

REGULAR BOARD MEETING AGENDA  
PUBLIC SESSION

TUESDAY, APRIL 11, 2017  
7:00 p.m.

Board Room  
Chatham Education Centre  
476 McNaughton Avenue, Chatham

**A**

Page Reference

1. Call to Order
2. Approval of Agenda
3. Declaration of Conflict of Interest
4. Approval of the Minutes of:
  - a) March 21, 2017 Special Board Meeting 3
  - b) March 28, 2017 Regular Board Meeting 10
5. Business Arising from the Minutes
6. Motions Emanating from the Regular Board Private Session
7. Motion that the Actions of the Regular Board Private Session be the Action of the Board.
8. Presentations:
  - a) LKDSB International Education Program
9. Delegations
10. Questions from the Public
11. Reports for Board Action
  - a) Policy and Regulations on *Student Dress Code* Director Costello Report B-17-35 15  
Recommendation  
"That the Board approve the review of the policy and regulations on *Student Dress Code*."
  - b) Policy and Regulations on *Employee Long Term Service Awards and Recognition of Retirees* Director Costello Report B-17-36 18  
Recommendation  
"That the Board approve the revised policy and review of the regulations on *Employee Long Term Service Awards and Recognition of Retirees*."
  - c) Tender Awards - HVAC Upgrade & Roof Replacement (Phase 2), Indian Creek Road and HVAC Upgrade & Classroom Renovations (Phase 2), Wheatley Area Superintendent MacKay Report B-17-37 21  
Recommendation  
"That the Board award the tenders to the successful bidders; Indian Creek Road Public awarded to Agri-Urban Building Inc., and Wheatley Area Public awarded to Westhoek Construction Limited."

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| 12. Reports for Board Information   |  |    |
| a) Special Education Advisory Committee (SEAC) Report   | Trustee Fletcher<br>Report B-17-38                                   | 23 |
| b) Ontario Public School Boards' Association (OPSBA)<br>Update  | Trustee McGregor<br>Oral Report                                      |    |
| c) Student Senate Report  | Student Trustees Jacobs/Jennings<br>Oral Report                      |    |
| d) Final Staff Report for the Consolidation of John N. Given<br>Public School Kindergarten to Grade 8 English Language<br>Program at Tecumseh Public School and the Relocation of the<br>John N. Given Public School Grade 7 and 8 French Immersion<br>Program to McNaughton Avenue Public School | Director Costello<br>Superintendents Girardi/McKay<br>Report B-17-39 | 25 |

Note: This report is presented for information only.

- 13. Correspondence
- 14. New Business
- 15. Trustee Question Period
- 16. Notices of Motion:
- 17. Future Agenda Items
- 18. Announcements
  - a) The next Regular Board Meeting will be held on Tuesday, April 25, 2017, 7:00 p.m. at the Chatham Education Centre.
- 19. Adjournment

**PRESENT:**

Trustees: Chair Jane Bryce, Vice-Chair Elizabeth Hudie, Scott McKinlay, Randy Campbell, Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Tom McGregor, Scott McKinlay, Lareina Rising (via teleconference) and Shannon Sasseville

Student Trustees Ayla Jacobs, Keaton Jennings

Staff: Director of Education Jim Costello, Superintendent of Business Brian McKay, Superintendents of Education Gary Girardi, Helen Lane, Taf Lounsbury, Mark Sherman

Regrets Trustee Bob Murphy, Superintendents of Education Angie Barrese and Phil Warner

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

Call to Order: Chair Bryce called the Meeting to order at 6:00 p.m. and explained that since it was a Special Board Meeting no other items could be added to the Agenda.

#2017-53  
Approval of the Agenda  
Mar/21/2017 Moved by Ruth Ann Dodman, seconded by Randy Campbell,  
"That the Agenda for the Special Board Meeting of March 21, 2017 be approved."

CARRIED.

Declaration of Conflict of Interest: No declarations of conflict of interest were issued.

Addendum to the Final Staff Report for the Consolidation of Aberarder Central School, Bosanquet Central School, Kinnwood Central School and North Lambton Secondary School into a Kindergarten to Grade 12 School Report B-17-29

Director Costello presented the Addendum to the Final Staff Report for the consolidation of Aberarder Central School, Bosanquet Central School, Kinnwood Central School and North Lambton Secondary School into a Kindergarten to Grade 12 School. He noted that it is the final part of the overall pupil accommodation process that began on October 4, 2016 with the presentation of the Initial Staff Report to Trustees. Trustee decisions can shape the future for the next 50 years in the Forest area. He commented that the monies saved through school consolidations allow for LKDSB resources to be spent fairly across fewer but fuller schools. Trustee decisions impact students across the entire LKDSB.

He commented on the Ministry's direction to school boards regarding their duty to consolidate schools where necessary and advised that the Ministry had created pools of taxpayer monies to allow for grants to renovate and rebuild schools to make them more energy efficient for the next generation. He stated that the Ministry has also been clear in its direction to school boards that they must consult with their communities to insure public consultation has occurred in an authentic and meaningful way. During this review, Administration received over 40 pieces of communications in support of the proposed consolidation. Many Forest area students, parents and community members are supportive of the recommendation for a consolidated school and see the logic. He encouraged everyone to keep the students at the heart of the decisions.

Director Costello commented on the delegations made to the Trustees at the February 7 and 28, 2017 Board Meetings. He noted that throughout the pupil accommodation review process, the majority of Accommodation Review Committee (ARC) members acknowledged the advantage of the creation of a Kindergarten to Grade 12 school. A significant amount of communication has been received by LKDSB staff and Trustees regarding this possible consolidation. There appears to be strong support for a new consolidated school on a new site in the Town of Forest. There have been four petitions submitted to alter the boundary of the southwest portion of the catchment area of

Aberarder Central School and one petition submitted in support of maintaining the boundaries outlined in the FSR.

Director Costello commented on the importance of a variety of program offerings for secondary students. This is best accomplished when facilities are conducive to creating a stimulating learning environment designed to meet the needs of all pupils within fiscal parameters. In addition to achieving an economic efficiency the consolidated school will offer sufficient range of programs in a modern facility to meet the needs of a diverse student population in the Forest area. He noted the strong agriculture focus at North Lambton Secondary School. The Kindergarten to Grade 12 school would reduce the transition from an elementary to a secondary school, creating greater opportunity for staff to support literacy and numeracy needs of students. In addition, all grades would have access to specialized areas of the school, a modern athletic facility, science labs and a more concentrated support staff. Positive program enhancements could also occur in the intermediate years of Grade 7 to Grade 9. There is the potential for the broadening of program delivery in these grades. This increased opportunity coincides with the Ministry's Experiential Learning initiative which calls for schools to provide opportunities for intermediate students to experience activity-based learning. North Lambton Secondary School (NLSS) is a rural school which provides a full range of courses for all of its students consistent with other secondary schools in the LKDSB. It also offers Specialist High Skills Major (SHSM) programs with area of focus in agriculture, construction and health and wellness. It is the LKDSB's plan that these programs will continue in a Kindergarten to Grade 12 school. Increased awareness of the SHSM program across a larger student population will encourage the continuation of the program. A consolidated school would provide an opportunity to reflect the unique culture of the area to benefit student learning and embrace the traditions of Kettle and Stony Point First Nation, the Municipality of Lambton Shores, the Town of Plympton-Wyoming, and Warwick Township. The importance of maintaining the Rosemary Wolfe Centre at the new site was noted. The Municipality of Lambton Shores has expressed interest in working with the LKDSB to create a community hub, whereby services that are available at The Shores Recreation Centre could be shared with a consolidated school constructed on a nearby site. As well, the existing Kinnwood Central School Best Start Hub could be relocated to a new Kindergarten to Grade 12 site.

Director Costello explained that school boundaries are primarily established for balanced student distribution. Proximity to nearby schools is a secondary factor. Any change to the boundary will result in fewer students attending the secondary portion of the consolidated Kindergarten to Grade 12 school in Forest as Errol Village Public School is a feeder school to Northern Collegiate Institute and Vocational School (NCIVS). Chatham-Kent Lambton Administrative School Services (CLASS) data confirms that there are a number of examples across the district where students residing near a boundary edge may be closer to an out-of-catchment area school. Director Costello suggested that a boundary review could be done in the future in a larger context, including other areas like Blue Point. He commented that he is sympathetic to the requests to revise the boundary but does not support a revision. He presented maps demonstrating the requests outlined in the petitions received and the proposal from the Township of Plympton-Wyoming. The data associated with the requests has been reviewed. A five-year history of the NLSS catchment area feeder school students' choice of secondary school was explained. He explained that there are three additional elementary schools that feed into NLSS – East Lambton Elementary School, Grand Bend Public School and Hillcrest School. Any

change to the boundary would result in fewer students attending the secondary portion of the consolidated Kindergarten to Grade 12 school in Forest.

Director Costello reviewed the transition plan that would be implemented if the recommendation for the consolidation was to be approved. A Transition Committee would be formed. Administration has had positive experiences with this model in the past. Transition Committees form sub-committees depending on the consolidated school needs. It is the practice of the LKDSB to form a naming committee for the consolidated school. The LKDSB has a regulation to govern the process.

Director Costello outlined the steps taken as part of the accommodation review process: Public meetings, Accommodation Review Committee (ARC) meetings, Public delegations to Trustees at Board Meetings, Meetings with local municipal officials, and Meetings with school staff and union representatives.

He explained that after reviewing the information gathered during the accommodation review process, Senior Administration upholds the recommendations contained in the Final Staff Report (FSR) and submits the following recommendations without modification. He expressed his respect for the staff, students, parent/guardians and community representative for their contributions to the process.

In response to Trustee Fletcher's question, Director Costello explained that boundary changes are approved by the Board. Senior Administration could identify a need or community representatives could express a concern to Senior Administration and Administration would bring a recommendation to Board for approval.

In response to Trustee Campbell's question, Superintendent McKay advised that a new school requires 20 to 24 acres depending on the shape of the building. Administration has not explored land costs as yet. In discussions with the Ministry a place holder for an amount was submitted. Administration would work with the Ministry if approval was received.

Vice-Chair Hudie pointed out that the lack of rural funding and declining enrolment were beyond the control of the LKDSB. She commented on Administration's creative solutions and the support from the community and Municipalities. She thanked everyone involved for their assistance.

#2017-54  
New Kindergarten to  
Grade 12 Consolidated  
School on a New Site -  
Aberarder, Bosanquet,  
Kinnwood Central Schools  
and North Lambton  
Secondary as of  
September 1, 2020

Moved by Jack Fletcher, seconded by Elizabeth Hudie,

"That the Board approve the consolidation of Aberarder Central School, Bosanquet Central School, Kinnwood Central School and North Lambton Secondary School into a Kindergarten to Grade 12 School on a site to be determined as of September 1, 2020 and the submission of grant applications to the Ministry of Education for funding for the construction of the new school and the acquisition of land; and that the Board close Aberarder Central School, Bosanquet Central School, Kinnwood Central School and North Lambton Secondary School as of July 1, 2020."

Trustee McGregor questioned if there was a priority between recommendation #1 or #2 and if recommendation #1 was approved would recommendation #2 be omitted. Director Costello confirmed that recommendation #1 was the first choice and #2 was a backup. Superintendent McKay commented on his positive discussions with the Ministry regarding recommendation #1 and associated grant application. Administration feels it has provided a good case to the Ministry but the LKDSB is up against other school boards. Superintendent McKay advised that the grant application for the new build was about \$28M based on Ministry bench marks. The grant addition at Kinnwood Central School

was for almost \$19M plus the cost of land which would be about \$23M. Superintendent McKay advised that based on Ministry timelines, successful grant announcements are expected by the middle of May. Director Costello confirmed that Administration would be in regular contact with the Ministry representatives over the next few months.

In response to Trustee Sasseville question, Director Costello advised that Superintendents McKay and Girardi have communicated with the Ministry representatives that recommendation #1 is the preferred choice for the LKDSB. Superintendent Girardi confirmed that conversations with Ministry representatives are ongoing and they are well aware of the vocal support from the community. Superintendent McKay confirmed that the \$28M for a new school on a new site does not include land costs. Trustee Rising commented on recommendation #1 being the only option and proposed delaying recommendation #2 noting that recommendation #2 is not the option that the First Nation community would hope for. Trustee Dodman expressed concerns about a school being landlocked and questioned the acreage needed for the recommendations. Superintendent McKay confirmed that Administration would not want to be landlocked. He noted that the land around The Shores Recreation Centre would allow frontage road access and plenty of room. Superintendent McKay stated that the grant application for recommendation #2 included an option to purchase a piece of land to the south of the current property for the addition at Kinnwood Central School.

Chair Bryce clarified that recommendation #2 was not on the floor as yet. Once it is on the floor, Trustees could turn the motion down, change the language or refer it back to Administration.

Trustee Rising confirmed that the First Nation community is in total support of recommendation #1 and not recommendation #2.

CARRIED.

Moved by Scott McKinlay, seconded by Tom McGregor,

“That the Board approve the closure of Aberarder Central School and the consolidation of the students with the Kinnwood Central School students at the Kinnwood Central School Site as of July 1, 2018 if funding is not provided by the Ministry for the construction of a Kindergarten to Grade 12 school at a site to be determined.”

Trustee McKinlay noted that recommendation #2, to build an addition to Kinnwood Central School for the consolidated Kindergarten to Grade 12 school, was not brought to the floor for discussion. He noted that if the LKDSB does not receive funding for the building of a new school, the LKDSB would not be doing anything to enhance the secondary school in Forest. He commented that the community indicated that it needs a vibrant high school in Northern Lambton County and questioned if the Board could apply in the future. Director Costello confirmed that North Lambton Secondary School would remain as is if funding was not received for construction of a new school and that other school boards have resubmitted grant applications to the Ministry in the past without conducting another ARC.

In response to Trustee Sasseville's question regarding reapplying for funding during the next cycle, Superintendent McKay advised that when other school boards have reapplied under the grant program they have left the application the same to maintain the status of the grant application and Motion passed by the school board. If the LKDSB closed Aberarder Central School, the grant application would be altered and no longer valid. He confirmed that the closure of Aberarder Central School would materially change the Ministry grant

application. The LKDSB would have to turn down recommendation #3 to be in line with the Ministry grant application. It is likely that the ARC process would have to be re-established.

Superintendent McKay explained the Ministry's two grant programs. Currently, the LKDSB is applying for funding under the School Consolidation Capital. The Ministry has experienced a drop in the number of applications submitted for these grants. The LKDSB could reapply next winter if the Ministry does not make any changes to application process. The other grant application opportunity is the Capital Priorities Grant. This is the grant that the LKDSB applied for and received funding for the consolidated Great Lakes Secondary School and Plympton-Wyoming Public School. Applications are submitted to the Ministry in July with announcements coming in late October. These grants are highly subscribed by school boards. They are for additions and renovations impacting programs and enrolment.

It was suggested that the Motion be withdrawn until recommendation #2, the addition at Kinnwood Central School, was discussed.

The Mover and Seconder agreed to withdraw the Motion from the floor.

Moved Scott McKinlay, seconded by Elizabeth Hudie,

“That the Board approve the consolidation of Aberarder Central School, Bosanquet Central School, Kinnwood Central School and North Lambton Secondary School into a Kindergarten to Grade 12 School on the Kinnwood Central School Site as of September 1, 2020 and the submission of grant applications to the Ministry of Education for funding for the construction of the addition and the acquisition of land adjacent to the Kinnwood Central School Site; and that the Board close Aberarder Central School, Bosanquet Central School and North Lambton Secondary School as of July 1, 2020.”

Moved by Tom McGregor, seconded by Dave Douglas,

“That the Motion be amended to add to the recommendation *If funding is not provided by the Ministry to proceed with building a new school on a new site.*”

#### AMENDEMENT TO THE MOTION CARRIED.

Trustee Douglas supported having a backup plan for the schools, noting the age of the buildings.

Trustee Rising expressed concern over having a backup plan. She commented that she heard from the communities that the most preferred option was the construction of a new school on a new site. She would support reapplying for the new build noting that this is the overwhelming choice of the First Nation and other community members. Trustee Sasseville commented on the strong support for a new school that was voiced by the community. She supported giving the Ministry process a fair chance noting that it may take more than one application.

Trustee Fletcher requested a Recorded Vote	Yes	No
Trustee Rising		X
Shannon Sasseville		X
Jack Fletcher		X
Randy Campbell	X	
Ruth Ann Dodman		X
Scott McKinlay	X	

Dave Douglas	X	
Tom McGregor	X	
Elizabeth Hudie		X
Jane Bryce	X	

MOTION DEFEATED.

Moved by Dave Douglas, seconded by Jack Fletcher,

“That the Board approve the closure of Aberarder Central School and the consolidation of the students with the Kinnwood Central School students at the Kinnwood Central School Site as of July 1, 2018 if funding is not provided by the Ministry for the construction of a Kindergarten to Grade 12 school at a site to be determined.”

Trustee Rising questioned if it would make the application more onside if the wording were changed in the Motion to add until a response is received from the Ministry regarding funding. Superintendent McKay commented that the Ministry may discount the Aberarder Central School facility backlog and that may weaken the impact of the Motion passed to build a new school on a new site and future application. He confirmed that approving the closure of Aberarder Central School would jeopardize the Motion passed to build a new school on a new site.

Trustee McKinlay commented that he supported building a new school but thinks the community would also support an addition at the Kinnwood Central School site rather than nothing. He noted the financial constraints facing the LKDSB. Trustee Sasseville commented on the opportunity to go back and revisit the option of an addition to Kinnwood Central School at a future date if funding is not received for a new school on a new site and options available through different grant applications.

Trustee Rising requested a Recorded Vote

<u>Non-Binding Student Trustee Votes</u>	Yes	No
Keaton Jennings		X
Ayla Jacobs		X
<u>Binding Votes</u>		
Lareina Rising		X
Jack Fletcher		X
Dave Douglas	Abstained	
Ruth Ann Dodman		X
Shannon Sasseville		X
Randy Campbell		X
Scott McKinlay		X
Tom McGregor		X
Jane Bryce		X
Elizabeth Hudie		X

MOTION DEFEATED

Moved by Ruth Ann Dodman, seconded by Randy Campbell,

“That the Board dissolve the Forest Area Schools Accommodation Review Committee with thanks.”

It was suggested that the ARC not be dissolved until word is received from the Ministry regarding funding. Director Costello confirmed dissolving the ARC is not part of the Ministry grant application process. The Ministry requires a Board approved Motion for the application. Chair Bryce commented that generally committees are formed to complete a specific job and when completed they are dissolved. The ARC members have fulfilled their duties and brought forward



recommendations. Director Costello confirmed that there is not a Ministry Moratorium on revisiting schools before five years but it is a recommendation. He advised that some school boards have had success in resubmitting the same grant application to the Ministry. The Board could re-establish an ARC if it decides to revisit the community as part of a future accommodation review.

Chair Bryce confirmed that a Trustee voting on the prevailing side of the Motion could bring back a Motion to reconsider the Motion at a future meeting. The Motion would require a 2/3s vote to be reconsidered.

MOTION DEFEATED.

#2017-55  
Ad Hoc Naming  
Committee for the  
consolidated Kindergarten  
to Grade 12 in Forest

Moved by Jack Fletcher, seconded by Scott McKinlay,

“That the Board approve the establishment of an Ad Hoc Naming Committee to recommend to the Board a name for the consolidated Kindergarten to Grade 12 Aberarder Central School, Bosanquet Central School, Kinnwood Central School and North Lambton Secondary School and appoint two Trustees to serve on the Committee.”

Moved by Tom McGregor, seconded by Ruth Ann Dodman,

“That the Motion be amended to add to the end of the sentence *in the event that the Ministry approves the grant request for the construction of a Kindergarten to Grade 12 school.*”

AMENDMENT TO THE MOTION CARRIED.

AMENDED MOTION CARRIED.

Chair Bryce referred to Director Costello’s Pupil Accommodation Report presented to Trustees in November 2015 and quoted “The significant reduction in funding and the immediacy of its impact demands that the LKDSB act to implement a multiyear plan in the interest of fiscal responsibility and enhanced student learning. While this new reality presents significant challenges and changes to the LKDSB, it also provides opportunities to reshape the Board to provide enhanced learning environments for our students.”

Chair Bryce stated that the recommendations made by Director Costello and the members of Senior Administration are made in the best interests of all students regarding more equitable access to programs, are made in the interest of maintaining fiscal responsibility over the long term, and are based on an assessment of the age and quality of LKDSB buildings.

She quoted the November 2015 Pupil Accommodation Report again noting “This process can lead to a LKDSB which has fewer but fuller schools which will be more efficient to operate. This will allow resources to be allocated equitably to all students, while promoting student success for all.”

Chair Bryce thanked the Trustees for their time and deliberations. She expressed deep gratitude to the Accommodation Review Committee (ARC) members for all their work and the advice they provided.

Adjournment  
7:50 p.m.

There being no further business, Chair Bryce declared the meeting adjourned at 7:50 p.m.

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Chair of the Board

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Director of Education and Secretary of the Board

Lambton Kent District School Board

Minutes of the Regular Board Meeting of March 28, 2017 held at the Sarnia Education Centre

**PRESENT:**

Trustees: Vice-Chair Elizabeth Hudie, Randy Campbell, Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Tom McGregor, Scott McKinlay, Bob Murphy, Lareina Rising (via teleconference)

Student Trustee Ayla Jacobs

Staff: Director of Education Jim Costello, Superintendent of Business Brian McKay, Superintendents of Education, Angie Barrese, Gary Girardi, Taf Lounsbury, Mark Sherman and Phil Warner

Regrets: Chair Jane Bryce, Trustee Shannon Sasseville, Student Trustee Keaton Jennings and Superintendent Helen Lane

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

Call to Order: Vice-Chair Hudie called the meeting to order at 7:00 p.m. Trustee McKinlay served as Vice-Chair for the Meeting.  
Vice-Chair Hudie shared an In Memoriam for student Jack Lewis. A moment of silence was observed.

#2017-58  
Approval of the Agenda  
Mar/28/2017  
Moved by Ruth Ann Dodman, seconded by Randy Campbell,  
"That the Agenda for the Regular Board Meeting Public Session of March 28, 2017 be approved."  
CARRIED.

Declaration of Conflict of Interest: No declarations of conflict of interest were issued.

#2017-59  
Approval of the Board  
Minutes  
Feb/28/2017  
Moved by Jack Fletcher, seconded by Tom McGregor,  
"That the Board approve the Minutes of the Board Meeting of February 28, 2017."  
CARRIED.

#2017-60  
Action of the Regular  
Board Private Session be  
the Action of the Board  
Moved by Scott McKinlay, seconded by Dave Douglas,  
"That the Action of the Board in Private Session be the Action of the Board."  
CARRIED.

School Year Calendar  
2017/2018  
Report B-17-32  
Superintendent Lounsbury presented the draft 2017/2018 School Year Calendar. She advised that Administration has consulted with the coterminous school board, unions, administrators and Parent Involvement Committee and is proposing a regular school calendar for the 2017/2018 school year.

Statutory/School Board Designated Holidays:

September 4, 2017	Labour Day
October 9, 2017	Thanksgiving Day Holiday
December 25 to January 5, 2018	Christmas Break
February 19, 2018	Family Day
March 12 – 16, 2018	March Break
March 30, 2018	Good Friday
April 2, 2018	Easter Monday
May 21, 2018	Victoria Day

P.A. Days:

Friday, September 29, 2017  
Friday, October 27, 2017  
Friday, November 24, 2017

Friday, February 2, 2018  
Friday, April 27, 2018  
Friday, June 8, 2018  
Friday, June 29, 2018

Secondary Exam Days:

Friday, January 26 – Thursday, February 1, 2018  
Friday, June 22 – Thursday, June 28, 2018

EQAO Dates:

Grade 3 & 6 Assessments		May 22 to June 4, 2018
Grade 9 Math -	1 <sup>st</sup> Semester	January 15 to January 26, 2018
Grade 9 Math -	2 <sup>nd</sup> Semester	June 5 to June 18, 2018
OSSLT		April 10, 2018

#2017-61  
School Year Calendar  
2017/2018 Approved

Moved by Jack Fletcher, seconded by Bob Murphy,

“That the Board approve the 2017/2018 School Year Calendar and that this calendar be forwarded to the Ministry of Education for approval as required.”

CARRIED.

Ontario Public School  
Boards' Association  
(OPSBA) Update

Trustee McGregor reported that the OPSBA Board met on March 3 and 4, 2017 and discussed the executive salary compensations legislation. Senior Administration has had their salaries frozen for a number of years but that is coming to end in September 2017. OPSBA will be providing school boards with information in April 2017 that is currently being prepared by the OPSBA Steering Committee. The OPSBA Directors are meeting on April 21 and 22, 2017 to review the draft templates for school boards to work through to deal with the compensation issues. The plans must be posted on school board websites and in place for September 1, 2017. He advised that Bill 68 Modernizing Ontario's Municipal Legislation Act and the Municipal Conflict of Interest Act are being amended. Some of the changes will impact Trustees. The start date for the Trustee term of office may move from December 1 to mid-November. He advised the OPSBA Western Region meeting is scheduled for April 8, 2017 at the Thames Valley District School Board's Clark Road Secondary School in London from 9:00 a.m. to 2:00 p.m. Trustee honoraria and multi-year priorities are on the agenda. The OPSBA AGM will be held from June 8 to 11, 2017 in Collingwood. Trustee McGregor confirmed that trustees around the OPSBA table were welcoming the executive salary compensation template to guide the process.

Reporting Under the  
Public Salary Disclosure  
Act 2016  
Report B-17-33

Director Costello advised that each year, since the *Public Sector Salary Disclosure Act* was passed in 1996, the Ontario Government has published a compendium on public sector employees who were paid a salary of \$100,000 or more. Organizations that receive public funding from the Province of Ontario are required to disclose the names, positions, salaries and taxable benefits of these employees. The salary required to be made public under the Act reflects the amount reported to Canada Revenue Agency on the employer's T-4 slip for the employee. The T-4 amounts may include components that relate to a prior year and may exceed the employee's annual rate of salary. The taxable benefits listed on the report are the amount shown on the T-4 slip as prepared for the Canada Revenue Agency. The Act covers city and other local governments, universities and colleges, school boards, hospitals, and Crown agencies. It also applies to the Provincial Government ministries and members of the Assembly. Other non-profit organizations that receive a large share of their funding from the provincial government are covered as well. He advised that last year there were 141 names on the LKDSB list and this year there are 149 names. Some

secondary department heads who taught summer school are now on the list. An elementary teacher who cancelled a four over five year differed salary plan is on the list. Superintendent Badder's salary is listed higher than the previous year due to a retirement gratuity and vacation payout upon her retirement at the end of 2016.

Director Costello confirmed that his salary was reported accurately. It was suggested that consideration be given to paying school administrators of the Grade 7 and 8 programs in the secondary schools a principal salary rather than a vice-principal salary to reflect the duties performed. Director Costello commented that LKOPC negotiates with the Board around principal and vice-principal compensation and that this point could be discussed.

Financial report 2016/2017  
School Year, Expenditures  
to February 28, 2017  
Report B-17-34

Superintendent McKay presented the financial report summarizing expenditures for the period from September 1, 2016 to February 28, 2017. This period represents about 50% of the operating expenses that occur over 12 months, and approximately 60-65% of the salary and benefit portion of the instructional operating expenses that occur over a 10 to 12 month period. He advised that overall the budget is tracking very well. He advised that the expenditures under the Salaries and Wages category comprise the largest budget component for LKDSB. While variances do exist in the separate salary and wage areas, the overall salary and wage category is anticipated to be on budget for the year. The variances against supplies and services budget are due to the timing differences of purchases with respect to the budget allocation. No significant year end variance is expected.

Superintendent McKay explained that the trustee \$43,800 budget in supplies and services is composed of \$24,000 for travel to Board Meetings, \$10,000 for supplies and \$9,700 for meeting operating costs. The budget usually comes in under budget. Approximately \$26,000 was spent last year. Superintendent McKay explained that the \$4,700 listed as trustee benefits is for CPP. Trustee Murphy noted that this is a tax rather than a benefit. Superintendent McKay advised that the item cannot be changed in the Ministry reporting template but that a footnote could be included on the item.

Chatham Pupil  
Accommodation Review  
Update

Superintendent Girardi reported that the Chatham Pupil Accommodation Review Committee had completed its work. The committee members began their work on October 27, 2016 with an orientation session. They participated in two working meetings that took place in Chatham on January 19, 2016 and March 7, 2017. At the most recent working meeting, ARC members discussed options for potential updates for the parking lot and the movement of students, staff and parents in and out of it. Construction timelines were discussed and dates for the potential movement of students to either Tecumseh Public School and/or McNaughton Avenue Public School. Senior Administration is in the process of going over the discussion and data from the process in order to write that Final Staff Report (FSR) that will be presented at the Regular Board meeting on April 11, 2017 in Chatham. There will be an opportunity for delegations to present in response to the FSR at the Regular Board Meeting on April 25, 2017 in Chatham. Trustees will be asked to vote on the Addendum to the Final Staff Report on May 9, 2017 at the Regular Board Meeting in Chatham. Superintendent Girardi confirmed that discussions on vehicular and pedestrian traffic patterns occurred at the last working meeting. The architect attended the meeting and outlined possibilities for the school site. CLASS will work with the Municipality of Chatham-Kent if Trustees vote to approve the recommendation.

Correspondence

The Board received a letter from the Minister of Education regarding the pupil accommodation process, dated March 6, 2017. Vice-Chair Hudie commented that the process the LKDSB followed in Forest appears to reflect the intent of

the letter. Trustee McGregor referenced statements in the letter about coterminous school boards working together and encouraged the Board to consider meeting with our local coterminous school board. Director Costello supported the idea and advised that he meets with the coterminous school board director regularly and that the Directors and Board Chairs meet once a year. The LKDSB could invite them to meet and discuss working together if it is the will of the Board. Trustee McGregor commented that he was interested in proposing the idea at a future meeting but would like to discuss the idea with Chair Bryce when she returns. Trustee McKinlay noted that the LKDSB has, on numerous occasions, broached this topic with the coterminous school board. He noted that a positive reception to the idea was not received in the past and referred to a past situation in Thamesville. He commented on opportunities moving forward.

## Trustee Questions

Trustee McKinlay referred to discussions at the March 21, 2017 Special Board Meeting about recommendations #1 (construction of a new Kindergarten to Grade 12 school on a new site) and #2 (construction of an addition to the Kinnwood Central School site for a Kindergarten to Grade 12 school). He referred to the question raised at the Meeting about the Board's ability to bring recommendation #2 back to the Board table if the Ministry turns down the grant application for the construction of a new Kindergarten to Grade 12 school on a new site, without conducting another ARC. Director Costello advised that Administration spoke with a Ministry Capital Analyst about a possible stale date for a Motion. The Ministry representatives confirmed that the Pupil Accommodation Review Guidelines (PARG) are broadly written and do not have language on this matter. Director Costello referred to the LKDSB Procedural By-laws clauses on reconsideration of a motion.

### *7.14 – Reconsideration of Vote at a Subsequent Meeting*

*A motion to reconsider the vote at a subsequent meeting may be made by any member who voted on the prevailing side of the question at issue, provided that a written notice of intention to move a reconsideration shall have been given at a previous meeting of the Board. In such case, a majority of those present shall carry the motion.*

### *7.15 – Reconsideration*

*A motion to reconsider once made after notice at a previous meeting shall have been given and decided in the negative, no further motion to reconsider shall be entertained during the next twelve months without the unanimous consent of all trustees present or not present given in writing.*

Director Costello clarified that a vote against the Motion on the floor is deemed to be on the prevailing side, as well as absent Trustees. One of the Trustees voting against the consolidation of the Kindergarten to Grade 12 school at the Kinnwood Central School site would have to Serve Notice of Motion to bring the Motion back to the Board table for reconsideration.

Director Costello confirmed that Administration is moving ahead with the grant application and supporting Board Motion for the consolidation of a new Kindergarten to Grade 12 school on a new site. Director Costello proposed the Board consider the status of the Accommodation Review Committee once the Ministry makes a decision on the current grant application.

Trustee McGregor advised that he had been contacted by a parent in Wallaceburg wishing to enroll their child in the French Immersion Program in Chatham who had difficulty in getting their child to the transportation pick-up point on Highway 40. He noted that the coterminous school board now offers a French Immersion program at a school in Wallaceburg. Director Costello

advised that the transportation policies apply to both school boards. Trustees of both school boards approved the policies that cover walk distances and French Immersion. He advised that French Immersion is an elective program and the 20 km radius of the French Immersion elementary school applies to all communities. Both school boards would have to agree to broaden the km requirement which would increase transportation costs. Director Costello commented that the requirements were probably established when the transportation consortium was implemented. A few years back, Administration had looked at decreasing the walking distance for the kindergarten students but could not afford it within the transportation budget. Superintendent Lounsbury commented on the history of the program. Director Costello will obtain the rationale for the pickup spot on Highway 40 for the student to obtain a bus ride to McNaughton Avenue Public School for the French Immersion program. Director Costello advised that the last French Immersion Program Review was done in 2010. Trustee Murphy suggested conducting a cost benefit analysis regarding transportation and students leaving the LKDSB to enroll in the coterminous school board's program.

Superintendent Warner expressed concern about expansion of the French Immersion program from a staffing perspective. The implementation of the Ministry's two-year teacher college program has resulted in a shortage of qualified French teachers. Some school boards are looking at changing the entry level to a later grade to address the shortage.

#2017-62  
Administration to Report  
on French Immersion (FI)  
policy costs re: optimizing  
placements in FI

Moved by Bob Murphy, seconded by Ruth Ann Dodman,

“That Administration review transportation French Immersion policy costs with a goal to optimize placement in available French Immersion space in both elementary and secondary schools.”

CARRIED.

It was noted that the LKDSB cannot approve transportation policy changes without the support of the coterminous school board because they are a member of the transportation consortium (CLASS).

Announcements

The next Regular Board Meeting will be held on Tuesday, April 11, 2017 at the Chatham Education Centre at 7:00 p.m.

The April 25, 2017 Regular Board Meeting will be held at the Chatham Education Centre at 7:00 p.m.

Adjournment  
8:07 p.m.

There being no further business, Vice-Chair Hudie declared the meeting adjourned at 8:07 p.m.

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Chair of the Board

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Director of Education and Secretary of the Board

REGULAR BOARD, PUBLIC SESSION

REPORT TO BOARD

FROM: Jim Costello, Director of Education

DATE: April 11, 2017

SUBJECT: Policy And Regulations *Student Dress Code*

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The policy and regulations on *Student Dress Code* have been reviewed as part of the LKDSB cyclical review.

The documents continue to reflect the philosophy of the LKDSB. Changes to the documents are not recommended.

**Recommendation:**

**“That the Board approve the review of the policy and regulations on *Student Dress Code*.”**



## **POLICY**

<b>SUBJECT:      Student Dress Code</b>
---

It is the policy of the Lambton Kent District School Board that individual schools establish a student dress code respecting appropriate dress for pupils.

*Changes not recommended.*

Implementation Date: June 26, 2001  
Reviewed: May 13, 2008, November 12, 2013

Reference: Board Regulations





# REGULATIONS

<b>SUBJECT:      Student Dress Code</b>
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*Changes not recommended.*

1. The principal/designate will review the school's dress code annually with students, school staff, volunteers working in schools, school council members and parents/guardians.
2. The review process is designed to enable a majority of parents, through their school councils, to have input on what an appropriate dress code policy should be in their own school.
3. The school's student dress code will relate to fostering a safe and respectful learning and teaching environment.
4. The school dress code will be consistent with the Human Rights Code and the Charter of Rights and Freedoms (e.g. disability, religious beliefs).
5. Expectations will be stated for student compliance with the school dress code policy and will take into consideration local circumstances and the principal's authority under the Education Act.
6. If a significant change in the dress code (e.g. implementation of uniforms) is being considered a consensual approach is recommended but a vote may be used. If a vote is used, a majority of parents is defined at 70% of the parents/guardians (one vote per family) of registered students in the school. Issues of affordability will be addressed in the process.
7. No student will be denied access to school as a result of inability to afford appropriate clothing required by a school's dress code.

Implementation Date: June 26, 2001  
Revised: May 13, 2008, November 12, 2013  
Reference: LKDSB Policy

REGULAR BOARD, PUBLIC SESSION

REPORT TO BOARD

**FROM:** Jim Costello, Director of Education

**DATE:** April 11, 2017

**SUBJECT:** Policy And Regulations *Employee Long Term Service Awards And Recognition Of Retirees*

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The policy and regulations on *Employee Long Term Service Awards and Recognition Of Retirees* have been reviewed as part of the LKDSB cyclical review.

It is proposed that the first statement in the policy be deleted to be consistent with LKDSB format. The documents continue to reflect the philosophy of the LKDSB. Changes to the regulations are not recommended.

**Recommendation:**

**“That the Board approve the revised policy and the review of the regulations on *Employee Long Term Awards and Recognition of Retirees.*”**



## POLICY

**SUBJECT: Employee Long Term Service Awards and Recognition of Retirees**

~~The recognition of employees for accumulated long-term service is important to the maintenance of employee morale and establishes milestones toward which employees may strive.~~

It is the policy of the Lambton Kent District School Board to annually recognize all employees who have accumulated long-term service according to the Regulations established under this policy.

Implementation Date: June 25, 1998  
Revised: April 23, 2002  
Revised: September 12, 2006  
Reviewed: January 11, 2011

Reference: Regulations



## **REGULATIONS**

**SUBJECT: Employee Long Term Service Awards and Recognition of Retirees**

1. All employees of the Lambton Kent District School Board who have accumulated long term service with the Board, or one of its predecessor Boards, sufficient to have achieved one of the recognized milestones are eligible to receive long term service awards.
2. The accumulated long-term service milestones to be recognized are:
  - o 10 years of continuous service
  - o 25 years of continuous service
  - o Retirement
3. Employees who have achieved the service milestones of 10 years will receive a Board pin; employees who have achieved the service milestones of 25 years will receive a gift; and retirees will receive a gift. Trustees receive the same gift as retiring employees.
4. The Board will host a reception to honour the 25 year milestone employees and retirees. The Trustees will present the gifts.

*Changes not recommended.*

Implementation Date: April 23, 2002  
Revised: September 12, 2006  
Reviewed: January 11, 2011

Reference: Regulations

**BOARD REPORT**  
**REGULAR BOARD, PUBLIC SESSION**

**REPORT NO: B-17-37**

**Memorandum To:** Jim Costello, Director of Education  
**FROM:** Brian McKay, Superintendent of Business  
**DATE:** April 11, 2017  
**SUBJECT:** Tender Awards  
**HVAC Upgrade & Roof Replacement (Phase 2), Indian Creek Road**  
**HVAC Upgrade & Classroom Renovations (Phase 2), Wheatley Area**

Indian Creek Road Public School:

*(Tendered Base Bid: HVAC Upgrade, Classroom Refresh, Roof Replacement, Asphalt Replacement; Separate Price 1: Exterior Lighting; Separate Price 2: Exterior Pole Mounted Lighting; Separate Price 3: FDK Playground Renovations; Separate Price 4: Digital Clock PA System)*

Tenders were received electronically and opened on March 30, 2017. Bid results are as follows (\*\* indicates successful bidder):

<b>PROJECT BIDDER</b>	<b>BASE BID (nic. h.s.t.)</b>	<b>TOTAL BID (nic. h.s.t.)</b>
<b>** Agri-Urban Building Inc., Dresden</b>	<b>1,797,000.</b>	<b>1,975,000.</b>
Elgin Contracting & Restoration Ltd., St. Thomas	1,827,000.	2,057,000.
TCI Titan Contracting Inc., Windsor	1,890,000.	2,060,127.
Vince Ferro Construction Ltd., Windsor	1,897,730.	2,113,793.

Wheatley Area Public School:

*(Tendered Base Bid: HVAC Upgrade, 2 Classrooms & Admin. Area Refresh; Separate Price 1: Classroom Refresh A3, B8, B9 & Workroom B9; Separate Price 2: Classroom Refresh Classroom C10, C11, & Workroom C10)*

Tenders were received electronically and opened on March 29, 2017. Bid results are as follows (\*\* indicates successful bidder):

<b>PROJECT BIDDER</b>	<b>BASE BID (nic. h.s.t.)</b>	<b>TOTAL BID (nic. h.s.t.)</b>
<b>** Westhoek Construction Limited, Chatham</b>	<b>944,647.00</b>	<b>1,100,810.00</b>
Intrepid General Limited, Chatham	971,407.14	1,120,665.65
Vince Ferro Construction Ltd., Windsor	978,406.00	1,140,467.00
Elric Contractors Ltd., Wallaceburg	991,201.92	1,156,654.58
TCI Titan Contracting Inc., Windsor	1,000,000.00	1,160,677.37

<b>PROJECT SUMMARY</b>	
Successful Bids Total (inc. h.s.t.)	3,075,810.00
Design Fees	214,539.46
Net HST	71,071.57
<b>Total Projects, This Report:</b>	<b>3,361,421.03</b>
Budget Funding:	
-School Fundraised Money, ICRPS	52,000.00
-School Condition Improvement (2016-17)	3,309,421.03
<b>Total Project Budget:</b>	<b>\$ 3,361,421.03</b>

**Recommendation:**

“That the Board award the tenders to the successful bidders; Indian Creek Road Public awarded to Agri-Urban Building Inc., and Wheatley Area Public awarded to Westhoek Construction Limited.”

**REPORT TO THE BOARD  
REGULAR BOARD, PUBLIC SESSION**

**REPORT NO: B-17-38**

**FROM: Jack Fletcher, Trustee and Vice-Chair of the Special Education Advisory Committee**

**DATE: April 11, 2017**

**SUBJECT: Special Education Advisory Committee Meeting Summary**

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The Special Education Advisory Committee (SEAC) of the Lambton Kent District School Board met on March 23, 2017 via Video-Conference. Following is a report of the activities of the meeting:

Business Arising from the Minutes

Gord Crompton of Community Living, Chatham-Kent had asked staff for information regarding the uptick in students identified as having a developmental disability relative to the overall decline in other categories. Staff reported that there isn't any one reason as it's likely due to a few factors, including the fact that there had been a decline in students, so it may be a leveling off; and, that staff are using the Wechsler Intelligence Scale (WISC-5) for Children and it uses different norms that may result in more students being identified. Mr. Crompton thanked the staff for the insight.

Presentation: *Doing More with Less – Delivery of Special Education Services in the Face of Increasing Needs and Decreased Funding*

Members of the Special Education Team provided SEAC with an overview of how they are working to “Do More with Less” in the face of declining enrolments, which result in reduced special education funding. At the same time that funding is decreasing, staff are seeing an increase in needs, including students who are starting school at a younger age and who have more complex needs.

Staff outlined some of the training opportunities that were provided in order to put the appropriate tools and resources into the hands of the Resource Teachers, Educational Assistants, and Administrators. Initiatives included: Red Zones Training, a File Folder Project, Zones of Regulation, Applied Behaviour Analysis (ABA), and Functions of Behaviour, etc.

Members of SEAC were advised that funding cuts resulted in 10 fewer Educational Assistants and 9 fewer Child and Youth Workers in 2016 - 2017. Mechanisms were put in place to try and combat this; one such initiative was a Transitional EA Pool that was created to help schools increase staff and student capacity to support students that require interim support.

The Itinerant Teams work with the schools to identify barriers and problems and then work to establish short and long-term goals and resources/supports. Multidisciplinary teams – consisting of members of the various Itinerant Teams, Psychoeducational Clinicians and the Special Education Coordinator – meet within the schools regularly to brainstorm, collect data, problem-solve and plan differentiated support strategies using the Response to Intervention (RTI) model.

Other efforts including: School-Wide Positive Behaviour Supports; CORE students sharing learning with their peers; as well as the use of Student Captains for peer support; and, the increasing importance of phonological awareness were highlighted.

Finally, the efforts of the Assistive Technology (AT) team to enhance the success of assistive technology trials and to create resource material for teachers to better support effective AT-inclusive pedagogy within a school's literacy and math programs were highlighted.

Alternative Learning and Lifeskills (ALLP) Consolidation

Superintendent Barrese informed SEAC that staff is always looking for efficiencies across the district. Beginning in 2017-2018 there will be consolidations of Alternative Learning and Lifeskills classrooms; affected schools include Blenheim District High School, Wallaceburg District Elementary School, and Errol Road. The consolidation is not a dismantling of the program and will not result in any of the ALLP classes being full. There will be room for additional students in each of the combined classrooms if the need arises.

Special Education Report Amendments

Sections 2.8; 2.9; 2.11; 2.13 and Appendices 2.8.3; 2.8.9; 2.13.1; and 2.13.2 were reviewed by staff but there were no updates were made.

Section 2.10 was amended to reflect the number of Lambton Kent District School Board students attending Provincial Schools in 2016-2017.

Appendix 2.11.1 was updated to reflect the 2016-2017 Special Education Department staffing levels.

Correspondence

A copy of a letter to the Ministry of Education (MoE) from the Victoria Northumberland and Clarington Catholic District School Board regarding the reduction in the Special Education Funding formula was received. The Chair reminded members that SEAC had outlined its views on funding needs in a letter submitted to the Ministry of Education previously; accordingly, no further action was taken.

A copy of a letter to the MoE from the Bluewater District School Board regarding a request for an expanded scope for the Special Education Funding Working Group was received. There was some discussion about the impact that supporting non-identified students has on the Special Education funding, and ways in which the Board's staff are frugal with resources, but no further action was taken.

Association Reports, Other Business and Sharing of Best Practices

Approximately 26 Special Education Pre-School Intake meetings were held in Chatham-Kent. The Sarnia-Lambton meetings are still pending and it is anticipated there will be approximately 45 pre-school students with special needs.

In February Alternative Learning and Lifeskills Program teachers participated in a CPRI presentation and networked with one another; it was a good day that focused on 'Why This Learning for This Student at This Time'.

It was announced that after 23 years of service to the community the Learning Disabilities Association of Lambton County has to wind up its operations as of March 31, 2017 due to insufficient funding. The members of SEAC were saddened to hear this news and thanked George Melendy for all of the good work that he, and those associated with the organization, did over the years to support students with learning disabilities.

The Learning Disabilities Association of Chatham-Kent recently started up their spring Friends for Life Program and Tutoring Program. Their organization is experiencing funding cuts and this will impact the number of individuals they will be able to support.

Community Living Sarnia-Lambton presented at the United Nations in Zurich recently. It was quite an honour to be recognized for their *Summer Jobs Toolkit*. The funding for the organization's JobStart Program has been reduced but they are working to continue both that program, and their summer programs.

David Chilton will be in Sarnia on May 2nd at 7:30 p.m. as a fundraiser for St. Clair Child & Youth. Tickets are \$30, with participants receiving a copy of his book entitled "The Wealthy Barber Returns".

Next Meeting

Thursday, April 20, 2017, Wallaceburg District Secondary School, Tartan Hall, 7:00 p.m.  
Rose Gallaway, SEAC Chair



**REGULAR BOARD, PUBLIC SESSION**  
**REPORT TO BOARD**

**FROM: Jim Costello, Director of Education,  
Gary Girardi, Superintendent of Capital Planning and Accommodation,  
Brian McKay, Superintendent of Business**

**DATE: April 11, 2017**

**SUBJECT: Final Staff Report for the Consolidation of the John N. Given Public School Kindergarten to Grade 8 English Language Program at Tecumseh Public School and the Relocation of the John N. Given Public School Grade 7 and 8 French Immersion Program to McNaughton Avenue Public School**

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The purpose of the Final Staff Report for the Consolidation of the John N. Given Public School Kindergarten to Grade 8 English Language Program at Tecumseh Public School and the Relocation of the John N. Given Public School Grade 7 and 8 French Immersion Program to McNaughton Avenue Public School is to provide Trustees with a summary of the Chatham Elementary Schools Accommodation Review, information on the community consultation process and the final staff recommendations. The Pupil Accommodation Review process is still underway, with opportunities for public delegations at the April 25, 2017 Board Meeting. Any changes or additions to the Final Staff Report (FSR), as a result of public delegations, will be included as an addendum to the FSR, which will be presented to Trustees for approval at the May 9, 2017 Board Meeting.

**A. Background**

The Lambton Kent District School Board (LKDSB) strives to provide educational programs and services of the highest quality. This is best accomplished when facilities are conducive to creating a stimulating learning environment designed to meet the needs of all pupils within fiscal parameters. In addition to facilitating the delivery of its Mission, the LKDSB will endeavor to optimize the use of facilities. Various factors beyond the control of the LKDSB impact this commitment. These factors include declining enrolment, demographics, current funding and operational realities, new provincial legislation and policy, changing educational objectives and physical limitations of buildings.

In March 2015, the Ministry of Education released a new Pupil Accommodation Review Guideline and a new Community Planning and Partnerships Guideline. As a result, in June 2015, the Board updated its policies and regulations on Pupil Accommodation and Community Planning and Partnerships to reflect the new Ministry guidelines. In accordance with these guidelines, the LKDSB Capital Plan 2016 was presented at the Board Meeting on September 27, 2016 to which all agencies on the LKDSB entities list, as outlined in the LKDSB Regulation No: R-BU-529, were invited. During this presentation, LKDSB Senior Administration shared information on funding changes and potential partnership opportunities to utilize unused pupil spaces in schools with low enrolment from both the municipal sector and the business sector.

The “LKDSB Pupil Accommodation Report 2016/2017” and “Initial Staff Report for the Consolidation of the John N. Given Public School Kindergarten to Grade 8 English Language Program at Tecumseh Public School and the Relocation of the John N. Given Public School Grade 7 and 8 French Immersion Program to McNaughton Avenue Public School” were presented to the Board on October 4, 2016, in compliance with LKDSB Regulation No: R-AD-106. The Pupil Accommodation Report contained the Proposed Pupil Accommodation Review Plan by Phases, one of which was further outlined in the Initial Staff Report recommending the consolidation of the John N. Given Public School Kindergarten to Grade 8 English Language Program at Tecumseh Public School and the relocation of the John N. Given Public School Grade 7 and 8 French Immersion Program to McNaughton Avenue Public School. Trustees voted to approve the establishment of an Accommodation Review Committee for the Consolidation of the John N. Given Public School Kindergarten to Grade 8 English Language Program at Tecumseh Public School and the Relocation of the John N. Given Public School Grade 7 and 8 French Immersion Program to McNaughton Avenue Public School.

## A.1 Demographics/Declining Enrolment

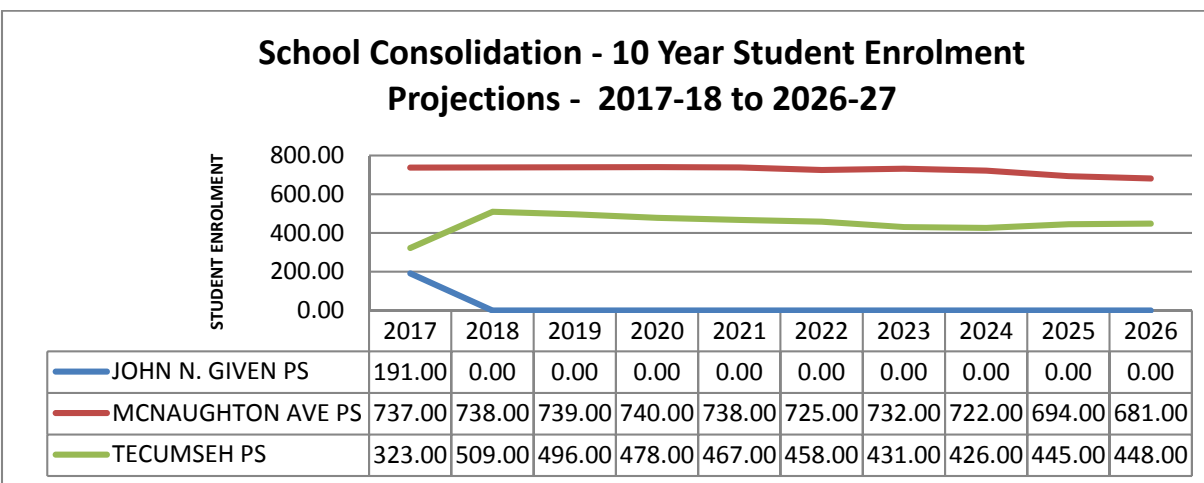
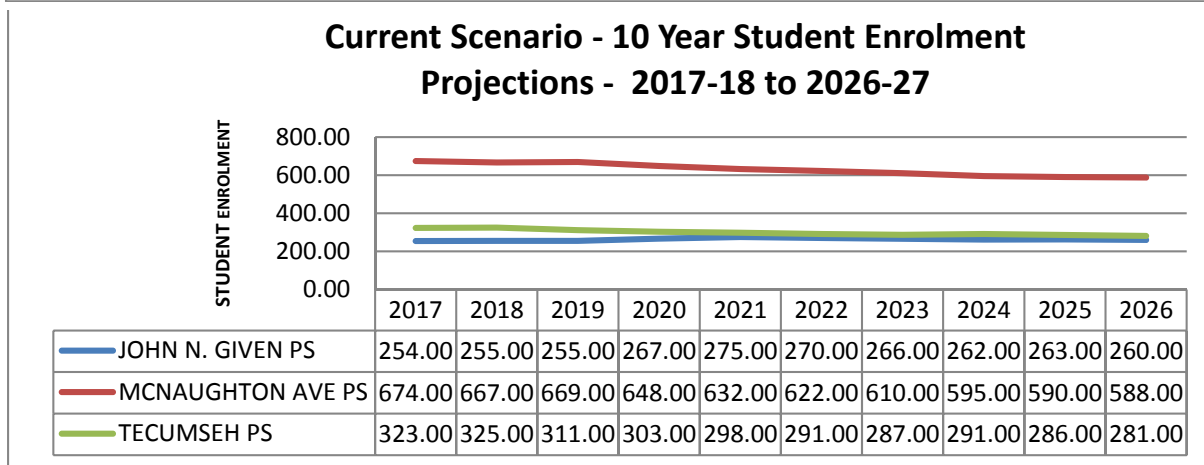
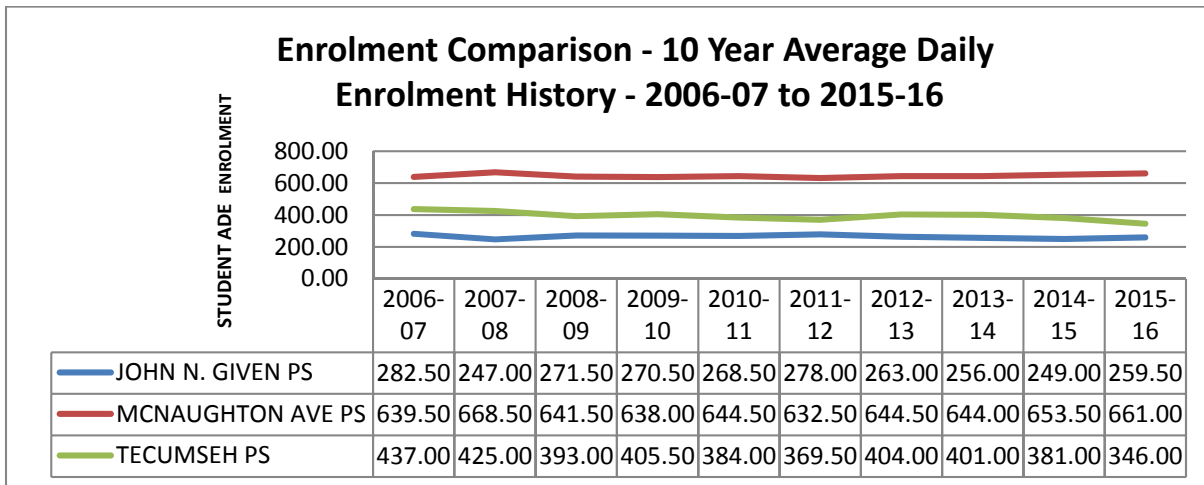
### Board and School Facts

	<b>John N. Given</b>	<b>McNaughton Avenue</b>	<b>Tecumseh</b>
<b>Property Size</b>	2.49 Hectares (6.15 Acres)	8.09 Hectares (20 Acres)	7.35 Hectares (18.16 Acres)
<b>Age and Size</b>	Original Build 1955 (2,602 sq. m)	Original Build 1967 (5,754 sq. m)	Original Build 1956 (5,915 sq. m)
<b>Enrolment (as of Sept. 14/16)/ Capacity</b>	249/351	697/757	344/557

- In October 1999 the LKDSB had 29,399.6 Full Time Equivalent (FTE) students
- As of October 31, 2016, the LKDSB has 22,017.9 FTE students
- Since the time of amalgamation, this is a 25% reduction in student population at the LKDSB
- The Ontario Ministry of Education indicates the LKDSB has 8,487 Ministry-rated empty pupil spaces as of October 31, 2016
- LKDSB's current capacity utilization is 72.2%
- LKDSB's projection of continued enrolment decline and capacity utilization: 20,934 FTE in 2021 (68.6%); 20,027 FTE in 2026 (65.6%)
- LKDSB's rate of enrolment decline is approximately 1% from 2014/2015 to 2016/2017
- Since amalgamation in 1998 the LKDSB has closed 14 elementary schools, 3 secondary schools, and 1 Adult Learning Centre, and has built 2 new schools – Sir John Moore (1999) and P.E. McGibbon (2010).

While Statistics Canada predicts that the birth rate in Ontario will increase from 2010 to 2025, the County of Lambton and the Municipality of Chatham-Kent birth rates and the projected student populations are expected to decrease. This anticipated decline will occur more slowly than the current pace. This Statistics Canada data is supported by the Board's demographic software and is reflected in the demographic information supplied to the LKDSB by the Municipality of Chatham-Kent and the County of Lambton.

Chatham-Kent's overall population declined from 103,671 in 2011 to 101,647 in 2016, according to the [Chatham-Kent Economic Development website](#). This population decrease was also reflected in the primary urban centre of Chatham, which declined from 44,676 in 2011 to 43,550 in 2016. The data on the Chatham-Kent Economic Development website is from the Statistics Canada 2016 Census, which was released on February 8, 2017.



The above projections are based on the consolidation of the French Immersion Program at McNaughton Avenue Public School in 2017 and the consolidation of the English Language Program at Tecumseh Public School in 2018.

The On the ground (OTG) Ministry-rated capacity for each school is as follows:

John N. Given Public School           351  
 McNaughton Avenue Public School   757  
 Tecumseh Public School               557

## A.2 Financial

### Financial Considerations

Strong fiscal management is an important component of Ontario's publicly funded education system. Ontario's Ministry of Education states, in their *Achieving Excellence: A Renewed Vision for Education in Ontario*, that "public trust is built when the education system makes decisions based on evidence and research, and when it is seen as a good steward of public resources". This focus has led to changes in how the Ministry is providing grant funding for education in the province. It is no longer fiscally sustainable to continue to fund empty pupil spaces in our schools. This practice diverts significant funding from students.

The LKDSB Pupil Accommodation Report 2016/2017 outlined details of the following impacted grants:

- Top-up Funding reduction under the School Facility Operations and Renewal Grant
- Declining Enrolment Adjustment Grant reduction
- Geographic Circumstances Grant (rural designation) reduction
- School Foundation Grant reduction

The LKDSB began experiencing changes in these four funding lines, beginning with the 2015/2016 budget. Funding changes are generally being phased in over a three-year period as per the following schedule:

- 2015/2016 budget included 1/3 of the funding generated from the new funding model and 2/3 of the funding from the old funding model
- 2016/2017 budget includes 2/3 of the funding generated from the new funding model and 1/3 of the funding from the old funding model
- 2017/2018 budget will be based entirely on the new funding model

The reduction in grant funding may be subject to further adjustments due to changes in the LKDSB's annual enrolment.

#### Top-up Allocation Under the School Facility Operations and Renewal Grant

Top-up funding as provided under the School Facility Operations and Renewal Grant has been provided to school boards since 2003 to assist in managing and funding underutilized schools. The old method of calculating top-up funding is being phased out over a three-year period, starting with the 2015/2016 budget year. The following table shows the annual impact of the funding phase-out over the three-year period. The loss in top-up allocation for the 2015/2016 budget year was the net funding loss after all enrolment adjustments had been made for that school year. The 2017/2018 projected top-up funding loss is based on the LKDSB 2016/2017 enrolment numbers. Final annual funding amounts are not known until final enrolment numbers are provided to the Ministry of Education.

Budget Year	Budget Allocation Method	Calculation of Previous Year Funding	Budget Year Funding	Difference (Loss in Funding)
2015/2016	1/3 funding – new method 2/3 funding – old method	\$6,206,973	\$4,770,710	\$1,436,263
2016/2017	2/3 funding – new method 1/3 funding – old method	\$4,770,710	\$3,465,277	\$1,305,433
2017/2018	All funding – new method	\$3,465,277	\$2,159,844	\$1,305,433
<b>Total</b>				<b>\$4,047,129</b>

The Ministry continues to offer the enhanced top-up funding portion with eligibility criteria based on road network distance between facilities. Eligible schools within the LKDSB will continue to receive top-up to 100% of the school's capacity. The new eligibility criteria is as follows:

- Elementary schools must be at least 10 km away from the next closest school of the Board
- Secondary schools must be at least 20 km away from the next closest secondary school of the Board

Without changes to the number and location of schools, once the new model for top-up funding is completely phased in, the LKDSB will lose \$4,047,129 on an annual basis. The LKDSB, under the new top-up funding formula will receive funding for only 11 elementary schools rather than its current 47 elementary schools, and only 3 secondary schools rather than its current 12 secondary schools. The new top-up funding formula no longer supports under-capacity schools that are operating in close proximity to other LKDSB schools.

#### Declining Enrolment Adjustment Grant

The Declining Enrolment Adjustment Grant funds school boards that are experiencing a decline in student enrolment. This grant provides time for a school board to address declining enrolment through program and facility changes. This change will be phased in over a three-year period. The LKDSB 2016-17 budget has experienced a loss in this grant in the amount of \$48,627. The reduction in this grant may be subject to further adjustment due to changes in LKDSB annual enrolment.

#### Geographic Circumstances Grant

The Geographic Circumstances Grant provides funding to school boards that operate small, isolated schools and that are faced with additional operating costs due to geographical challenges, such as school board size and school dispersion. The LKDSB is experiencing reductions in the following two areas of this grant:

- Remote and Rural Allocation – Supports the higher cost of purchasing goods and services for small school boards, for school boards that are distant from major urban centres and for school boards with schools that are distant from one another. The LKDSB realized a reduction in 2016-17 of \$25,642.
- Rural and Small Community Allocation – Supports schools in rural or small communities. The LKDSB realized a reduction in 2016-17 of \$53,458.

Changes to this grant will be phased in over a three year period following the same 1/3-2/3 phase-in method as described above. The LKDSB will experience a total grant decrease of \$79,100 for 2016-17, which is in addition to the 2015/16 funding reduction in this area. After the three year phase-in of the new formula, the annual loss in funding will be \$230,000.

#### School Foundation Grant

The School Foundation Grant covers the costs of school administration, including salaries and benefits for principals, vice-principals and office support staff, as well as school administration supplies. A new allocation method is being phased in for this grant. The new funding formula will shift funding away from small schools that are not isolated. Funding preference will be given to schools that are large, remote and/or combined. A combined school would contain grades from both the elementary and secondary panels. The 2016-17 grant reduction for the LKDSB is \$30,718.

## **Student Transportation**

### Overview:

The proposed consolidation would result in the French Immersion Grades 7 and 8 students continuing their education at McNaughton Avenue Public School, thereby eliminating a transitional step for these students. English Language Program students would attend the nearby Tecumseh Public School, which is approximately 600m (according to CLASS) from the John N. Given Public School site.

### Anticipated Cost Implications:

#### i) English Language Program Transportation Changes

As John N. Given Public School and Tecumseh Public School are located in close proximity, there will be very few additional students from John N. Given Public School who will become eligible for busing to Tecumseh Public School. CLASS believes that all students can be accommodated on existing Tecumseh Public School bus routes with minor routing changes. CLASS anticipates that these routing changes will result in limited impact. It is projected that there would be no additional costs, or savings, when implementing this change.

#### ii) French Immersion Program Transportation Changes

Currently the French Immersion Program bus routes servicing McNaughton Avenue Public School are also shared with John N. Given Public School. CLASS is confident that the impacts resulting from the French Immersion Program consolidation at McNaughton Avenue Public School can be accommodated on existing buses with little or no change. It is projected that there would be no additional costs, or savings, for this change.

**B. Accommodation Review Process**

The Accommodation Review process consists of five components:

- B.1 - Accommodation Review Committee (ARC)**
- B.2 - Public Meetings**
- B.3 - Community Consultations**
- B.4 - Public Delegations to Board of Trustees**
- B.5 - Meetings with LKDSB Staff**

**B.1 Accommodation Review Committee (ARC)**

Mandate:

The Accommodation Review Committee (ARC) represents the schools under review and acts as the official conduit for information shared between the school board and the school communities. The ARC may comment on the Initial Staff Report and may, throughout the pupil accommodation review process, seek clarification on the Initial Staff Report. The ARC may provide other accommodation options than those included in the Initial Staff Report; however, it must include supporting rationale for any such option.

The following chart provides a summary of the ARC Meetings. All complete Records of Action and presentations can be found on the LKDSB website.

<b>Date</b>	<b>Chatham Elementary Schools Accommodation Review Committee Meetings</b>	<b>Synopsis</b>
October 27, 2016	ARC Orientation Session (Chatham Regional Education Centre) 6:30 p.m. to 7:52 p.m.	Administration provided an Orientation Session and reviewed the mandate, roles and responsibilities, and procedures of the ARC.
January 19, 2017	Accommodation Review Committee Working Meeting #1 (Chatham Regional Education Centre) 6:00 p.m. to 7:13 p.m.	<p>Administration presented information on the role of the Committee. Discussions included follow-up items raised at the Orientation Meeting, including a discussion regarding John N. Given Public School community partners.</p> <p>Administration from the LKDSB arranged for a presentation from CLASS to address transportation concerns expressed in Public Meeting #1. CLASS discussed ways in which the Board could work with the Municipality of Chatham-Kent to mitigate vehicular and pedestrian traffic concerns in relation to the additional traffic at the Tecumseh Public School site, should the consolidation occur.</p> <p>Administration introduced the architects from Architectura Inc. who were hired by the LKDSB to provide a vision for the Tecumseh Public School parking lot area. The architects were present to discuss their process and answer questions from the committee.</p>

Date	Chatham Elementary Schools Accommodation Review Committee Meetings	Synopsis
		<p>The LKDSB Manager of Plant and Maintenance also discussed the need for the addition and update of Full Day Kindergarten (FDK) classrooms should the consolidation occur at Tecumseh Public School. The potential need for a portable(s) at McNaughton Avenue Public School for September 2017 was also discussed.</p> <p>Time was allotted for a question and answer period from ARC members, as well as a discussion about items for Working Meeting #2. One of the items raised for discussion at Working Meeting #2 was the timeline for potential construction and relocation of the students should the consolidation take place.</p>
March 7, 2017	<p>Accommodation Review Committee Working Meeting #2 (Chatham Regional Education Centre) 6:00 p.m. to 7:46 p.m.</p>	<p>Architectura Inc. presented two potential plans for the parking lot to mitigate vehicular and pedestrian traffic concerns at Tecumseh Public School. The committee discussed the plans with the architects.</p> <p>Discussion took place regarding CLASS working with the Municipality of Chatham-Kent to discuss any request to move or add crosswalks at Tecumseh Public School once the drawings for the parking area had been finalized.</p> <p>The LKDSB Manager of Plant and Maintenance discussed the potential transition timelines in regard to construction at the Tecumseh Public School site and the relocation of students from John N. Given Public School to Tecumseh Public School and McNaughton Avenue Public School. Committee members shared their perspective and the perspective of their school communities in regard to timeline preferences.</p> <p>The student representative from McNaughton Avenue Public School shared the results of two student surveys conducted with the current Grade 6 FI classes at McNaughton Avenue Public School.</p> <p>A committee member representing John N. Given Public School submitted a series of questions from their school community for discussion.</p>



### **Options Suggested and/or Items Discussed by the ARC**

#### **Maintaining the Status quo**

There was no significant discussion by the committee on keeping the status quo given the proximity of the schools to one another and the present and projected enrolments.

The Committee examined and discussed the following items:

- **Student Transition**
  - Importance of maintaining a welcoming environment for all students
  - Student supports to help with the transition
  
- **Transition Timeline**
  - Two options for the relocation of the John N. Given Public School English Language Program to Tecumseh Public School:
    - Relocate English Language Program students in September 2017
    - Relocate English Language Program students in September 2018
  - Three options for the relocation of the John N. Given Public School French Immersion (FI) program to McNaughton Avenue Public School:
    - Relocate Grade 7 FI Program to McNaughton Avenue Public School and maintain Grade 8 FI Program at John N. Given Public School in September 2017. Relocate the Grade 8 FI Program to McNaughton Avenue Public School in September 2018.
    - Relocate Grade 7 and 8 FI Program to McNaughton Avenue Public School in September 2017
    - Relocate Grade 7 and 8 FI Program to McNaughton Avenue Public School in September 2018
  - The student representative from McNaughton Avenue Public School conducted two surveys of current Grade 6 FI classes at McNaughton Avenue Public School. The surveys inquired whether students would like to attend John N. Given Public School for Grade 7 FI during 2017-18 or remain at McNaughton Avenue Public School for 2017-18. The results of the survey suggested that a majority of students would prefer to attend McNaughton Avenue Public School for Grade 7 FI beginning in September 2017.
  
- **Vehicular and Pedestrian Traffic Concerns at Tecumseh Public School**
  - Reconfiguration of school sidewalks, pathways, and vehicular traffic flow
  - Pursuing discussions with the Municipality of Chatham-Kent for relocation or addition of crosswalk on McNaughton Avenue
  - Future safety assessment of playground area at Tecumseh Public School
  
- **Facility Changes at Tecumseh Public School**
  - Reconfiguration of existing classrooms for addition/renovation of FDK classrooms
  - Reconfiguration of parking lots
  - Reconfiguration of bus bay area
  - Reconfiguration of outdoor play areas
  - Construction timelines and safety concerns during construction
  
- **Potential for Portables at McNaughton Avenue Public School**
  - Potential for the addition of 1 portable if Grade 7 and 8 FI students from John N. Given Public School are located at McNaughton Avenue Public School in September 2017 (given current enrolment projections)

## **B.2 Public Meetings**

The following provides a summary of the Chatham Elementary Schools Accommodation Review Public Meetings.

<b>Date</b>	<b>Chatham Elementary Schools Accommodation Review Public Meetings</b>	<b>Synopsis</b>
December 1, 2016	Pupil Accommodation Review Public Meeting #1 (John N. Given Public School) 6:00 to 7:23 p.m.	Administration provided an overview of the ARC Orientation Session; presented the Initial Staff Report with the recommendation; and presented the School Information Profiles (SIP). Members of the public and ARC members asked questions and provided input on both the staff recommendation and process. Mayor of Chatham-Kent attended the meeting.
February 23, 2017	Pupil Accommodation Review Public Meeting #2 (Tecumseh Public School) 6:00 to 6:31 p.m.	Administration presented an overview of the discussion from the ARC Working Meeting #1. Members of the public and ARC members asked questions and provided input on both the staff recommendation and process.

### **Themes from Public Meetings**

The public meetings included discussions on the following items:

- Transition process
- Vehicular and pedestrian traffic concerns at Tecumseh Public School on McNaughton Avenue
- Student safety due to increased student populations
- Support of Municipality of Chatham-Kent regarding further discussions on traffic mitigation strategies
- Facility updates required at Tecumseh Public School
- Relocation of staff
- Relocation of existing programs

## **B.3 Community Consultations**

<b>Date</b>	<b>Chatham Elementary Schools Accommodation Review Community Consultation Meetings</b>	<b>Synopsis</b>
September 27, 2016	Capital Plan and Community Partnership LKDSB Board Meeting	The LKDSB invited municipal and community partners on the LKDSB entities list to the Board Meeting on September 27, 2016. They were provided with a copy of the agenda and LKDSB Capital Plan 2016 prior to the meeting.  The 2016 Chatham-Kent Official Plan states that there will be incremental

<b>Date</b>	<b>Chatham Elementary Schools Accommodation Review Community Consultation Meetings</b>	<b>Synopsis</b>
		<p>population and housing growth from 2011 to 2031.</p> <p>To date, partnership offers have not been received from the municipal partners to further utilize the unused pupil spaces at John N. Given Public School or Tecumseh Public School.</p>
October 4, 2016	Pupil Accommodation and Initial Staff Report Presented to Trustees at the Special Board Meeting	<p>The Pupil Accommodation Report and Initial Staff Report were presented to the Trustees and the public.</p> <p>The LKDSB approved the establishment of an Accommodation Review Committee for the Consolidation of the John N. Given Public School Kindergarten to Grade 8 English Language Program at Tecumseh Public School and the Relocation of the John N. Given Public School Grade 7 and 8 French Immersion Program to McNaughton Avenue Public School.</p>
November 7, 2016	Meeting with the Mayor and staff of the Municipality of Chatham-Kent	Administration met with the Mayor and staff of the Municipality of Chatham-Kent to outline the pupil accommodation review process.
December 1, 2016	Public Tour of John N. Given Public School	A guided tour was conducted for interested members of the public.
January 19, 2017	Public Tour of McNaughton Avenue Public School	A guided tour was conducted for interested members of the public.
February 23, 2017	Public Tour of Tecumseh Public School	A guided tour was conducted for interested members of the public.
April 11, 2017	Final Staff Report Presented at LKDSB Board Meeting Agenda in Chatham	Senior Administration will deliver the report to Trustees for information. The report will be posted on the LKDSB website.
April 25, 2017	Delegations to Present at LKDSB Board Meeting in Chatham	Information will be incorporated into the Addendum to be presented to Trustees with the Final Staff Report on May 9, 2017.
May 9, 2017	Vote of Trustees at LKDSB Board Meeting in Chatham	Presentation of Final Staff Report and Addendum to Trustees for consideration and voting purposes.

**Relevant Discussions and Correspondence with Municipalities and Other Community Partners**

The LKDSB received input and information from municipal and community partners. In several cases, this also accompanied ongoing dialogue and participation at the public meetings.

The LKDSB invited the Municipality of Chatham-Kent to the Board Meeting on September 27, 2016 when the Capital Plan was presented to inform all municipal partners of the LKDSB’s desire to form partnerships to use unfunded student spaces in its schools. The LKDSB also initiated a meeting on November 7, 2016, following the release of the LKDSB Pupil Accommodation Report and Initial Staff Report, to review the process for the Chatham Elementary Schools Pupil Accommodation Review.

**LKDSB Online Communications**

As part of the overall communications plan for the Chatham Elementary Schools Pupil Accommodation Review, the LKDSB website has been one of the primary sources for communicating details about the process to the public. To support these efforts, as well as to ensure effective and consistent communication, information has also been posted on the websites of the schools involved in the Pupil Accommodation Review. These methods of communication supported the ongoing personal engagement with students, parents, staff and members of the community.

The LKDSB website has a dedicated Accommodation Review webpage (<http://www.lkdsb.net/BoardInfo/arc.htm/> <http://www.lkdsb.net/Board/AccommodationReview/Pages/default.aspx>), which includes information from all of the Board’s current and past (up to 2009) pupil accommodation reviews. This webpage received a total of 12,189 hits from October 2016 to March 28, 2017.

Additionally, a webpage was established specifically for the Chatham Elementary Schools Pupil Accommodation Review (<http://www.lkdsb.net/Board-Info/arc7.htm/> <http://www.lkdsb.net/Board/AccommodationReview/chatham-arc/Pages/default.aspx>), which was launched following the October 4, 2016 Special Board Meeting. This webpage included the Initial Staff Report; dates of Public and Working Meetings; agendas and Records of Action; presentations and delegation information; and contact information.

An “Accommodation Review Frequently Asked Questions” webpage (<http://www.lkdsb.net/Board-Info/arc-faq.htm/> <http://www.lkdsb.net/Board/AccommodationReview/arc-faq/>), which provides a general overview of the process, and a “Chatham Area-Frequently Asked Questions” webpage (<http://www.lkdsb.net/Board-Info/arc7-faq.htm/> <http://www.lkdsb.net/Board/AccommodationReview/chatham-arc/chatham-faq/>) were also established to provide additional information and answer questions from the public.

The number of web hits on the Accommodation Review and Chatham Elementary Schools Pupil Accommodation Review webpages during the period of October 4, 2016 to March 28, 2017 is outlined below:

Name	Title	Total Hits	Mar-17	Feb-17	Jan-17	Dec-16	Nov-16	Oct-16
arc.htm	Accommodation Review	12189	674	781	816	679	918	1587
arc7.htm	Accommodation Review - John N. Given Public School	2003	258	691	223	323	227	277

The schools named in the pupil accommodation review also shared information about the Chatham Elementary Schools Pupil Accommodation Review on their respective websites, including posting information on their homepages and dedicated Pupil Accommodation webpages, which launched on October 11, 2016. The schools' websites also posted information about the Initial Staff Report; dates of public and Board Meetings; submitting requests to delegate; School Information Profiles; Frequently Asked Questions; the Accommodation Review email (arc@lkdsb.net); and overall timelines. The webpage statistics for the school sites from October 4, 2016 to March 28, 2017 are outlined below:

**School Websites:**

**John N. Given Public School**

Name	Title	Total Hits	Mar-17	Feb-17	Jan-17	Dec-16	Nov-16	Oct-16
Default.htm	John N. Given Public School	9070	616	742	715	772	859	1164
faq.htm	Accommodation Review Frequently Asked Questions	297	44	43	42	88	38	42

**McNaughton Avenue Public School**

Name	Title	Total Hits	Mar-17	Feb-17	Jan-17	Dec-16	Nov-16	Oct-16
Default.htm	McNaughton Avenue Public School	16673	969	1370	1547	1350	1402	1680
pupil_accomodation.htm	McNaughton Avenue Public School	320	64	43	60	64	42	47

**Tecumseh Public School**

Name	Title	Total Hits	Mar-17	Feb-17	Jan-17	Dec-16	Nov-16	Oct-16
default.htm	Tecumseh Public School	10827	605	989	1090	937	1093	1361
pupilacc.htm	Pupil Accommodation	278	39	43	48	70	31	47

In addition to the information shared on the LKDSB and school websites, information about the October 4, 2016 Special Board Meeting decision by Trustees to establish the Chatham Elementary Schools Pupil Accommodation Review Committee, as well as dates of public meetings and deadlines for submitting requests to delegate, were shared on the LKDSB social media accounts (Facebook and Twitter).

**B.4 Public Delegations to the Board of Trustees**

Date	Chatham Elementary Schools Accommodation Review Public Delegations	Synopsis

An addendum to the Final Staff Report will include a summary of information provided by additional parties who choose to delegate to the Board of Trustees prior to the final vote on May 9, 2017.

**B.5 Meetings with LKDSB Staff**

Date	Chatham Elementary Schools Accommodation Review LKDSB Staff Meetings	Synopsis
September 2016	On-going Conversation with CLASS Transportation Consortium	In preparation for the Initial Staff Report, Transportation staff conducted research on route review for the potential consolidation.
September 23, 2016	Initial Staff Report Conversation with LKDSB Administration	Administration presented to and responded to questions from Principals and Managers regarding the proposed Pupil Accommodation Report.
October 5, 2016	Meeting with CUPE and ETFO	Administration met with the Presidents of CUPE and ETFO to share and discuss the Pupil Accommodation Report and the process for the Initial Staff Report.
November 10, 2016	Meeting with CUPE and ETFO	Administration met with the Presidents of CUPE and ETFO to discuss the meeting timeline with school staffs.
December 5, 2016	Meetings with LKDSB Employees at John N. Given Public School	School Administration and union leadership hosted a meeting for LKDSB Senior Administration to review process, respond to questions and receive input from John N. Given Public School employees.
December 7, 2016	Meetings with LKDSB Employees at Tecumseh Public School	School Administration and union leadership hosted a meeting for LKDSB Senior Administration to review process, respond to questions and receive input from Tecumseh Public School employees.
December 21, 2016	Meetings with LKDSB Employees at McNaughton Avenue Public School	School Administration and union leadership hosted a meeting for LKDSB Senior Administration to review process, respond to questions and receive input from McNaughton Avenue Public School employees.
February 17, 2017	Meeting with CUPE and ETFO	Administration met with the Presidents of CUPE and ETFO to review the meetings with school staff.

## **C. Staff Recommendations and Rationale**

Following consultations during the Chatham Elementary Schools Pupil Accommodation Review process, LKDSB Senior Administration recommends the following:

### **C.1 Recommendation #1**

**“That the Board approve the consolidation of the John N. Given Public School Kindergarten to Grade 8 English Language Program at Tecumseh Public School for September 1, 2018; the Relocation of the John N. Given Public School Grade 7 and 8 French Immersion Program to McNaughton Avenue Public School in September 1, 2017 and approve the closure of John N. Given Public School as of July 1, 2018.”**

## **Rationale**

### **C.1.1 Summary of Rationale Supporting Recommendation #1**

John N. Given Public School offers a Kindergarten to Grade 8 English Language Program. Both John N. Given Public School English Language Program and Tecumseh Public School are currently under capacity. The English Language Programs at these schools can both be accommodated in Tecumseh Public School. John N. Given Public School and Tecumseh Public School are 600m apart (according to CLASS). Senior Administration believes that concerns in regard to pedestrian and vehicular traffic entering and exiting Tecumseh Public School can be mitigated through co-operation with the Municipality of Chatham-Kent and with a reconstruction of the existing parking lot at the school.

John N. Given Public School also offers a Grade 7 and 8 French Immersion (FI) Program, which will be relocated to McNaughton Avenue Public School for September 2017. The program relocation for September 2017 may result in a need for a portable classroom over the short term for one class at an estimated cost of \$40,000. The most recent LKDSB enrolment projections indicate that McNaughton Avenue Public School’s total enrolment will remain stable, but below the Ministry-rated capacity, and begin to decrease following the 2020-21 school year.

Closing John N. Given Public School and consolidating the Grade 7 and 8 FI students into McNaughton Avenue Public School and the Kindergarten to Grade 8 English Language Program students into Tecumseh Public School will create efficiencies for the system and enhance programs and facilities at both schools.

John N. Given Public School has a 5-year FCI of 51.61% and a 5-year renewal cost of \$3,948,210. The LKDSB would reduce the need to maintain this building by consolidating students into Tecumseh Public School and McNaughton Avenue Public School.

#### **English Language Program**

- John N. Given Public School is 600m (according to CLASS) from Tecumseh Public School
- The proposed consolidation would result in a total projected population of 517 students at Tecumseh Public School, which has a Ministry-rated capacity of 557
  - Presently the LKDSB has five elementary schools with populations that exceed 500 students
- The consolidation of the English Language program at Tecumseh Public School would result in fewer split-grade classes

French Immersion (FI) Program

- The consolidation of Grade 7 and 8 FI classes from John N. Given Public School at McNaughton Avenue Public School would result in a total projected population of 737 students. The Ministry-rated capacity of McNaughton Avenue Public School is 757.
- If consolidated, the increased total enrolment at McNaughton Avenue Public School may result in the short-term need for a portable classroom until enrolment declines, as outlined in LKDSB projections.
- The proposed consolidation would eliminate future transitions of Grade 6 FI students at McNaughton Avenue Public School to Grade 7 FI at John N. Given Public School.
- FI supports (Resource Teacher, Librarian, Prep Time Teachers, EAs, ECEs, and office staff) would be consolidated at the McNaughton Avenue Public School site.

There has been significant dialogue with the ARC in regard to relocating students from John N. Given Public School to Tecumseh Public School and McNaughton Avenue Public School. There were no comments from committee members speaking against the consolidation of the schools. Committee members' greatest concern is safety of students travelling to Tecumseh Public School. The committee expressed support for delaying the relocation of the English Language Program students to Tecumseh Public School for one school year to allow the LKDSB to complete its renovations to the parking lot area and engage in further conversation with the Municipality of Chatham-Kent in regard to movement or upgrade of crosswalks on McNaughton Avenue. The delay would also allow for construction and upgrades inside Tecumseh Public School to be completed prior to the relocation of the 184 English Language Program students from John N. Given Public School.

Committee members also supported moving the FI Grade 7 and 8 program to McNaughton Avenue Public School for September 2017, as it would reduce transitions and keep the FI program for Chatham intact in one location. Committee members supported this option regardless of the potential need for a portable to accommodate the student population at McNaughton Avenue Public School in the short-term and the potential impact on extracurricular activities for the remaining Grade 7 and 8 English Language population at John N. Given Public School.

<b>School</b>	<b>Ministry Rated Capacity Sept 14/16</b>	<b>Sept. 2017 Enrolment Projection</b>	<b>Sept. 2018 Enrolment Projection</b>
John N. Given Public School	351	191 (254-63 FI)	509 (184+325)
Tecumseh Public School	557	323	
McNaughton Avenue Public School	757	737 (674+63 FI)	738 (667+71 FI)



**C.1.2 Summary of Enrolment and Financial Data**

Schools	Enrolment Sept 14-16 / Capacity 2016	Capacity %	FCI/Cost of Facility Work (5 year)	FCI/Cost of Facility Work (10 year)	Primary Program Concerns	Transportation Costs Due to Closure	Proximity to Neighbours km/Capacity %
John N. Given Public School	249/351	71	51.61%/\$3,948,210	58.38%/\$4,466,152	Facility Renewal	No Increase	King George VI-C (2.4km/96%), McNaughton (3.7km/92%), Tecumseh (>1km/62%), Winston Churchill
McNaughton Avenue Public School	697/757	92	41.27%/\$6,428,775	44.59%/\$6,945,459	Transition for FI Students	No Increase	Gregory Drive (3.9km/71%), John N. Given (3.7km/71%), Tecumseh (3.1km/62%)
Tecumseh Public School	344/557	62	58.90%/\$6,837,488	67.71%/\$7,859,763	Facility Renewal	No Increase	Gregory Drive (2.0km/71%), John N. Given (>1km/71%), McNaughton (3.1km/92%)
Total	1290/1665	77	N/A	N/A	N/A	No Increase	N/A

**Operating Costs and Revenue Analysis**

**Estimated Annual Financial Savings from Proposed Consolidation**

Operating Costs - by School - 3 Year Average - projected savings  
(Actual Costs are the average of the 2013/2014, 2014/2015 and 2015/2016 school years)

The below table shows the annual costs incurred by LKDSB for John N. Given, Tecumseh and McNaughton in the event that a consolidation is approved by the Board of Trustees. The information in the table is based on an average of actual expenditures at each school for the 2013/2014, 2014/2015 and 2015/2016 school years.

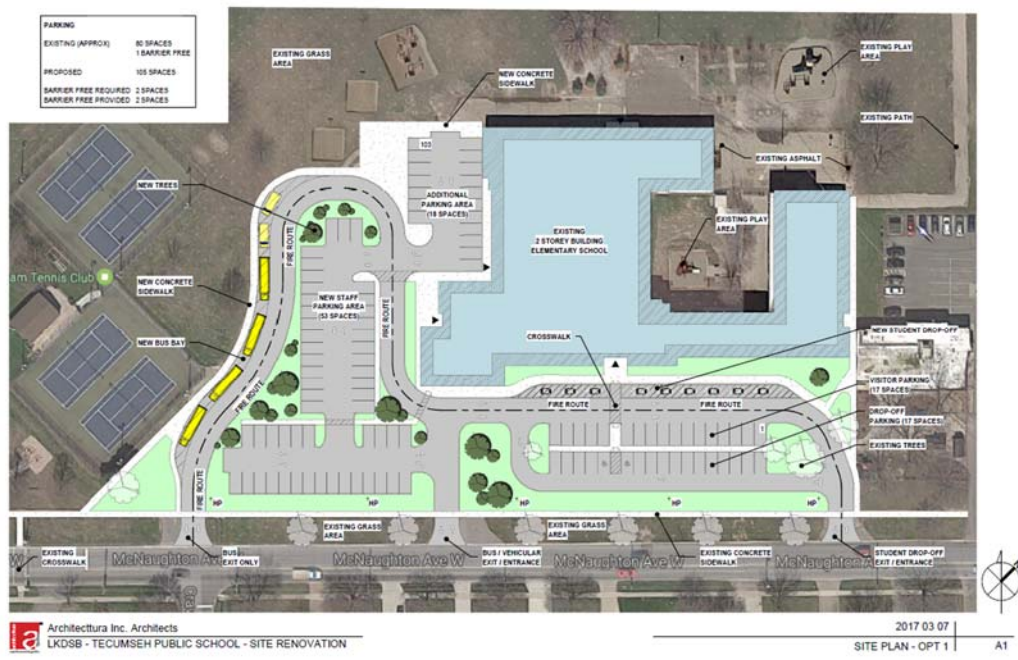
Cost Category	Cost Type - (Actual or 3 Year Average)	John N. Given	Tecumseh	McNaughton	Total
Utilities - Hydro	Operating - 3 year average	\$ 11,816.87	\$ 45,995.20	\$ 74,930.43	132,742.50
Utilities - Gas	Operating - 3 year average	9,612.18	30,759.59	23,247.20	63,618.97
Utilities - Water	Operating - 3 year average	6,418.95	9,176.91	13,787.66	29,383.53
Maintenance & Repair	Operating - 3 year average	11,663.83	20,645.46	31,791.61	64,100.90
Custodial & Housekeeping	Operating - 3 year average	14,360.38	26,420.22	40,215.02	80,995.63
Annual Maintenance Plan	Operating - 3 year average	26,286.75	21,654.65	11,170.85	59,112.25
Furniture and Equipment	Operating - 3 year average	7,873.79	9,586.30	25,535.15	42,995.24
Secretary Staffing	Operating - 2016 Actual	42,881.47	45,157.82	35,925.45	123,964.74
Custodial Staffing	Operating - 2016 Actual	80,821.66	168,060.13	210,418.77	459,300.56
Principal Staffing	Operating - 2016 Actual	120,130.53	120,130.45	120,130.53	360,391.51
Vice-Principal Staffing	Operating - 2016 Actual	-	53,407.85	105,119.15	158,527.00
<b>Total:</b>		<b>\$ 331,866.42</b>	<b>\$ 550,994.59</b>	<b>\$ 692,271.83</b>	<b>\$ 1,575,132.84</b>

The above cost saving analysis includes the costs for school administration which includes Principals, Vice-Principals and School Secretaries. Principals, Vice-Principals and School Secretaries are funded from the School Foundation Grant - The Board would see a reduction in the School Foundation Grant as a result of the elimination of these positions. The net financial impact to the Board would be zero.

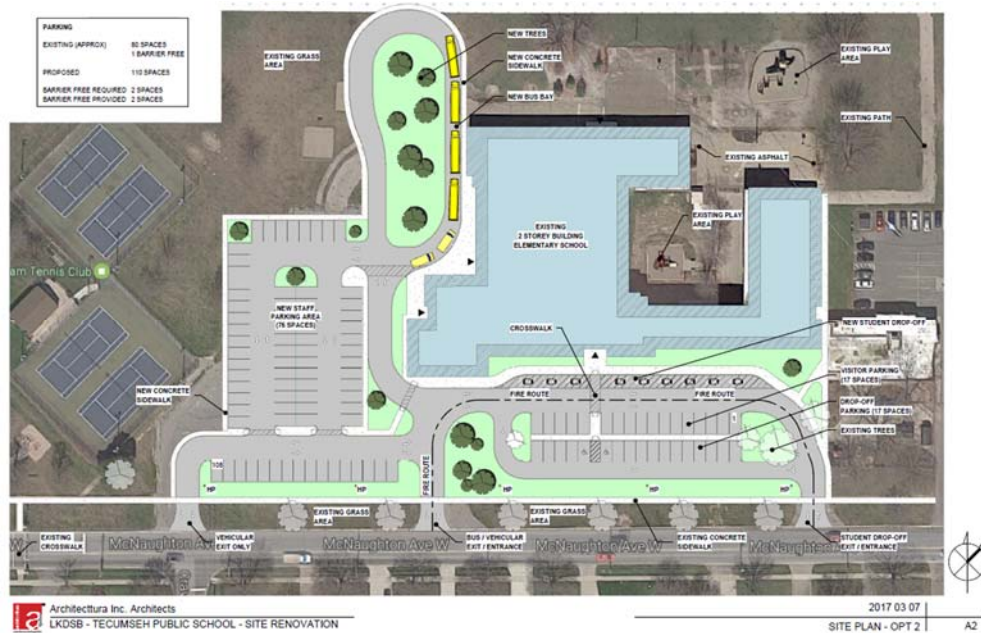
**C.1.3 Vehicle and Pedestrian Traffic Concerns at Tecumseh Public School**

Architectura Inc. presented two visions for a reconfigured parking lot area at Tecumseh Public School in order to mitigate vehicular and pedestrian traffic. These changes would redirect the flow of buses on and off the property, parental pick-up and drop-off, and student pedestrian traffic to support students safely entering and exiting the site. These are not final versions of what the site would look like. Should the consolidation occur, CLASS would engage with the Municipality of Chatham-Kent to discuss any request to move or add crosswalks at Tecumseh Public School once the drawings for the parking area is finalized. Final decisions about the setup for the parking area would involve discussion between Senior Administration, school staff, School Council and the Transition Committee.

Option 1:



Option 2:



**Recommendation #2**

**“That the Board dissolve the Chatham Elementary Schools Accommodation Review Committee.”**

**Recommendation #3**

**“That the Board approve the establishment of an Ad Hoc Naming Committee to recommend to the Board a name for the consolidated Tecumseh Public School and John N. Given Public School and appoint two Trustees to serve on the Committee.”**

**Rationale**

The practice of the Board has been to establish a Naming Committee when schools are consolidated.

According to Naming and Renaming of Board Facilities Regulation R-AD-105, when schools are consolidated into one school, the renaming of Board facilities process will be followed. This requires the Director of Education to establish an ad hoc committee to recommend a name to the Board for approval.

Administration is proposing that an Ad Hoc Naming Committee be formed for the consolidated Tecumseh Public School and John N. Given Public School because two school communities are being consolidated.

Administration is not proposing the same for McNaughton Avenue Public School because only the French Immersion Grade 7 and 8 Program is being relocated to McNaughton Avenue Public School.

The Ad Hoc Committee is to be comprised of:

- (a) two trustees, appointed by the Board (one to chair the committee),
- (b) one facility administrator (principal or principal designate if applicable),
- (c) two representatives of the School Advisory Councils (if applicable),
- (d) two community representatives,
- (e) one member of the senior administration.

**D. Formation of a Transition Committee**

If the Board approves the consolidation of the Chatham Elementary Schools, a Transition Committee would be struck to address the transition of students and staff.

Transition Committee membership consists of Superintendent(s) of Education or designates, CUPE, ETFO and OSSTF President/Vice President and from each school Involved - principal, two teachers, School Council Chair, clerical/custodial staff, parent/community member, First Nation Partner, educational assistant and two students. Subcommittees are developed as needed and may have members that are separate from the Transition Committee members. The Transition Committee would be responsible for such things as school orientation/transition, memorabilia, resources and equipment, special events (including graduation and awards) and extra-curricular activities.

As previously mentioned, the Pupil Accommodation Review process is still underway, with opportunities for public delegations at the Regular Board Meeting on April 25, 2017 in Chatham. Requests to delegate at the April 25, 2017 Board Meeting must be submitted by April 18, 2017 @ 4:00 p.m. to [trish.johnston@lkdsb.net](mailto:trish.johnston@lkdsb.net). Any changes to the Final Staff Report as a result of public delegations, will be included in the Addendum to the Final Staff Report to be presented to Trustees for approval at the May 9, 2017 at the Regular Board Meeting in Chatham.