



Halton District School Board

**SPECIAL BOARD MEETING begins at 7 p.m.
Committee of the Whole Meeting follows at 8 p.m.**

**** SPECIAL MEETING OF THE BOARD ****

HALTON DISTRICT SCHOOL BOARD

J.W. Singleton Education Centre, Burlington, Ontario

Wednesday, March 5, 2008

Public Session -- 7 p.m. (Private Session follows)

PUBLIC SESSION

1. Call to Order
2. Admin Response to PARC Reports (*W. Joudrie*) *to be distributed*
The PARC PE16B Reports may be viewed [here](#)
3. Trustee Questions and Comments
4. Private Session
5. Ratification of Business Transacted in Private Session
6. Motion to Adjourn



Halton District School Board

Report Number: 08036

Date: March 4, 2008

INFORMATION FOR DECISION

TO: The Chair and Members of the
Halton District School Board

FROM: Wayne Joudrie, Director, HDSB

RE: Administrative Report- Program and Accommodation Review (PE16B)

RECOMMENDATION

- 1. Be it resolved that the Administrative Report 08036: Program and Accommodation Review (PE16B) recommendations 4 and 5, be deferred to the May21, 2008 Meeting of the Board.*
 - 2. Be it resolved the Halton District School Board invite public input with respect to the Administrative Report 08036: Program and Accommodation Review (PE16B)*
 - 3. Be it resolved that the Halton District School Board hold a public meeting Wednesday, April 30th, 2008, to hear delegations (as outlined in By-Law 1008:“Delegations to the Board), with respect Administrative Report 08036: Program and Accommodation (PE16B)*
 - 4. Be it resolved that the Halton District School Board approve the transitional plan for enrolment area PE16B as outlined in Report 08036*
 - 5. Be it resolved that the Halton District School Board approve the Program and Accommodation Plan for enrolment area PE16B as outlined in Report 08036.*
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Background:

At the outset, I would like to thank the members of the PARC PE16B Committee. This was an incredibly dedicated and open group of parents, community members and staff. In all there were 24 members and more than 10 additional observers or resource staff. PARC PE16B held 14 committee meetings and four public meetings commencing in May 2007 and culminating in their report as posted on the Board website.

Highlights of the Committee report include:

- 14 recommendations for Administrative Council to consider in the development of the Administrative Report
- a clear message that solutions should focus on their description of the Ideal School as reflected in the School Valuation Template
- a recognition of the need for transitional as well as more permanent solutions
- a recognition of the urgency of the accommodation pressures within PE16B
- an expectation that school renovations, where required, would address both accommodation pressures and program needs for the foreseeable future.

I want to recognize the unique leadership exhibited during the four public meetings of the PARC. In each case members of the community took lead roles in explaining the process and development of the final PARC report. I found this approach to be exemplary in terms of ensuring that this report reflected the ideas, wishes and solutions of our school communities. Having neighbours speaking to neighbours was exactly what was envisioned when the PARC process was designed several years ago.

The leadership was shared in PARC PE16B but I would be remiss if I didn't also recognize the efforts, energy and commitment of the Chair. Trustee Kathryn Bateman-Olmstead used her position as Chair to ensure there was a focus on the benefit to all children served by the schools in PE16B. She was diligent in ensuring the components of the PARC process were completed effectively. She spent unmeasured hours away from family and friends in the service of this community. Her contributions were significant and are reflected in the thoughtful and complete set of recommendations.

One area of concern that surfaced toward the end of the PARC process was a sense that Ward 6 parents whose children attend Sunningdale School may not have had adequate representation. I have read several emails and correspondence stating this premise. Alternatively, I have heard from others who believe the PARC PE16B took every effort to communicate effectively to all parents and the final recommendations reflect the consensus if not the unanimous position of the PARC PE16B Committee. The input received from parents on both sides of this issue has been very helpful in refining the Administrative Report.

Next Steps in Program and Accommodation Review Process:

The next steps in the Program and Accommodation Review Process are outlined in Policy: Program and Accommodation Review Committee (Section 3.0 –Consideration of the PARC Report).

Key elements include:

- Administrative Council's report to the Board (within 30 days of Director's receipt of PARC report)
- Board Meeting for Public Input (not less than 30 days of Board's receipt of Administrative Council's report)
- Administrative Council's follow-up report to the Board.
- Board meeting to consider school accommodation (not less than 60 days of Board's receipt of Administrative Council's initial report)

Program and Accommodation Plan (PE16B) – Recommendations and Rationale:

Recommendation:

English-track students from Lorne Skuce, Munn's and Montclair Public Schools, be directed to one school -- Montclair Public School -- serving Junior Kindergarten to Grade 8, and renovations to the site be planned, approved and implemented to ensure opening commencing effective September 1, 2009.

Montclair	2007	2012	2017
Current OTG Capacity	299.0		
Proposed OTG Capacity		451.0	451.0
Projected Enrolment	486	430	447

	Construction/Renovations/Materials	Estimated Costs
Program Enhancements	<ul style="list-style-type: none"> • 3 JK/SK Rooms • 4 Primary Rooms 	\$ 720,000 \$960,000
Accommodation Enhancements	<ul style="list-style-type: none"> • install walls on second floor • enhanced electrical service 	\$216,000 \$100,000
Program Support Materials		
Total Cost of Project		\$2,096,000

Key Criteria from School Valuation Template (Montclair):

- Full time Principal Yes
- Full time Vice-Principal Yes
- Full time Librarian 0.5
- Full time Resource Teacher Yes
- Specialized Programming Yes
- Ability to attract and retain students Yes
- Safe and Healthy Environment Yes
- Centrality to Catchment Area Yes
- Opportunity for Parental Involvement Yes
- Student Satisfaction N/A

Recommendation:

The English-track students in the area bounded by Upper Middle, Neyagawa, Dundas and Sixteen Mile Creek be redirected to River Oaks Public School.

The current enrolment at River Oaks Public School is 475.0. The projections indicate a decline to 380.0 by 2012. There are a small number of students in this area. Currently the number is under 10. River Oaks Public School is much closer for these students. A boundary consultation would be required for this to take effect in September 2008.

Recommendation:

The French track students be directed to two Grade 1-8 schools -- Sunningdale and Munn's Public Schools -- based upon their secondary school destination.

Munn's	2007	2012	2017
Current OTG Capacity	305.0		
Proposed OTG Capacity		489.0	489.0
Projected Enrolment	343	445	458

	Construction/Renovations/Materials	Estimated Costs
Program Enhancements	<ul style="list-style-type: none"> • Science Room • Music Room • Art Room • Applications Room 	
Accommodation Enhancements	<ul style="list-style-type: none"> • 4 Specialty Rooms • 4 Classrooms • Electrical Upgrade 	\$1,920,000 \$100,000
Program Support Materials	<ul style="list-style-type: none"> • Science/Tech Resources • Music Resources • Library Resources • Physical Education Resources 	\$5,000 \$40,000 \$50,000 \$17,000
Total Cost of Project		\$2,132,000

Key Criteria from School Valuation Template (Munn's):

- Full time Principal Yes
- Full time Vice-Principal not in first year
- Full time Librarian 0.5
- Full time Resource Teacher Yes
- Specialized Programming Yes
- Ability to attract and retain students Yes
- Safe and Healthy Environment Yes
- Centrality to Catchment Area Yes
- Opportunity for Parental Involvement Yes
- Student Satisfaction N/A

Sunningdale	2007	2012	2017
Current OTG Capacity	558.0		
Proposed OTG Capacity		494.0	494.0
Projected Enrolment	510	603	560

	Construction/Renovations/Materials	Estimated Costs
Program Enhancements	<ul style="list-style-type: none"> • Science Room • Music Room • Art Room • Applications Room 	\$660,000
Accommodation Enhancements		
Program Support Materials	<ul style="list-style-type: none"> • Science/Tech Resources • Music Resources • Library Resources • Physical Education Resources 	\$5,000 \$40,000 \$10,000 \$5,000
Total Cost of Project		\$720,000

Key Criteria from School Valuation Template (Sunningdale):

- Full time Principal Yes
- Full time Vice-Principal Yes
- Full time Librarian 0.5
- Full time Resource Teacher Yes
- Specialized Programming Yes
- Ability to attract and retain students Yes
- Safe and Healthy Environment Yes
- Centrality to Catchment Area Yes
- Opportunity for Parental Involvement Yes
- Student Satisfaction N/A

Recommendation

Once Lorne Skuce Public School is vacated for use in September 2009, the school be offered for disposition as outlined in Ontario Regulation 444.

Transitional Plan (PE16B)

The PARC recommended all three schools be renovated to be suitable for the ages and grades attending, and they be the correct size for the updated enrolment projections, suitable for the depth and breadth of modern programming and consistent with modern health, safety, air quality and accessibility standards.

The level of renovations required to achieve these standards would require significant planning, costing and construction. It is not advisable to commit all these renewal projects in readiness for September 2008.

The PARC also recommended the transitional plan minimize any disruption to the cohort.

As a result the following Transitional Plan is recommended.

Recommendation

The English-track students who are projected to attend Montclair Public School shall be directed to Lorne Skuce Public School for September 2008.

Seven portables will be required to hold a portion of the students for the 2008-09 year. The renovation plans for Montclair Public School will be prepared for review and approval by October 2008, for construction during the spring/summer of 2009 in readiness for a September 2009 opening.

Recommendation

The French-track students whose destination is White Oaks Secondary School would remain at Sunningdale Public School, and

The French-track Grade 8 students whose destination is Iroquois Ridge High School would be directed to Sunningdale Public School to graduate with their cohort.

The renovation plans for Sunningdale Public School will be prepared for review and approval by January 2009, for construction during the summer of 2009, in readiness for September 2009.

Recommendation

The French-track students whose destination is Iroquois Ridge High School would be directed to Munn's Public School.

Two portables will be required to hold a portion of the students for the 2008-09 year. The renovation plans for Munn's School will be prepared for review and approval by January 2009, for construction during the summer of 2009, in readiness for September 2009.

Integration Committee:

As per the Halton District School Board's Program and Accommodation Review Committee (PARC) Policy, Section 4: School Integration Process, an Integration Committee will be formed. Please see the appendices to this report for the PARC Policy section relating to the Integration Process.

Budget Summary for PE16 PARC Recommendations and Transition Plan:

Projected Expenses:

Montclair School Renewal	\$ 2,096,000
Munn's School Renewal	2,132,000
Sunningdale School Renewal	720,000
Relocate 9 portables	405,000
Moving/Transition Funds	50,000
Total Projected Expenses	\$5,403,000

Budget Summary for PE16 PARC Recommendations and Transition Plan (cont'd):*Proposed Funding Sources:*

Proceeds of Disposition	\$ 2,808,000
Primary Class Size Funding - Capital	1,640,000
Primary Class Size Funding – Portable Moves	405,000
Renewal Funding - RECAP	100,000
2008/2008 Renewal Funding – Annual Allocation	278,000
2007/2008 Mid-Year Funding	172,000
Total Projected Funding	\$5,403,000

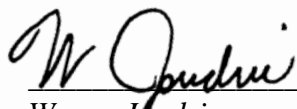
Communications Received:

The PARC PE16B report identified several emails and correspondence regarding elements of the PARC for its deliberations. The PARC Chair submitted the PARC PE16B Report on February, 8, 2008. Since that time, the Director has received 10 email messages and one letter regarding the PARC PE16B Report. The emails have been printed and are on file in the Director's office for trustee review.

Appendices to the Report:

- PARC PE16B Report (attached as Appendix 1).
(*Note: the report was submitted with appendices which are available electronically*)
- Revised School Valuation Template (attached as Appendix 2)
- PARC Policy Section 4: School Integration Process (attached as Appendix 3)
- Halton District School Board Delegation By-law 1008 (attached as Appendix 4)
- additional communications received by the Director
(*Note: these documents are not attached, but are available for trustee review as noted above*).

Respectfully submitted,



Wayne Joudrie
Director of Education

4. The School Integration Process

It is important the integration of students and staff into their new school(s) is achieved in a way that is positive and supportive for the students and parents of the respective school communities and neighbourhoods. This process of integration should be carried out in consultation with parents and staff. The Director will establish this committee immediately following the final decision to close or open a school.

4.1 Mandate of the Integration Committee

The Integration Committee will plan for and implement the positive integration of students and staff affected by consolidation, closure or program relocation into their new school environment.

4.2 Composition of the Integration Committee

The Integration Committee will consist of the following persons:

- The appropriate School Superintendent;
- From each affected school:
 - the school principal
 - the trustee
 - the school council chair or designate

The Committee has the authority to co-opt additional members.

4.3 Operation of the Integration Committee

The appropriate Superintendent of Education would act as the Chair of the Integration Committee.

Other resource personnel can be called to assist the Integration Committee.

4.4 Meetings of the Integration Committee

The Integration Committee will operate within the timelines in this policy and will meet as often as required.

4.5 School Closing Ceremony & Funding

The Integration Committee will determine whether a school closing ceremony is appropriate. If a closing ceremony is recommended, the Committee will design the format and program.

The Principal will contact the Superintendent of Business Services to make the necessary financial arrangements and obtain a budget allocation. The Board will provide funds up to \$250.

4.6 Timelines

The Integration Committee will report to the Director and through the Director to the Board no later than February of the final year of a school on the progress of integration planning, and again no later than after six months after the implementation of the consolidation decision.



THE HALTON DISTRICT SCHOOL BOARD
PROCEDURAL BY-LAW

DATE

June 20, 2001

No.

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REPLACING

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DELEGATIONS TO THE BOARD

1. An individual or a group with a designated speaker may be a delegation to the Board.
2. Employees of the Board, or representatives of employee groups shall not utilize Delegations to the Board to express their views relative to their employment or professional interests.
3. Delegations shall request the opportunity to appear before the Board through the Secretary of the Board (Director of Education), at least 24 hours before the agenda deadline for the next Regular Meeting of the Board; that is, by 4 p.m. on the Thursday preceding the next Regular Meeting of the Board.
4. The individual(s) speaking for the delegation must provide to the Secretary of the Board (Director of Education) a copy of their written presentation by 4 p.m. on the Thursday preceding the next Regular Meeting of the Board, (*see 1008 [3]*). The presentation will appear as part of the trustees' support material for the meeting at which the presentation is made.
5. The Chair shall give priority to delegations to a Regular Meeting of the Board speaking to items on that meeting's agenda. Additional delegations may be rescheduled to Committee-of-the-Whole meeting. Delegations to Committee-of-the-Whole meetings may relate to any aspect of the Board's public operations, and will follow the same parameters as set out for delegations to a Regular Meeting of the Board.
6. The Chair shall decide whether or not to permit the delegation to be heard and shall limit the number of delegations to six (6) per meeting. A request for a delegation shall not be unreasonably denied. The Chair will notify trustees, with a written rationale, should a delegation be denied.
7. The Chair of the meeting at which the delegation appears will recognize only the spokesperson as the representative of any group delegation.
8. Delegations will be accorded ten minutes in order to make their presentation before the Board. The ten minutes allotted to each delegation will include questions of clarification from members of the Board.



THE HALTON DISTRICT SCHOOL BOARD
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DELEGATIONS TO THE BOARD *(cont'd)*

9. Where there are multi delegations on the same topic, the Chair of the meeting may combine presentations or reduce the time of the presentation.
10. The spokesperson(s) for a delegation is expected to refrain from the use of abusive or derogatory language at all times. Statements concerning the character or performance of named individuals (students, staff, citizens or trustees) shall be ruled out of order by the Chair.
11. Following the presentation, the Chair will ask the members of the Board if there is any point which they wish clarified. Except for questions of clarification, members of the Board or staff shall not enter into discussion with the speaker or any member of the delegation concerning the presentation.
12. As soon as the Chair is satisfied that all points have been clarified, the speaker of the delegation will be thanked and informed that the delegation material(s) have been received for information. Trustees may refer the matter, along with any additional written information pertaining to the issue, to a future meeting.
13. Where a matter presented by a delegation deals with topics properly considered by Committee of the Whole, the Chair shall direct that the matter be discussed in Committee of the Whole.

Where a matter presented by a delegation deals with topics properly considered in Private Session of the Board, or Private Session of Committee of the Whole, the Chair shall direct that the matter be discussed in Private Session of the Board, or Private Session of Committee of the Whole.

14. Each delegation, at the time of registration with the Secretary of the Board (Director of Education), or designate, shall be informed of the requirements of a delegation as set out under this by-law.
15. The Board may, by resolution, hold a public forum in order to gather input or present information regarding a specific issue.
16. Another opportunity for input and questions of the Board is available through Public Question Period (*By-law 1015*).