



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: January 25, 2016

Subject: **Township of Scugog Accommodation Review – Initial Staff Report**

Origin: Bob Camozzi, Superintendent of Education, Facilities Services
Rosemary LeClair, Superintendent of Education
Lewis Morgulis, Manager of Planning Admissions and Partnerships

RECOMMENDATIONS

Moved by _____, seconded by _____

“THAT the Durham Catholic District School Board receive and file the staff report entitled “Township of Scugog Accommodation Review – Initial Staff Report” dated January 25, 2016;”

Moved by _____, seconded by _____

“THAT the Durham Catholic District School Board approve the formation of a Modified Accommodation Review as set out in Board Policy 430 Pupil Accommodation Review for Immaculate Conception Catholic School and Good Shepherd Catholic School;”

Moved by _____, seconded by _____

“THAT the Durham Catholic District School Board authorize staff to notify all entities listed in Board Policy 430 Pupil Accommodation Review under the timelines listed within Administrative Procedure 430-1 Pupil Accommodation Review;”

RATIONALE

Background

On March 26, 2015 the Ministry of Education released the new Pupil Accommodation Review Guideline (PARG). On October 26, 2015 the Board of Trustees gave third and final reading to Board Policy PO-430 Pupil Accommodation Review Policy and the related Administrative Procedure AP-430-1 to reflect the changes to the new PARG. The approval of Board Policy PO-430 Pupil Accommodation Review and the related Administrative Procedure permits the Board of Trustees to consider and approve the commencement of a Pupil Accommodation Review.

Staff presented the annual Accommodation and Utilization report to the Board of Trustees on November 23, 2015 which outlines the Board's 10 year enrolment projections and identifies areas where new capital is required and areas which are significantly under capacity. Areas that are identified as significantly under capacity require a reduction in pupil places through a Pupil Accommodation Review. The Board of Trustees held a special Board meeting on November 19, 2015 to review Accommodation and Utilization Planning at the Board's schools which addressed areas where the existing and projected enrolment result in schools operating significantly under capacity.

The Board of Trustees approved the Long Term Accommodation Plan 2016-2020 (LTAP) on January 19, 2016. The LTAP is an annual report that addresses actions to be undertaken by the Board over a 5 year period. The LTAP establishes a set of guiding principles that all proposed actions must be viewed against, and presents a series of actions to be committed to, by the Board in the first year of the plan (subject to Board of Trustees approval required in the case of a pupil accommodation review).

The following guiding principles were approved at the January 19, 2016 meeting of the Board of Trustees. All accommodation and utilization recommendations will:

- be consistent with the Ministry of Education's current Policies and Memoranda, the Board's Policies and Administrative Procedures and the Board's Strategic Plan Discovery 2020;
- ensure access to sustainable quality, equitable, Catholic education in every community served by the Board;
- support excellence in teaching and learning which will enhance student well-being and achievement in a caring and welcoming environment;
- involve community engagement and consultation;
- be based on enrolment projections which are formulated using current planning methodologies and demographic information;

- consider the requirements of the Accessibility for Ontarians with Disabilities Act;
- maximize the efficiency and effectiveness of Board facilities including information technology, modernization and stabilization;
- support a range of program models and opportunities in elementary, secondary, and continuing education;
- consider partnership and community hub opportunities and;
- consider the impact on student transportation.

Pupil Accommodation Review Policy

Under section 1.0 of Policy PO-430 Pupil Accommodation Review the Board is responsible for deciding the most appropriate pupil accommodation arrangements for delivery of elementary and secondary programs. The Board is responsible for fostering student achievement and spiritual well-being, and ensuring effective stewardship of school board resources including the Board's financial viability and sustainability.

Given the existing and projected enrolment and utilization for both Immaculate Conception Catholic School and Good Shepherd Catholic School as outlined within this report, staff believes that both schools meet the criteria for the initiation of an accommodation review in accordance with Board Policy PO-430 Pupil Accommodation Review Policy.

Under section 3.0 of PO-430, the purpose of the Pupil Accommodation Review Policy is to provide a framework for the Board to undertake pupil accommodation reviews to determine the future of a school or group of schools. The pupil accommodation review process ensures that where a decision is taken by the Board regarding the future of a school, that decision is made with the involvement of an informed local community and is based on a broad range of criteria regarding the quality of the learning experience for students.

Under section 6.2 of PO-430 the Initial Staff Report includes a staff recommended accommodation option regarding the schools contained in the accommodation review in accordance with the Policy and related Administrative Procedure. The options included in the initial staff report must address the following:

- Summary of accommodation issues for the school(s) under review;
- The proposed timelines for implementation;
- Where students would be accommodated.
- If proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
- Identify any program changes as a result of the proposed option;
- How student transportation would be affected if changes take place;

- If new capital investment is required as a result of the pupil accommodation review;
- What sources of funding the Board intends to finance the proposed changes;
- Any interim student accommodation requirements if funding is not available;
- Any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.

Modified Accommodation Review Provisions

Section 6.17 of PO-430 permits the Board to undertake a Modified Accommodation Review process in circumstances where the potential pupil accommodation options available are deemed by the Board to be less complex. In those cases the Board may undertake a modified pupil accommodation review process.

The conditions for conducting a modified pupil accommodation review process must be based on two or more of the following factors:

1. There are no more than three schools in the accommodation review.
2. The entire student population of a school that is subject to a pupil accommodation review process can be accommodated in another school without a boundary change.
3. The distance between Catholic elementary or secondary school within the review is less than five (5) kilometres.
4. The utilization rate of one of the Catholic schools to be included within the review is less than 60% of the On-the-ground capacity of the school.
5. The number of students enrolled at one of the schools is less than 125 students.
6. The Board is planning the relocation of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment.

The Township of Scugog Accommodation Review meets the following conditions for consideration of a modified accommodation review process:

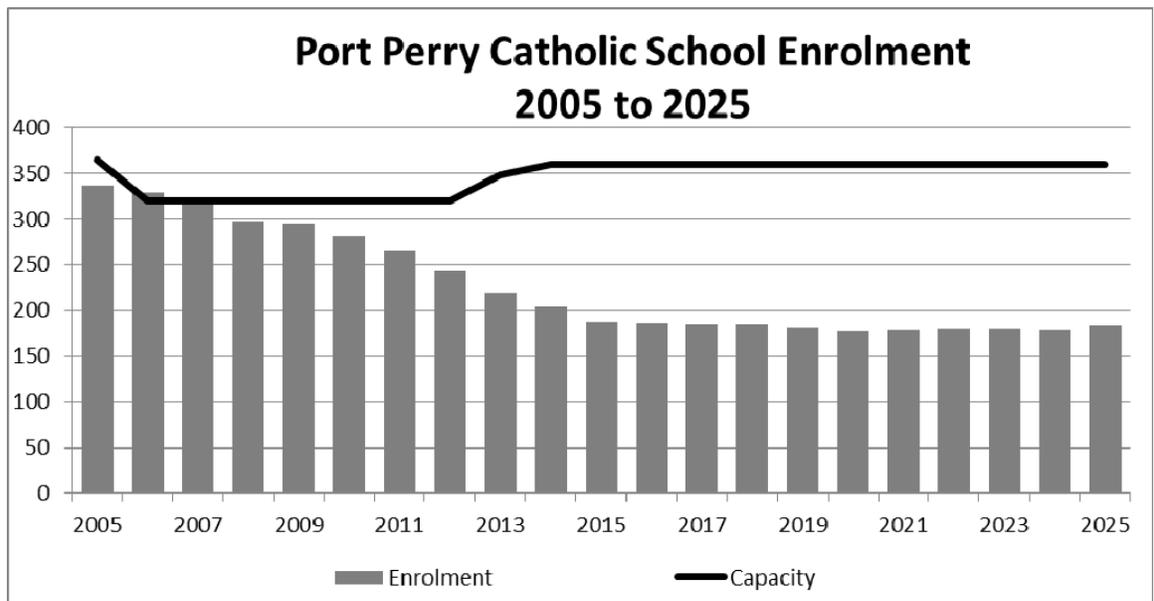
- Only two schools are included in the review;
- The distance between the two schools is 2.1 kilometres;
- The current utilization rate of both Immaculate Conception Catholic School and Good Shepherd Catholic School is below 60% of the On-the-ground capacity of the school;
- The enrolment of Immaculate Conception Catholic School (90 students) and Good Shepherd Catholic School (98 students) is below the 125 student threshold for consideration;

While the Board needs to demonstrate that two factors are required to adopt a modified accommodation review process, the accommodation review for Immaculate Conception Catholic School and Good Shepherd Catholic School meets four of the six criteria listed.

Summary of Accommodation Issues

Both Immaculate Conception Catholic School and Good Shepherd Catholic School are schools which have experienced declining enrolment over an extended period of time. This enrolment decline is consistent with the decline experienced by the coterminous board in the Township of Scugog. Both schools operate well below capacity. The continued operation of both schools at this size and below has an impact on student achievement and well-being. In addition, the operation of both schools has a negative financial impact to the Board for the cost of operations and staffing at both schools.

In 2005 the combined population of both Immaculate Conception Catholic School and Good Shepherd Catholic School was 336 students and the utilization rate was 92% of the combined capacity of the two schools. From 2005 to 2015 the combined school population fell by 148 students or 44% as successive new JK and SK classes entered both schools that were significantly smaller than the Grade 8 classes graduating from the schools. Figure 1 below presents a graph of the historical and projected combined population for both Immaculate Conception Catholic School and Good Shepherd Catholic School.



From 2015 to 2026 including additional growth and development within the Township of Scugog, the projected population will decline slightly in the short term and reach existing levels by 2026. The existing schools operate at 52% of

their respective capacities and the projected enrolment from 2016 to 2026 sees no significant increase in the utilization at both schools.

Table 1 below summarizes the existing enrolment and capacity of the schools. A more detailed enrolment history and projection broken down by Grade is found in each school's School Information Profile (SIP) which are located in Appendix 3 and 4.

Table 1: Existing Enrolment and Utilization

Enrolment	Capacity	2011	2015	2016	2021	2026
Immaculate Conception CS	173	136	90	86	70	81
Good Shepherd CS	187	130	98	100	109	106
Total	360	266	188	186	179	187

Utilization	Capacity	2011	2015	2016	2021	2026
Immaculate Conception CS	173	79%	52%	50%	40%	47%
Good Shepherd CS	187	70%	52%	54%	58%	56%
Total	360	74%	52%	52%	50%	52%

Actions taken by Board Staff prior to the Pupil Accommodation Review

Given the location of the two schools both in proximity to each other and to other schools, the Board did not find it viable to alter the boundaries or programs for either school.

A new French Immersion program to serve the northern portion of the Board was located at St Joseph Catholic School in Uxbridge in 2015 to serve the largest number of students in this area.

Impact on student program and achievement

The current organization of the two schools provides fewer opportunities for diversity in the student body. Student involvement in co-curricular activities is affected due to small school size and fewer available staff at each site. There are reduced opportunities for flexible groupings of students for collaborative learning and problem solving at both schools. Due to the small population at both schools, students remain with the same peer groups from year to year. There are fewer opportunities for teaching staff to co-plan and co-learn for professional learning and grade level planning.

Staff Recommended Option

After review of the existing schools and the historic and projected enrolment staff concluded that the current population of Immaculate Conception Catholic School

should be consolidated into Good Shepherd Catholic School, resulting in the closure of Immaculate Conception Catholic School. Table 2 below presents the projected enrolment and utilization of the combined school to be located at Good Shepherd Catholic School.

Table 2: Consolidated Enrolment and Utilization

Enrolment	Capacity	2011	2015	2016	2021	2026
Immaculate Conception CS	173	136	90			
Good Shepherd CS	187	130	98	186	179	187
Total	360	266	188	186	179	187

Utilization	Capacity	2011	2015	2016	2021	2026
Immaculate Conception CS	173	79%	52%			
Good Shepherd CS	187	70%	52%	99%	96%	100%
Total	360	74%	52%	99%	96%	100%

The rationale for selecting this option includes the following considerations in favour of Good Shepherd Catholic School:

- The capacity of the school will accommodate the combined population in the short and long term;
- No portables are required to facilitate the organization of the consolidated school at Good Shepherd Catholic School under current projections;
- The school is more compliant for accessibility requirements under the provisions of the Accessibility for Ontarians with Disabilities Act (AODA) than Immaculate Conception Catholic School and will require only minor additional modifications;
- There are operating child care facilities on site at Good Shepherd Catholic School which are sufficient to accommodate the requirements of both schools;
- Traffic management measures on site are more efficient than those located at Immaculate Conception Catholic School for staff parking, parent pick up and drop off, and the accommodation of school busses;
- The paved and unpaved play areas at the school are more accessible, better configured and more usable by students;
- Visibility from the office to the exterior entrances, and clear site lines from the classrooms to the play areas are more evident at Good Shepherd Catholic School. For outdoor supervision, staff have a greater field of view for recess, and before and after entry and exit;
- The ongoing Facility Condition Index at Good Shepherd Catholic School is lower, and therefore there are fewer facility renewal requirements at the school over a 5 year time frame. The school was built at grade level and has had no issues related to water penetration. The required renewal costs over a 5 year period at Good Shepherd Catholic School is \$1,480,000 (note that the renewal of the existing roof approved for 2016 represents \$353,000).

The current staff allocation to Immaculate Conception Catholic School and Good Shepherd Catholic School totals 28.4 staff which includes the teaching staff, educational assistants, designated early childhood educators, administrative staff, secretaries, custodians and lunch room supervisors. The number of students located in each site and each grade has caused a less than optimal deployment of staff resources.

In a combined school, the potential new staff allocation would be 17.9 staff which represents a reduction of 10.5 staff. This reduction will generate an annual savings of approximately \$550,000 to the Board (net of the grant reduction to the Board for the number of schools)

With the closure of Immaculate Conception Catholic School the Board will save annual operating costs of \$49,900 inclusive of the costs for utilities, maintenance, supplies, snow removal, and grass cutting. The closure also removes the requirement for \$1,980,000 in facility renewal to be spent over a five year period.

The timeline for implementation, subject to a final decision on the outcome of the Accommodation Review, is that Immaculate Conception Catholic School will close in June 2016. The consolidated school will open for September 2016 at the Good Shepherd Catholic School site.

No physical changes are required at Good Shepherd Catholic School other than the planned ongoing maintenance and renewal projects scheduled at the school.

No portables are required to facilitate the organization of the consolidated school at Good Shepherd Catholic School.

With respect to student transportation, the consolidation of the two schools can be accommodated using the existing number of busses and will be accommodated within the ride time lengths specified by the board. The site at Good Shepherd Catholic School is better suited to receive the additional number of school busses that will be redirected from Immaculate Conception Catholic School.

Other Accommodation Options

Staff examined the potential of locating all students from Good Shepherd Catholic School into Immaculate Conception Catholic School. The following issues were identified at Immaculate Conception Catholic School:

- The school is less compliant for AODA than Good Shepherd Catholic School and requires a number of accessibility measures to be added to the school which will impact the building. The Board will have to provide an elevator, stage lift and door operators, a new entrance, and relocate the office in order to be in compliance with AODA requirements;

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- New Child care facilities would have to be created and licensed within the school to replace those already in place at than Good Shepherd Catholic School. There is no practical location to add the child care within the building;
- With the necessity for a child care to be added, and space reconfigured, a minimum of two portable classrooms are required with associated costs for relocation;
- On site traffic management, pick up and drop off is challenged by the configuration of the site, and by shared driveways;
- The play area is sloped and has open areas in two locations where the public can enter;
- The ongoing Facility Condition Index is significantly higher than than Good Shepherd Catholic School and over a 5 year period approximately \$1,980,000 is required for facility renewal, exclusive of the costs for AODA compliance and construction of child care facilities;
- The proposed savings from the staff reduction would be equivalent to those in the other option;
- The projected operating cost savings from the closure of Good Shepherd Catholic School would be \$86,750 on an annual basis, less the additional costs for the operation of required portables at Immaculate Conception Catholic School

Timelines for the Accommodation Review

The timelines for the Modified Accommodation Review are set out in Appendix B of the Administrative Procedure. Using the timelines as set out in the Policy and Administrative Procedure the actions required for the Modified Accommodation Review would be as follows:

	Date
Initial Staff Report	25-Jan-16
Notice to Municipalities	1-Feb-16
Notice to Coterminous Boards	1-Feb-16
Notice to Ministry	1-Feb-16
Notice of Public Meeting	8-Feb-16
Public Meeting	9-Mar-16
Final Staff Report	1-Apr-16
Board meeting to receive delegations	19-Apr-16
Board meeting to decide ARC outcome	4-May-16
Transition Planning	5-May-16

NEXT STEPS

In accordance with the policy, staff will provide notification of the initiation of the accommodation review, and a copy of the Initial Staff report within 5 business days to the following entities:

- the Town of Scugog through the Clerks Department;
- the Regional Municipality of Durham through the Clerks Department;
- the Director of Education at the Durham District School Board;
- the Director of Education at the Conseil scolaire Viamonde;
- the Director of Education at the Conseil scolaire de district catholique Centre-Sud;
- the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division

In accordance with the policy, staff will provide notification of the public meeting to both schools, to the entities listed above and to the general public by February 8, 2016.

A public meeting is scheduled to be held on Wednesday March 9, 2016 at Good Shepherd Catholic School to review the Initial Staff Report with the public, to review the options for accommodation and to seek input from the public for the Final Staff Report to be prepared.

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Appended Data

Appendix 1: PO-430 Pupil Accommodation Review Policy

Appendix 2: AP-430-1 Pupil Accommodation Review Administrative Procedure

Appendix 3: School Information Profile – Immaculate Conception CS

Appendix 4: School Information Profile – Good Shepherd CS

Appendix 5: Consolidated Boundary Map

attachments

AOB:BC:RL:LM:tc



Policy

Title: Pupil Accommodation Review		Policy #: PO430
Policy Area:	Operations	
Source:	Superintendent of Facilities Services	
Date Approved:	June 11, 2007	
Dates of Amendment:	April 26, 2010; October 26, 2015	

1.0 Introduction

The Durham Catholic District School Board is responsible for deciding the most appropriate pupil accommodation arrangements for delivery of elementary and secondary programs. These decisions are made by the Board of Trustees in the context of carrying out their primary responsibilities of fostering student achievement and spiritual well-being, and ensuring effective stewardship of school board resources including the Board's financial viability and sustainability. In some cases, to address changing student populations, this requires the Board to consider undertaking pupil accommodation reviews that may lead to school consolidations and closures. The Board recognizes a fair and transparent process for undertaking pupil accommodation reviews including community consultation and collaboration among all stakeholders. Wherever practical, pupil accommodation reviews will include a school or group of schools to facilitate the development of viable solutions for pupil accommodation that support the guiding principles.

A pupil accommodation review of a school or schools will only occur in the context of the Board's long-term capital and accommodation planning process and only after the necessary assessment of the options for the school(s) in accordance with that process. This assessment will be made in accordance with Board policy made pursuant to the *Community Planning and Partnership Guideline (CPPG)* issued by the Minister of Education.

This Policy permits the Board to undertake a pupil accommodation review process, a modified pupil accommodation review process in certain cases, or not to undertake any pupil accommodation review processes if an exemption applies, consistent with the *Pupil Accommodation Review Guidelines - 2015 (PARG)* issued by the Ministry of Education.

The Board will share relevant information with those affected by the process. The Board welcomes the opportunity for the public and affected school communities to be heard with respect to pupil accommodation reviews.

2.0 **Definitions**

Accommodation option – The proposed reorganization of a school or schools under review which may result in program changes, grade configuration changes, boundary changes, closure of a school or schools, the repurposing of schools or any combination of the above.

Accommodation review – A process, as defined in this pupil accommodation review policy, undertaken by the Board to determine the future of a school or group of schools.

Accommodation Review Committee (ARC) – A committee, established by the Board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the Board and the affected school communities.

ARC working meeting – A meeting of ARC members to discuss a pupil accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities of a pupil accommodation review.

Business day – A calendar day that is not a weekend and statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.

Consultation – The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

Facility Condition Index (FCI) – A building condition as determined by the Ministry of Education by calculating the five-year renewal needs and the replacement value for each facility.

Modified Accommodation Review: Where the potential pupil accommodation options available are considered by the Board to be less complex pursuant to this Policy, the Board will undertake a modified pupil accommodation review process which will be shorter in duration.

On-the-ground (OTG) capacity – The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Public delegation – A regular meeting of the Board of Trustees where presentations by groups or individuals can have their concerns heard directly by the Board of Trustees.

Public meeting – An open meeting held by the Board to solicit broader community feedback on a pupil accommodation review.

School Information Profile (SIP) – An orientation document with point-in-time data for each of the school(s) under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include specific school(s) in a pupil accommodation review.

2.0 **Definitions** (Cont'd)

Space template – A Ministry of Education template used by the Board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within a proposed school.

Transition Planning Committee – Following the decision to consolidate and/or close a school, the Board will establish a separate committee to facilitate the transition of students and staff. The transition of students and staff will be carried out in consultation with parents/guardians and staff.

3.0 **Purpose**

The purpose of the Pupil Accommodation Review Policy is to provide a framework for the Durham Catholic District School Board to undertake pupil accommodation reviews to determine the future of a school or group of schools. The pupil accommodation review process ensures that where a decision is taken by the Board regarding the future of a school, that decision is made with the involvement of an informed local community and is based on a broad range of criteria regarding the quality of the learning experience for students. This policy establishes the framework for the creation of detailed administrative procedures including timelines for pupil accommodation reviews and Accommodation Review Committees.

4.0 **Application/Scope**

This policy has been established to align with the Ministry of Education's Accommodation Review Committee Guidelines and as such, focuses on student well-being; academic achievement; and school board financial viability/sustainability. The final decision regarding the future of a school or group of schools rests solely with the Board of Trustees. If the Board of Trustees votes to close a school or schools in accordance with this policy, the Board must provide clear timelines regarding the closure(s) and ensure that a transition plan is communicated to all affected school communities within the Board.

5.0 **Principles**

In alignment with the Ministry of Education's Community Planning and Partnerships Guideline of 2015, the Durham Catholic District School Board must undertake long term capital and accommodation planning, informed by any relevant information obtained from local municipal governments and other community partners, which takes into consideration long term enrollment projections and planning opportunities for the effective use of excess space in all area schools.

6.0 **Requirements**

6.1 After undertaking the necessary assessment of long term capital and accommodation planning options for the school(s), the Board may proceed to establish a pupil accommodation review.

6.0 **Requirements** (Cont'd)

6.2 **Initial Staff Report**

- 6.2.1 Prior to establishing a pupil accommodation review, the initial staff report to the Board of Trustees must contain one or more options to address the accommodation issue(s). Each option must have a supporting rationale. There must be a recommended option if more than one option is presented. The initial staff report must also include the information on actions taken by school board staff prior to establishing a pupil accommodation review process and supporting rationale as to any actions taken or not taken. The Initial Staff Report and the Student Information Profile (SIP) will be made available to the public through the Board's website.
- 6.2.2 The option(s) included in the initial staff report must address the following:
- 6.2.2.1 Summary of accommodation issue(s) for the school(s) under review.
 - 6.2.2.2 The proposed timelines for implementation.
 - 6.2.2.3 Where students would be accommodated.
 - 6.2.2.4 If proposed changes to existing facility or facilities are required as a result of the pupil accommodation review.
 - 6.2.2.5 Identify any program changes as a result of the proposed option.
 - 6.2.2.6 How student transportation would be affected if changes take place.
 - 6.2.2.7 If new capital investment is required as a result of the pupil accommodation review.
 - 6.2.2.8 What sources of funding the Board intends to finance the proposed changes.
 - 6.2.2.9 Any interim student accommodation requirements if funding is not available.
 - 6.2.2.10 Any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.

6.3 **Public Consultation**

- 6.3.1 The Board shall ensure that individuals from the school(s) under review and the broader community are invited to participate in the pupil accommodation review consultation.
- 6.3.2 At a minimum, the pupil accommodation review process must consist of the following methods of consultation:
- 6.3.2.1 Accommodation Review Committee (ARC) if applicable.
 - 6.3.2.2 Consultation with municipal governments local to the affected school(s).
 - 6.3.2.3 Public meeting(s).
 - 6.3.2.4 Public delegations.

6.0 **Requirements** (Cont'd)

6.4 **Role of the ARC**

- 6.4.1 The Board must establish an ARC that represents the school(s) under review and acts as the official conduit for information shared between the school board and school communities. The ARC may comment on the initial staff report and may, throughout the pupil accommodation review process, seek clarification of the initial staff report. The ARC may provide other accommodation options than those in the initial staff report; however, it must include supporting rationale for any such option.
- 6.4.2 The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.
- 6.4.3 The Board's staff resources assigned to the ARC are required to compile feedback from the ARC as well as the broader community in the Community Consultation section of the Final Staff Report to be presented to the Board of Trustees

6.5 **Membership**

- 6.5.1 The membership of the ARC may include:
 - 6.5.1.1 Two (2) parent/guardian representatives from each affected elementary or secondary school as chosen by the school community.
 - 6.5.1.2 One (1) student representative from each affected secondary school as selected by the student council.
 - 6.5.1.3 One (1) parish priest as appointed by the Archdiocese.
 - 6.5.1.4 The principal of each affected elementary or secondary school.
 - 6.5.1.5 One (1) staff member from each affected school as appointed by staff of that school.
 - 6.5.1.6 One (1) appointed community member from each of the municipalities in which the ARC takes place.
- 6.5.2 In addition, Board Trustees may be ad hoc ARC members to monitor the ARC progress.
- 6.5.3 The following staff members may act as staff resources to the ARC:
 - 6.5.3.1 The Superintendent of Education for the Family of Schools or designate who will act as the Chair of the ARC.
 - 6.5.3.2 The Superintendent of Education Business Services.
 - 6.5.3.3 The Superintendent of Education Facilities Services who will act as secretary to the ARC.
 - 6.5.3.4 The Manager of Planning, Admissions and Partnerships.
 - 6.5.3.5 Additional staff members may be requested to provide information to the ARC as required.
- 6.5.4 The ARC will be deemed to be properly constituted even if one or more members resign or do not attend working meetings of the ARC.

6.0 **Requirements** (Cont'd)

6.6 **Formation**

6.6.1 The ARC will be formed following the Board of Trustees' consideration of the initial staff report but prior to the first public meeting. The Board will invite ARC members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the ARC.

6.7 **Terms of Reference**

6.7.1 The Board will provide the ARC with Terms of Reference that describe the ARC's mandate. The mandate will refer to the Board's education and accommodation objectives in undertaking the ARC and reflect the Board's strategy for supporting student achievement and well-being.

6.7.2 The Terms of Reference will clearly outline the Board's expectations of the roles and responsibilities of the ARC; and describe the administrative procedures carried out by the ARC. At a minimum, the ARC will provide feedback on the initial staff report option(s).

6.7.3 The Terms of Reference will outline the minimum number of working meetings of the ARC as articulated in the Pupil Accommodation Review Administrative Procedure (AP430-1).

6.8 **Meetings of the Accommodation Review Committee**

6.8.1 The ARC will meet to review materials presented by Board staff. It is recommended that the ARC hold as many working meetings as is deemed necessary within the timelines established in this policy.

6.9 **School Information Profile (SIP)**

6.9.1 The Board staff will develop School Information Profiles (SIPs) for each school under review at the same point-in-time for comparison purposes. SIPS are orientation documents to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The SIP provides an understanding of and familiarity with facilities under review. SIPS will be complete and accurate and will be prepared prior to the commencement of the pupil accommodation review. The SIP template is attached to the Pupil Accommodation Review Administrative Procedure (AP430-1).

6.10 **Consultation with Local Municipal Governments**

6.10.1 Following the Board of Trustees' approval to undertake a pupil accommodation review, the Board shall invite affected municipalities as well as other community partners that expressed an interest prior to the pupil accommodation review to discuss and comment on the recommended option(s) in the Board's Initial Staff Report.

6.0 **Requirements** (Cont'd)

6.10 **Consultation with Local Municipal Governments** (Cont'd)

6.10.2 The invitation for this meeting will be provided through a written notice, and will be directed through the Clerks Department for the affected municipalities.

6.10.3 The affected municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the recommended option(s) in the Board's initial staff report before the final public meeting. The Board must provide them with advance notice of when the final public meeting is scheduled to take place.

6.10.4 The Board must document their efforts to meet with the affected municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from this meeting as part of the Final Staff Report to the Board of Trustees.

6.11 **Public Meetings**

6.11.1 Once the Board has received an initial staff report and has approved the initiation of a pupil accommodation review, the Board must arrange to hold a minimum of two public meetings for broader community consultation on the initial staff report. Board staff are expected to facilitate the public meetings to solicit broader community feedback on the recommended option(s) contained in the initial staff report.

6.11.2 The public meetings are to be announced and advertised publicly by the Board through an appropriate range of media as determined by the Board.

6.11.3 At a minimum, the first public meeting must include the following:

6.11.3.1 an overview of the ARC orientation session;

6.11.3.2 the initial staff report with recommended option(s); and

6.11.3.3 a presentation of the SIPs.

6.12 **Final Staff Report**

6.12.1 At the conclusion of the pupil accommodation review process, Board staff will submit a Final Staff Report to the Board of Trustees which must be available to the public as determined in the Board's policy, and posted on the Board's website.

6.12.2 The Final Staff Report must include a Community Consultation section that contains feedback from the ARC and any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.

6.0 **Requirements** (Cont'd)

6.12 **Final Staff Report** (Cont'd)

6.12.3 Board staff may choose to amend their proposed option(s) included in the initial staff report. The recommended option(s) must also include a proposed accommodation plan, prepared for the decision of the Board of Trustees, which contains a timeline for implementation.

6.13 **Delegations to the Board of Trustees Meeting**

6.13.1 Once Board staff submits the Final Staff Report to the Board of Trustees, the Board must allow an opportunity for members of the public to provide feedback on the Final Staff Report through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided based on board policy.

6.13.2 After the public delegations, board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the Final Staff Report.

6.14 **Decision of the Board of Trustees**

6.14.1 The Board of Trustees will be provided with the Final Staff Report, including the compiled feedback from the public delegations, when making its final decision regarding the pupil accommodation review.

6.14.2 The Board of Trustees has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report, or to approve a different outcome.

6.14.3 The Ministry has encouraged school boards not to make final pupil accommodation review decisions during the summer holiday period (typically from July 1 to the day after Labour Day).

6.15 **Transition Planning**

6.15.1 The transition of students should be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the Board will establish a separate committee to address the transition for students and staff.

6.16 **Timelines for the Accommodation Review Process**

6.16.1 The pupil accommodation review process must comply with the following minimum timelines:

6.0 **Requirements** (Cont'd)

6.16 Timelines for the Accommodation Review Process (Cont'd)

6.16.1 (Cont'd)

- 6.16.1.1 Following the date of the Board of Trustees' approval to conduct a pupil accommodation review, the board will provide written notice of the Board of Trustees' decision within five (5) business days to each of the affected municipalities through the Clerks Department (or equivalent), other community partners that expressed an interest prior to the pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the Board's Initial Staff Report. The Board must also notify the Director of Education of the coterminous school board and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.
- 6.16.1.2 The affected municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the recommended option(s) in the Board's Initial Staff Report before the final public meeting.
- 6.16.1.3 Beginning with the date of the Board of Trustees' approval to conduct a pupil accommodation review, there must be no fewer than thirty (30) business days before the first public meeting is held.
- 6.16.1.4 There must be a minimum period of forty (40) business days between the first and final public meetings.
- 6.16.1.5 The Final Staff Report must be publicly posted no fewer than ten (10) business days after the final public meeting.
- 6.16.1.6 From the posting of the Final Staff Report, there must be no fewer than ten (10) business days before the public delegations.
- 6.16.1.7 There must be no fewer than ten (10) business days between public delegations and the final decision of the Board of Trustees.

6.17 Modified Accommodation Review Process

- 6.17.1 In certain circumstances, where the potential pupil accommodation options available are deemed by the Board to be less complex, the Board may find it appropriate to undertake a modified pupil accommodation review process.
- 6.17.2 The following factors must be considered by the Board to conduct a modified pupil accommodation review process. The conditions for conducting a modified pupil accommodation review process must be based on two or more of the following factors:
 - 6.17.2.1 There are no more than three schools in the accommodation review.

6.0 **Requirements** (Cont'd)

6.17 **Modified Accommodation Review Process** (Cont'd)

6.17.2 (Cont'd)

- 6.17.2.2 The entire student population of a school that is subject to a pupil accommodation review process can be accommodated in another school without a boundary change.
- 6.17.2.3 The distance between Catholic elementary or secondary school within the review is less than five (5) kilometres.
- 6.17.2.4 The utilization rate of one of the Catholic schools to be included within the review is less than 60% of the On-the-ground capacity of the school.
- 6.17.2.5 The number of students enrolled at one of the schools is less than 125 students.
- 6.17.2.6 The Board is planning the relocation of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment.

6.17.3 The guiding principles of this Guideline apply to the modified pupil accommodation review process.

6.17.4 Even when the criteria for a modified pupil accommodation review are met, the Board may choose to use the standard pupil accommodation review process.

6.18 **Implementing the Modified Accommodation Review Process**

6.18.1 The Initial Staff Report will explain the rationale for exempting the school(s) from the standard pupil accommodation review process, in accordance with this policy.

6.18.2 The Initial Staff Report and SIPs must be made available to the public, as determined in the Board's policy, and posted on the Board's website.

6.18.3 A public meeting will be announced and advertised through an appropriate range of media as determined by the Board.

6.18.4 Following the public meeting, Board staff will submit a Final Staff Report to the Board of Trustees which must be available to the public as determined in this policy and administrative procedure and posted on the Board's website. The Final Staff Report must include a Community Consultation section that contains feedback from any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the modified pupil accommodation review.

6.18.5 Once Board staff submit the Final Staff Report to the Board of Trustees, the Board must allow an opportunity for members of the public to provide feedback through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided based on this policy and administrative procedure AP430-1 Pupil Accommodation Review.

6.0 **Requirements** (Cont'd)

6.18 **Implementing the Modified Accommodation Review Process** (Cont'd)

6.18.6 After the public delegations, Board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the Final Staff Report.

6.18.7 The Board of Trustees has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report, or to approve a different outcome.

6.18.8 The Ministry has encouraged school boards not to make final pupil accommodation review decisions during the summer holiday period (typically from July 1 to the day after Labour Day).

6.18.9 A transition plan will be put in place following the decision to consolidate and/or close a school through a Transition Committee.

6.19 **Timelines for the Modified Accommodation Review Process**

6.19.1 The modified pupil accommodation review process must comply with the following minimum timelines:

6.19.1.1 Following the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, the Board will provide written notice of the Board of Trustees' decision within five (5) business days to each of the affected municipalities through the Clerks Department (or equivalent), other community partners that expressed an interest prior to the modified pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the Board's Initial Staff Report. The Board must also notify the Director of Education of their coterminous school Board and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.

6.19.1.2 The affected municipalities, as well as other community partners that expressed an interest prior to the modified pupil accommodation review, must provide their response on the recommended option(s) in the Board's Initial Staff Report before the final public meeting.

6.19.1.3 The Board must hold at least one public meeting. Beginning with the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, there must be no fewer than thirty (30) business days before this public meeting is held.

6.19.1.4 The Final Staff Report must be publicly posted no fewer than ten (10) business days after the final public meeting.

6.0 **Requirements** (Cont'd)

6.19 Timelines for the Modified Accommodation Review Process (Cont'd)

6.19.1 (Cont'd)

- 6.19.1.5 From the posting of the Final Staff Report, there must be no fewer than ten (10) business days before the public delegations.
- 6.19.1.6 There must be no fewer than ten (10) business days between public delegations and the final decision of the Board of Trustees.

6.20 Exemptions

6.20.1 This policy applies to schools offering elementary or secondary programs. However, there are specific circumstances where the Board is not obligated to undertake a public accommodation review. These include:

- 6.20.1.1 Where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary, as identified through the Board's policy.
- 6.20.1.2 Where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified by the Board, including in its relevant policies.
- 6.20.1.3 When a lease for the school is terminated.
- 6.20.1.4 When the Board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years).
- 6.20.1.5 When the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations.
- 6.20.1.6 Where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair; or
- 6.20.1.7 Where there are no students enrolled at the school at any time throughout the school year.

6.0 **Requirements** (Cont'd)

6.20 **Exemptions** (Cont'd)

6.20.2 In the above circumstances, the Board is expected to inform school communities about proposed accommodation plans for students before a decision is made by the Board of Trustees. The Board will also provide written notice to each of the affected municipalities through the Clerks Department (or equivalent), as well as other community partners that expressed an interest prior to the exemption, and the coterminous school board in the areas of the affected school(s) through the Director of Education, and to the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division no fewer than 5 business days after the decision to proceed with an exemption.

6.20.3 A transition plan will be put in place following the Board of Trustees' decision to consolidate, close or move a school or students in accordance with this section through a Transition Committee.

7.0 **Sources**

- Pupil Accommodation Review Guideline (PARG) (Ministry of Education, March 2015)
- Community Planning and Partnership Guideline (Ministry of Education, March 2015)

8.0 **Related Policies and Administrative Procedures**

- Public Delegations Policy (PO219)
- Pupil Accommodation Review Administrative Review (AP430-1)



Durham Catholic District School Board

“The Board”

Administrative Procedure

Title: Pupil Accommodation Review	Procedure #: AP430-1
Administrative Area: Operations	
Policy Reference: Pupil Accommodation Review (PO430)	
Date Approved: April 26, 2010	
Dates of Amendment: October 26, 2015	

1.0 **Purpose**

The Durham Catholic District School Board is responsible for managing its school capital assets in an effective manner. The Board must respond to changing demographics and program needs to ensure continued student achievement and well-being, and the financial viability/sustainability of the Board.

The Board reviews its projections and utilization of schools on an annual basis and makes recommendations to address underutilized space. When the Board has underutilized space that will exist in a school or family of schools for an extended period of time, the closure and consolidation of programs at one or more schools must be examined. The sections of this procedure identify how the Board considers the pupil accommodation review process and the terms of reference for the Accommodation Review Committee.

The purpose of this Administrative Procedure is to provide a Terms of Reference for the implementation of the Pupil Accommodation Review Policy (PO430).

2.0 **Definitions**

Accommodation option – The proposed reorganization of a school or schools under review which may result in program changes, grade configuration changes, boundary changes, closure of a school or schools, the repurposing of schools or any combination of the above.

Accommodation review – A process, as defined in the Board’s pupil accommodation review policy and this administrative procedure, undertaken by the Board to determine the future of a school or group of schools.

Accommodation Review Committee (ARC) – A committee, established by the Board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the Board and the affected school communities.

2.0 **Definitions** (Cont'd)

ARC working meeting – A meeting of ARC members to discuss a pupil accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities of a pupil accommodation review.

Business day – A calendar day that is not a weekend and statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.

Consultation – The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

Facility Condition Index (FCI) – A building condition as determined by the Ministry of Education by calculating the five-year renewal needs and the replacement value for each facility.

Modified Accommodation Review: Where the potential pupil accommodation options available are considered by the Board to be less complex pursuant to Policy PO430, the Board will undertake a modified pupil accommodation review process which will be shorter in duration.

On-the-ground (OTG) capacity – The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Public delegation – A regular meeting of the Board of Trustees where presentations by groups or individuals can have their concerns heard directly by the Board of Trustees.

Public meeting – An open meeting held by the Board to solicit broader community feedback on a pupil accommodation review.

School Information Profile (SIP) – An orientation document with point-in-time data for each of the school(s) under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include specific school(s) in a pupil accommodation review.

Space template – A Ministry of Education template used by the Board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within a proposed school.

Transition Planning Committee – Following the decision to consolidate and/or close a school, the Board will establish a separate committee to facilitate the transition of students and staff. The transition of students and staff will be carried out in consultation with parents/guardians and staff.

3.0 **Procedures**

3.1 **Initial Staff Report for Accommodation Review**

- 3.1.1 Staff will prepare an Initial Staff Report to the Board of Trustees to address the accommodation issue(s) to be dealt with during the pupil accommodation review process.
- 3.1.2 The Initial Staff Report will contain one or more accommodation options that are to be considered during the pupil accommodation review. Where more than one option is presented, staff will identify the recommended option within the Initial Staff Report. The Initial Staff Report and the Student Information Profile (SIP) will be made available to the public through the Board's website.
- 3.1.3 The Initial Staff Report will also include information on previous actions that were identified and/or undertaken by the Board to address the accommodation issue(s) within the report. The supporting rationale for the previous actions that were identified and/or undertaken will be included in the report.
- 3.1.4 For each accommodation option(s) included in the Initial Staff Report the following information will be provided:
 - 3.1.4.1 Summary of accommodation issue(s) for the school(s) under review.
 - 3.1.4.2 The proposed timelines for implementation.
 - 3.1.4.3 Where students would be accommodated.
 - 3.1.4.4 If proposed changes to existing facility or facilities are required as a result of the pupil accommodation review.
 - 3.1.4.5 Identify any program changes as a result of the proposed option.
 - 3.1.4.6 How student transportation would be affected if changes take place.
 - 3.1.4.7 If new capital investment is required as a result of the pupil accommodation review.
 - 3.1.4.8 What sources of funding the Board intends to finance the proposed changes.
 - 3.1.4.9 Any interim student accommodation requirements if funding is not available.
 - 3.1.4.10 Any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.

3.2 **Public Consultation for Accommodation Review**

- 3.2.1 The Board shall ensure that individuals from the school(s) under review and the broader community are invited to participate in the pupil accommodation review process.

3.0 **Procedures** (Cont'd)

3.2 **Public Consultation for Accommodation Review** (Cont'd)

3.2.2 The pupil accommodation review process consists of the following methods of public consultation:

- 3.2.2.1 Establishment of the Accommodation Review Committee (ARC) if applicable.
- 3.2.2.2 Consultation with local municipalities.
- 3.2.2.3 Public meeting(s); and
- 3.2.2.4 Public delegations to the Board of Trustees.

3.3 **Accommodation Review Committee (ARC)**

3.3.1 The Board will establish an ARC that represents the school(s) under review.

3.3.2 The ARC will:

- 3.3.2.1 act as the official conduit for information shared between the Board and the affected school communities;
- 3.3.2.2 review the Pupil Accommodation Review Policy and Procedure, the School Information Profiles for the affected schools and the Initial Staff Report;
- 3.3.2.3 provide comments on the Initial Staff Report as noted above and may, throughout the pupil accommodation review process, seek clarification of the Initial Staff Report;
- 3.3.2.4 consider developing other accommodation options in addition to those presented in the Initial Staff Report. The development of additional options must include a supporting rationale for each;
- 3.3.2.5 understand that members do not need to achieve consensus regarding the information provided to the Board of Trustees;
- 3.3.2.6 understand that Board staff resources assigned to the ARC are required to compile feedback from the ARC as well as the broader community in the Community Consultation section of the Final Staff Report to be presented to the Board of Trustees.
- 3.3.2.7 understand that while it can request clarification about information provided in the SIP, it is not the role of the ARC to approve the SIP.

3.4 **ARC Membership**

3.4.1 The ARC may be comprised of the following members:

- 3.4.1.1 Two (2) parent/guardian representatives from each affected elementary or secondary school as chosen by the school community.
- 3.4.1.2 One (1) student representative from each affected secondary school as selected by the student council.
- 3.4.1.3 One (1) parish priest as appointed by the Archdiocese.

3.0 **Procedures** (Cont'd)

3.4 **ARC Membership** (Cont'd)

3.4.1 (Cont'd)

- 3.4.1.4 The principal of each affected elementary or secondary school.
- 3.4.1.5 One (1) staff member from each affected school as appointed by staff of that school.
- 3.4.1.6 One (1) appointed community member from each of the municipalities in which the ARC takes place.

3.4.2 In addition, Board Trustees may be ad hoc ARC members to monitor the ARC progress.

3.4.3 The following staff members may act as staff resources to the ARC:

- 3.4.3.1 The Superintendent of Education for the Family of Schools as assigned by the Director of Education who will act as the Chair of the ARC.
- 3.4.3.2 The Superintendent responsible for Business Services.
- 3.4.3.3 The Superintendent of Facilities Services or designate who will act as secretary to the ARC.
- 3.4.3.4 The Manager of Planning, Admissions and Partnerships.
- 3.4.3.5 Additional staff members may be requested to provide information to the ARC as required.

3.4.4 The ARC will be deemed to be properly constituted even if one or more members resign or do not attend working meetings of the ARC.

3.5 **Consultation with Local Municipal Governments**

3.5.1 The Board will:

- 3.5.1.1 provide written notice of the pupil accommodation review process to each of the local municipalities, and the Region of Durham through the Clerks Department, of the formation of a pupil accommodation review within five (5) business days of the Board of Trustees' approval to undertake the pupil accommodation review process, as outlined in this procedure;
- 3.5.1.2 invite the affected local municipalities and the Region of Durham through the Clerks Department to discuss and comment on the recommended option(s) in the Board's Initial Staff Report;
- 3.5.1.3 invite the affected local municipalities and the Region of Durham to a meeting and will provide an opportunity to provide additional information and relevant feedback with respect to the pupil accommodation review.

3.0 **Procedures** (Cont'd)

3.6 Pupil Accommodation Review Timelines

- 3.6.1 Following the date of the Board of Trustees' approval to conduct a pupil accommodation review, the Director of Education will appoint a Superintendent of Education from the affected family of schools to act as ARC Chair to undertake the Pupil Accommodation Review process, and appoint the Superintendent of Education Facilities Services to act as Secretary to the ARC.
- 3.6.2 The ARC Chair shall:
- 3.6.2.1 issue the request for ARC membership within one (1) business day of the Board of Trustees' approval to conduct a pupil accommodation review to all of the groups identified in this administrative procedure.
 - 3.6.2.2 provide written notice of the Board of Trustees' approval to conduct a pupil accommodation review within five (5) business days to the following:
 - 3.6.2.2.1 the affected municipality(s) in which the ARC is taking place through the Clerks Department;
 - 3.6.2.2.2 the Regional Municipality of Durham through the Clerks Department;
 - 3.6.2.2.3 the Director of Education at the Durham District School Board;
 - 3.6.2.2.4 the Director of Education at the Conseil scolaire Viamonde;
 - 3.6.2.2.5 the Director of Education at the Conseil scolaire de district catholique Centre-Sud;
 - 3.6.2.2.6 the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division;
 - 3.6.2.2.7 other community partners that expressed an interest to the Board prior to the pupil accommodation review.
 - 3.6.2.3 publish the list of all meeting dates to the ARC members within ten (10) business days of the Board of Trustees' approval to conduct a pupil accommodation review to all of the groups identified in this administrative procedure
 - 3.6.2.4 publish the first public meeting date for the ARC within ten (10) business days of the Board of Trustees' approval to conduct a pupil accommodation review. The notice(s) of the public meetings will be provided via school newsletters, letters to the school community, parish bulletins, the Board's web site and advertisements in local newspapers.

3.0 **Procedures** (Cont'd)

3.6 Pupil Accommodation Review Timelines (Cont'd)

3.6.2 (Cont'd)

- 3.6.2.5 identify and confirm the membership of the ARC within ten (10) business days of the Board of Trustees' approval to conduct a pupil accommodation review to all of the groups identified in this administrative procedure.
- 3.6.2.6 conduct an orientation meeting of the ARC members within fifteen (15) business days of the Board of Trustees' approval to conduct a pupil accommodation review. The orientation meeting will address:
 - 3.6.2.6.1 the Pupil Accommodation Review Policy and Administrative Procedure.
 - 3.6.2.6.2 the Initial Staff Report to the Board of Trustees.
 - 3.6.2.6.3 the Mandate and Role of the ARC members.

3.6.3 ARC Meetings:

- 3.6.3.1 The ARC will conduct a meeting with the affected municipality(s) in which the ARC is taking place no less than fifteen (15) business days after the Board of Trustees' approval to conduct a pupil accommodation review to review the Initial Staff Report to the Board of Trustees
- 3.6.3.2 The ARC will conduct regular working meetings of the ARC in accordance with the meeting dates as set out by the ARC chair.
- 3.6.3.3 The ARC will conduct the first public meeting no less than thirty (30) business days after the Board of Trustees' approval to conduct a pupil accommodation review
- 3.6.3.4 The ARC will conduct the second public meeting no less than fifty (50) business days after the Board of Trustees' approval to conduct a pupil accommodation review
- 3.6.3.5 The ARC will conduct the final public meeting no less than forty (40) business days after the first public meeting
- 3.6.3.6 The Final Staff Report will be prepared and posted no fewer than ten (10) business days after the final public meeting

3.6.4 The Board of Trustees will conduct a public meeting to receive delegations on the Final Staff Report no fewer than ten (10) business days following the posting of the Final Staff Report public meeting.

3.6.5 The Board of Trustees will:

- 3.6.5.1 undertake a final decision with respect to the Final Staff Report at a Board meeting no less than ten (10) business days following the public meeting to receive delegations.
- 3.6.5.2 The ARC Timeline Summary is outlined in Appendix A.

3.0 **Procedures** (Cont'd)

3.7 **School Information Profile (SIP)**

- 3.7.1 A School Information Profile (SIP) will be completed by Board staff for each of the school(s) affected by the accommodation review. The completed SIP for each affected school will be provided as an appendix to the Initial Staff Report.
- 3.7.2 The SIP provides the Board of Trustees, parents, school board staff, and the general public with an understanding of, and familiarity with, the facilities that are the subject of the pupil accommodation review.
- 3.7.3 The information contained within the SIP for each school includes data for each of the following two considerations about the school(s) under review:
 - 3.7.3.1 value to the student; and
 - 3.7.3.2 value to the school board.
- 3.7.4 The SIP template is attached as Appendix C to this Administrative Procedure and contains all of the required information identified in the Pupil Accommodation Review Guideline (Revised March 2015)

3.8 **Final Staff Report for Accommodation Review**

- 3.8.1 At the conclusion of the pupil accommodation review process, Board staff will submit a Final Staff Report to the Board of Trustees.
- 3.8.2 The Final Staff Report will be posted on the Board's website, and will be available at the Board office no fewer than ten (10) business days following the final public meeting.
- 3.8.3 The Final Staff Report will include all feedback from:
 - 3.8.3.1 the ARC members;
 - 3.8.3.2 all public correspondence received during the pupil accommodation review process;
 - 3.8.3.3 any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.
- 3.8.4 Board staff may choose to amend the proposed option(s) included in the Initial Staff Report.
- 3.8.5 The Final Staff Report will contain a recommended option(s) to be considered by the Board of Trustees which will include the following information:
 - 3.8.5.1 A proposed accommodation plan.
 - 3.8.5.2 A summary of accommodation issue(s) for the school(s) under review.
 - 3.8.5.3 The proposed timeline for implementation of the option(s).

3.0 **Procedures** (Cont'd)

3.8 **Final Staff Report for Accommodation Review** (Cont'd)

3.8.5 (Cont'd)

- 3.8.5.4 Where all students will be accommodated at the conclusion of the review;
- 3.8.5.5 Whether physical changes to the existing schools are required as a result of the pupil accommodation review;
- 3.8.5.6 Whether program changes are required to the existing schools as a result of the proposed option;
- 3.8.5.7 Which school(s) are proposed to close (if applicable)
- 3.8.5.8 The proposed changes to student transportation if the proposed changes to accommodation take place;
- 3.8.5.9 Whether new capital investment is required as a result of the pupil accommodation review, and the estimated value of the capital investment,
- 3.8.5.10 What sources of funding the school board intends use to fund the proposed changes,
- 3.8.5.11 Any interim student accommodation requirements if the funding is not available;
- 3.8.5.12 Any confirmed interest from municipalities or other community partners in using the underutilized spaces identified in the report;
- 3.8.5.13 Any other relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review.

3.9 **Delegations to the Board of Trustees Meeting**

- 3.9.1 Following submission of the Final Staff Report to the Board of Trustees, the Board will convene a public meeting to receive delegations to the Board of Trustees and to provide members of the public with an opportunity to provide feedback on the Final Staff Report
- 3.9.2 The public meeting to receive delegations to the Board of Trustees will take place no less than ten (10) business days following the final public meeting.
- 3.9.3 All persons wishing to become a delegation to the Board will comply with the provisions of Policy PO219 Public Delegations.
- 3.9.4 Following the public meeting to receive delegations, The Chair of the ARC will compile all presentations and written feedback from the public delegations and append it to the Final Staff Report.

3.0 **Procedures** (Cont'd)

3.10 Decision of the Board of Trustees (Accommodation Review)

3.10.1 The Board of Trustees will be provided with the Final Staff Report, including the compiled feedback from the public meeting to receive delegations, prior to making its final decision regarding the pupil accommodation review.

3.10.2 The Board of Trustees has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report, or to approve a different outcome.

3.10.3 The Board of Trustees will undertake a final decision with respect to the Final Staff Report at a Board meeting no less than ten (10) business days following the public meeting to receive delegations. After the final decision is undertaken the Board will establish a Transition Planning Committee to facilitate the transition of students and staff.

3.11 Modified Accommodation Review

3.11.1 Where the potential pupil accommodation options available are considered by the Board of Trustees to be less complex, the Board will undertake a modified pupil accommodation review process which will be shorter in duration than the accommodation review identified above.

3.12 Criteria for Modified Accommodation Review

3.12.1 The conditions for conducting a modified accommodation review process will be based on two or more of the following factors:

3.12.1.1 There are no more than three schools in the accommodation review.

3.12.1.2 The entire student population of a school that is subject to a pupil accommodation review process can be accommodated in another school without a boundary change.

3.12.1.3 The distance between Catholic elementary or secondary school within the review is less than five (5) kilometres.

3.12.1.4 The utilization rate of one of the Catholic schools to be included within the review is less than 60% of the On-the-ground capacity of the school.

3.12.1.5 The number of students enrolled at one of the schools is less than 125 students.

3.12.1.6 The Board is planning the relocation of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment.

3.0 **Procedures** (Cont'd)

3.13 **Initial Staff Report – Modified Accommodation Review**

- 3.13.1 Staff will prepare an Initial Staff Report to the Board of Trustees to address the accommodation issue(s) to be dealt with during the modified pupil accommodation review process.
- 3.13.2 The Initial Staff Report will explain the rationale for exempting the school(s) from the standard pupil accommodation review process using the factors considered above.
- 3.13.3 All other provisions for the Initial Staff Report will take place as outlined above.

3.14 **Public Consultation – Modified Accommodation Review**

- 3.14.1 The Initial Staff Report, including SIPs, must be made available to the public and posted on the school Board's website within five (5) days of the date of the delivery of the Initial Staff Report to the Board of Trustees.
- 3.14.2 The Board will schedule a meeting with the local municipality and Region of Durham to review the initial staff report within fifteen (15) business days of the date of the delivery of the Initial Staff Report to the Board of Trustees.
- 3.14.3 A public meeting will be scheduled to take place no fewer than thirty (30) business days of the date of the delivery of the Initial Staff Report to the Board of Trustees. The public meeting date will be advertised through an appropriate range of media as determined by the Board.

3.15 **Timelines for the Modified Accommodation Review Process**

- 3.15.1 The modified pupil accommodation review process must comply with the following minimum timelines:
 - 3.15.1.1 Following the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, the Board will provide written notice of the Board of Trustees' decision within five (5) business days to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), other community partners that expressed an interest prior to the modified pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the Board's Initial Staff Report. The Board must also notify the Director of Education of the coterminous school board and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.

3.0 **Procedures** (Cont'd)

3.15 Timelines for the Modified Accommodation Review Process (Cont'd)

3.15.1 (Cont'd)

- 3.15.1.2 The affected municipalities, as well as other community partners that expressed an interest prior to the modified pupil accommodation review, must provide their response on the recommended option(s) in the board's Initial Staff Report before the final public meeting.
- 3.15.1.3 The Board must hold at least one public meeting. Beginning with the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, there must be no fewer than 30 business days before this public meeting is held.
- 3.15.1.4 The Final Staff Report must be publicly posted no fewer than ten (10) business days after the final public meeting.
- 3.15.1.5 From the posting of the Final Staff Report, there must be no fewer than ten (10) business days before the public delegations.
- 3.15.1.6 There must be no fewer than ten (10) business days between public delegations and the final decision of the Board of Trustees.
- 3.15.1.7 The Modified ARC Timeline Summary is outlined in Appendix B.

3.16 Final Staff Report – Modified Accommodation Review

- 3.16.1 At the conclusion of the modified accommodation review process, school Board staff will submit a Final Staff Report to the Board of Trustees. The Final Staff Report will be posted on the Board's website, and will be available at the Board office no more than ten (10) business days after the public meeting
- 3.16.2 The Final Staff Report will include all feedback from:
 - 3.16.2.1 all public correspondence received during the pupil accommodation review process;
 - 3.16.2.2 any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.

3.17 Delegations to the Board of Trustees Meeting

- 3.17.1 Following submission of the Final Staff Report to the Board of Trustees, the board will convene a public meeting to receive delegations to the Board of Trustees and to provide members of the public with an opportunity to provide feedback on the final staff report.
- 3.17.2 The public meeting to receive delegations will take place no fewer than ten (10) business days following the posting of the final staff report.

3.0 **Procedures** (Cont'd)

3.18 **Decision of the Board of Trustees – Modified Accommodation Review**

3.18.1 The Board of Trustees will be provided with the Final Staff Report, including the compiled feedback from the public meeting to receive delegations, prior to making its final decision regarding the pupil accommodation review.

3.18.2 The Board of Trustees has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report, or to approve a different outcome.

3.18.3 The Board of Trustees will undertake a final decision with respect to the Final Staff Report at a Board meeting no less than ten (10) business days following the public meeting to receive delegations.

4.0 **Sources**

- Pupil Accommodation Review Guideline (PARG) (Ministry of Education, March 2015)
- Community Planning and Partnership Guideline (Ministry of Education, March 2015)

5.0 **Related Policies and Appendices**

- Appendix A – Accommodation Review Committee (ARC) Timelines
- Appendix B – Modified Accommodation Review Committee (ARC) Timelines
- Appendix C – School Information Profile
- Pupil Accommodation Review Policy (PO430)
- Public Delegations Policy (PO219)

Appendix A**Accommodation Review Committee (ARC)
Timelines**

Item	Time Period	Business Days
Initial Staff Report	Received and approved at a Board Meeting	0
Director Forms ARC	Next day after Board meeting	1
ARC Chair named by Director	Next day after Board meeting	1
ARC Chair requests ARC participants	Next day after Board meeting	1
Notice to Municipalities	Maximum five (5) business days from meeting to approve ARC formation	5
Notice to Cotermious Boards	Maximum five (5) business days from meeting to approve ARC formation	5
Notice to Ministry	Maximum five (5) business days from meeting to approve ARC formation	5
Notice of Public Meeting Dates to participants	Within ten (10) business days of Board meeting to approve ARC formation	10
All ARC members Identified	Within ten (10) business days of Board meeting to approve ARC formation	10
Orientation of ARC (First Working Meeting)	Prior to first Public Meeting, but after ARC members Identified	15
Meeting with municipalities to review the initial staff report	Minimum ten (10) business days following Notice to municipalities	15
ARC second working meeting	One week following the orientation session	20
ARC third working meeting	One week following the second working meeting	25
First Public Meeting	Minimum thirty (30) business days from Board Meeting to approve the ARC formation	30
ARC fourth working meeting	One week following the First Public Meeting	35
ARC fifth working meeting	One week following fourth working meeting	40
ARC sixth working meeting, if needed	One week following fifth working meeting	45
ARC seventh working meeting, if necessary	One week following second public meeting	55
Final Public Meeting	Minimum of forty (40) business days from the first Public Meeting	70
Final Staff Report	Posted a minimum of ten (10) business after the final public meeting	80
Board meeting to receive delegations	Minimum of 10 business days following the posting of the Final Staff Report	90
Board meeting to decide ARC outcome	Minimum of 10 business days following the Public delegations to the Board	100

Appendix B**Modified Accommodation Review Committee (ARC)
Timelines**

Item	Time Period	Business Days
Initial Staff Report	Received and approved at a Board Meeting	0
Notice to Municipalities	Maximum five (5) business days from the Board meeting to approve modified accommodation review	5
Notice to Coterminous Boards	Maximum five (5) business days from the Board meeting to approve modified accommodation review	5
Notice to Ministry	Maximum five (5) business days from the Board meeting to approve modified accommodation review	5
Notice of Public Meeting	Within ten (10) business days of Board meeting to approve the modified accommodation review	10
Public Meeting	Minimum thirty (30) business days from Board Meeting to approve the modified accommodation review	30
Final Staff Report	Posted a minimum of ten (10) business days after the Final public meeting	40
Board meeting to receive delegations	Minimum of ten (10) business days following the posting of the Final Staff report	50
Board meeting to decide ARC outcome	Minimum of ten (10) business days following the Public delegations to the Board	60



**Durham Catholic District School Board
School Information Profile**

**Immaculate Conception Catholic School
December 2015**

Durham Catholic District School Board School Information Profile

All of the information contained within the School Information Profile (SIP) relates to the requirements as outlined within the Ministry of Education’s Revised Pupil Accommodation Guideline issued March 26, 2015. The following table of contents outlines the areas to be addressed and the relevant page number within the SIP document.

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Part 1 – Facility Information

1.1 General Information

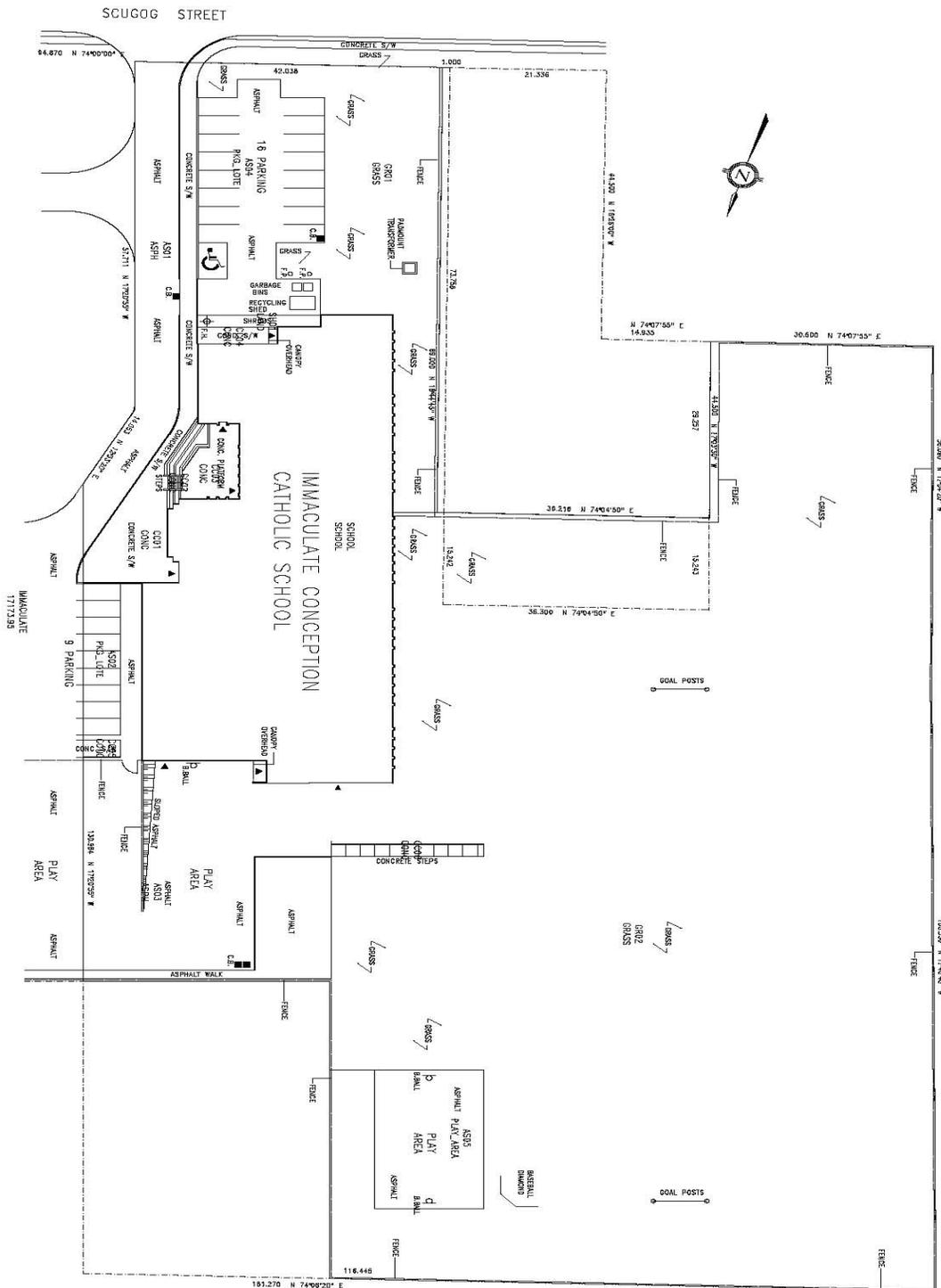
The following table provides general information from the School Information profile for the particular school. Data contained in this table will be replaced with the actual data for each school.

School Name	Immaculate Conception
Address	1722 Scugog Street, Port Perry, L9L 1E2,
Panel	Elementary
Grades Served	JK-8
Ministry On-the-Ground Capacity (OTG)	173
Current Enrolment as of October 31	90
Is school owned or leased?	Owned
If leased, lease termination date	N/A
If leased, annual lease costs	N/A
Current Utilization Rate	52%
Building Area (sq. ft.)	23,730
Site Area (Acres)	4.60
Date(s) of Construction	1985
Hard surface play area (sq. ft.)	17,491 (Approx.)
Number of parking spaces	25 (exclusive of the Church parking)
Number of Portable Classrooms	0
Child Care on Site	NO
Name of Child Care Provider	YMCA Recreation Program Department
Type of Child Care	After School Program on Tuesday to Thursday
Child Care Capacity	n/a
Child Care Enrolment and Ages served	Approximately 20 children on a daily basis

Immaculate Conception

1.2 Site Plan

The following provides a map showing the school site, the location of the building, the parking areas, driveways, pick up and drop off areas for busses and cars, existing portables, outdoor play areas, kindergarten play areas, building entrances, child care entrances, child care centres or licensed discrete space uses



Immaculate Conception

Assessment of Parking, Pick-Up and Drop-Off Areas

Provide a written assessment of the Parking, Pickup and Drop Off Areas as outlined on the site plan below, and any required improvements or studies that should be undertaken to improve the site.



Immaculate Conception

Immaculate Conception:

Bus and Parent pick-up and drop-off assessment:

There are 2 small loading busses (#1) and 1 large loading bus (#1) both at drop-off in the AM and then again for pick-up in the PM.

Parents and Busses enter the site at via the west driveway and exit via the east driveway (#2)

Parents drop off students at the south end of the church parking lot close to the school's main entrance (#3).

Parents park in the school parking lot at the north end of the school site in the PM when they pick up their children (#4).

School Staff park in the church parking lot for easier access to the school's main entrance (#5).

Church goers park in the school parking lot for easier access to the church's main entrance (#4).

Church goers enter via the EAST driveway (which is the opposite flow of the bus and parent drop-off direction). This creates a potential for accidents (#2).

Immaculate Conception

1.3 Aerial Photo

The following provides an aerial photo showing the school site, the property outline of the school and adjacent land uses. Note the two RCM Classrooms located at the south end of the school have since been removed.



Immaculate Conception

1.4 Room Summary from SFIS

The following is a sample room loading template which is provided for the purposes of illustration. The actual template will be submitted for each affected school

- 07-Dec-2015 10:52:04 AM

SFIS ID:8766 Facility Name:Immaculate Conception C.S.

Inventory Data - Room Dashboard

Room Number	Space Type	Current Use	Loading
118	Classroom	Special Education	23
122	Classroom	Science	23
114	Classroom	Classroom	23
112	Classroom	Classroom	23
101	Classroom	Classroom	23
120	Classroom	Art	23
113	General Purpose Room	General Purpose Room	0
109	Kindergarten	Junior / Senior Kinderg.	26
111	Library Resource Centre	Library Resource	0
116	Special Ed.	Special Education	9
124	Staff Work Rm./Lounge	Staff Work/Lounge	0
Total	All	All	173

1.5 Space Template for Elementary or Secondary Proposed School

The following is a blank space template which is provided for the purposes of illustration. The actual template will be created and submitted for each planned replacement or consolidation school impacted by the Accommodation Review. Where the Accommodation Review does not result in a planned replacement or consolidation school this section will be left blank.

Elementary School Space Template	
School Board	42 – Durham Catholic District School Board
Grade Range	
Program	
School Name	

NIA

Rooms	#	Size		Floor Area		Load	OTG
		m ²	ft ²	m ²	ft ²		

Total GFA and OTG of Instructional Area				
--	--	--	--	--

Operational Space (non-classroom areas)	#	Size		Floor Area	
		m ²	ft ²	m ²	ft ²

NIA

Total Operational Area		
Total Instructional (from above)		
Total Operational and Instructional		

Gross Up Added		
Gross Floor Area		

Area Per Pupil		
-----------------------	--	--

Secondary School Space Template	
School Board	42 – Durham Catholic District School Board
Grade Range	
Program	
School Name	

Instructional/Labs/Arts/ Technical Classrooms	#	Size		Floor Area		Load	OTG
		m ²	ft ²	m ²	ft ²		

Non-Classroom Areas, Gymnasium, Operational and Other	#	Size		Floor Area		Load	OTG
		m ²	ft ²	m ²	ft ²		

Total GFA and OTG of Instructional Area				
---	--	--	--	--

Immaculate Conception

1.6 Floor Plan(s)

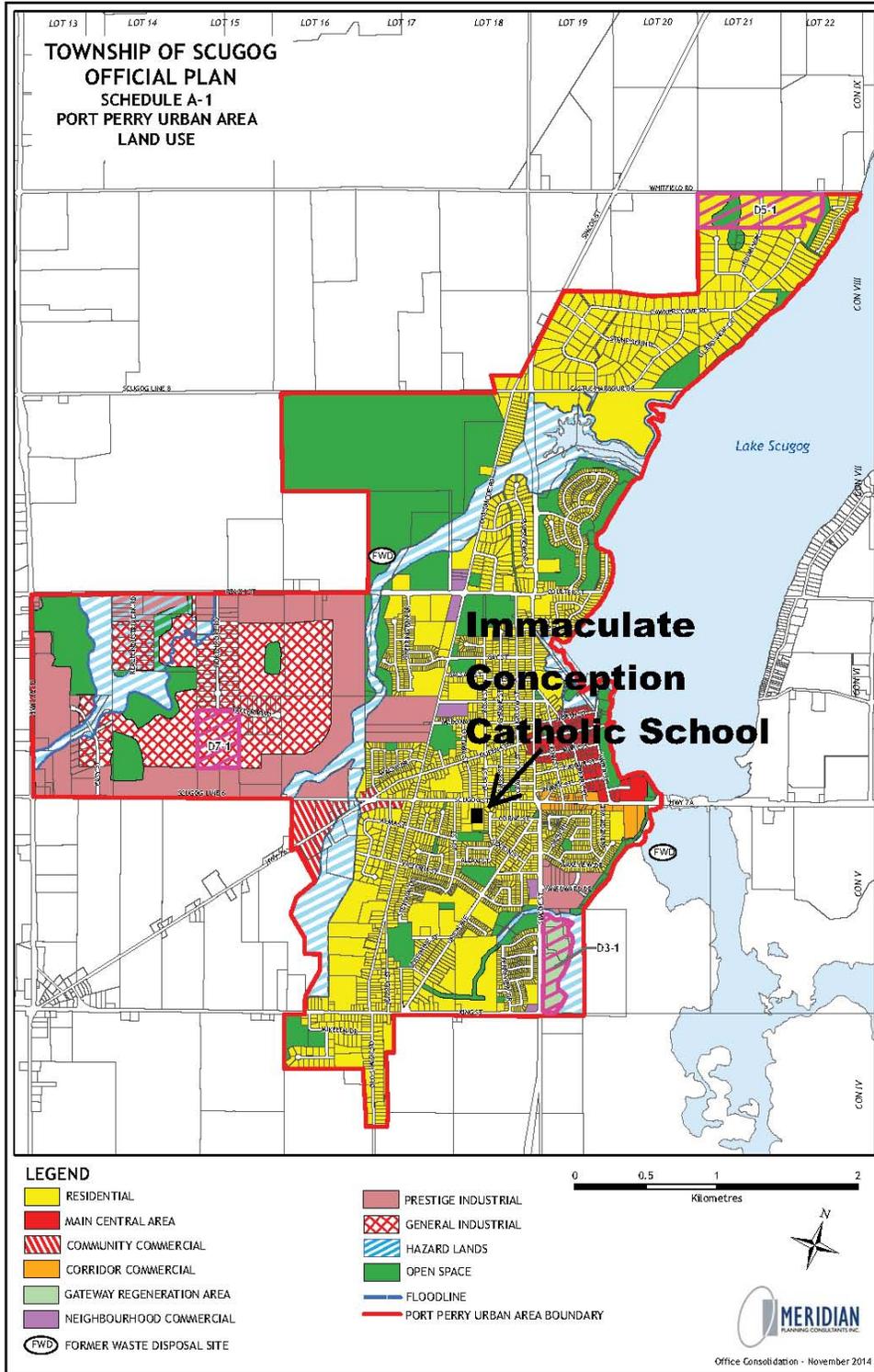
The following provides a school floor plan for each floor of the school. Where a school has two or more floors, the first floor will be on the first page, the second floor on the second etc.



Immaculate Conception

1.8 Official Plan

The following provides a map showing the school site, the current official plan or secondary plan designation from the municipality for the school site and adjacent lands. The official plan description is added below the map or on an adjacent page



OFFICIAL PLAN DESIGNATION FOR IMMACULATE CONCEPTION:

RESIDENTIAL:

The *Residential* designation provides for a range of housing opportunities and accessory uses.

Permitted Uses:

Institutional uses that serve the needs of the surrounding residential areas such as private and public schools, places of worship and daycare centres.

The location, size and configuration of new school sites will be defined by the Township through plans of subdivision and zoning, in consultation with the School Boards.

New school sites and buildings will be developed to ensure that:

- Joint use sites and multiple use buildings will be encouraged wherever possible;
 - ii) Parking and loading areas will be provided, and access points designed, in a manner that will minimize conflicts between pedestrian and vehicular traffic; and,
 - iii) New schools will not be located adjacent to Type A Arterial roads.
- In the event that all or part of an existing school site should no longer be required by a School Board, the following alternate uses may be permitted without the need for an amendment to this Plan:
 - i) Open space uses;
 - ii) Compatible institutional uses based on specific evaluation of each site, and which may include religious institutions, community and recreational facilities; and/or,

DEVELOPMENT:

The Township of Scugog Secondary Plan was prepared regarding future development as a result of an expansion to our waste water treatment facility.

In terms of numbers, the expansion will allow for an increase of approximately 2,000 people which translates into 850 new residential units.

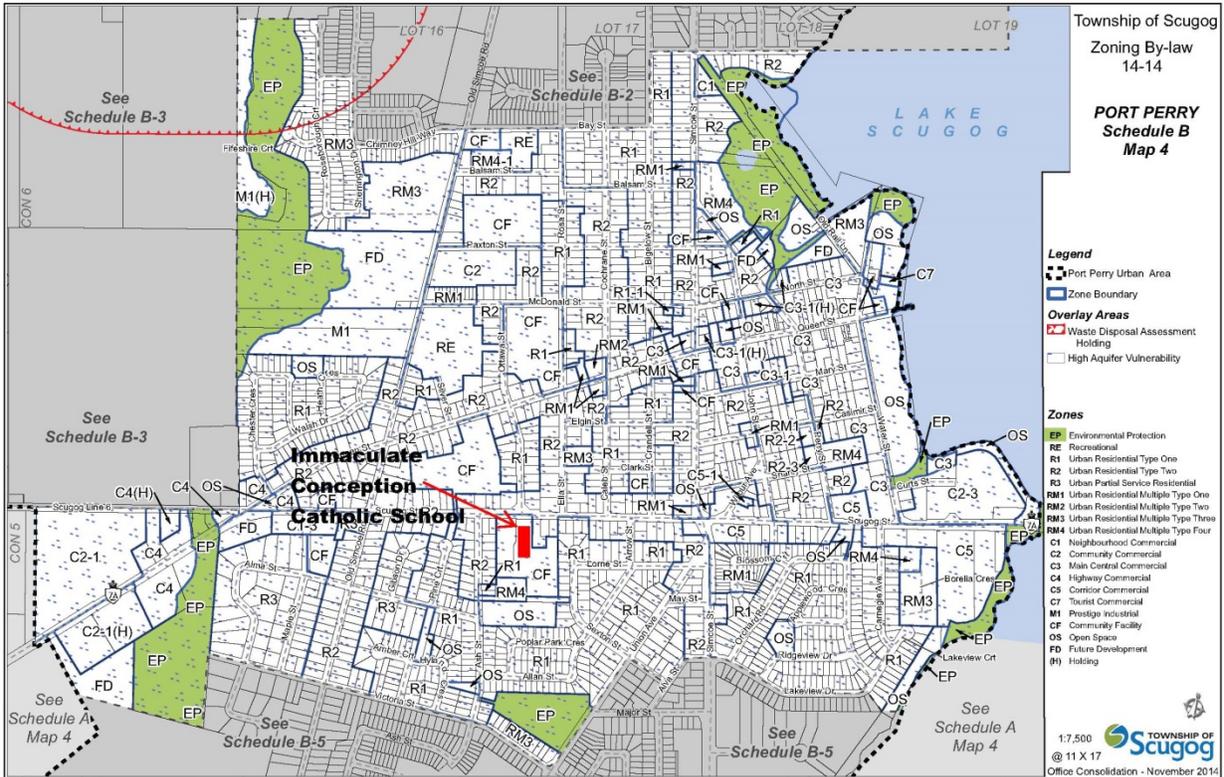
The draft Secondary Plan sets out a 30% intensification target for new development. Of the 850 units, this will result in 600 future units of low density (15 units per hectare), 128 units at medium density (30 units per hectare) and 128 units at high density (50 units per hectare).

Based on these numbers, the Public school board has indicated that they will require and an 8 acre site in the south-west quadrant of Port Perry for an elementary school in addition to their existing 5 acre property on Union Avenue between Earl Cuddie Boulevard and Robin Trail.

Immaculate Conception

1.9 Zoning Map

The following provides a map showing the school site, the current zoning from the municipality for the school site and adjacent lands, and any dual or underlying zoning on the property. The zone description is added below the map or on an adjacent page



COMMUNITY FACILITY ZONES: CF

Permitted Use with CF designation:

- School, Commercial
- School, Private
- School, Public

REGULATIONS FOR ALL COMMUNITY FACILITY:

- Maximum Lot Coverage of all Buildings 30%
- Maximum Building Height 12m
- Minimum Landscaped Open Space 30%

Part 2 – Facility Condition

2.1 Facility Condition Index

The Facility Condition Index (FCI) is the building condition as determined by the Ministry of Education by calculating the five-year renewal needs and the replacement value for each facility.

School Name	Immaculate Conception
Replacement Value (A)	\$4,610,253
5 Year Renewal Needs (B)	\$1,982,870
Facility Condition Index	43.01%

2.2 10 Year Renewal History

The 10 year renewal history lists those major repairs at the school which are captured by the TCPS data base. The summary includes the year undertaken, the specific renewal item (e.g., Roof Replacement), the value of that repair and a cumulative value of all repairs undertaken within the 10 year time frame. The table excludes routine maintenance and other items not considered as renewal under the Tangible Capital Assets guide

Year	Renewal Item	Cost	Cumulative Cost
2006	D503008 Security Systems - Expander upgrade for additional zones	\$1,000.00	\$1,000.00
2010	D502002 Lighting Equipment - Lamp Upgrades	\$1,671.00	\$2,671.00
2011	D302002 Hot Water Boilers	\$110,000.00	\$112,671.00
2011	D3060 Controls & Instrumentation - for PORTABLES	\$1,100.00	\$113,771.00
2011	D503008 Security Systems - Expander upgrade for additional zones	\$1,000.00	\$114,771.00

Immaculate Conception

2.3 5 Year Renewal Requirements

The 5 year renewal requirements lists those major repairs which are captured by the TCPS data base and listed with by priority. The summary includes the year to be undertaken, the specific renewal item (e.g., Roof Replacement), the value of that repair and a cumulative value of all proposed renewal projects.

Year	Element	Priority	Cost	Cumulative Cost
2016	G2020 Parking Lots - Asphalt Paved Parking Area	Medium	\$3,744	\$3,744
2016	G2030 Pedestrian Paving	Medium	\$14,560	\$18,304
2016	G2050 Landscaping	Low	\$14,560	\$32,864
2016	G204001 Fencing & Gates - Perimeter Fence	High	\$59,280	\$92,144
2016	G2040 Site Development	Low	\$4,503	\$96,647
2016	B2030 Exterior Doors	High	\$53,040	\$149,687
2016	B2020 Exterior Windows	Medium	\$81,120	\$230,807
2016	B3010 Roof Coverings - Addition 1	Medium	\$23,920	\$254,727
2016	C1030 Fittings	Medium	\$130,000	\$384,727
2016	C1030 Fittings - Chalkboard	Low	\$33,800	\$418,527
2016	C1020 Interior Doors	Medium	\$54,080	\$472,607
2016	C1020 Interior Doors - Hardware	Medium	\$20,800	\$493,407
2016	C3010 Wall Finishes	Medium	\$48,880	\$542,287
2016	C3010 Wall Finishes	Low	\$3,276	\$545,563
2016	C3020 Floor Finishes - Original Building - Library, Staff Rm & Kindergarden	High	\$28,080	\$573,643
2016	C3020 Floor Finishes	Medium	\$4,909	\$578,552
2016	C3030 Ceiling Finishes - Addition 1 - Classroom	Low	\$12,397	\$590,949
2016	C3030 Ceiling Finishes	High	\$135,200	\$726,149
2016	C3030 Ceiling Finishes - Gym - Metal Deck	Low	\$10,400	\$736,549
2016	C1030 Fittings - Concrete Masonry	Low	\$12,709	\$749,258
2016	D302005 Auxiliary Equipment - HVAC Pumps	High	\$6,812	\$756,070
2016	D3050 Terminal & Package Units - Perimeter Radiators / Forced Flow Radiators	High	\$15,600	\$771,670
2016	D302005 Auxiliary Equipment - Chemical Feed System	High	\$5,200	\$776,870
2016	D303099 Other Cooling Generating Systems - Office and Library	High	\$57,200	\$834,070
2016	D302099 Other Heat Generating Systems - Rooftop Heating Units - Gym, North and South Classrooms	High	\$84,490	\$918,559
2016	D304007 Exhaust Systems	Medium	\$29,983	\$948,542
2016	D2010 Plumbing Fixtures	Medium	\$52,000	\$1,000,542
2016	D2020 Domestic Water Distribution - Domestic Water Heater	High	\$10,400	\$1,010,942
2016	D502002 Lighting Equipment - Exterior Lighting	Low	\$10,400	\$1,021,342
2016	D502002 Lighting Equipment - Emergency Lighting	High	\$10,400	\$1,031,742
2016	D503004 Public Address Systems	Medium	\$46,800	\$1,078,542
2016	D503099 Other Communications & Alarm Systems	Low	\$52,967	\$1,131,510
2016	F106003 Library Resource Centre	Low	\$0	\$1,131,510
2016	F106007 General Purpose Room	Low	\$0	\$1,131,510
2016	G2040 Site Development	Low	\$10,400	\$1,141,910
2016	G204007 Playing Fields	Medium	\$67,600	\$1,209,510
2016	B2010 Exterior Walls - Addition 1 - EIFS	Medium	\$111,280	\$1,320,790
2016	B2030 Exterior Doors	High	\$17,680	\$1,338,470
2016	G204001 Fencing & Gates - Concrete Stairs	High	\$10,400	\$1,348,870
2016	D302005 Auxiliary Equipment - HVAC Pumps	High	\$6,240	\$1,355,110
2016	D302099 Other Heat Generating Systems - Rooftop Heating Units - Gym, North and South Classrooms	High	\$78,000	\$1,433,110
2016	D304007 Exhaust Systems	Medium	\$23,920	\$1,457,030
2016	D3050 Terminal & Package Units - Fan Coil Units	High	\$62,400	\$1,519,430
2016	D2020 Domestic Water Distribution - Water Softener	Medium	\$15,600	\$1,535,030
2016	A1010 Standard Foundations - Parging	High	\$10,000	\$1,545,030
2016	G2020 Parking Lots - Asphalt Paved Parking Area	Medium	\$44,720	\$1,589,750
2016	C3020 Floor Finishes	Medium	\$34,320	\$1,624,070
2016	B3010 Roof Coverings - Original Building	High	\$312,000	\$1,936,070
2016	B2020 Exterior Windows - Library	High	\$15,600	\$1,951,670
2017	C3020 Floor Finishes - Hallway & Washroom	Low	\$10,400	\$1,962,070
2020	D503008 Security Systems	N/A	\$20,800	\$1,982,870

Immaculate Conception

2.4 School Utility Costs

The utility cost data will be reported for the last complete year available and includes the costs for Natural Gas, Water, and Electricity as billed by the local utility. The total cost represents the cost for the year including the costs for portables or other licensed or leased facilities within the school (i.e., child care centre).

Utility Costs for Year	\$27,808.42
Natural Gas	\$10,717.99
Water	\$2,780.38
Hydro	\$14,310.05
Total	\$27,808.42
Building Area - Permanent (A) Sqft	23,730.00
Building area - Non Permanent (B) Sqft	0.0
Total building Area (A+B) Sqft	23,730.00
Cost per square foot	\$1.17

2.5 School Accessibility Measures

The school accessibility measures represents the current accessibility Inventory for the school as calculated by the Facilities Services Department.

School Name	Immaculate Conception C.S.	
Number of Storeys	One	
Accessible Entrance	No	
Door Operator	No	
	Front	No
	Other	No
Lift Devices	No	
	Elevator	No
	Stage Lift	No
	Other Lift	No
Barrier Free Washroom	No	
Accessibility to Instructional Areas	No	

Notes on Accessibility

This school is not considered accessible by current AODA standards. There are no barrier free door operators on the exterior doors, the main entrance has a set of stairs but no lift or elevator, the doors which are at grade with the main hallway do not have an operator. The gym is not accessible since entry requires going down a set of stairs. The south exit door from the gym is at grade with the outdoor play area, but the doors are exit only with no handles or operators in place. There is no barrier free washroom within the school.

Part 3 – Student Data

3.1 Enrolment History (5 Years)

The historical enrolment is provided on a grade by grade basis for the last 5 years including the current year as of October 31st of the year. Any changes to grade configuration or programming will be noted below the table along with an explanation of the phasing in of the decision(s).

Year	JK	SK	1	2	3	4	5	6	7	8	Total	UTZ
2011	10	17	13	12	6	12	13	21	14	18	136	79%
2012	5	12	15	14	13	7	12	13	20	16	127	73%
2013	5	4	10	15	15	12	8	11	12	20	112	65%
2014	4	8	6	10	14	14	11	8	11	12	98	57%
2015	6	4	8	5	12	13	15	10	7	10	90	52%

3.2 Enrolment Projection (10 Years)

The projected enrolment is provided on a grade by grade basis for the next 10 years (excluding the current year) for the school. This projected enrolment assumes that approved changes in the grade or program structure can continue (i.e. phasing in a French Immersion program)

Year	JK	SK	1	2	3	4	5	6	7	8	Total	UTZ
2016	6	6	4	8	5	12	13	15	10	7	86	50%
2017	6	6	6	4	8	5	12	13	15	10	85	49%
2018	7	6	6	6	4	8	5	12	13	15	83	48%
2019	7	7	6	6	6	4	8	5	12	13	77	44%
2020	7	7	7	6	6	6	4	8	5	12	73	42%
2021	8	8	8	8	7	7	7	5	9	6	70	40%
2022	8	8	8	8	8	7	7	7	5	9	73	42%
2023	8	8	8	8	8	8	7	7	7	5	72	42%
2024	8	8	8	8	8	8	8	7	7	7	75	44%
2025	8	8	8	8	8	8	8	8	7	7	78	45%
2026	8	8	8	8	8	8	8	8	8	7	81	47%

Immaculate Conception

3.3 Student Proximity

Student proximity measures the distance from the student's home address to the school using straight line distance. The data is aggregated by grade division and expressed as a both a total number of students and as a percentage of the current year enrolment based on October 31.

Division	<800 metres	800-1600 metres	1600-3200 metres	>3200 metres
Primary JK-3	7	8	2	18
Junior 4-6	11	6	1	20
Intermediate 7-8	0	1	0	16
Secondary 9-12	0	0	0	0
Students	18	15	3	54
% of Total	20%	17%	3%	60%

Average Distance to School In km

3.4 Out of Area Students

Out of Area students are calculated using home address of the student as compared to the current school boundary.

Division	In Area Students	Out of Area Students	% Out of Area
Primary JK-3	24	11	12%
Junior 4-6	31	7	8%
Intermediate 7-8	13	4	4%
Secondary 9-12			
Total	68	22	24%

Note: two (2) of the out of area students are out of the Board's jurisdiction and reside in the Hamlet of Little Britain which is located north east of Immaculate Conception CS.

The remaining out of area students reside in the Good Shepherd boundary located within the Township of Scugog as well as smaller hamlets located within the Township of Brock.

Immaculate Conception

3.5 Student Transportation

Student transportation data is calculated for the current year as of October 31st. The students entitled to transportation are those identified by DSTS by virtue of distance to school, by identified impediments to safe access to school (i.e. road conditions) or by identification from student services.

Immaculate Conception CS			
Division	Transported	Non-Transported	% Non Transported
Primary	16	19	54%
Junior	22	16	42%
Intermediate	13	4	24%
Total	51	39	43%
Ride Times	Pickup	Drop Off	
Shortest Ride(min)	8	4	
Longest Ride(min)	69	80	
Average Ride(min)	32	32	

Notes on Transportation

Bell times Immaculate Conception – 8:55-3:25

Bus and Parent pick-up and drop-off assessment:

There are 2 small loading busses and 1 large loading bus both at drop-off in the AM and then again for pick-up in the PM.

Parents and Busses enter the site at via the west driveway and exit via the east driveway.

Parents drop off students at the south end of the church parking lot close to the school's main entrance.

Parents park in the school parking lot at the north end of the school site in the PM when they pick up their children.

School Staff park in the church parking lot for easier access to the school's main entrance.

Church goers park in the school parking lot for easier access to the church's main entrance.

Church goers enter via the EAST driveway (which is the opposite flow of the bus and parent drop-off direction) This creates a potential for accidents.

Part 4 – Instructional Data

4.1 Staff Allocation to School

The staff allocation to school includes the current year teaching and non-teaching staff allocation to the school. The staff values are expressed to two decimal places.

Teaching Staff Allocation	Number
Classroom Teachers	6.0
Program Support	0.5
Prep Time (JK-3)	0.53
FSL (4-8)	0.77
Extra Prep Time	0.13
Prep for FI	0
Library	0.5
Principal	0.5
Vice Principal	0
ECE	0
Total	8.9

Non-Teaching Staff Allocation	Number
Secretary	1.0
EA's	2.5
Custodians	2.0
Other	0.969
Total	6.47

Total Staff	15.27
--------------------	--------------

4.2 Specialized Courses and Programs

Please indicate if the school has any of the following programs and the grades served by these programs. If the program is not listed here, please insert a line and add the program.

Programs	Yes/No	Grades
French Immersion	No	
Extended French	No	
Early Intervention Program	No	
Transition Program	No	
SHSM	No	
OYAP	No	
Advanced Placement	No	

Immaculate Conception

4.3 Grade Organization Elementary Schools Only

For the elementary school please indicate the number of students by grade and the organization for each class using the data from the Staffing Plus system. The teacher's names should not appear. Where schools have a French program please indicate the staffing and class composition for this as well.

Teacher	Staff FTE	Prog	JK-ELKP	SK-ELKP	01	02	03	04	05	06	07	08	Total
	1	RT	6	4									10
	1	RT			8	5							13
	1	RT					12	5					17
	1	RT						8	9				17
	1	RT							6	10			16
	1	RT									7	10	17
TOTAL			6	4	8	5	12	13	15	10	7	10	90

Number of Classes	6
Number of combined classes	6
% of Combined Classes	100%

Immaculate Conception

4.4 Course and Program Offerings Secondary Schools Only

Provide data for the secondary school by program area summarized by credit count and number of sections for each of the program areas listed below. All SHSM programs and number of students should be recorded in the adjacent table.

Program Area	Credits	Sections
Arts		
Business		
Civ/Car		
Computers		
English		
French		
Family Studies		
Guidance		
Geography		
Hist		
Humanities		
Law/Politics		
Languages		
Religion		
Other		
Math		
Phys Ed		
Sciences		
Tech		
Grand Total		

N/A

SHSM Programs	Students

Notes

Immaculate Conception

Section Data by program can also be provided for the current year as of October 31st. The data in this table will aggregate up to the summary table above.

Grade						
Program Code	0	9	10	11	12	Grand Total

4.5 Extra-Curricular Activities

Provide a list of all extra-curricular activities including athletic teams, clubs, performing arts, community outreach and other school sponsored events that have been run within the last year. For each activity indicate the number of participants or teams

Extracurricular Activity	Participants
Lego Club	20 students
Carnaval	All students
Talent Show	30 students
Volunteer Tea	Entire staff, 20 volunteers
Volleyball	4 teams
Basketball	4 teams
Tchoukball	2 teams
Cross Country	30 students
Flag Football	1 team
Soccer	1 team
Northern Schools Tournament	3 teams
Chess Club	8 students
Soup Bowl Painting Fundraiser for CAS	All students
Floor Hockey Intramurals	30 students
Play Day	50 students
Folk Dance	20 students
OFIP Tutoring	12 students
Fitness Friends	40 Students

Part 5 – Other Data

5.1 Non School Programs and Services

This section describes the current non-school programs or services located at the school as well as any revenue from these non-school programs or services.

Program or User Group	Room(s) Used	Revenue From Current Year	Cost Recovery
YMCA of Greater Recreational After School Program	housed on the stage, with access to the school gym, library and servery room	No	zero

5.2 Facility Partnerships

This section describes the current facility partnerships located at the school as defined by the Community Planning and Partnership Guidelines as well as the revenue received from these partners.

Facility Partner	Room(s) Used	Revenue From Current Year	Cost Recovery

Is the school suitable for Facility partnerships? Please provide comments on suitability.

No, this school is not suitable for Facility Partnerships.

5.3 Community Use of Schools

Provide the details for the Community Use of Schools for the current year including all permits up to the end of June that are in the current system. Indicate the category from the Community Use of Schools procedure, the number of hours used annually by the group and the days of the week that the permit user operates on.

Community Use Group	Category	Hours Used Annually	Days Used
Durham North Special Olympics(#757)	Not-for-profit Children (0-12)&Youth (13-18)	33 hours	Tuesdays 4:30 to 5:30 pm
September 2015 to June 2016			
Continuing. Education Ajax - Keith Wan(#516)	Board Activities	128 hours	Tuesdays and Wednesdays 6 to 8 pm

5.4 Child Care

Please provide details regarding the Child Care programs at the school which are licensed under the Day Nursery Act. This information will include the Child Care Operator, the licensed program capacity and the current number of children enrolled.

Child Care Operator	YMCA Recreation Program Department	
Program	Licensed Capacity	Current Enrolment
Infant	n/a	n/a
Toddler	n/a	n/a
Pre-School	n/a	n/a
Nursery School	n/a	n/a
School Aged	n/a	n/a

Please indicate the square footage of the discrete space child care and the shared space child care areas as indicated on the child care license for the current year.

Licensed Spaces at School	
Discrete Space Area	n/a
Shared Space Area	1 classroom, use of gym, library and staff room
Number of Rooms	n/a
Annual Revenue Received from Child Care	n/a

All Child Care centres are run on a cost recovery basis and are operated as not-for-profit entities

Immaculate Conception

5.5 Continuing Education

Please list all continuing Education programs at the school that operate at the school and the number of students served by the programs

Continuing Education Programs	Yes/No	Students
Adult day School	No	
LINC Program	No	
LBS Program	No	
Night School	No	
Summer School	No	
International Language	No	
General Interest Courses	yes	8

Notes

Yoga general interest courses: Tuesdays and Wednesdays 6 to 8 pm September 2015 to June 2016

Part 6 – Faith Formation/Parish Information

Provide information regarding the breadth of the faith formation programs available at the school and all programs run in conjunction with the parish on an annual basis in the current year.

Faith Formation Programs

Religion and Family Life Programs	
Sacramental Preparation	
Catholic Social Teachings	
Liturgical Celebrations	
Involvement with Parish	
Catholic Graduate Expectations, Curriculum Maps and Virtues	
Associated Parish(es)	Immaculate Conception
Distance to Parish	0 Km

Programs run in conjunction with Parish	Occurrence
Parish priest blesses students and staff from both Port Perry Catholic elementary schools at each school	September
Liturgical celebration at church-both schools attend (parts of Mass)	October
Twice monthly parish priest visits to individual schools for class visits and/or liturgies	September - June
Advent Mass at church-both schools attend together	December
Ash Wednesday liturgy at church-both schools attend together	February
Lenten Mass at the church-both schools attend together (subject to scheduling)	March

Immaculate Conception

Notes

The Church is adjacent to the school site.

There would be no reduction of access to church partnerships, programs and Sacraments if students were consolidated into one school.



**Durham Catholic District School Board
School Information Profile**

**Good Shepherd Catholic School
December 2015**

Durham Catholic District School Board School Information Profile

All of the information contained within the School Information Profile (SIP) relates to the requirements as outlined within the Ministry of Education's Revised Pupil Accommodation Guideline issued March 26, 2015. The following table of contents outlines the areas to be addressed and the relevant page number within the SIP document.

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Part 1 – Facility Information

1.1 General Information

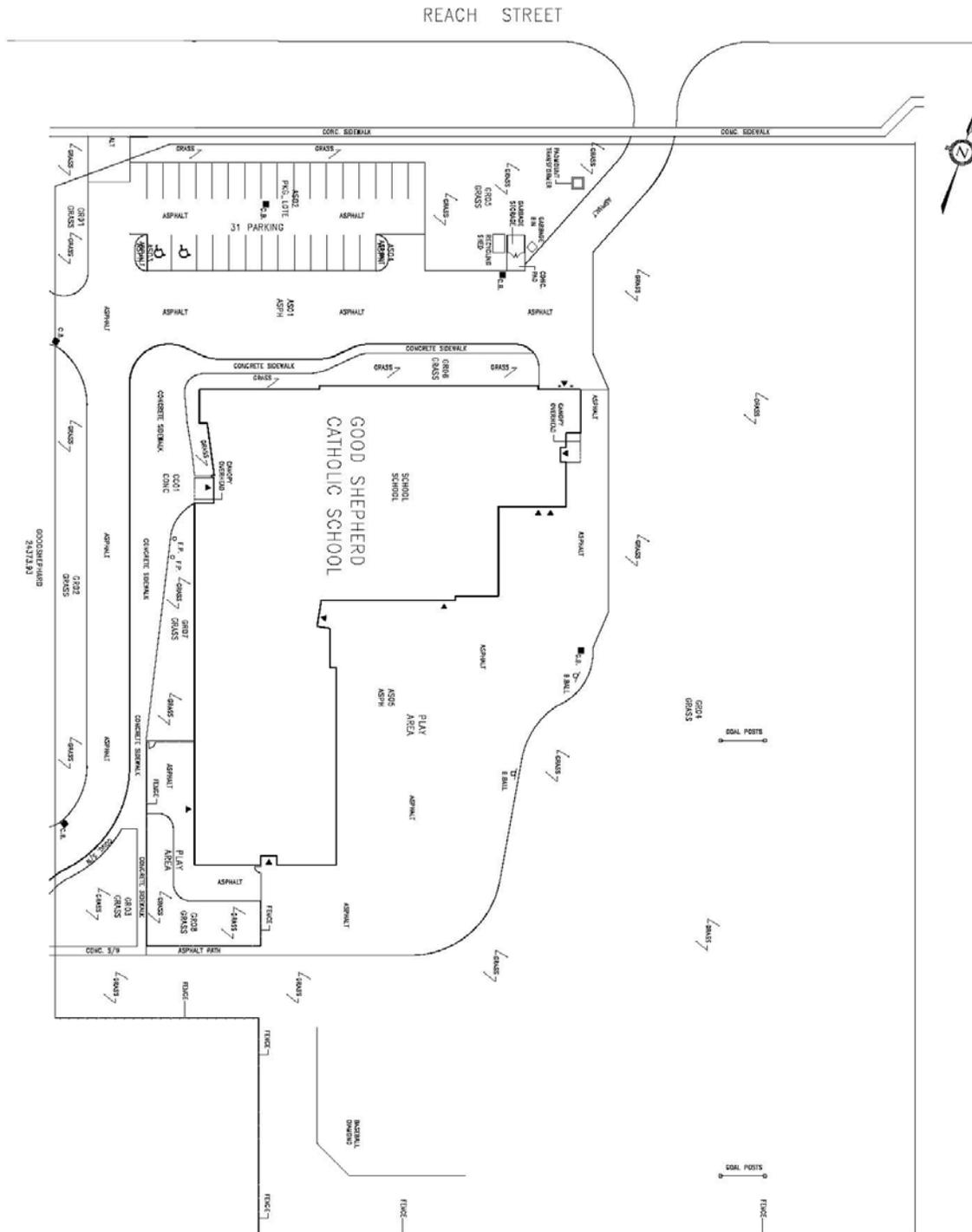
The following table provides general information from the School Information profile for the particular school. Data contained in this table will be replaced with the actual data for each school.

School Name	Good Shepherd Catholic School
Address	1650 Reach St, Port Perry , L9L 1T1
Panel	Elementary, Regular Track
Grades Served	JK-8
Ministry On-the-Ground Capacity (OTG)	187
Current Enrolment as of October 31	98
Is school owned or leased?	Owned
If leased, lease termination date	N/A
If leased, annual lease costs	N/A
Current Utilization Rate	52.4%
Building Area (sq. ft.)	33,637
Site Area (Acres)	6.0
Date(s) of Construction	1998
Hard surface play area (sq. ft.)	29,626
Number of parking spaces	31
Number of Portable Classrooms	0
Child Care on Site	Yes
Name of Child Care Provider	YMCA of Greater Toronto
Type of Child Care	Before and After School Care, All Day Pre-School
Child Care Capacity	Licensed Cap: 81
Child Care Enrolment and Ages served	Total: 54, Toddler=10, Pre-School=16, JK/SK=13 School Aged=15

Good Shepherd

1.2 Site Plan

The following provides a map showing the school site, the location of the building, the parking areas, driveways, pick up and drop off areas for busses and cars, existing portables, outdoor play areas, kindergarten play areas, building entrances, child care entrances, child care centres or licensed discrete space uses



Assessment of Parking, Pick-Up and Drop-Off Areas:

Provide a written assessment of the Parking, Pickup and Drop Off Areas as outlined on the site plan below, and any required improvements or studies that should be undertaken to improve the site.



Good Shepherd

Good Shepherd:

Bus and Parent pick-up and drop-off assessment:

AM: Drop-Off:

There are eight (8) busses (#1) that drop off students in the morning. They enter the site at the south Sherrington Road entrance, blue arrows on above map (#2). Busses arrive two at a time in 3 to 5 minute intervals. This creates a very good flow of traffic and student drop-off.

Child Care drop off occurs in the same method as above but earlier prior to student drop-off times.

Students that are dropped off by their parents are primarily dropped off along the east and west sides of Sherrington Road(#3). Other parents follow the flow of the blue arrows on the above map(#2) and travel through the site rather quickly without issue.

PM: Pick-Up:

Three (3) busses enter the site at the south Sherrington Road entrance and line up along the west side of the school, as seen in the map above.

Two (2) busses enter the site at the north Sherrington Road entrance, via the green arrows as above(#4), and line up along the north side of the school.

After these busses leave, a second set of four (4) busses arrive via the north Sherrington Road entrance, via the green arrows as above(#4), and pick-up the remaining students waiting to be bussed.

Parents park on both sides of Sherrington Road(#3) during student pick-up for the most part or in the school parking lot.

All bus and parent traffic leaving the school site exit via the Reach Street driveway at the north east end of the school site.

1.3 Aerial Photo

The following provides an aerial photo showing the school site, the property outline of the school and adjacent land uses.



Good Shepherd

1.4 Room Summary from SFIS

- 07-Dec-2015 10:50:27 AM

SFIS ID:9330 Facility Name: Good Shepherd C.S.

Inventory Data - Room Dashboard

Room Number	Space Type	Current Use	Loading
DC100	Child Care Centre	Child Care	0
DC102	Child Care Centre	Child Care	0
121	Classroom	Classroom	23
127	Classroom	Classroom	23
123	Classroom	Classroom	23
125	Classroom	Classroom	23
105	Classroom	Classroom	23
107	Classroom	Classroom	23
109	Classroom	Classroom	23
102	General Purpose Room	General Purpose Room	0
122	Kindergarten	Junior/Senior Kinderg.	26
100	Library Resource Centre	Library Resource	0
116	Seminar Room	Seminar	0
120	Staff Work Rm./Lounge	Staff Work/Lounge	0
102E	Unspecified	Lunch	0
Total	All	All	187

1.5 Space Template for Elementary or Secondary Proposed School

The following is a blank space template which is provided for the purposes of illustration. The actual template will be created and submitted for each planned replacement or consolidation school impacted by the Accommodation Review. Where the Accommodation Review does not result in a planned replacement or consolidation school this section will be left blank.

Elementary School Space Template	
School Board	42 – Durham Catholic District School Board
Grade Range	
Program	
School Name	

NIA

Rooms	#	Size		Floor Area		Load	OTG
		m ²	ft ²	m ²	ft ²		

Total GFA and OTG of Instructional Area			
--	--	--	--

Operational Space (non-classroom areas)	#	Size		Floor Area	
		m ²	ft ²	m ²	ft ²

NIA

Total Operational Area		
Total Instructional (from above)		
Total Operational and Instructional		

Gross Up Added		
Gross Floor Area		

Area Per Pupil		
-----------------------	--	--

Secondary School Space Template	
School Board	42 – Durham Catholic District School Board
Grade Range	
Program	
School Name	

Instructional/Labs/Arts/ Technical Classrooms	#	Size		Floor Area		Load	OTG
		m ²	ft ²	m ²	ft ²		

Non-Classroom Areas, Gymnasium, Operational and Other	#	Size		Floor Area		Load	OTG
		m ²	ft ²	m ²	ft ²		

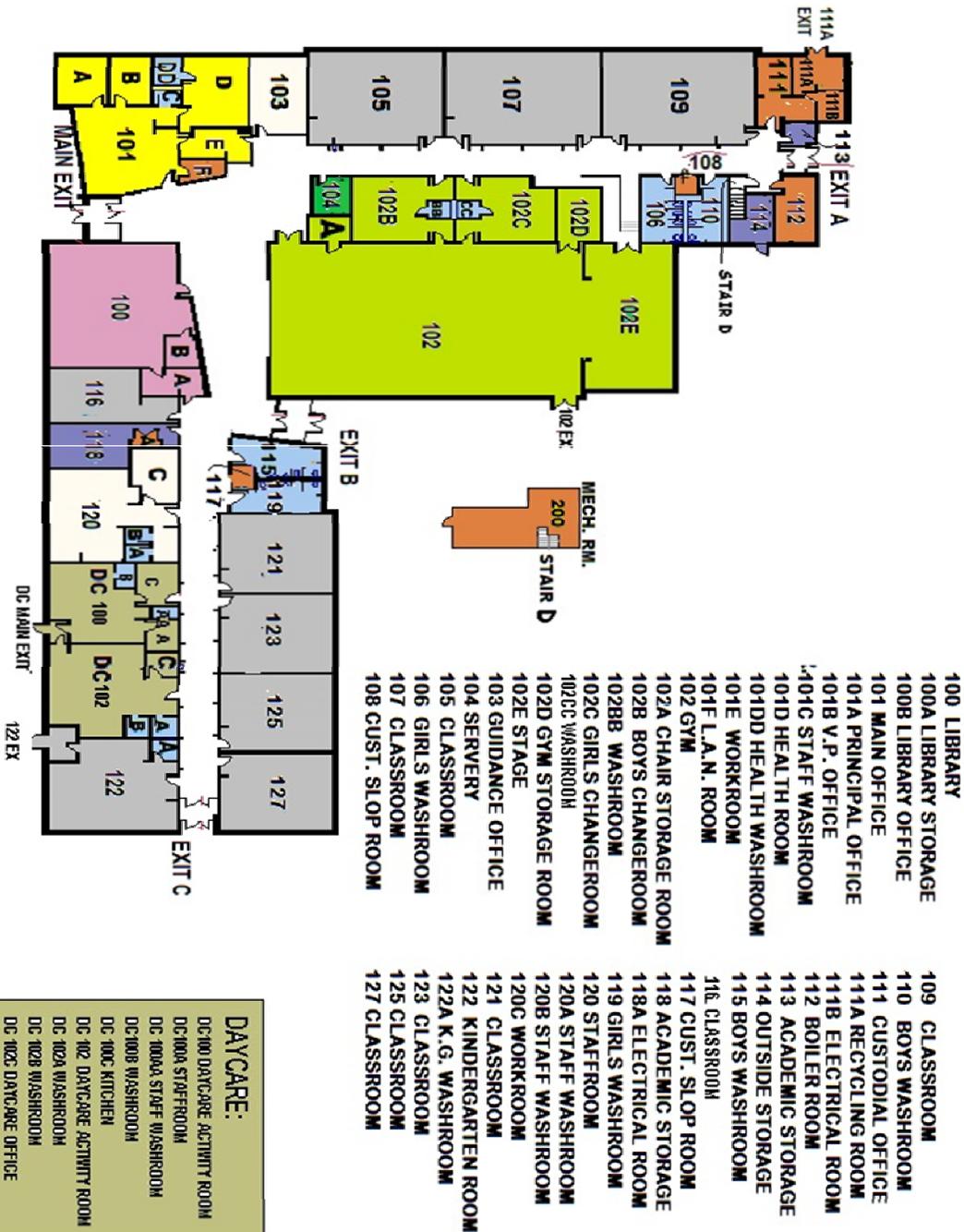
Total GFA and OTG of Instructional Area				
--	--	--	--	--

1.6 Floor Plan(s)

The following provides a school floor plan for each floor of the school. Where a school has two or more floors, the first floor will be on the first page, the second floor on the second etc.

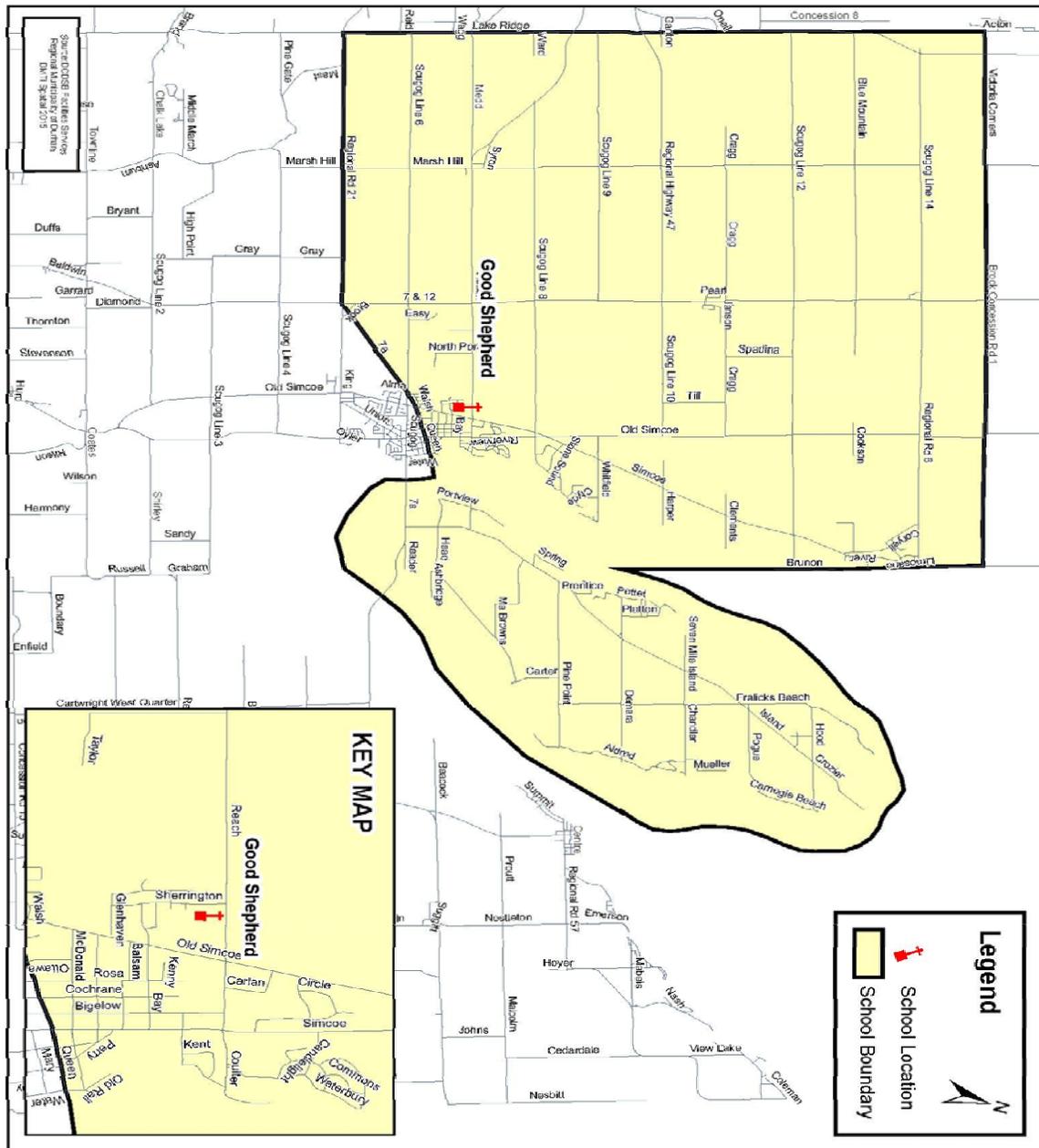
GOOD SHEPHERD C.S. # 172

21 02 2014



1.7 Boundary Map

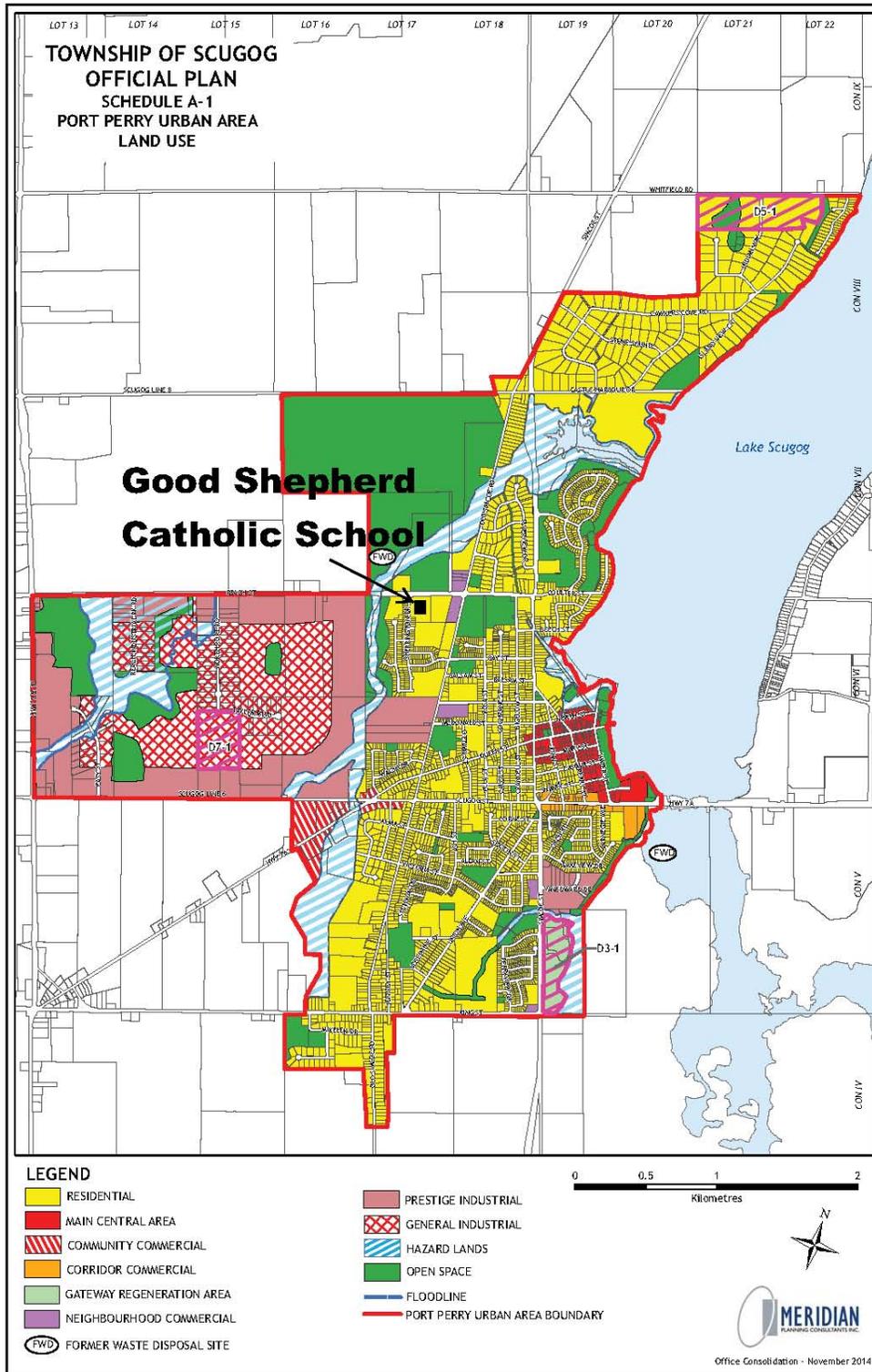
The following provides a map showing the school location and the boundary for the school for each program. Where a school serves both a regular track and French program, the regular track boundary will be on the first page, and the French program boundary(s) will be shown on subsequent pages.



Good Shepherd

1.8 Official Plan

The following provides a map showing the school site, the current official plan or secondary plan designation from the municipality for the school site and adjacent lands. The official plan description is added below the map or on an adjacent page



OFFICIAL PLAN DESIGNATION FOR GOOD SHEPHERD

RESIDENTIAL:

The *Residential* designation provides for a range of housing opportunities and accessory uses.

Permitted Uses:

Institutional uses that serve the needs of the surrounding residential areas such as private and public schools, places of worship and daycare centres.

The location, size and configuration of new school sites will be defined by the Township through plans of subdivision and zoning, in consultation with the School Boards.

New school sites and buildings will be developed to ensure that:

- Joint use sites and multiple use buildings will be encouraged wherever possible;
 - i) Parking and loading areas will be provided, and access points designed, in a manner that will minimize conflicts between pedestrian and vehicular traffic; and,
 - ii) New schools will not be located adjacent to Type A Arterial roads.
- In the event that all or part of an existing school site should no longer be required by a School Board, the following alternate uses may be permitted without the need for an amendment to this Plan:
 - i) Open space uses;
 - ii) Compatible institutional uses based on specific evaluation of each site, and which may include religious institutions, community and recreational facilities; and/or,

Good Shepherd

DEVELOPMENT:

The Township of Scugog Secondary Plan was prepared regarding future development as a result of an expansion to our waste water treatment facility.

In terms of numbers, the expansion will allow for an increase of approximately 2,000 people which translates into 850 new residential units.

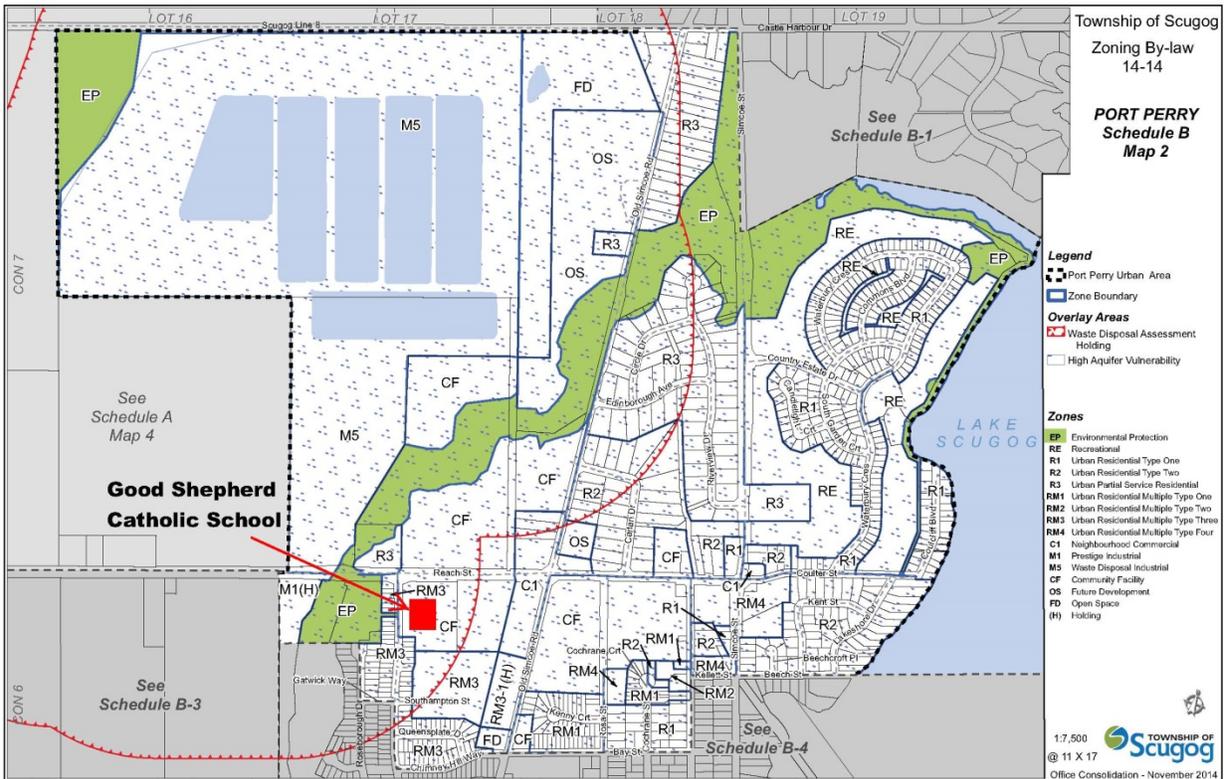
The draft Secondary Plan sets out a 30% intensification target for new development. Of the 850 units, this will result in 600 future units of low density (15 units per hectare), 128 units at medium density (30 units per hectare) and 128 units at high density (50 units per hectare).

Based on these numbers, the Public school board has indicated that they will require and an 8 acre site in the south-west quadrant of Port Perry for an elementary school in addition to their existing 5 acre property on Union Avenue between Earl Cuddie Boulevard and Robin Trail.

Good Shepherd

1.9 Zoning Map

The following provides a map showing the school site, the current zoning from the municipality for the school site and adjacent lands, and any dual or underlying zoning on the property. The zone description is added below the map or on an adjacent page



COMMUNITY FACILITY ZONES: CF

Permitted Use with CF designation:

School, Commercial
School, Private
School, Public

REGULATIONS FOR ALL COMMUNITY FACILITY:

Maximum Lot Coverage of all Buildings 30%
Maximum Building Height 12m
Minimum Landscaped Open Space 30%

Part 2 – Facility Condition

2.1 Facility Condition Index

The Facility Condition Index (FCI) is the building condition as determined by the Ministry of Education by calculating the five-year renewal needs and the replacement value for each facility.

School Name	Good Shepherd
Replacement Value (A)	\$4,983,601
5 Year Renewal Needs (B)	\$1,425,310
Facility Condition Index	28.60%

2.2 10 Year Renewal History

The 10 year renewal history lists those major repairs at the school which are captured by the TCPS data base. The summary includes the year undertaken, the specific renewal item (e.g., Roof Replacement), the value of that repair and a cumulative value of all repairs undertaken within the 10 year time frame. The table excludes routine maintenance and other items not considered as renewal under the Tangible Capital Assets guide

Year	Renewal Item	Cost	Cumulative Cost
2006	B2010 Exterior Joint Sealant	\$5,250	\$5,250
2006	D503008 Security Systems - Expander upgrade for additional zones	\$1,000	\$6,250
2010	D502002 Lighting Equipment - Lamp Upgrades	\$1,393	\$7,643
2011	D302005 Auxiliary Equipment - Chemical Pot Feeder	\$2,250	\$9,893
2011	D3060 Controls & Instrumentation - Centralization	\$16,725	\$26,618
2011	D503008 Security Systems - Expander upgrade for additional zones	\$1,000	\$27,618
2014	G2030 Pedestrian Paving	\$89,496	\$117,114

2.3 5 Year Renewal Requirements

The 5 year renewal requirements lists those major repairs which are captured by the TCPS data base and listed with by priority. The summary includes the year to be undertaken, the specific renewal item (e.g., Roof Replacement), the value of that repair and a cumulative value of all proposed renewal projects.

Year	Renewal Item	Priority	Cost	Cumulative Cost
2016	D2020 Domestic Water Distribution	Medium	\$4,451	\$4,451
2016	F106003 Library Resource Centre	Low	\$0	\$4,451
2016	F106007 General Purpose Room	Low	\$0	\$4,451
2016	B3010 Roof Coverings	High	\$353,600	\$358,051
2016	D202003 Domestic Water Equipment	Medium	\$3,640	\$361,691
2017	C3020 Floor Finishes	Low	\$26,957	\$388,648
2017	G2020 Parking Lots	Low	\$4,108	\$392,756
2017	C1030 Fittings	High	\$7,446	\$400,202
2017	D502002 Lighting Equipment	Low	\$16,370	\$416,572
2017	D502002 Lighting Equipment	Low	\$16,370	\$432,942
2017	C3030 Ceiling Finishes	Low	\$9,911	\$442,853
2017	C1030 Fittings	Low	\$34,133	\$476,986
2017	C1030 Fittings	Low	\$18,023	\$495,009
2017	G2020 Parking Lots	Low	\$11,991	\$507,000
2017	G2020 Parking Lots	Low	\$68,817	\$575,817
2017	B3010 Roof Coverings	High	\$261,976	\$837,793
2017	C3010 Wall Finishes	Low	\$34,684	\$872,477
2017	C3010 Wall Finishes	Low	\$6,011	\$878,488
2018	C3010 Wall Finishes	Low	\$24,024	\$902,512
2018	C1030 Fittings	Low	\$220,220	\$1,122,732
2018	G204007 Playing Fields	Low	\$162,417	\$1,285,149
2018	G2040 Site Development	Low	\$62,213	\$1,347,362
2018	D503008 Security Systems	Low	\$7,446	\$1,354,808
2018	C3020 Floor Finishes	Low	\$51,657	\$1,406,465
2020	D3060 Controls & Instrumentation	N/A	\$5,450	\$1,411,914
2020	D303099 Other Cooling Generating Systems	N/A	\$13,395	\$1,425,310

2.4 School Utility Costs

The utility cost data will be reported for the last complete year available and includes the costs for Natural Gas, Water, and Electricity as billed by the local utility. The total cost represents the cost for the year including the costs for portables or other licensed or leased facilities within the school (i.e., child care centre).

Utility Costs for Year	\$61,885.83
Natural Gas	\$15,613.29
Water	\$8,037.92
Hydro	\$38,234.62
Total	\$61,885.83
Building Area - Permanent (A)	33,637
Building area - Non Permanent (B)	0.0
Total building Area (A+B)	33,637

Cost per square foot	\$1.84
-----------------------------	---------------

2.5 School Accessibility Measures

The school accessibility measures represents the current accessibility Inventory for the school as calculated by the Facilities Services Department.

School Name	Good Shepherd
Number of Storeys	One
Accessible Entrance	One – main entrance
Door Operator	
Front	yes
Other	
Lift Devices	Not applicable
Elevator	Not applicable
Stage Lift	Not applicable
Other Lift	Not applicable
Barrier Free Washroom	Yes (located in the health room)
Accessibility to Instructional Areas	Yes

Notes on Accessibility

This school is 100% accessible. Ramp leading to stage in the gym

Part 3 – Student Data

3.1 Enrolment History (5 Years)

The historical enrolment is provided on a grade by grade basis for the last 5 years including the current year as of October 31st of the year. Any changes to grade configuration or programming will be noted below the table along with an explanation of the phasing in of the decision(s).

Year	JK	SK	1	2	3	4	5	6	7	8	Total	UTZ
2011	14	13	15	13	15	7	10	11	20	12	130	70%
2012	9	11	13	12	13	12	6	9	11	21	117	63%
2013	13	10	12	13	11	12	11	6	8	11	107	57%
2014	14	11	15	9	12	10	10	10	6	9	106	57%
2015	8	14	10	14	7	11	9	10	9	6	98	52%

3.2 Enrolment Projection (10 Years)

The projected enrolment is provided on a grade by grade basis for the next 10 years (excluding the current year) for the school. This projected enrolment assumes that approved changes in the grade or program structure can continue (i.e. phasing in a French Immersion program)

Year	JK	SK	1	2	3	4	5	6	7	8	Total	UTZ
2016	9	8	13	10	14	7	11	9	10	9	100	54%
2017	9	9	8	13	10	14	7	11	9	10	100	53%
2018	10	9	9	8	14	10	14	7	11	9	101	54%
2019	10	10	9	9	8	14	10	14	7	11	104	55%
2020	10	11	10	9	9	8	14	11	15	8	104	56%
2021	10	10	11	11	10	10	9	14	11	15	109	58%
2022	10	10	10	11	11	10	10	9	15	11	106	57%
2023	10	10	10	10	11	11	10	10	9	15	107	57%
2024	11	11	10	10	10	11	11	10	10	9	103	55%
2025	11	11	10	10	10	10	11	11	10	10	105	56%
2026	11	11	10	10	10	10	10	11	11	10	106	56%

3.3 Student Proximity

Student proximity measures the distance from the student's home address to the school using straight line distance. The data is aggregated by grade division and expressed as a both a total number of students and as a percentage of the current year enrolment based on October 31.

Division	<800 metres	800-1600 metres	1600-3200 metres	>3200 metres
Primary JK-3	10	10	11	22
Junior 4-6	4	7	6	13
Intermediate 7-8	2	2	4	7
Secondary 9-12	0	0	0	0
Students	16	19	21	42
% of Total	16%	19%	22%	43%

Average Distance to School In km

3.4 Out of Area Students

Out of Area students are calculated using home address of the student as compared to the current school boundary.

Division	In Area Students	Out of Area Students	% Out of Area
Primary JK-3	39	14	14%
Junior 4-6	26	4	4%
Intermediate 7-8	14	1	1%
Secondary 9-12	0	0	0
Total	79	19	19%

There are ten (10) students that attend Good Shepherd that reside out of the Board's Jurisdiction. All of these students reside in hamlets and townships that are located north and east of the school's boundary.

These areas include Janetville, Little Britain, Lindsay and Kawartha Lakes.

The remaining nine (9) out of area students reside in the Immaculate Conception school boundary.

3.5 Student Transportation

Student transportation data is calculated for the current year as of October 31st. The students entitled to transportation are those identified by DSTS by virtue of distance to school, by identified impediments to safe access to school (i.e. road conditions) or by identification from student services.

Good Shepherd CS			
Division	Transported	Non- Transported	% Non Transported
Primary	25	28	54%
Junior	21	9	30%
Intermediate	12	3	20%
Total	58	40	41%
Ride Times	Pickup	Drop Off	
Shortest Ride(min)	4	5	
Longest Ride(min)	61	57	
Average Ride(min)	23	28	

Notes on Transportation

Bell times: Good Shepherd – 8:15 -2:45

Bus and Parent pick-up and drop-off assessment:

AM: Drop-Off:

There are eight (8) busses that drop off students in the morning. They enter the site at the south Sherrington Road entrance, Busses arrive two at a time in 3 to 5 minute intervals. This creates a very good flow of traffic and student drop-off.

Child Care drop off occurs in the same method as above but earlier prior to student drop-off times. Students that are dropped off by their parents are primarily dropped off along the east and west sides of Sherrington Road. Other parents follow the flow of the blue arrows on the above map and travel through the site rather quickly without issue.

PM: Pick-Up:

Three (3) busses enter the site at the south Sherrington Road entrance and line up along the west side of the school. Two (2) busses enter the site at the north Sherrington Road entrance and line up along the north side of the school. After these busses leave, a second set of four (4) busses arrive via the north Sherrington Road entrance and pick-up the remaining students waiting to be bussed. Parents park on both sides of Sherrington Road during student pick-up for the most part or in the school parking lot.

All bus and parent traffic leaving the school site exit via the Reach Street driveway at the north east end of the school site.

Part 4 – Instructional Data

4.1 Staff Allocation to School

The staff allocation to school includes the current year teaching and non-teaching staff allocation to the school. The staff values are expressed to two decimal places.

Teaching Staff Allocation	Number
Classroom Teachers	6
Program Support	0.5
Prep Time (JK-3)	0.5
FSL (4-8)	0.5
Extra Prep Time	0.2
Prep for FI	0
Library	0.5
Principal	0.5
Vice Principal	0.5
ECE	1
Total	10.2

Non-Teaching Staff Allocation	Number
Secretary	1
EA's	1
Custodians	2
Lunch Room Supervisor	0.519
Total	4.519

Total Staff	14.719
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4.2 Specialized Courses and Programs

Please indicate if the school has any of the following programs and the grades served by these programs. If the program is not listed here, please insert a line and add the program.

Programs	Yes/No	Grades
French Immersion	No	
Extended French	No	
Early Intervention Program	No	
Transition Program	No	
SHSM	No	
OYAP	No	
Advanced Placement	No	

4.3 Grade Organization Elementary Schools Only

For the elementary school please indicate the number of students by grade and the organization for each class using the data from the Staffing Plus system. The teacher's names should not appear. Where schools have a French program please indicate the staffing and class composition for this as well.

Teacher	Staff FTE	Prog	JK-ELKP	SK-ELKP	01	02	03	04	05	06	07	08	Total
	1	RT	8	14									22
	1	RT			10	7							17
	1	RT				7	7						14
	1	RT						11	4				15
	1	RT							5	10			15
	1	RT									9	6	15
TOTAL	6		8	14	10	14	7	11	9	10	9	6	98

Number of Classes	6
Number of combined classes	6
% of Combined Classes	100%

4.4 Course and Program Offerings Secondary Schools Only

Provide data for the secondary school by program area summarized by credit count and number of sections for each of the program areas listed below. All SHSM programs and number of students should be recorded in the adjacent table.

Program Area	Credits	Sections
Arts		
Business		
Civ/Car		
Computers		
English		
French		
Family Studies		
Guidance		
Geography		
Hist		
Humanities		
Law/Politics		
Languages		
Religion		
Other		
Math		
Phys Ed		
Sciences		
Tech		
Grand Total		

NIA

SHSM Programs	Students

Notes

Section Data by program can also be provided for the current year as of October 31st. The data in this table will aggregate up to the summary table above.

Grade						
Program Code	0	9	10	11	12	Grand Total

N/A

4.5 Extra-Curricular Activities

Provide a list of all extra-curricular activities including athletic teams, clubs, performing arts, community outreach and other school sponsored events that have been run within the last year. For each activity indicate the number of participants or teams

Extracurricular Activity	Participants
Cross Country	20 students
Flag Football	1 team
Volleyball	4 teams
Basketball	4 teams
Tchoukball	2 teams
Soccer	2 teams
Norther Schools Tournament	3 teams
Ukrainian Easter Egg Club	17 children
Choir	12 children
Primary Art Club (<i>external provider</i>)	22 children
Junior/Intermediate Art Club (<i>external provider</i>)	15 children
Christmas Concert	All students
Talent Show	45 students
Volunteer Appreciation Tea	Staff + 25-30 volunteers
Guitar Club (<i>external provider</i>)	11 children
Hip Hop Dance Club	14 children
Carnaval	All students + many parent volunteers
Math in Art Night	80 children + their parents; 3 staff involved in planning
Yoga Club (<i>external provider</i>)	25 children
Lego Club	14 children
Play 9 Club	6 children

Part 5 – Other Data

5.1 Non School Programs and Services

This section describes the current non-school programs or services located at the school as well as any revenue from these non-school programs or services.

Program or User Group	Room(s) Used	Revenue From Current Year	Cost Recovery
YMCA of Greater Toronto, Ontario Early Years Program.	105	No	zero

5.2 Facility Partnerships

This section describes the current facility partnerships located at the school as defined by the Community Planning and Partnership Guidelines as well as the revenue received from these partners.

Is the school suitable for Facility partnerships? Please provide comments on suitability.

Good Shepherd is a suitable facility partnership location. The school currently hosts an Ontario Early Years program and the Board has been working with the YMCA exploring options of expanding the current program.

5.3 Community Use of Schools

Provide the details for the Community Use of Schools for the current year including all permits up to the end of June that are in the current system. Indicate the category from the Community Use of Schools procedure, the number of hours used annually by the group and the days of the week that the permit user operates on.

Community Use Group	Category	Hours Used Annually	Days Used
Port Perry Angels - Softball(#1098)	Recreational Sporting Groups	44 hours	Mondays 6 to 8. pm November 2015 to May 2016
1st Port Perry Scout Group(#551)	Not-for-profit Children (0-12)&Youth (13-18)	190 hours	Tuesdays and Wednesdays 6:30 to 8:30 pm September 2015 to June 2016
Port Perry Softball(#1222)	Recreational Sporting Groups	16 hours	Wednesday 8:30 to 9:30pm January 2016 to May 2016

5.4 Child Care

Please provide details regarding the Child Care programs at the school which are licensed under the Day Nursery Act. This information will include the Child Care Operator, the licensed program capacity and the current number of children enrolled.

Child Care Operator	YMCA of Greater Toronto	
Program	Licensed Capacity	Current Enrolment
Infant	n/a	n/a
Toddler	10	10
Pre-School	20	16
Nursery School	n/a	n/a
School Aged	JK/SK = 26 School Age = 25	JK/SK = 13 School Age = 15

Please indicate the square footage of the discrete space child care and the shared space child care areas as indicated on the child care license for the current year.

Licensed Spaces at School	
Discrete Space Area	1,938 sq.ft.
Shared Space Area	Two Classrooms – One kindergarten room and one primary room
Number of Rooms	2
Annual Revenue Received from Child Care	Discrete space \$6,510.00 Shared space \$6,815.00 Total \$13,325.00

All Child Care centres are run on a cost recovery basis and are operated as not-for-profit entities

5.5 Continuing Education

Please list all continuing Education programs at the school that operate at the school and the number of students served by the programs

Continuing Education Programs	Yes/No	Students
Adult day School	No	
LINC Program	No	
LBS Program	No	
Night School	No	
Summer School	Yes	13
International Language	No	
General Interest Courses	No	

Notes

Every summer: Continuing Education runs a reach ahead summer school program aimed at 150 students for 60 hours. Monday to Friday 8:30 am to 1:30 pm for two weeks

Part 6 – Faith Formation/Parish Information

Provide information regarding the breadth of the faith formation programs available at the school and all programs run in conjunction with the parish on an annual basis in the current year.

Faith Formation Programs	
Religion and Family Life Programs	
Sacramental Preparation	
Catholic Social Teachings	
Liturgical Celebrations	
Involvement with Parish	
Catholic Graduate Expectations, Curriculum Maps and Virtues	
Associated Parish(es)	Immaculate Conception
Distance to Parish	2.1 km

Programs run in conjunction with Parish	Occurrence
Parish priest blesses students and staff from both Port Perry Catholic elementary schools at each school	September
Liturgical celebration at church-both schools attend (parts of Mass)	October
Twice monthly parish priest visits to individual schools for class visits and/or liturgies	September - June
Advent Mass at church-both schools attend together	December
Ash Wednesday liturgy at church-both schools attend together	February
Lenten Mass at the church-both schools attend together (subject to scheduling)	March

Notes

There would be no reduction of access to church partnerships, programs and Sacraments if students were consolidated into one school. The bus ride time from Good Shepherd to the church is approximately five minutes.

Appendix 5: Consolidated Boundary Map for Scugog Township

Durham Catholic District School Board
Township of Scugog: School Boundary Map

