

**TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD**  
**ADMINISTRATIVE REPORT**

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**DATE:** October 4, 2016  
**TO:** Trustees  
**SUBJECT:** Pupil Accommodation Review – Lady Eaton Elementary School  
**ORIGIN:** Bob Kaye – Superintendent of Business  
Katherine MacIver – Superintendent of Learning  
**REFERENCE:** Committee of the Whole – October 11, 2016

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**PURPOSE:** To provide trustees with a report on a Pupil Accommodation Review for Lady Eaton Elementary School.

**CONTEXT:** The Education Act provides the authority to school boards to make decisions regarding pupil accommodation, including the authority to

*“determine the number and kind of schools to be established and maintained and the attendance area for each school and close schools in accordance with policies established by the board from guidelines issued by the Minister”.*

In October 2015, the Board reviewed and approved the new Pupil Accommodation Policy and Procedure, which is consistent with the ministry guidelines issued in March 2015.

The procedure provides that a review may be considered if one or more of the following conditions apply:

- The school or group of schools is unable to provide a suitable and equitable range of learning opportunities for students;
- The school or group of schools has experienced an adverse impact on learning opportunities for students due to declining enrolment;
- Reorganization involving the school or group of schools could enhance program and learning opportunities for students;
- Teaching/learning spaces are not suitable to provide the program needed to serve the community and retrofitting may be cost prohibitive;

- One or more of the schools is experiencing higher building maintenance expenses and/or is in need of major capital improvements;
- One or more of the schools is operating in a leased facility;
- There are safety and/or environmental concerns related to the building, the school site, or its location;
- The consolidation of schools is in the best interests of the overall school system;
- It has been less than five years since the inception of a study of the school by an Accommodation Review Committee, except where extenuating circumstances warrant, such as an unexpected economic or demographic shift, or a change in a school's physical condition;
- Underutilization – normally defined as underutilization of the school by students in the school catchment area;
- Any other condition as identified by the Board for consideration of a review.

**CONTENT: Summary of the Issues:**

The Board's overall objective is to provide the highest levels of educational programming and services, in facilities that are conducive to a positive learning environment supporting the needs of all students in a fiscally responsible way. In alignment with this objective, in February 2016 the Board approved the Pupil Accommodation Long Term Plan Report. In accordance with Board Administrative Procedure BU-3101 on Facility Partnerships, this report was subsequently shared with our community partners through a series of meetings held in March 2016. The Pupil Accommodation Long Term Plan Report identified Lady Eaton Elementary School as a potential site for an accommodation review.

A number of conditions as provided for in the Pupil Accommodation Review Procedure exist at this school site and these issues can be summarized as follows:

1. The school or group of schools is unable to provide a suitable and equitable range of learning opportunities for students;
2. Reorganization involving the school or group of schools could enhance program and learning opportunities for students;
3. Teaching/learning spaces are not suitable to provide the program needed to serve the community and retrofitting may be cost prohibitive;
4. Underutilization – normally defined as underutilization of the school by students in the school catchment area.

At Lady Eaton Elementary School there are currently 233 JK to grade 3 students registered and the facility has capacity for 530 students. Scott Young Public School currently has enrolment of 219 students in grades 4-8 and the facility has capacity for 449 students. The two schools are less than a kilometre apart.

The consolidation of schools is in the best interests of the overall school system.

The consolidation of the schools would result in overall reduction of operating costs in facility operations and staffing requirements.

Administration recommends the closing of Lady Eaton Elementary School in Omeme at the end of the 2017-2018 school year, and transferring the students to Scott Young Public School in Omeme beginning in the 2018-2019 school year.

**Accommodation option and rationale:**

- a) Where students would be accommodated – **It is recommended that the students be accommodated at Scott Young Public School in Omeme.**
- b) If proposed changes to an existing facility or facilities are required as a result of the pupil accommodation review. **There are no proposed changes to existing facilities required at this time.**
- c) Identify any program changes as a result of the proposed option. **Some existing congregated system programs may have to be relocated to another school.**
- d) How student transportation would be affected if changes take place. **The current busing arrangements would not have to be altered, as the schools are in such close proximity that the existing bus routes service both schools.**
- e) If new capital investment is required as a result of the pupil accommodation review, how the Board would fund this as well as a proposal on how students would be accommodated if funding does not become available. **Capital investment may be required to provide additional space or renovations to classrooms, and would have to be financed from other board funding, such as the proceeds of disposition, if capital funding was not made available.**

- f) Any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space. **The daycare operation which is attached to the facility has expressed concern over the impact on their operations. A new Daycare facility may need to be considered at Scott Young Public School to replace the space currently at Lady Eaton Elementary School. A request would be made to the ministry for capital funding under the new Capital Project Funding opportunities for Childcare Centers in Schools.**
  
- g) Each recommended option will include a timeline for implementation. A timeline for the process is attached as Appendix A. The school profile will be made available prior to the public meeting in hard copy and on the board website. The outline for the information that will be presented in the school profile is attached as Appendix B.

If an accommodation review process is approved by the Board, the Accommodation Review Committee will consist of two parent/guardian representatives from each of Lady Eaton Elementary School and Scott Young Public School, to be chosen by their respective school communities. Administration will arrange for a Facilitator to assist in the process.

**ACTION:**

Recommendation that, in response to the recommendation from administration to close Lady Eaton Elementary School at the end of the 2017-2018 school year and to transfer the students to Scott Young Public School at the beginning of the 2018-2019 school year, that an accommodation review process be approved for Lady Eaton Elementary School.

## APPENDIX A

### ACCOMMODATION REVIEW TIMELINE

#### Lady Eaton Public School Public School

October 11, 2016	Accommodation Report presentation at Committee of the Whole
October 25, 2016	Accommodation Report approval at Regular Meeting of the Board
October 26, 2016	Notifications to municipality, ministry, and school community
October 26, 2016	Accommodation Review Committee (ARC) formed
November 8, 2016	ARC Membership Report presentation at Committee of the Whole meeting
November 22, 2016	ARC Membership Report approved at Regular Meeting of the Board
November 30, 2016	ARC Orientation meeting
December 14, 2016	Public Meeting 1
TBD	ARC meeting
TBD	ARC meeting
March 1, 2017	Public Meeting 2
March 21, 2017	Final Staff Report presentation at Regular Meeting of the Board
April 5, 2017	Delegations at Special Meeting of the Board
April 25, 2017	Final Report, including feedback from public delegations, and decision at Regular Meeting of the Board

## APPENDIX B

### SCHOOL INFORMATION PROFILE

#### Facility Profile:

- School name and address.
- Site plan and floor plan(s) (or space template) of the school with the date of school construction and any subsequent additions.
- School attendance area (boundary) map.
- Context map (or air photo) of the school indicating the existing land uses surrounding the school.
- Planning map of the school with zoning, Official Plan or secondary plan land use designations.
- Size of the school site (acres or hectares).
- Building area (square feet or square metres).
- Number of portable classrooms.
- Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g., science lab, tech shop, gymnasium, etc.).
- Area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g., tracks, courts for basketball, tennis, etc.).
- Ten-year history of major facility improvements (item and cost).
- Projected five-year facility renewal needs of school (item and cost).
- Current Facility Condition Index (FCI) with a definition of what the index represents.
- A measure of proximity of the students to their existing school, and the average distance to the school for students.
- Percentage of students that are and are not eligible for transportation under the school board policy, and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
- School utility costs (totals, per square foot, and per student).
- Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.
- Measures that the school board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e., barrier-free).
- On-the-ground (OTG) capacity, and surplus/shortage of pupil places.

#### Instructional Profile:

- Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school.
- Describe the course and program offerings at the school.
- Describe the specialized service offerings at the school (e.g., cooperative placements, guidance counseling, etc.).
- Current grade configuration of the school (e.g., junior kindergarten to Grade 6, junior kindergarten to Grade 12, etc.).
- Current grade organization of the school (e.g., number of combined grades,

- etc.).
- Number of out of area students .
  - Utilization factor/classroom usage.
  - Summary of five previous years' enrolment and 10-year enrolment projection by grade and program.
  - Current extracurricular activities.

**Other School Use Profile:**

- Current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery.
- Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
- Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
- Availability of before and after school programs or services (e.g., child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.
- Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
- Description of the school's suitability for facility partnerships.