**MEMORANDUM**

**TO: Trustees**

**FROM: Anna Marie Bitonti, Director of Education**

**DATE: February 19, 2009**

**SUBJECT: Director's Follow-up Report – Accommodation Review for St. Joseph and Sacred Heart Schools**

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**Background**

On January 27, 2009, the Director's Report on the School Accommodation Review for St. Joseph and Sacred Heart Schools was presented to the Board of Trustees. This report indicated senior administration's support of the final recommendations made by the Accommodation Review Committee (ARC) in December 2008, which were as follows:

1. Consolidate St. Joseph and Sacred Heart schools and build a new school on a new site;  
OR
2. Consolidate St. Joseph and Sacred Heart schools and build a new school on one of the existing school sites.

On February 17, 2009, as the next step in the accommodation review process, a special meeting for public input was held at St. Joseph-Scollard Hall, in order to provide an opportunity for the public to make formal presentations to the Board concerning the Director's Report and the ARC's School Valuation report. This meeting was communicated directly to parents via letters home, and was advertized in the North Bay Nugget (January 23 and February 10, 2009), through Rogers Radio, and on our Board website. *Guidelines for Public Input* were developed to allow for formal presentations by the public and were made available at both St. Joseph and Sacred Heart Schools, on the Board website and at the Board Office.

**Special Meeting for Public Input – February 17, 2009**

The minutes of the Special meeting for public input and staff presentations are attached. There were no formal presentations made from the public, nor were any written submissions received to date. Questions and/or comments were invited from members of the public in attendance at the meeting. Comments were positive and supportive of both the process and the final recommendation. A suggestion was made with respect to the communication of the timelines to parents once the final decision of the Board is made.

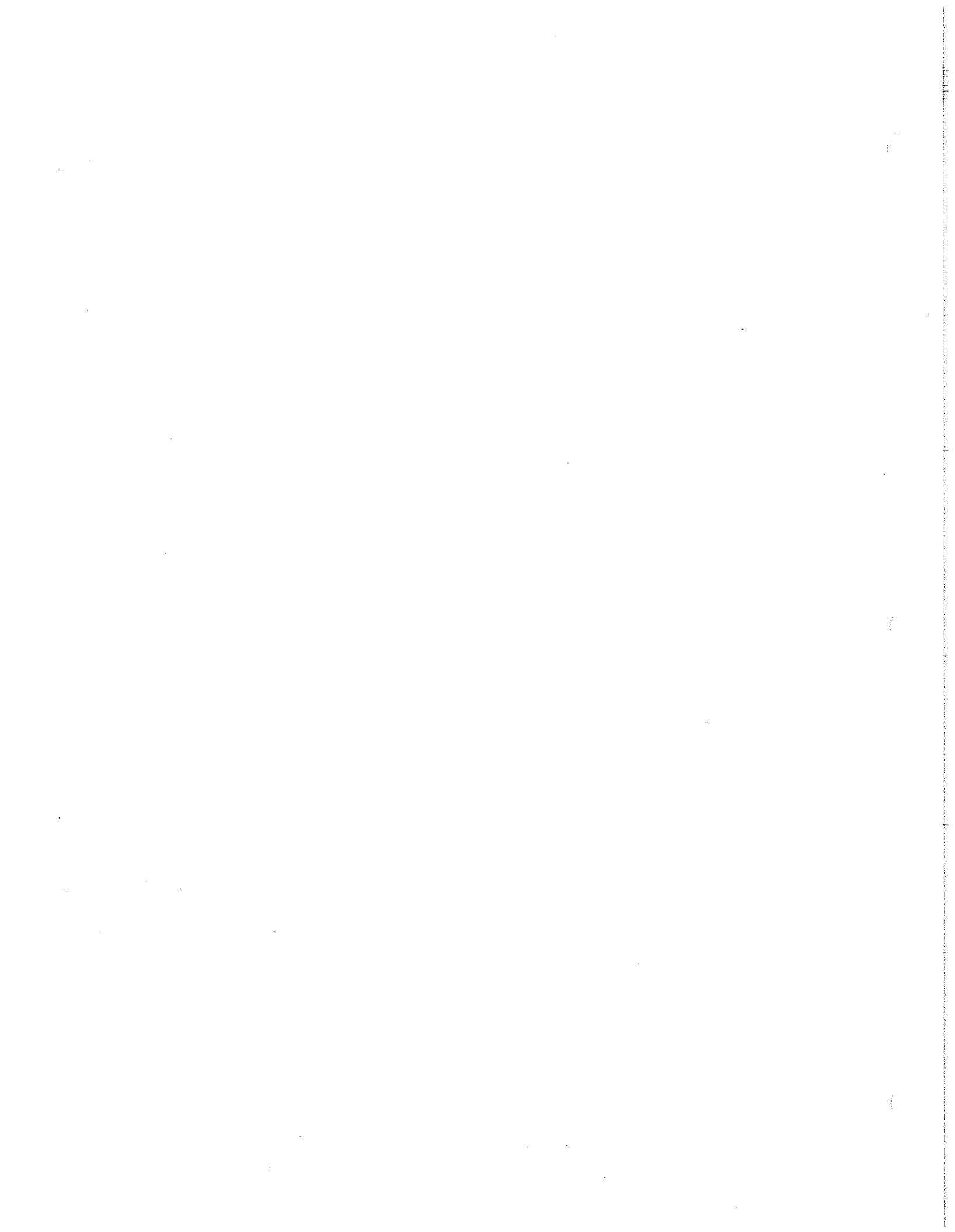
The input received at the special meeting will be considered as we move forward in the process, however it did not impact on or change the original position of the Director's Report of January 27, 2009, which concurs with the ARC's final recommendation as stated above.

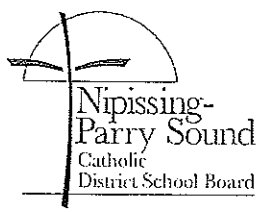
**Recommendation**

That the February 19, 2009 Follow-up Report from the Director of Education regarding the accommodation review of St. Joseph and Sacred Heart Schools be received; AND

That the Board make a decision on the outcome of this review at its regular Board meeting of March 31, 2009.

AMB/





Minutes of the Nipissing-Parry Sound Catholic District School Board special meeting held on February 17, 2009 at 6:30 p.m. at St. Joseph-Scollard Hall (cafeteria).

A handwritten signature or set of initials, possibly "JB", is written in the right margin next to the meeting date.

**Present**

- Chair: Jacques Bégin
- Trustees: Shawn Fitzsimmons, Don Houle, Barb McCool, John Willemsen
- Director of Education: Anna Marie Bitonti
- Superintendent of Education: Joanne Bénard
- Superintendent of Business/Treasurer: Grace Barnhardt
- Recording Secretary: Joanne Bénard
- Senior Education Officials: Karen Fabbro-Cobb
- Chaplain: Nil
- Student Trustee: Nil
- Communications Officer: Nil
- Media: Nil
- Other: Dan Seguin - Principal - Sacred Heart School (SAC)  
Dayna Burgess - Parent (SAC)  
Loretta de Sousa - Parent (SAC)  
Marcello Tignanelli - Principal - St. Joseph School (SJ)  
Angie Jeanneault - Parent (SJ)  
Francesca Fresco - Parent (SJ)

**Absent (with regrets):** Judy Manitowabi, Frank O'Hagan  
Izzar Linares

**1. CALL TO ORDER**

- 1.1 A. M. Bitonti led the prayer and J. Bégin called the meeting to order.
- 1.2 Roll call was taken and all trustees were recorded present with the exception of: Judy Manitowabi, trustee; F. O'Hagan, trustee; and student trustee, Izzar Linares.

## 2. ADOPTION OF AGENDA

### 2.1 Special meeting of February 17, 2009

Res. NPS 13-09

Moved by trustees J. Willemsen and S. Fitzsimmons that the Nipissing-Parry Sound Catholic District School Board approve as presented the agenda of its special meeting of February 17, 2009.

CARRIED

## 3. DECLARATION OF CONFLICT OF INTEREST

Nil

## 4. WELCOMING REMARKS FROM THE CHAIR

J. Bégin, Chair, welcomed all in attendance and thanked the Accommodation Review Committee for their commitment and work through the accommodation review process.

## 5. DIRECTOR'S REPORT OVERVIEW AND REVIEW OF ARC PROCESS

An overview of the accommodation review process to date including timelines, the Director's Report to the Board and the ARC's Final Report and Recommendations, was provided by Anna Marie Bitonti, Joanne Bénard, and Grace Barnhardt through a PowerPoint presentation.

## 6. PUBLIC PRESENTATIONS/QUESTIONS

There were no formal public presentations.

Questions and comments were solicited from attendees as follows:

### a) Fernanda Fresco - parent - St. Joseph School and CSAC Chair

Fernanda Fresco thanked the Board for the open dialogue and the personal and professional integrity demonstrated by representatives of the Board throughout the accommodation review process. She expressed her gratitude in being invited to take part in the accommodation review and for the quality of Catholic education delivered to all children in our Catholic schools.

### b) Don Houle, Trustee

Don Houle suggested clarification be provided when the recommendation to build a new school is communicated to the school communities so that they understand that regardless of what site the new school is built on that this in fact implies that we

are closing the two schools as they currently exist.

Anna Marie Bitonti, Director of Education, indicated that the wording of the recommendation for the Boards final decision includes this clarification and that it would be used as a vehicle to communicate with the school communities.

c) Fernanda Fresco - parent - St. Joseph School and CSAC Chair

Fernanda Fresco commented on the astuteness of communicating to parents that change is coming and emphasized the importance of communicating the time lines and next steps once a final decision is made. She also highlighted the opportunity afforded by taking the necessary time to allow the two school communities to collaborate and partner in a variety of ways prior to the actual consolidation in order to begin to develop a new, unified school vision and culture.

d) Marcello Tignanelli, Principal, St. Joseph School

Marcello Tignanelli inquired about the distance of a potential new site from the West Ferris area that may have an impact for the grade 6 students that feed from St. Francis School to St. Joseph School for grade 7 and 8.

Anna Marie Bitonti responded by indicating that, in line with the ARC's recommendation, the new school would be built on either one of the two existing sites or on a new site within the boundaries of the two existing zones. Currently, the two sites are situated in close proximity to each other (less than 4 km). In addition, once a final decision is made, Stage III - the Implementation phase of the process - would begin, which will delve into more details about site location, and will further study the long-term enrolment implications for the new facility.

## 7. CLOSING REMARKS

Participants were invited to remain after the meeting for an informal gathering and conversation with staff and trustees.

## 8. ADJOURNMENT

Res. NPS 14-09

Moved by trustees S. Fitzsimmons and J. Willemsen that the Nipissing-Parry Sound Catholic District School Board now adjourn its special meeting at 7:40 p.m.

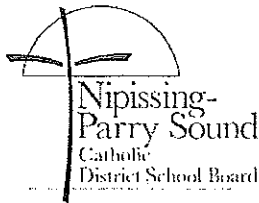
CARRIED

7-16)

Moved and adopted this 24<sup>th</sup> day of February, 2009

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair



## MEMORANDUM

**TO:** Trustees

**FROM:** Anna Marie Bitonti  
Director of Education

**DATE:** Prepared - January 19, 2009  
Presented - January 27, 2009

**SUBJECT:** SCHOOL ACCOMMODATION REVIEW – ST. JOSEPH & SACRED HEART SCHOOLS

The attached Final Report and Recommendations from the Accommodation Review Committee (ARC) for St. Joseph and Sacred Heart Schools was submitted to the Director of Education on December 9, 2008. The report contains documentation relating to the review process, which began last February 2008, following Board approval to begin.

The recommendations of the ARC are as follows:

1. Consolidate St. Joseph and Sacred Heart schools and build a new school on a new site;  
OR
2. Consolidate St. Joseph and Sacred Heart schools and build a new school on one of the existing school sites.

The Accommodation Review Committee's Final Report and Recommendation has been received by the Senior Administration of the Board at Executive Council and we are pleased to advise the Board that we agree with the recommendations of the Committee.

Ministry guidelines indicate that from the time Administration receives the ARC report, there shall be a minimum of 60 days prior to the regular Board meeting where Trustees will make a decision regarding the review. Based on this requirement, a final decision of the Board would need to be made at its March 31, 2009 regular Board meeting. In order to meet the 60-day timeline and offer the community an opportunity to make presentations to the Board, we are proposing that the Board *receive* the final ARC Report and Recommendation this evening. Ratepayers and delegations may make presentations if they wish at a public meeting to be held on or after February 17, 2009 or at the next two regularly scheduled Board meetings of February 24, 2009 and March 31, 2009.

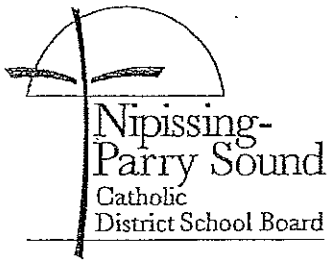
I extend my sincerest appreciation and thanks to the members of the Accommodation Review Committee for their commitment, genuine care and dedicated work on behalf of Catholic schools in Nipissing-Parry Sound.

## **RECOMMENDATION**

That the January 27, 2009 report from the Director of Education and the Final Report and Recommendation of the Accommodation Review Committee regarding St. Joseph and Sacred Heart Schools be received; AND

That the Board make a decision on the outcome of this review at its regular Board meeting of March 31, 2009.

:AMB  
Attach.



## MEMORANDUM

**TO:** Anna Marie Bifonti  
Director of Education

**FROM:** Joanne Bénard  
Superintendent of Education

**DATE:** 2009 01 09

**SUBJECT:** FINAL REPORT AND RECOMMENDATIONS OF THE ACCOMMODATION  
REVIEW COMMITTEE FOR ST. JOSEPH AND SACRED HEART SCHOOLS

As you are aware, on February 20, 2008 the Nipissing-Parry Sound Catholic District School Board passed a motion which approved the formation of an Accommodation Review Committee for Sacred Heart and St. Joseph Schools.

Over the past seven months, the ARC has worked diligently at meeting its mandate to study, report and make recommendations on the accommodation options for both schools under review.

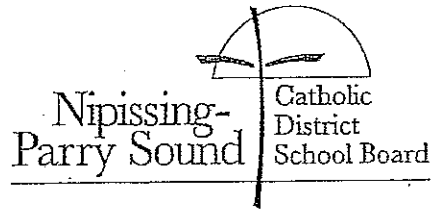
I would like to take this opportunity to thank all of the ARC members, our parents, teachers, non-teaching staff, principals and Board staff for their commitment and dedication to the process and for always keeping the best interest of the Nipissing-Parry Sound Catholic District School Board and its students at the heart of all discussions and ultimately its recommendations. ARC members acted with conviction and integrity in the work leading up to the completion of this report.

In closing, the ARC extends its appreciation to the Board for the opportunity to provide a community voice to the Pupil Accommodation Review process and recognizes that the decisions that the Board will ultimately make regarding Sacred Heart and St. Joseph Schools will be made in the best interest of this Board and its students.

Respectfully submitted on behalf of the Accommodation Review Committee,

Joanne Bénard  
Chair of the  
Accommodation Review Committee  
Sacred Heart and St. Joseph Schools





**NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD  
ACCOMMODATION REVIEW COMMITTEE  
FOR  
SACRED HEART AND ST. JOSEPH SCHOOLS**

**School Valuation Report and Recommendations  
to the  
Director of Education**

**December 2008**

**NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD  
ACCOMMODATION REVIEW COMMITTEE FOR  
SACRED HEART AND ST. JOSEPH SCHOOLS  
SCHOOL VALUATION REPORT AND RECOMMENDATIONS  
TO THE DIRECTOR OF EDUCATION**

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NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD  
ACCOMMODATION REVIEW COMMITTEE  
SCHOOL VALUATION REPORT

**PURPOSE OF THIS REPORT**

This is the final report from the Accommodation Review Committee (ARC) for Sacred Heart and St. Joseph Schools, and presents the findings and recommendations of the Committee. The draft version of this report was presented at Public Meeting #4 on December 8, 2008 held at Sacred Heart School.

**BACKGROUND**

At the special Board meeting held on February 20, 2008, the following motion was passed:

THAT the Nipissing-Parry Sound Catholic District School Board approve the formation of an Accommodation Review Committee for the following schools:  
St. Joseph School and Sacred Heart School.

**COMPOSITION AND ROLE OF THE ACCOMMODATION REVIEW COMMITTEE**

Following Board approval, an Accommodation Review Committee (ARC) was formed to study, report and make recommendations on the accommodation options respecting both St. Joseph and Sacred Heart schools.

The ARC is comprised of the following representatives:

<b>MEMBERSHIP 2008-2009</b>		
Central Office	Joanne Bénard Grace Barnhardt Danny Russo	Superintendent of Education (Chair) Superintendent of Business & Treasurer Manager of Plant Services and Health & Safety
Sacred Heart School	Dan Seguin Micheline Thayer Kathy Storie Loretta de Sousa Kathleen MacDonell Lori Angelo	Principal Teaching Staff Representative Non-teaching Staff Representative Catholic School Advisory Council Chair Parent Parent
St. Joseph School	Marcello Tignanelli Jocelyn Shaver Maureen Valiquette Fernanda Fresco Micheline Hart Michael Nadeau	Principal Teaching Staff Representative Non-teaching Staff Representative Catholic School Advisory Council Chair Parent Parent

Note: City of North Bay council representatives and the North Bay business community were invited to participate on the ARC but declined.

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ACCOMMODATION REVIEW COMMITTEE  
SCHOOL VALUATION REPORT

**ARC COMMUNICATION**

From the onset, the ARC believed it to be important that the public have ample opportunity to provide input and to ensure that all ARC activities be open and transparent. As such, the following steps were taken:

- 1) Public meetings were advertised in the **North Bay Nugget**.
- 2) Prior to all public meetings, notification of the meeting and its purpose was sent to all families whose children attend Sacred Heart and St. Joseph Schools.
- 3) All working and public meetings, dates, times and locations were posted in advance on the Board's website.
- 4) An 'Accommodation' link was created on the homepage of our Board website, where all agendas, minutes, presentation slides, policies and other related documents were posted in a timely fashion.
- 5) An ARC email address was created to receive questions and comments.
- 6) An ARC voice mail was set-up to receive input.

Please note that coverage was also obtained through press releases in the **North Bay Nugget** and **Bay Today**.

**ARC PROCESS OVERVIEW**

The ARC process involved four main tasks: customizing the Board's Generic School Valuation Framework; developing the School-Specific Valuation Reports; determining the accommodation options to be considered; and presenting its findings and recommendations to the Director of Education through this report.

**PROCESS OF PUBLIC INPUT**

The ARC held seven (7) working meetings and four (4) public meetings to complete its work and seek community input.

Working Committee meetings were held on May 12, June 2, September 3, October 8, November 5, November 17 and December 3, 2008.

Public meetings were held on September 9, November 12, November 26 and December 8, 2008.

The minutes of each of the ARC's working and public meetings are summarized below. The complete minutes and presentation slides are found in Appendix A.

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**Public Meeting #1 - September 9, 2008**

Prior to the ARC's First Public Meeting, the ARC customized the Board's Generic School Valuation Framework, is a tool that applies constant measures to assess the value of a school or group of schools to the student, the school board, the community and the local economy.

The ARC presented this Customized School Valuation Framework and described how it was changed to reflect our Board context, at its First Public Meeting. At this meeting, the ARC also explained its mandate, the pupil accommodation review process, reviewed the basic information and issues to be addressed and received community input.

**Public Meeting #2 - November 12, 2008**

Prior to the ARC's Second Public Meeting, the ARC used the Customized School Valuation Framework to value both St. Joseph and Sacred Heart schools. The valuation process included both quantitative and qualitative information that assisted each member of the ARC to complete the task. ARC members representing both schools valued their schools individually and then engaged in an averaging exercise. The final School-Specific Valuation Reports are attached as Appendix B.

A summary of the quantitative and qualitative data for both Sacred Heart and St. Joseph schools is as follows:

**a) Quantitative Data**

SACRED HEART	
Category	Value
Value to the Student	37.5 out of 55 points
Value to the School Board	12.5 out of 25 points
Value to the Community	10 out of 15 points
Value to the Local Economy	3 out of 5 points
<b>TOTAL</b>	<b>63 out of 100 points</b>

ST. JOSEPH	
Category	Value
Value to the Student	38.15 out of 55 points
Value to the School Board	14 out of 25 points
Value to the Community	8.9 out of 15 points
Value to the Local Economy	2.25 out of 5 points
<b>TOTAL</b>	<b>63.3 out of 100 points</b>

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD  
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SCHOOL VALUATION REPORT

b) Summary of Qualitative Data

Sacred Heart

- The close proximity with the parish nurtures the relationship between the school and the church and allows for regular masses to be held at the church.
- A strong relationship with volunteers.
- A range of elective and extracurricular opportunities including a variety of sports, winter elective programs, Reading Rocks, Rainbows, Historica and Science fairs.
- An established school culture.
- Limitations with respect to safe traffic flow and parking.
- A large play yard with grass, paved and sandy areas.
- Excellent CSAC involvement and supportive, engaged parents.
- Close proximity to community arts, cultural, and recreational programs.

St. Joseph

- An established school culture: early French Immersion, Roman Catholic and Special Education programming (section 23).
- Built-in Science lab
- A range of elective and extracurricular opportunities including a variety of sports, winter elective programs, Clubs, Tutors in the Classroom, Rainbows, Historica and Science fairs.
- Before and after school childcare
- Close proximity to community arts, cultural, and recreational programs.
- Chapel on site for prayer and reflection.
- Extremely limited parking.
- New roof and skylights installed in 2006.
- Students from St. Francis attend St. Joseph school for Grade 7 and 8.

Please note that the value of each of the schools is relatively the same due to the following factors:

- The Board provides a level of education that is standard across its jurisdiction.
- Both schools offer JK to Grade 8 Early French Immersion programs.
- Both schools have been identified as prohibitive to repair.
- Both schools are operating significantly below capacity: Sacred Heart at 37.7% of capacity and St. Joseph at 21.9% capacity.

At the Second Public Meeting, the ARC presented its draft School-Specific Valuation Reports under the Customized Generic School Valuation Framework for the schools under consideration and received community input.

**Public Meeting #3 - November 26, 2008**

Prior to the ARC's Third Public Meeting, the members examined different options to accommodate the students at Sacred Heart and St. Joseph schools. To assist the ARC in this process, questions 1 through 12 found in section 2.7 of the Board's Pupil Accommodation Review policy were considered. The response to these questions are found in Appendix A in the November 17, 2008 Working Committee meeting minutes.

At the Third Public Meeting, the ARC presented to the community the Accommodation Options that were considered along with two recommendations for consideration and received

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD  
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community input.

**Public Meeting #4 - December 8, 2008**

Prior to the ARC's Fourth Public Meeting, the ARC reviewed the draft report and recommendations contained in this report for public consideration.

At the Fourth Public Meeting, the ARC presented its draft School Valuation Report to the public and received community input. Input has been considered in the preparation of this final report.

**ACCOMMODATION OPTIONS AND CONSIDERATIONS**

In considering all of the accommodation options, the following was taken into account:

- Sacred Heart and St. Joseph schools have low enrolment, currently at 111 and 98 students respectively. Low enrolment can lead to a number of undesirable side-effects, including limited ability to provide a rich array of extracurricular activities, limited opportunities for same age, same gender peer groups and difficulty in sustaining effective, collaborative and meaningful professional learning communities.
- Sacred Heart and St. Joseph schools operate at expenditure levels beyond the funding guidelines, Sacred Heart School is currently only at 37.7% of capacity and St. Joseph School is at 21.9% of capacity.
- Sacred Heart and St. Joseph schools have been deemed prohibitive to repair since they both exceed the 65% threshold, Sacred Heart 68.10% and St. Joseph 70.54%.
- Sacred Heart and St. Joseph schools are less than four kilometres apart and serve students in the same geographical area.
- Sacred Heart and St. Joseph schools offer JK to Grade 8 Early French Immersion programs.

**Option 1**

Consolidate St. Joseph and Sacred Heart schools and build a new school on a new site.

**Considerations**

- a) Consolidating Sacred Heart and St. Joseph schools would enhance enrolment thereby operating at expenditure levels within the funding guidelines.
- b) Consolidating Sacred Heart and St. Joseph Schools would maintain the integrity of the program offering: JK to Grade 8 Early French Immersion and would respect the social, educational, cultural and recreational programs currently being offered at both schools.
- c) A new school would be built for the 21<sup>st</sup> century with improved facilities that would offer an enhanced learning environment.
- d) A new school may result in increased enrolment.
- e) All students would only have to relocate once.
- f) A new site would allow both school populations to develop a common culture and identity.
- g) Building a new school would offer an opportunity for students to be part of the building process.
- h) Difficulty in finding an available site that is suitable for school purposes, within budget and in the vicinity of both schools.
- i) A new site may not be financially feasible.
- j) Locating and building on a new site might delay the process of relocating due to the legal requirements involved in the acquisition process.
- k) The Board would have to address the future use of two vacant sites.
- l) A new site might provide a more desirable location.

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### Option 2

Consolidate St. Joseph and Sacred Heart schools and build a new school on one of the two existing school sites.

#### Considerations

- a) Consolidating Sacred Heart and St. Joseph Schools would enhance enrolment thereby operating at expenditure levels within the funding guidelines.
- b) Consolidating Sacred Heart and St. Joseph Schools would maintain the integrity of the program offering: JK to Grade 8 Early French Immersion and would respect the social, educational, cultural and recreational programs currently being offered at both schools.
- c) A new school would be built for the 21<sup>st</sup> century with improved facilities that would offer an enhanced learning environment.
- d) A new school may result in increased enrolment.
- e) Both of the existing sites offer a green space and are centrally located: close to educational and community agencies (i.e., library, YMCA).
- f) Both schools are located in established neighbourhoods.
- g) Students would have to be relocated to one of the schools (holding school) while the new school is being built resulting in one group of students being relocated twice. However, this would provide an opportunity to build a common culture and for students to be involved in the building of a new school together.
- h) The Board would only have one additional site to address for future use.
- i) Relocation of a new school to an existing site might be expedited as there would be no delay in finding and securing a new school site; however, there are additional costs associated with the demolition of an existing school.

Note: Considerations (a) through (d) are the same for both Option 1 and Option 2.

### Option 3

Relocate St. Joseph and Sacred Heart schools to an existing school within the same catchment area.

#### Considerations

- No schools in the catchment area currently offer similar programs.
- All schools in the catchment area are at or near capacity and could not accommodate an additional 200 students.

School	Programming	Enrolment at Oct. 31, 2008	On the Ground Capacity	Utilization before Specialty Program Use	Utilization with Specialty Use Space*
Mother St. Bride**	English JK-8	235	282	83.3%	100%
St. Alexander	English JK-6	147	282	52.1%	91.7%
St. Hubert	English JK-8	303	335	90.5%	100%

\* Specialty use includes Special Education programs (LAC & LSC), Core French and Music.

\*\* MSB also includes Design & Technology and Family Studies.



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**Option 4**

Add an addition to an existing school and relocate the population of Sacred Heart and St. Joseph schools to that site.

**Considerations**

- Currently the sites at existing schools located in the catchment area could not accommodate a building addition for 200 students under the current program offerings.

**Option 5**

Explore purchasing an existing building for sale within the same catchment area and retrofit.

**Considerations**

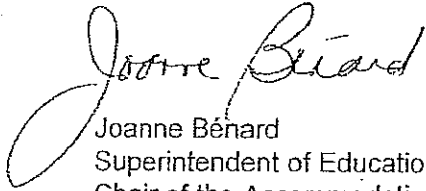
- Cost of purchasing and retrofitting an existing building to accommodate elementary students might not be financially advantageous (i.e., cost might be more than building a new school).
- The structure might not be designed to maximize learning opportunities for students.

**ARC RECOMMENDED OPTIONS**

The ARC believes that this report reflects its recommendations on the best approach to enable the Board to continue to provide quality Catholic education to its students.

1. Consolidate St. Joseph and Sacred Heart schools and build a new school on a new site.
2. Consolidate St. Joseph and Sacred Heart schools and build a new school on one of the existing school sites.

Respectfully submitted  
on behalf of the Accommodation Review Committee



Joanne Bénard  
Superintendent of Education and  
Chair of the Accommodation Review Committee for  
Sacred Heart and St. Joseph Schools

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD  
 ACCOMMODATION REVIEW COMMITTEE  
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## Appendix A

### ARC Working and Public Meeting Documentation

Agendas, minutes and presentation slides from May 12, 2008 to December 8, 2008.

Meeting Dates	
Date	Meeting
May 12, 2008	Working Committee Meeting
June 2, 2008	Working Committee Meeting
September 3, 2008	Working Committee Meeting
September 9, 2008	Public Meeting # 1
October 8, 2008	Working Committee Meeting
November 5, 2008	Working Committee Meeting
November 12, 2008	Public meeting # 2
November 17, 2008	Working Committee Meeting
November 26, 2008	Public Meeting # 3
December 3, 2008	Working Committee Meeting
December 8, 2008	Public Meeting # 4


## Accommodation Review Sacred Heart & St. Joseph Schools 2008-2009 Summary of Timelines

<i>Policy Provision</i>	<i>Action</i>	<i>By Whom</i>	<i>Timeline</i>	<i>Date</i>
1	Presentation of the Preliminary Report to the Board	Director	Discretion	February 20, 2008
2	Board decision to establish an ARC	Board	Discretion	February 20, 2008
2	Notice of Board decision to establish an ARC	Principals	Within one week of decision	February 26, 2008
2.4	Notice of first ARC Public Meeting	ARC Chair	At least 60 days prior to the meeting*	April 30, 2008
2.7	Delivery of Information Package to ARC	Staff	No later than ARC's first public meeting	September 8, 2008
2.4	First ARC Public Meeting	ARC	As scheduled by ARC	September 9, 2008
2.4	Notice of second ARC Public Meeting	ARC	At least two weeks prior to the meeting	Notice of all public meetings handed out at 1 <sup>st</sup> Public meeting.
2.4	Second ARC Public Meeting	ARC	As scheduled by ARC	November 12, 2008
2.4	Notice of third ARC Public Meeting	ARC	At least two weeks prior to the meeting	Notice of all public meeting given out at each public meeting.
2.4	Third ARC Public Meeting	ARC	As scheduled by ARC	November 26, 2008
2.4	Notice of the fourth ARC Public Meeting	ARC	At least two weeks prior to the meeting	Notice of all public meeting given out at each public meeting.
2.4	Fourth ARC Public Meeting	ARC	As scheduled by ARC	December 8, 2008
2.8	Delivery of ARC School Valuation Report	ARC	Not earlier than 90 days after the beginning and not later than 95 days after the beginning of ARC's first public meeting*	90 days = December 9, 2008 95 days = December 14, 2008 December 10, 2008

## Accommodation Review Sacred Heart & St. Joseph Schools 2008-2009 Summary of Timelines

<b>Policy Provision</b>	<b>Action</b>	<b>By Whom</b>	<b>Timeline</b>	<b>Date</b>
3.1	Director's Report and recommendations presented to the Board in public session at a regularly scheduled meeting. The Board receives the report.	Staff	Not less than 30 days after the ARC report was delivered to the Director of Education	January 27, 2009 (Regular Board Meeting) 30 days=Jan. 9/09
3.2	Board sets dates for Board meeting for public input, and for Board meeting to decide accommodation	Board	As scheduled by the Board	January 27, 2009
3.2	Notice of Board Meeting for Public Input	Board	A minimum of two weeks notice of the Public Meeting.	February 3, 2009
3.2	Board Meeting for Public Input	Board	AS scheduled by the Board no earlier than 21 days after the Director's Report was presented to the Board in public session.	21 days: February 17, 2009
3.3	Director's follow-up report on accommodation	Staff	Next regularly scheduled Board meeting	February 24, 2009 (Regular Board meeting)
3.4	Notice of Board Meeting to decide accommodation	Board	60 days prior to the Board meeting.*	No later than January 23, 2009
3.4	Board Meeting to decide accommodation	Board	At a regularly scheduled meeting which will not occur sooner than 60 days after the presentation of Staffs Report 30 days after the Board Meeting for public input and 15 days after Staffs follow-up report as released publicly	(60 days = March 30, 2009 30 days = March 18, 2009 15 days = March 11, 2009)  March 31, 2009
3.4	Notice of decision on accommodation	Principals	Within one week of decision	April 6, 2009

\* 60 days notice not to include school holidays such as summer vacation, Christmas break and Spring break.




**Accommodation Review  
Committee (ARC)  
Special Board Meeting  
2008-09**

**February 17, 2009  
St. Joseph-Scollard Hall**

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**AGENDA**

1. CALL TO ORDER
  - 1.1 Prayer
  - 1.2 Roll Call
2. ADOPTION OF AGENDA
  - 2.1 Special meeting of February 17, 2009
3. DECLARATION OF CONFLICT OF INTEREST
4. WELCOMING REMARKS FROM THE CHAIR
5. DIRECTOR'S REPORT OVERVIEW & REVIEW OF ARC PROCESS
6. PUBLIC PRESENTATIONS/QUESTIONS
7. CLOSING REMARKS
8. ADJOURNMENT

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**ARC Timeline**

**February 20, 2008**

- Director's Preliminary Report
- Board Decision to establish an ARC

**September 2008-December 2008**

- ARC Working and Public Meetings(4)

**December 2008**

- ARC Final Recommendation & Report

**January 2009**


- Director's Report to Board

**February 17, 2009**

- Special Board Meeting for Public Input

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**ARC Timeline**

**January 2009**

**Director's Report to Board - supports the recommendations of the ARC:**

1. Consolidate St. Joseph and Sacred Heart schools and build a new school on a new site;

OR

2. Consolidate St. Joseph and Sacred Heart schools and build a new school on one of the existing school sites.

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## Agenda



1. ARC membership
2. ARC Purpose and Mandate
3. Guiding Principles
4. ARC Communications
5. ARC Process Overview
6. Final Report Highlights
7. Recommendations

## Meeting Guidelines



- Only adults (voting age) will be permitted to address the Board or ask questions
- The designated microphone will be used for questions from the floor
- Audience members will be given two occasions to address the Board or ask questions
- Speakers addressing the Board will identify themselves and their relationship to the process. They will have registered their attendance prior to asking their question
- Questions or comments will not extend beyond two minutes

## ARC Membership



### From each School

- School Principal
- The One teacher
- One non-teaching staff member
- Three parents, one of who will be the Catholic School Council Chair or designate

### From Central Office

- Superintendent of Education
- Superintendent of Business
- Manager of Plant Services and Health & Safety

## Accommodation Review Committee Members



### Representing St. Joseph School

- Marcello Tignanelli – Principal
- Jocelyn Shaver – Teaching Staff Rep.
- Maureen Valiquette – Non-Teaching Staff Rep.
- Fernanda Fresco – CSAC Chair
- Micheline Hart – Parent
- Michael Nadeau – Parent

**Accommodation Review Committee Members**



**Representing Sacred Heart School**

- Dan Seguin – Principal
- Micheline Thayer – Teaching Staff Rep.
- Kathy Storie – Non-Teaching Staff Rep.
- Loretta de Sousa – CSAC Chair
- Kathleen MacDonell – Parent
- Lori Angelo – Parent

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**Accommodation Review Committee Members**




**Representing Central Office**

- Joanne Bénard – Superintendent of Education (Chair of ARC)
- Grace Barnhardt – Superintendent of Business and Treasurer
- Dan Russo – Manager of Plant Services and Health & Safety

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**ARC Purpose and Mandate**




**Purpose**

The ARC was responsible for:

- the School Valuation Framework
- Public Information and Access
- Community Consultation and Public Meetings, and
- for providing a final School Valuation Report and Recommendations.

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**ARC Purpose and Mandate**



**Mandate**

The ARC studied, reported and made recommendations on the accommodation options respecting both schools under review – Sacred Heart and St. Joseph in accordance with the Board's Pupil Accommodation Review Policy AS 28.2

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## Guiding Principles



The ARC review process was reflective of the Board's Principles and Values as articulated in our mission and vision statement:

- That our learning environments will be Catholic centres of excellence that are welcoming, safe, accessible, motivating and alive
- That our programs and services will facilitate the multiple needs and abilities of our learners and the aspirations of our Catholic community
- Accountability for the quality of our programs, the effective use of the resources provided the Board and the outcomes achieved

## ARC Communications



### Public Meetings

- The ARC held 4 public meetings where it received questions and comments

### Website and Voice Mail

- An email address [arc@npssc.edu.on.ca](mailto:arc@npssc.edu.on.ca) and voice mail at 472-1560 ext. 206 have been set up for public inquiries or comments
- All ARC information is available on the Board's website at: [www.npssc.edu.on.ca](http://www.npssc.edu.on.ca)

## ARC Process Overview



The ARC process involved 4 phases:

1. Customizing the generic School Valuation Framework
2. Valuing each school utilizing the customized School Valuation Framework
3. Review and analysis of possible accommodation options
4. The completion and submission of the ARC school valuation report outlining the process and recommended accommodation options

## Background




At the special Board meeting held on February 20, 2008, the following motion was passed:

THAT the Nipissing-Parry Sound Catholic District School Board approve the formation of an Accommodation Review Committee for the following schools:

- St. Joseph School, and
- Sacred Heart School.



## Process of Public Input




**The ARC held:**

- seven (7) working meetings and
- four (4) public meetings

**to complete its work and to seek community input.**

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## Highlights of Final Report




**Public Meeting #1**

- The ARC presented the Customized School Valuation Framework and described how it was changed to reflect our Board context.
- The ARC also explained its mandate, the pupil accommodation review process, reviewed the basic information and issues to be addressed and received community input.

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## Highlights of Final Report




**Public Meeting #2**

- The ARC presented its draft School-Specific Valuation Reports under the Customized Generic School Valuation Framework for Sacred Heart and St. Joseph schools and received community input.

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## School Specific Valuation



Sacred Heart		
Category	Value	Total Points / Category
Value to the Student	37.5	55
Value to the School Board	12.5	25
Value to the Community	10	15
Value to the Local Economy	3	5
<b>Total Points</b>	<b>63</b>	<b>100</b>

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### School Specific Valuation Sacred Heart



- The close proximity with the parish nurtures the relationship between the school and the church and allows for regular masses to be held at the church.
- A strong relationship with volunteers.
- A range of elective and extracurricular opportunities including a variety of sports, winter elective programs, Reading Rocks, Rainbows, Historica and Science fairs.

### School Specific Valuation Sacred Heart



- An established school culture.
- Limitations with respect to safe traffic flow and parking.
- A large play yard with grass, paved and sandy areas.
- Excellent CSAC involvement and supportive, engaged parents.
- Close proximity to community arts, cultural, and recreational programs.

### School Specific Valuation



#### St. Joseph


Category	Value	Total Points / Category
Value to the Student	38.15	55
Value to the School Board	14.50	25
Value to the Community	8.90	15
Value to the Local Economy	2.25	5
<b>Total Points</b>	<b>63.30</b>	<b>100</b>

### School Specific Valuation St. Joseph



- An established school culture: Early French Immersion, Roman Catholic and Special Education programming (section 23).
- Built-in Science lab
- A range of elective and extracurricular opportunities including a variety of sports, winter elective programs, Clubs, Tutors in the Classroom, Rainbows, Historica and Science fairs.


### School Specific Valuation - St. Joseph



- Before and after school childcare
- Close proximity to community arts, cultural, and recreational programs.
- Chapel on site for prayer and reflection.
- Extremely limited parking.
- New roof and skylights installed in 2006.

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### Highlights of Final Report




#### Public Meeting #3

- The ARC presented to the community the Accommodation Options that were considered along with two recommendations and received community input.

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### Highlights of Final Report: Accommodation Options Considered




In considering all of the accommodation options, the following was taken into account:

- Sacred Heart and St. Joseph Schools have low enrolment, currently at 111 and 98 students respectively. Low enrolment can lead to a number of undesirable side-effects, including limited ability to provide a rich array of extracurricular activities, limited opportunities for same age, same gender peer groups and difficulty in sustaining effective, collaborative and meaningful professional learning communities.

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### Sacred Heart OTG Capacity 259



Projected Enrolment	FTE	Utilization
October 31, 2008	97.5	37.7%
October 31, 2009	127	49.0%
October 31, 2010	128	49.4%
October 31, 2011	136	52.5%
October 31, 2012	147	56.7%

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### St. Joseph OTG Capacity 360



Projected Enrolment	FTE	Utilization
October 31, 2008	79	21.9%
October 31, 2009	112	31.1%
October 31, 2010	113	31.4%
October 31, 2011	120	33.3%
October 31, 2012	123	34.1%

### Highlights of Final Report: Accommodation Options for Consideration



- Sacred Heart and St. Joseph schools operate at expenditure levels beyond the funding guidelines, Sacred Heart School is currently only at 37.7% of capacity and St. Joseph School, 21.9% capacity.
- Sacred Heart and St. Joseph schools have been deemed prohibitive to repair since they both exceed the 65% threshold, Sacred Heart at 68.10% and St. Joseph at 70.54%.

### Highlights of Final Report: Accommodation Options for Consideration




- Sacred Heart and St. Joseph schools are less than four kilometres apart and serve students in the same geographical area.
- Sacred Heart and St. Joseph schools offer JK to Grade 8 Early French Immersion programs.

### Highlights of Final Report: Accommodation Options Considered



1. Consolidate St. Joseph and Sacred Heart schools and build a new school on a new site.

**Considerations**




**Consolidating Sacred Heart and St. Joseph Schools would:**

- Enhance enrolment thereby operating at expenditure levels within the funding guidelines.
- Maintain the integrity of the program offering: JK to Grade 8 Early French Immersion and would respect the social, educational, cultural and recreational programs currently being offered at both schools.
- A new school would be built for the 21st century with improved facilities that would offer an enhanced learning environment.

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**Considerations**



- A new school may result in increased enrolment.
- All students would only have to relocate once.
- A new site would allow both school populations to develop a common culture and identity.
- Building a new school would offer an opportunity for students to be part of the building process.
- Difficulty in finding an available site that is suitable for school purposes, within budget and in the vicinity of both schools.

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**Considerations**



- A new site may not be financially feasible.
- Locating and building on a new site might delay the process of relocating due to the legal requirements involved in the acquisition process.
- The Board would have to address the future use of two vacant sites.
- A new site might provide a more desirable location.

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**Highlights of Final Report:  
Accommodation Options  
Considered**



2. Consolidate St. Joseph and Sacred Heart schools and build a new school on one of the two existing school sites.

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**Considerations**




**Consolidating Sacred Heart and St. Joseph Schools would:**

- Enhance enrolment thereby operating at expenditure levels within the funding guidelines.
- Maintain the integrity of the program offering: JK to Grade 8 Early French Immersion and would respect the social, educational, cultural and recreational programs currently being offered at both schools.
- A new school would be built for the 21st century with improved facilities that would offer an enhanced learning environment.

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**Considerations**



- A new school may result in increased enrolment.
- Both of the existing sites offer a green space and are centrally located; close to educational and community agencies (i.e., library, YMCA).
- Both schools are located in established neighbourhoods.
- Students would have to be relocated to one of the schools (holding school) while the new school is being built resulting in:
  - one group of students being relocated twice
  - an opportunity to build a common culture and for students to be involved in the building of a new school together.

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**Considerations**



- There would only be one additional site to address for future use.
- Relocation of a new school to an existing site might be expedited: no delay in finding and securing a new school site.
- There are additional costs associated with the demolition of an existing school.

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**Highlights of Final Report: Accommodation Options Considered**



**3. Relocate St. Joseph and Sacred Heart schools to an existing school within the same catchment area.**

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## Considerations



- No school in the catchment area currently offers similar programs.
- All schools in the catchment area are at or near capacity and could not accommodate an additional 200+ students.

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## Programming and Utilization of Nearby Schools



School	Programming	Enrolment at October 31, 2008	On the Ground Capacity	Utilization Before Specialty Program Use	Utilization with Specialty Use of Space
Mother St. Bride	English JK - 8	235	282	83.3%	100%
St. Alexander	English JK - 8	147	282	52.1%	91.7%
St. Hubert	English JK - 8	303	335	90.5%	100%

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## Highlights of Final Report: Accommodation Options Considered



4. Add an addition to an existing school and relocate the population of Sacred Heart and St. Joseph schools to that site.

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## Considerations



- Currently the sites at the existing schools located in the catchment area could not accommodate 200 additional students under the current program offerings.

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### Highlights of Final Report: Accommodation Options Considered



- 5. Explore purchasing an existing building for sale within the same catchment area and retrofit.

### Considerations



- Cost of purchasing and retrofitting an existing building to accommodate elementary students might not be financially advantageous (i.e., cost might be more than building a new school).
- The structure might not be designed to maximize learning opportunities for students.

### Highlights of Final Report: Recommended Options



1. Consolidate St. Joseph and Sacred Heart and build a new school on a new site
2. Consolidate St. Joseph and Sacred Heart and build a new school on one of the two existing school sites

### Prohibitive to Repair Schools




#### Funding:

The capital requirements of the recommended school organization are supported by the funding guidelines of the Funding Model. The ministry recently announced a funding approval to address these PTR schools under its capital funding program.



**Prohibitive to Repair Schools**




**News Release – November 5, 2008**

- The government is investing over \$9 million to help our Board address the renewal needs for schools in North Bay: St. Joseph, Sacred Heart and St. Hubert that are designated as PTR.
- These 3 schools are within 4 km from each other; St. Hubert is an English program school operating at capacity, and as such is not part of the ARC process.

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**Prohibitive to Repair Schools**




**News Release – November 5, 2008 (con't)**

- A significant portion of this funding will help us in addressing the accommodation needs for the two French Immersion Schools currently undergoing the Accommodation Review process, St. Joseph and Sacred Heart.
- Some of the funding from this allocation will be used to address the major renovations that are required at St. Hubert as well.

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**Timelines**



Date	Action
February 24, 2009 (Regular Board Meeting)	Director's follow-up report on accommodation
March 31, 2009 (Regular Board Meeting)	Board decision on accommodation
April 2009	Follow-up Communication to families and the Community

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