opportunities for students, balancing this against student enrolment realities and its fiscal responsibilities. Consideration is given to what school organization and facility needs would best serve the school communities recognizing the importance of community schools.

In this particular scenario, the additions and renovations to Sir John A. Macdonald and Prince Charles School would include larger gymnasiums, associated change-rooms and the conversion of existing gymnasiums to library resource centres and computer labs. Extensive renewal needs are required at both buildings which would include new fire alarm systems, roofing, lighting, windows and heating system modifications. The total cost for the project as estimated in 2007 would be approximately \$7,700,000 assuming all work described above is completed. PTR planning approval has been received from the Ministry of Education for \$2,646,601. The remaining funds would need to be provided through existing sources such as the enrolment pressure grant, building renewal grant, or Good Places to Learn (GPL) initiative.

Superintendent Rutherford touched briefly on the timelines associated with this accommodation review process. It is anticipated that a decision would be made in May, 2009. The planning process to begin construction would follow. The recent announcement by Premier McGuinty regarding a reduction in the education community for less urgent capital expenditures was referenced. It is not anticipated this will impact on the funding the board is scheduled to receive under the PTR initiative.



# Hastings and Prince Edward District School Board

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Director of Education: Kathy Soule

## Questions and comments from members

Various questions were asked of senior administration.

**Q** - Where do the schools find the information pertaining to revenue costs to include in the school valuation framework?

**A** - Senior administration will provide that information for inclusion.

**Q** - How is the age of the playground equipment/structure at Sir John A. Macdonald School determined?

**A** - Don Tregenza will follow up..

**Q** - Is there a schematic available that identifies how far back the Sir Mackenzie Bowell property goes and who owns it?

**A** - Part of the property is city owned. Don Tregenza will follow up.

**Q** - Are there any figures regarding the money that is available for this initiative?

**A** - The board currently has some capital funds in specific government categories such as "enrolment pressure", "primary class size" and "school renewal". In order to access these funds the board is required to go through a specific approval process with the Ministry of Education and at this time it is unknown how much would be available. These capital funds are for use across the jurisdiction of the board. The board believes there would be available funds from these sources to carry out the necessary repairs/renovations based on preliminary estimates. This would be dependent on receiving Ministry of Education approval for use of the funds.

**Q** - What happens to the revenue generated if a property is disposed of?

**A** - There is a formal process in place to deal with the disposal of real property. If the Board determines that a facility would not be needed in the future, it can, through a formal motion, rent out or enter into a disposal process. Certain groups will have first opportunity to purchase the property at fair market value. Those funds are set aside for future capital needs, with approval from the Ministry of Education. In the case of Sir Mackenzie Bowell. The Board could ask for approval to use those funds to help with this scenario if the property was disposed of.

**Q** - If a school was deemed prohibitive to repair, why would the school board hold on to the property?

**A** - It is formal procedure for the Board to make a decision regarding the use and disposal of all property. In this case, it has been determined that the cost to repair Sir Mackenzie Bowell will be approximately \$2.6 Million. The option to repair can be given consideration. The scenario presented by senior administration is what they believe to be the best solution in this case. The ARC may recommend something different.

**Q** - Rather than repairing Sir Mackenzie Bowell Public School, could consideration be given to rebuilding the school?

**A** - The \$2.6 Million available can be used for any option including rebuilding the school. It was also noted that the renewal and replacements costs noted in the Facility Condition Assessment for Sir Mackenzie Bowell Public School are estimates of renovation or rebuild costs established in 2002.

**Q** - When voting is required, what is considered a consensus for the committee?

**A** - Consensus is determined by a majority vote which is 50% plus one of the members present.



# Hastings and Prince Edward District School Board

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Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

## Next steps

Meetings dates and next steps were reviewed.

Date	Location	Focus
November 13/08	Prince Charles School	<ul style="list-style-type: none"><li>complete school valuation</li><li>scenario analysis, information</li><li>public input, additional scenarios</li></ul>
December 3/08	Sir Mackenzie Bowell Public School	<ul style="list-style-type: none"><li>continue analysis of scenarios</li><li>public input, additional scenarios</li><li>requests for additional information</li></ul>
January 7/09	Sir John A. Macdonald School	<ul style="list-style-type: none"><li>review scenarios on table</li><li>determine recommendation</li></ul>
January 28/09	Prince Charles School	<ul style="list-style-type: none"><li>presentation of ARC's final recommendation</li></ul>

Individual school committees will continue to work on the school valuation frameworks. Any questions regarding the templates and requests for information can be directed to Sandy Smith. School principals were asked to email the school valuation to Sandy Smith as each stage is completed. The most recent copy will be posted on the board's website. Although not a requirement, the school committees may choose to present the school's valuation framework to the full ARC, focusing on the strengths, benefits and challenges of the school.

Scenario analysis will begin at the next meeting. The public or members of the committee may wish to present a scenario for consideration by the ARC. Each scenario presented must be reviewed. It is the responsibility of the ARC to consider input and feedback on options for accommodating students. Scenarios or proposals presented at one meeting will be brought forward for discussion and reviewed by the committee at the following meeting. A template will be provided that looks at the details, rationale and pros and cons of that particular proposal. At the fifth meeting scheduled for January 7, 2009 the committee will determine which recommendation it wishes to move forward with and prepare its recommendation to senior administration which is shared publicly at the final meeting on January 28, 2009.

Any school ARC wishing to presents on its school valuations to the committee or an accommodation scenario for consideration is asked to contact Sandy Smith.

## Adjournment

The meeting was adjourned at 7:45pm.



Hastings and Prince Edward  
District School Board

## Welcome

**Accommodation Review Committee for  
West Belleville Schools**

- Prince Charles School
- Sir John A. Macdonald School
- Sir Mackenzie Bowell Public School

October 22, 2008  
6:00 p.m. – 8:00 p.m.  
Sir John A. Macdonald School

## Agenda

6:00pm	1.0	Welcome
	2.0	Approval of the agenda
	3.0	Approval of the minutes of October 1, 2008
	4.0	Business arising from the minutes
6:15pm	5.0	School valuation framework
7:15pm	6.0	Presentation by senior administration
7:30pm	7.0	Questions and comments from members
	8.0	Next steps
8:00pm	9.0	Adjournment


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## ARC's responsibilities

- Consider the questions set out in the *School Valuation Framework and Resource Guide* and may consider additional questions.
- Complete a school valuation review and report for each school considered.
- ARC may review the weightings established by the Ministry for each category and determine if any modifications should be made.

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## ARC's responsibilities

- Review and assess all possible options related to the Prohibitive to Repair (PTR) process and determine a preferred recommendation.
- Prepare a report based on the findings of the Accommodation Review Committee for submission to senior administration.
- Deliver its report to board administration no sooner than 90 days and no later than 110 days after ARC's first public meeting.

\*Time calculations are based on 7 days per week including statutory holidays, excluding school holidays for Christmas, March Break, and summer vacation.


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## School Valuation Framework

- the focus of the pupil accommodation review process
- includes four considerations:
  - value to the student
  - value to the community
  - value to the school board
  - value to the local economy


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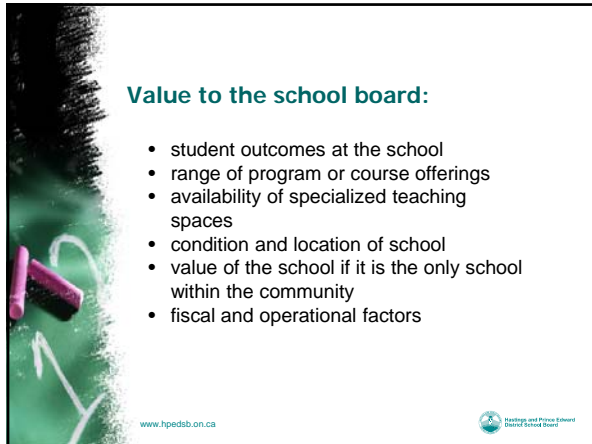


## Value to the student:

- quality of the learning environment
- student outcomes at the school
- range of course or program offerings
- range of extracurricular activities
- adequacy of physical space to support student learning
- adequacy of school grounds for healthy physical activity and extra curricular activities
- accessibility
- safety
- proximity of the school to students/length of bus ride to school

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**Value to the school board:**

- student outcomes at the school
- range of program or course offerings
- availability of specialized teaching spaces
- condition and location of school
- value of the school if it is the only school within the community
- fiscal and operational factors

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**Value to the community:**

- facility for community use
- range of program offerings that serve both students and community members
- school grounds as green space and/or available for recreational use
- school as a partner in other government initiatives in the community
- value of the school if it is the only school within the community

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**Value to the local economy:**

- school as a local employer
- availability of cooperative education
- availability of training opportunities or partnerships with business
- attracts or retains families in the community
- value of the school if it is the only school within the community

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**Recommendation from senior administration**

Accommodation option for West Belleville schools (Prince Charles School, Sir John A. Macdonald School and Sir Mackenzie Bowell Public School)

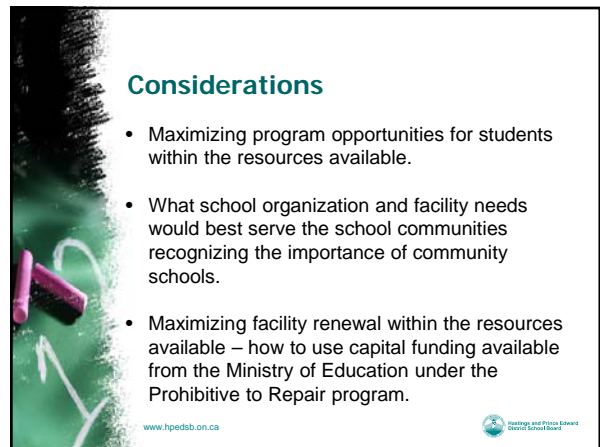
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**Accommodation option for West Belleville**

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


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**Considerations**

- Maximizing program opportunities for students within the resources available.
- What school organization and facility needs would best serve the school communities recognizing the importance of community schools.
- Maximizing facility renewal within the resources available – how to use capital funding available from the Ministry of Education under the Prohibitive to Repair program.


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### Ministry of Education PTR-candidate solution:

1. Single School Solutions – PTR schools in poor condition that need to be replaced on the same or nearby site for the same intact school community.
2. Multiple School Solutions – involves more than 1 school, where at least one of the schools is a PTR candidate facility, and the other schools are in the neighbouring community.
3. Close the PTR School – involves a PTR school where the students can be accommodated in existing schools with excess capacity within the current planning area.

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### Accommodation option for West Belleville

Multiple School Solution:

- Closure of Sir Mackenzie Bowell Public School
- Renewal, renovations and additions to Sir John A. Macdonald and Prince Charles Schools
- Sir John A. Macdonald and Prince Charles Schools would become JK to Gr. 8 schools retaining students within their respective communities

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### School enrolment: current - 2015

School	OTG	Current	2010	2015
Prince Charles School	262*	215	218	240
Sir John A. Macdonald School	237*	174	177	195
Sir Mackenzie Bowell Public School	115	153	160	189
TOTALS	(614) 499*	542	555	624

OTG=On The Ground Capacity


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### Renewal, renovations and additions

- Additions at both schools would include larger gymnasiums, associated change-rooms and conversion of existing gymnasiums to library resource centres and computer labs.
- Extensive renewal needs are required at both buildings including new fire alarm systems, roofing, lighting, windows and heating system modifications.


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### Renewal, renovations and additions

- Total cost for the project as estimated in 2007 would be approximately \$7,700,000 assuming all work described above is completed.
- PTR planning approval has been received from the Ministry of Education for \$2,646,601. The remaining funds would need to be provided through existing sources such as the enrolment pressure grant, building renewal grant, or Good Places to Learn (GPL) initiative.

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### Questions and Answers

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## Next steps, meeting dates

Date	Location	Focus
November 13/08	Prince Charles School	<ul style="list-style-type: none"> <li>• completion/presentation of school valuation</li> <li>• scenario analysis, information</li> <li>• public input, additional scenarios</li> </ul>
December 3/08	Sir Mackenzie Bowell Public School	<ul style="list-style-type: none"> <li>• continue analysis of scenarios</li> <li>• public input, additional scenarios</li> <li>• requests for additional information</li> </ul>
January 7/09	Sir John A. Macdonald School	<ul style="list-style-type: none"> <li>• review scenarios on table</li> <li>• determine recommendation</li> </ul>
January 28/09	Prince Charles School	<ul style="list-style-type: none"> <li>• presentation of ARC's final recommendation</li> </ul>

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Director of Education: Kathy Soule

## WEST BELLEVILLE ACCOMMODATION REVIEW COMMITTEE (ARC) MEETING # 3

November 13, 2008  
Sir John A. Macdonald School  
22 Harder Drive, Belleville, Ontario

### MINUTES

<b>Members present:</b>	<b>Members absent:</b>	<b>Resource:</b>
Sue Benjamen Rod Bovay Susan Carleton-Maines Derek DeLarge Carol Fisher Tim Foster Gerry Fraser Katie Holt Jackie Hovinga Erin Ivey Ryan Kirkpatrick Jim Preston Wendy Proctor Christine Simpson Marg Walker Kim Walsh	Erin Fox Stephanie Murray Kathryn Seaborn Marg Townsend Robert Williams	Dave Rutherford Jan Montgomery Don Tregenza Ernie Payette Sandy Smith

#### **Welcome**

Chair Wendy Proctor welcomed members and the public and thanked Prince Charles School for hosting the meeting.

#### **Approval of the agenda**

Moved: Kim Walsh  
Seconded: Marg Walker

That the agenda be approved.

Carried

#### **Approval of the minutes of October 22, 2008**

Moved: Tim Foster  
Seconded: Rod Bovay

That the minutes of October 22, 2008 be approved.

Carried



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## **Business arising from the minutes**

There was no business arising.

## **Public input**

There were no requests for presentations or public input.

## **Presentation by SMB**

Tim Foster presented a scenario for consideration on behalf of the Sir Mackenzie Bowell Public School committee. The proposal recommended the rebuild of Sir Mackenzie Bowell Public School as a grade 7 and 8 school with Prince Charles School expanding to become a JK-6 school. Sir John A. Macdonald School would remain a JK-6 school. The option of building the proposed new intermediate school large enough to accommodate the grade 7 and 8 students from Susanna Moodie Elementary School in the future was presented as a consideration as well. No specific questions were asked in regard to this scenario although it was recognized that more information will need to be provided to the accommodation review committee to allow for further analysis.

## **Scenario Review**

Prior to moving into the scenario review process, Ernie Payette reviewed the expectations, roles and responsibilities of the accommodation review committee. He stressed the importance of the role of committee in communicating with the community, providing and receiving information and inquiries throughout the process. It is critical that communication be open and two-way, Communication can occur in a number of ways such as personal contacts, newsletters, updates, bulletins, posting information on the websites and school council meetings.

Reference was made to the school valuation framework which provides a snapshot of the schools in the review area and their value to students, the board, the community and the local economy. It also provides the venue for seeking additional information and can be used as the vehicle to project future considerations. A range of actions can be considered by the committee. Because Sir Mackenzie Bowell Public school was identified as a Prohibitive-to-repair school (PTR), it is also necessary for the committee to reflect on the options related to the PTR initiative and determine which alternative(s) it wishes to consider.

Once the committee has reviewed all options presented, it will prepare a report based on the school valuation framework and resource guide, as per Board Policy No. 15, and present its recommendation to board administration.

The scenario review process was outlined and committee members worked within their individual school committees to evaluate the scenario presented by senior administration on October 22. The pros and cons, questions and considerations were reviewed and shared with the full committee. Feedback has been summarized and posted with these minutes as scenario 01.

The committee discussed the possibility of reviewing the second scenario at this meeting.

Moved: Tim Foster  
Seconded: Gerry Fraser

That the accommodation review committee move forward with discussion and analysis of the scenario presented by Sir Mackenzie Bowell Public School committee.

**Carried**



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Scenario templates were distributed and each school committee reviewed the second scenario. The feedback shared has been summarized and posted with the minutes as scenario 02.

Follow up to questions, considerations and requests for additional information will be shared at the next meeting and posted on the web where possible.

## Questions and comments from members

**Q** - Can committee members see other school valuation templates?

**A** - Yes. All school valuation frameworks are posted on the web for West Belleville and North Hastings. Hard copies can also be obtained by contacting Sandy Smith.

**Q** - Before the decision is made, will there be feedback from senior administration as to what the scenarios would look like?

**A** - Yes. Senior administration can present what they would envision as tentative or probable actions that could occur and will provide as much information as possible.

**Q** - What is the population of Centennial Secondary School?

**A** - Approximately 1,000 students – the school is close to capacity.

**Q** - At what point can the accommodation review committee be guaranteed the financing needed to complete either one of the scenarios presented?

**A** - The funding under the PTR initiative has been confirmed and is protected and in place. The balance of the money would need to come from other sources. The board currently has some capital funds in specific government categories such as “enrolment pressure”, “primary class size” and “school renewal”. The board believes there would be available funds from these sources to carry out the necessary repairs/renovations based on preliminary estimates. This would be dependent on receiving Ministry of Education approval for use of the funds.

## Next steps

Meetings dates and next steps were reviewed.

Date	Location	Focus
December 3/08	Sir Mackenzie Bowell Public School	<ul style="list-style-type: none"><li>continue analysis of scenarios</li><li>public input, additional scenarios</li><li>requests for additional information</li></ul>
January 7/09	Sir John A. Macdonald School	<ul style="list-style-type: none"><li>review scenarios on table</li><li>determine recommendation</li><li>report preparation</li></ul>
January 28/09	Prince Charles School	<ul style="list-style-type: none"><li>presentation of ARC's final recommendation</li></ul>



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There will be an opportunity for the presentation of additional scenarios at the next meeting on December 3, 2008. If no further scenarios come forward, the committee may choose to move forward with the decision-making process and work towards creating and preparing its report for presentation in January.

Members were encouraged to send any questions or requests for additional information to Sandy Smith. Information in this regard will be shared at the next meeting.

### **Next meeting**

December 3, 2008, 6:00pm at Sir Mackenzie Bowell Public School.

### **Adjournment**

The meeting was adjourned at 7:50pm



Hastings and Prince Edward  
District School Board

## Welcome

**Accommodation Review Committee for  
West Belleville Schools**

- Prince Charles School
- Sir John A. Macdonald School
- Sir Mackenzie Bowell Public School

November 13, 2008  
6:00 p.m. – 8:00 p.m.  
Prince Charles School

## Agenda

- 1.0 Welcome
- 2.0 Approval of the agenda
- 3.0 Approval of the minutes of October 22, 2008
- 4.0 Business arising from the minutes
- 5.0 Public Input
- 6.0 Presentation / input from individual school ARCs
  - Sir Mackenzie Bowell Public School
  - Scenario review
- 7.0 Questions and comments
- 8.0 Next steps
- 9.0 Adjournment


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## Scenario proposal: Sir Mackenzie Bowell Public School subcommittee

- Sir John A. MacDonald remains a K-6 school.
- Prince Charles expands to become a K-6 school.
- Tear down the current Sir Mackenzie Bowell facility and rebuild a new Intermediate grade 7 & 8 facility on the grounds of the current Sir Mackenzie Bowell facility. The idea would be that the new facility would be built with sufficient space to accommodate all grade 7 & 8 students from both Sir John A MacDonald and Prince Charles without the need for any portables.
- Explore the option to rebuild the new Intermediate facility large enough to potentially accommodate grade 7 & 8 students from Susanna Moodie Elementary School in the event that any future expanded enrollment at this school necessitates Susanna Moodie becoming a K-6 school.


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## ARC role

1. To provide an opportunity for parents, students, educators, school board officials, trustees, business and municipal leaders to assess a school's ability to provide the best educational opportunities for students while ensuring fiscal responsibility
2. To provide a means for collecting and distributing information and community feedback on options for accommodating student needs prior to making its recommendations to the Board
3. To objectively and fairly review each school in the ARC and report on the value of each school using the School Valuation Framework


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## ARC role

4. To consider appropriate alternatives on such matters as realignment of boundaries, program changes, school organization, facility improvement, and the closure of school(s), where appropriate
5. To review and assess possible options related to the Prohibitive to Repair (PTR) process and determine a preferred recommendation
6. To submit the School Valuation Report to board administration with recommendations regarding the future of the school(s) being considered


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## Scenario review:

- For each scenario presented, each school ARC will complete a scenario analysis template –
  - Deliberations and analysis - up to 20 minutes
  - Reporting and summary - 5 to 10 minutes
- Each school subcommittee will report verbally, noting key points they consider of prime importance (pros and cons).
- An opportunity will be provided to ask questions and request additional information related to each scenario.
- All information will be collected at the end of the evening, summarized and posted on the web site


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### Working session: school committees

#### Scenario Analysis Template

Scenario #:					
Submitted by:					
Scenario Title:					
Scenario Description:					
Rationale:					
Pre-scenario Enrolment Information			Post-scenario Enrolment Information		
2008	2010	2015	2008	2010	2015
<u>PROS</u>			<u>CONS</u>		
Possible Implications or Additional Considerations:					
Questions or Requests for Information:					

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- ### Scenario review:
- Information to be gathered can include:
    - Factual data – demographics etc.
    - Research information
    - Opinions
    - Belief statements
  - Opinions or belief statements may stimulate research requests to verify the validity of the statement.
  - Decisions should focus on “supported” information, rather than unsubstantiated opinion.
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### Questions and comments

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### Next steps

Date	Location	Focus
December 3/08	Sir Mackenzie Bowell Public School	<ul style="list-style-type: none"> <li>analysis of scenarios</li> <li>public input, additional scenarios</li> <li>requests for additional information</li> </ul>
January 7/09	Sir John A. Macdonald School	<ul style="list-style-type: none"> <li>review scenarios on table</li> <li>determine recommendation</li> <li>prepare report</li> </ul>
January 28/09	Prince Charles School	<ul style="list-style-type: none"> <li>presentation of ARC's final recommendation</li> </ul>

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## WEST BELLEVILLE ACCOMMODATION REVIEW COMMITTEE (ARC) MEETING # 4

December 3, 2008  
Sir Mackenzie Bowell Public School

### MINUTES

<b>Members present:</b>	<b>Members absent:</b>	<b>Resource:</b>
Sue Benjamen	Rod Bovay	Dave Rutherford
Susan Carleton-Maines	Erin Fox	Jan Montgomery
Derek DeLarge	Erin Ivey	Don Tregenza
Carol Fisher	Stephanie Murray	Ernie Payette
Tim Foster	Jim Preston	Sandy Smith
Gerry Fraser	Robert Williams	
Katie Holt		
Jackie Hovinga		
Ryan Kirkpatrick		
Wendy Proctor		
Kathryn Seaborn		
Christine Simpson		
Marg Walker		
Kim Walsh		
Marg Townsend		

#### **Welcome**

Chair Wendy Proctor welcomed members and the public and thanked Sir Mackenzie Bowell Public School staff for hosting the meeting.

#### **Approval of the agenda**

Moved: Marg Walker  
Seconded: Tim Foster

That the agenda be approved.

Carried

#### **Approval of the minutes**

Moved: Gerry Fraser  
Seconded: Christine Simpson

That the minutes of November 13, 2008 be approved.

Carried

#### **Business arising from the minutes**

There was no business arising.



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Director of Education: Kathy Soule

## **Public input**

There were no requests for presentations or public input.

## **Presentation / input from members**

There were no additional scenarios presented or brought forward.

School committees were provided with some time to review the two scenarios on the table as well as the answers and additional information summarized in the Q and A's previously distributed. Members were also asked to take a few minutes to review Policy No.15 to ensure they are comfortable with the process to date and determine if there are any further questions or requests for information.

Further clarification was sought in regard #7 of the Q and A's, specifically the funding that would be available for the expansion at Prince Charles and Sir John A. Macdonald Schools and the timelines associated with the proposed renovations.

Superintendent Rutherford explained that, in addition to the PTR funds, capital funds will be used to carry out the renovations. He reviewed the funding categories and specific dollar amounts under each category and explained that enough funding is available under the Good Places to Learn and School Renewal categories to accommodate the renewal and expansion at both schools. Additional funding may be available through other categories such as Enrolment Pressure and Primary Class Size, however, prior approval is needed in order to access these funds. It is anticipated that the complete process will take about two years following Board approval – one for the planning phase and another year for the construction. The recommendation will go forward to the full Board on May 25, 2009, with the anticipated date of the school 'openings' being September 2011.

Clarification was sought regarding # 11 of the Q and A's, specifically the renewal costs for the three schools over time. The figures show Prince Charles School costing more than the other two and a question was asked as to how the board can justify closing a school that appears to be cheaper to operate. It was clarified that Prince Charles School is a larger school and shows a greater dollar figure over time, due to its size and capacity. Senior administration chose to submit the option of closing Sir Mackenzie Bowell Public School in the business case submitted, looking at the total number of facilities and cost to maintain those facilities as well as school capacity. There is room at Prince Charles School and Sir John A. Macdonald School to accommodate students from JK-8 for each school area. It is also not optimal to build a new school, considering programs, resources and supports, for 170 students. Senior administration also felt it was better to have JK-8 schools located within walking distance in their community rather than have students travelling farther to school. This scenario also reduces the number of transitions for students, with only one transition from Grade 8 to high school.

It was clarified that the most recent Long Term Capital Plan of the Board, referred to in Policy No.15, is the Watson & Associates Long Term Capital Study.

## **Next steps**

Ernie Payette reviewed the next steps and explained that if the ARC members feel confident that they have analyzed the scenarios presented and received enough information, the committee can make a decision to move forward with a recommendation. That decision will be made by ballot.

School committees were provided with additional time to discuss whether to move forward or whether more time was required prior to making a decision.

Following a brief discussion all school committees agreed to move forward.



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Each voting member was provided with a ballot and instructed to place either a number 1 or 2 (representing scenario 1 or 2) on the ballot. Both scenarios were reviewed:

- scenario 1 - closure of Sir Mackenzie Bowell Public School; Prince Charles and Sir John A. Macdonald become JK- 8 schools with renewal, renovations and additions to both schools;
- scenario 2 - rebuild of Sir Mackenzie Bowell Public School; Sir John A. Macdonald remains a JK-6 school; Prince Charles becomes a JK-6 school.

Ballots were collected and counted by scrutineers Janet Richards, member of the public and Jan Montgomery, Superintendent of Education.

The chair reported the results, noting 7 votes for scenario 1 and 5 votes for scenario 2. The committee will move forward with a recommendation in support of scenario 1.

Ernie Payette thanked the ARC for their professionalism shown throughout the process, in dialogue and questions posed, noting that school closure is never an easy decision. The next task of the committee is to prepare its report. Although the report is based on the school valuation framework, it is not necessary to include that information with the report. The ARC may wish to include some background and rationale for the decision, along with its recommendation. Members agreed to focus on developing the draft report at the next meeting. A template will be provided to members via email to facilitate that process.

Sandy Smith reviewed the process for Board consideration of the report from the Accommodation Review Committee. Following public presentation of the ARC's final report, senior administration will prepare its report and recommendation. That report will include all information from the ARC meetings (minutes, scenario information, questions and answers). Both reports will be presented to the Student Enrolment / School Capacity Committee, which consists of all trustees, in a public session on February 18, 2009. A second Student Enrolment / School Capacity meeting will be held for public input on March 30, 2009. Following that meeting, the final report and recommendation from senior administration will be posted on the board website and presented to the full Board for consideration on May 25, 2009.

## **Next meeting**

January 7, 2008, 6:00pm at Sir John A. Macdonald School, 22 Harder Drive, Belleville

## **Adjournment**

The meeting was adjourned at 7:30pm.



Hastings and Prince Edward  
District School Board

## Welcome

**Accommodation Review Committee for  
West Belleville Schools**


- Prince Charles School
- Sir John A. Macdonald School
- Sir Mackenzie Bowell Public School

December 3, 2008  
6:00 p.m. – 8:00 p.m.  
Sir Mackenzie Bowell Public School

## Agenda

- 1.0 Welcome
- 2.0 Approval of the agenda
- 3.0 Approval of the minutes of November 13, 2008
- 4.0 Business arising from the minutes
- 5.0 Public Input
- 6.0 Presentation / input from members
  - further review and analysis of scenarios
  - requests for additional information
- 7.0 Questions and comments
- 8.0 Next steps
- 9.0 Adjournment

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## Next steps

- Determine recommendation
- Prepare draft report
- Present report
- Receive additional community input on report

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## ARC's report

**As per Board Policy No. 15**

- The ARC will prepare a report based on the School Valuation Framework and Resource Guide. The ARC will deliver its report to board administration no sooner than 90 days and no later than 110 days after the beginning of the ARC's first public meeting. The ARC must share the report in plain language with the community at a public meeting. The ARC may make changes to the report based on feedback at the meeting.

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## Administration's report

**As per Board Policy No. 15**

- Administration will review the recommendations of ARC and prepare a report to the SE/SCC.
- The report will include as appendices the ARC's report and recommendations, the information package provided to the ARC, minutes of the ARC meetings, recorded questions and responses, attendance registers and any material received by the ARC from the public.
- Administration's report and recommendations will be presented to the Student Enrolment School Capacity Committee in public sessions.


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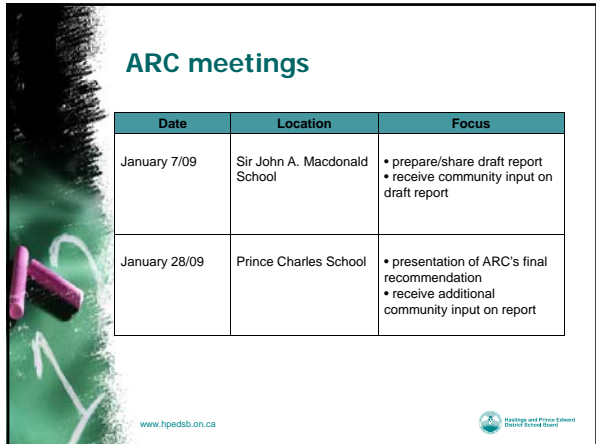


## Consideration of ARC reports in public sessions

Public Meeting	Date	Purpose as per Board Policy No. 15
Student Enrolment/School Committee (SE/SCC)	February 18, 2009 5:00pm, Education Centre, Belleville	Report to SE/SCC — presentation of report and recommendation from senior administration
Student Enrolment/School Capacity Committee (SE/SCC)	March 30, 2009, 5:00pm, Education Centre, Belleville	SE/SCC meeting for public input — public input / presentation to trustees concerning the ARC report and report from senior administration
Regular Meeting of the Board	May 25, 2009 7:00pm, Education Centre, Belleville	Board decision — regarding the school accommodation recommendations in the ARC report and the report from senior administration

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## ARC meetings

Date	Location	Focus
January 7/09	Sir John A. Macdonald School	<ul style="list-style-type: none"> <li>• prepare/share draft report</li> <li>• receive community input on draft report</li> </ul>
January 28/09	Prince Charles School	<ul style="list-style-type: none"> <li>• presentation of ARC's final recommendation</li> <li>• receive additional community input on report</li> </ul>

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## WEST BELLEVILLE ACCOMMODATION REVIEW COMMITTEE (ARC)

### MEETING # 5

January 7, 2009

Sir John A. Macdonald School

### MINUTES

Members present:	Members absent:	Resource:
Sue Benjamin	Erin Ivey	Jan Montgomery
Rod Bovay	Stephanie Murray	Don Tregenza
Susan Carleton-Maines	Jim Preston	Ernie Payette
Derek DeLarge	Robert Williams	Sandy Smith
Carol Fisher		
Tim Foster		
Erin Fox		
Gerry Fraser		
Katie Holt		
Jackie Hovinga		
Ryan Kirkpatrick		
Wendy Proctor		
Kathryn Seaborn		
Christine Simpson		
Marg Walker		
Kim Walsh		
Marg Townsend		

#### Welcome

Chair Wendy Proctor welcomed members and the public and thanked Sir John A. Macdonald School staff for hosting the meeting.

#### Approval of the agenda

Moved: Tim Foster  
Seconded: Marg Walker

That the agenda be approved.

Carried

#### Approval of the minutes

Moved: Jackie Hovinga  
Seconded: Tim Foster

That the minutes of December 3, 2008 be approved.

Carried

#### Business arising from the minutes

There was no business arising.



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## **Public input**

There were no requests for presentations or public input.

## **Report preparation**

Ernie Payette referred to the draft report included with the agenda package. The report includes some background information on the purpose and composition of the accommodation review committee and the final recommendation to be presented to senior administration. School committees were provided with some time to review the draft report and discuss any comments or input they would like to include from the school committee.

A question was asked regarding involvement and input in the planning phase. It was explained that following the Board's decision, an Integration Committee will be formed. The committee will be involved and have opportunity for input in all aspects of the planning phase. Board Policy No. 15 describes the purpose and composition of the committee which will consist of the school superintendent and representation from each of the three schools, specifically the principal, school council chair or designate and any additional members determined by the principal. As with the accommodation review process, the integration process will be open and inclusive.

Input from each school committee was shared. Comments will be incorporated into the final report and sent to committee members by the end of the week for final review.

## **Questions and comments**

There were no additional questions and comments from the members or the public

## **Next steps**

Ernie Payette spoke to the process for presenting the committee's final report on January 28, 2009. The presentation will be done by the Chair, followed by a question and answer session. The committee could choose to prepare a brief presentation which could include some background on the accommodation review process and the scenarios presented or could be presented in report format. The committee agreed to move forward with presenting the recommendation in report format on January 28<sup>th</sup>.

Committee members were asked to review the final report once received and provide any further input or feedback to Sandy Smith.

## **Adjournment**

The meeting was adjourned at 7:05pm

**Next meeting:** January 28, 2009, 6:00pm – 8:00pm  
Prince Charles School  
75 Ritchie Avenue  
Bellville, Ontario



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## WEST BELLEVILLE ACCOMMODATION REVIEW COMMITTEE (ARC)

### MEETING # 6

January 28, 2009

Sir John A. Macdonald School

### MINUTES

Members present:	Members absent:	Resource:
Sue Benjamin	Katie Holt	Trish Fitzgibbon
Rod Bovay	Erin Ivey	June Rogers
Susan Carleton-Maines	Ryan Kirkpatrick	Jan Montgomery
Derek DeLarge	Stephanie Murray	Rob McGall
Carol Fisher	Jim Preston	Kathy Soule
Tim Foster	Kathryn Seaborn	Don Tregenza
Erin Fox	Marg Walker	Ernie Payette
Gerry Fraser	Robert Williams	Sandy Smith
Jackie Hovinga		
Wendy Proctor		
Christine Simpson		
Marg Townsend		
Kim Walsh		

#### Welcome

Chair Wendy Proctor welcomed members and the public and thanked the Prince Charles Public School staff for hosting the meeting.

#### Approval of the agenda

Moved: Sue Benjamin  
Seconded: Kim Walsh

That the agenda be approved.

Carried

#### Approval of the minutes

Moved: Sue Benjamin  
Seconded: Jackie Hovinga

That the minutes of January 7, 2009 be approved.

Carried

#### Business arising from the minutes

There was no business arising.



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## **Report from the Accommodation Review Committee**

The report included information regarding the purpose and rationale for creating an accommodation review committee for West Belleville, composition of the committee, public meeting dates and the scenarios presented for consideration. The committee supported the option proposed by senior administration recommending that Sir Mackenzie Bowell Public School be closed with renewal, renovations and additions to both Sir John A. Macdonald School and Prince Charles School. Sir John A. Macdonald and Prince Charles would become JK-8 schools, retaining students within their respective communities. Additions and renovations would occur at both schools. Each school committee provided input into the recommendation.

## **Questions and comments**

An opportunity was provided for questions and input from members and the public.

Q - What happens to Sir Mackenzie Bowell if it closes?

A - The Board determines what happens with the property when a school is closed. There is a formal process in place to deal with the disposal of real property. If the Board determines that a facility would not be needed in the future, it can, through a formal motion, rent out or enter into a disposal process. Certain groups will have first opportunity to purchase the property at fair market value. If there is no interest from those groups, the property will be offered to the public through a tenure process.

There were no amendments or suggested changes to the report.

## **Next steps**

The Chair reviewed the next steps in the accommodation review process. Following presentation of the ARC's report this evening, senior administration will prepare its recommendation and report. The report will include the ARC's report, minutes from the meetings and all information presented and considered by the accommodation review committee. Senior administration will present this report to the Student Enrolment/School Capacity Committee at a public meeting on **Wednesday, February 18, 2009**, 5:00pm at the Education Centre. An opportunity will be provided for public input at the second Student Enrolment/School Capacity Committee meeting scheduled for **Monday, March 30, 2009**, 5:00pm at the Education Centre. The process for public input/presentation will follow that of the Board. Details regarding the process for presenting can be obtained by contacting Sandy Smith. Requests for public input must be received by March 13, 2009 to include with the agenda. The report and recommendation will go forward to the Board for decision on **May 25, 2009**, 7:00pm at the Education Centre. The planning phase will begin following the Board's decision, with the implementation of the Integration Committee.

## **Closing remarks**

Director Soule thanked the chair and members of the Accommodation Review Committee for their dedication and commitment to the process. The committee has worked together, reflecting the true spirit of cooperation and collaboration.

Chair Wendy Proctor also thanked the committee for their hard work and complimented the members for working together as group.

## **Adjournment**

The meeting was adjourned at 6:30pm.