

# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

## MEMORANDUM

---

**DATE:** December 13, 2016

**TO:** The Chairperson and Trustees of the  
Board of Education

**FROM:** E. Kelly  
Director of Education

T. Awender  
Superintendent of Education

**SUBJECT:** Program Accommodation Review – Initial Staff Report

---

### **PURPOSE:**

As required by the Ministry of Education, the purpose of this Initial Staff Report is to recommend for approval, to the Board of Trustees, the commencement of a Program Accommodation Review in the Forest Glade East Windsor area. This Accommodation Review will specifically involve recommendation(s) that will affect the following three elementary schools:

- Eastwood Public School
- Forest Glade Public School
- Parkview Public School

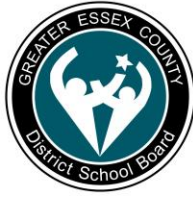
### **RECOMMENDATION:**

**THAT THE BOARD APPROVE THE IMMEDIATE COMMENCEMENT OF A STANDARD PROGRAM ACCOMMODATION REVIEW THAT INCLUDES EASTWOOD PS, FOREST GLADE PS, AND PARKVIEW PS, AS SET OUT IN THE PROGRAM ACCOMMODATION REVIEW – INITIAL STAFF REPORT, DATED DECEMBER 13, 2016.**

### **BACKGROUND:**

On March 26, 2015 the Ministry of Education released the new Pupil Accommodation Review Guideline (PARG) and Community Planning and Partnership Guideline (CPPG). On January 19, 2016 the Board of Trustees approved the new Program Accommodation Review and Community Planning and Partnership Policies and Regulations reflecting the changes of the new guidelines, after consultation had taken place with the community. The approval of the before mentioned Policies and Regulations permits the Board of Trustees to consider and approve the commencement of a Program Accommodation Review.

A Long Term Accommodation Report was provided to the Board at the November 15, 2016 Board meeting. Enrolment projections, capacity issues, program needs, the identification of capital



# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

## MEMORANDUM

issues, etc. are outlined below. Areas that are identified as under capacity, having a high Facility Condition Index (FCI), and having high renewal needs require a reduction in pupil places which would entail a Program Accommodation Review.

### Summary of Accommodation Issues

#### i. Enrolment and Utilization

Figure 1 outlines the current and projected enrolment and utilization for the three elementary schools mentioned above in the Forest Glade east Windsor area grouping of schools. The total enrolment of the three schools is approximately 1022 students and there is an overall expected decline over the next decade. The On the Ground (OTG) capacity of the three schools is 1524. Overall, there is an excess of 502 student places operating with a utilization rate of 67%.

*Figure 1: Enrolment and Utilization (Sept. 26, 2016)*

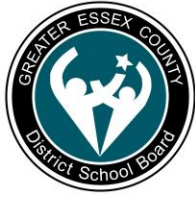
School	OTG Capacity	2016		2021		2026	
		Enrolment	Utilization %	Enrolment	Utilization %	Enrolment	Utilization %
Eastwood	392	271	69%	228	58%	185	47%
Forest Glade	804	517	64%	554	69%	542	67%
Parkview	328	234	71%	216	66%	194	59%
<b>TOTAL</b>	1524	1022	67%	998	65%	921	60%

#### ii. Facility Condition

Figure 2 outlines the facility condition and some operational costs associated with the three elementary schools involved in this proposed accommodation review. It must be noted that additions were added to some of the schools at various times over the years. Further, the Facility Condition Index (FCI) is the renewal requirement of the facility divided by the replacement cost, multiplied by 100. According to industry standards, a FCI of less than 5% is “good”, between 5-10% is “fair”, between 10-30% is “poor”, and greater than 30% is crucial.

*Figure 2: Facility Condition and Operational Cost*

School	Construction	2016 FCI	5-Year Renewal \$	Operational Cost \$	AODA Compliance
Eastwood	1976	40%	\$3,435,600	\$253,232	Yes
Forest Glade	1969/75	72% / 47%	\$10,405,578	\$335,848	Yes
Parkview	1975	63%	\$4,175,803	\$194,554	Yes



# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

## MEMORANDUM

---

### **Past Actions to Address Accommodation and Capital Issues**

In order to address the program, facility and utilization pressures experienced in the group of schools, a number of actions have taken place in the past. Additions to Eastwood (1997), Forest Glade (1971), and Parkview (1980) were completed. Further, Forest Glade was over-capacity and to alleviate the extreme pressure, the GECDSDB purchased what is now the PLC from the co-terminous board. Two buildings (one school) now exist with the Forest Glade PLC housing the JK-grade 3 students and the neighbouring building housing the grade 4-8 students.

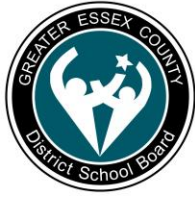
Over the years there has been a significant decline in the area. Program opportunities such as English as a Second Language were established in Eastwood PS. Specialized programming for children with exceptionalities has been established, and growing to accommodate our students in their home school district. Forest Glade PS has recently been introduced to the popular French Immersion (FI) program as a result of an approved recommendation by the Board of Trustees which dealt with a boundary change during the Tecumseh Family of Schools program accommodation review in 2013-2014. The FI program was implemented in September 2014 only as the JK class. Each year thereafter, another grade level is phased in up to grade 8. Currently, JK, SK and grade 1 FI programming exists at Forest Glade PS.

Eastwood and Forest Glade are closed boundary schools, while Parkview is still an open boundary school. Forest Glade has a part of the boundary disjointed from the location of the school that is actually in either the Parkview or Eastwood logical catchment area. The schools in this review also have the open concept learning space inside the building.

### **Proposed Accommodation Option Recommended**

As outlined, the prominent pressures facing this group of schools are the number of excess pupil places, the low school enrolments, the facility condition and renewal costs associated specifically with all three schools in this review. The following proposed option represents solutions that align with the Board's strategic priorities for the effective and responsible use of resources to be directed at programming that meet student needs.

- 1) The Board will submit a School Consolidation Capital (SCC) business case to the Ministry of Education for a 535 pupil place new school building. Upon Ministry approval, this new JK-8 school construction would be a consolidation of the Eastwood PS and Parkview PS student populations, with the site to be determined. Upon construction of the new school, Eastwood PS and Parkview PS buildings would be closed and declared surplus to the Board's needs, and the students would transition to the new school. The boundaries would be adjusted accordingly.



# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

## MEMORANDUM

The final proposed part of the option involves a small boundary adjustment for September 2017. The students currently attending Forest Glade PS (in district) are able to remain until graduation, without transportation, if at the same address. Any new registrations or JK students from September 2017 and forward will adhere to the new boundary which is as follows:

- i) The current Forest Glade PS boundary that is north of E.C. Row, south of Wildwood Drive (south side), east of Pineview Crescent (not including), and west of Souilliere Drive (not including) will become part of the Parkview PS boundary.
- 2) The principals of the schools, in consultation with their school councils, work with Senior Administration to implement and communicate the changes.

### **Accommodation Impacts**

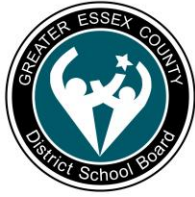
As noted, the proposed options previously outlined would result in an effective and responsible utilization of facilities and resources. Figure 3 assumes the above option commences September 2017.

*Figure 3: Option Recommended Outcome - Enrolment and Utilization*

School	OTG Capacity	2017		2021		2026	
		Enrolment	Utilization %	Enrolment	Utilization %	Enrolment	Utilization %
Eastwood / Parkview	535	520	97%	472	88%	407	76%
New Forest Glade	540	523	97%	526	97%	514	95%
<b>TOTAL</b>	1075	1043	97%	998	93%	921	86%

### **Program Impacts**

Two of the three schools involved are English track JK-8 schools that provide programming based on the Ontario Ministry of Education curriculum. The exception is Forest Glade PS with the additional French Immersion program that currently includes JK, SK, and grade 1. The consolidation of the schools previously mentioned, along with the boundary change, will maintain programming while providing the potential benefits of a larger school population. As witnessed in the past, schools with smaller populations often have a greater chance of combined classes and a reduced availability of extracurricular activities and after school programs. Larger school populations provide more responsible and efficient staffing allocations, the additional staff support for the extracurricular activities and after school programs, and the opportunity for teachers to work together to enhance their teaching practice through Professional Learning Communities and co-planning with grade equivalent colleagues.



# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

## MEMORANDUM

---

### **Transportation Impacts**

Preliminary analysis provided by Transportation has indicated that there are 27 Forest Glade students that live in the isolated Forest Glade boundary mentioned previously. All 27 students are currently eligible for bussing. They would also require bussing to the current Parkview PS, however, if the site to be determined were central to both schools, they would not require bussing to the newly consolidated school site. Currently, Parkview PS requires two small busses and Eastwood PS requires two large busses. With the consolidation of Eastwood and Parkview, along with the Forest Glade students involved in the boundary change, in a new building, the site to be determined, may require an additional bus or it may just require two larger buses to accommodate more students. The cost to have a large versus small bus on the road is the same. Forest Glade may decrease by one bus with the boundary change, but it is difficult to know for certain until the routes are determined. This analysis is based on current addresses of students, current program related transportation arrangements, board policy, and current bus sharing and tiering arrangements. It is possible that further savings could arise through a review of bell time changes which would result in run sharing/tiering opportunities on current school vehicles servicing these schools.

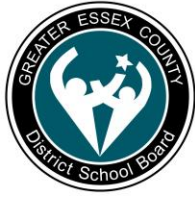
### **Funding**

Funding for the proposed recommendation of the consolidation of Eastwood PS and Parkview PS into a new building would be based on a School Consolidation Capital (SCC) business case submission to the Ministry of Education. A childcare addition to the new build would also be included in the business case. The proposed capital investment required would be approximately \$13 million. In the event funding is not immediately received, the intent would be to remain status quo, except for the boundary change, while continuing to submit a business case through the annual Ministry of Education capital priority submission cycle.

On another note, if the above proposed recommendation were to pass with a consolidation of Parkview PS and Eastwood PS, then funding for the consolidation of Forest Glade PS and the PLC building into one new right-sized JK-8 building would be based on a SCC business case submission to the Ministry of Education. A childcare addition to the new build would also be included in the business case. The proposed capital investment required would be approximately \$13 million. This scenario does not require an accommodation review or recommendation as the two buildings are considered to be one school.

### **Community Planning and Partnerships**

On April 14, 2016 invitations were sent to municipalities and community partners to attend a public meeting in keeping with the new Community Planning and Partnership Guideline. On April 26, 2016 an information session was held to provide municipalities and community partners an opportunity to review the list of schools with available space in which a community partnership could be considered.



# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

## MEMORANDUM

---

On July 6, 2016 invitations were sent to municipalities and community partners to attend a second public meeting in keeping with the Community Planning and Partnership Guideline. On August 16, 2016 a second information session was held to provide municipalities and community partners an opportunity to review the list of schools with available space in which a community partnership could be considered, while also providing an overview of the current state of the GECDSB with respect to surplus space, the aging infrastructure, and the fiscal responsibility of the Board.

Of the three schools listed in the subject review area, no schools were identified as having available space for potential community partnerships based on the criteria. The public meeting was advertised through the local media, an email notification to the entities listed in the guideline, written letters, phone calls, while it continues to remain on the Board's website.

It must also be noted that funding related to community hubs was recently announced in October, 2016. This funding is to be used to make minor retrofits to available space in schools for community hub space and to improve the accessibility of schools in order to allow greater opportunities for use by community partners that provide services or supports that satisfy the requirements of section 234 of the *Education Act*. Those requirements can be generalized as promoting the care and/or development of children (emotional, social or physical) or promoting student success.

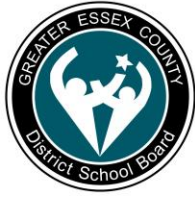
As noted in the Ministry of Education memorandum 2016:B18, Community Hubs Capital Funding: Minor Retrofits and Accessibility:

School boards are encouraged to work with their community partners to explore mutually advantageous opportunities to share space in schools that would benefit both the board and the broader community as explained in the *Community Planning and Partnerships Guideline*. The Ministry recognizes that in many cases, when a community partner is prepared to occupy available school space in an operating school, some minor retrofits may be required to allow the partner to operate most effectively in the space.

### **Optional Modified Accommodation Review**

The optional modified program and accommodation review process may be undertaken where two or more of the criteria set out in the newly approved GECDSB Program and Accommodation Review Regulation apply to one or more school(s) within a group of schools.

- Utilization rates less than 75% are Eastwood (69%), Parkview (71%), Forest Glade (64%)
- FCI greater than 30% are Eastwood (40%), Parkview (63%), Forest Glade/PLC (72%/47%)



# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

## MEMORANDUM

- All schools less than 10 km. Eastwood to Forest Glade and Forest Glade to Parkview are both (1.4km), Parkview to Eastwood (1.6km)
- 5-year renewal \$ needed for major capital investment for Eastwood (\$3.43 million), Parkview (\$4.18 million), Forest Glade (\$10.4 million)

### Optional Modified Timelines

Date	Event
December 13, 2016	Trustee Approval to conduct an Accommodation Review
February 8, 2017	Public Meeting
February 24, 2017	Final Staff Report is posted and Trustees receive a copy
March 21, 2017	Final Staff Report is presented at Board Meeting and Trustees hear public delegations
April 18, 2017	Final decision of Trustees at Board Meeting

### Proposed Timelines

The following timelines are for the proposed recommended **standard** accommodation review as set out in the GECDSD Policy and Regulation, which are consistent with the Ministry of Education guidelines:

Date	Event
December 13, 2016	Trustee Approval to conduct an Accommodation Review
February 8, 2017	First Public Meeting
April 19, 2017	Final Public Meeting
May 4, 2017	Final Staff Report is posted and Trustees receive a copy
May 24, 2017 (special meeting)	Final Staff Report is presented at Board Meeting and Trustees hear public delegations
June 8, 2017 (special meeting)	Final decision of Trustees at Board Meeting

### RECOMMENDATION:

**THAT THE BOARD APPROVE THE IMMEDIATE COMMENCEMENT OF A STANDARD PROGRAM ACCOMMODATION REVIEW THAT INCLUDES EASTWOOD PS, FOREST GLADE PS, AND PARKVIEW PS, AS SET OUT IN THE PROGRAM ACCOMMODATION REVIEW – INITIAL STAFF REPORT, DATED DECEMBER 13, 2016.**