



REGULAR BOARD MEETING

TUESDAY, JANUARY 23, 2018

BOARDROOM

OPEN MEETING – 6:30 to 9:30 P.M.

Chairperson: Mrs. M. Griepsma

Vice-Chairperson: Mr. D. Bernier

<p>TRUSTEES WHO ARE UNABLE TO ATTEND THE MEETING ARE ASKED TO PLEASE NOTIFY PAM SMITH.</p>

A. Call to Order of the Open Meeting – 6:30 P.M.:

1. Examen – Fr. Paul Massel.
2. Opening Prayer – Fr. Paul Massel.
3. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishinaabe.
4. Singing of the National Anthem.
5. Approval of Agenda.
6. Declarations of Conflicts of Interest.
7. Approval of the Minutes:
 - a) Approval of the Draft December 19, 2017 Open Session Regular Board Meeting Minutes.
 - b) R.A. from the January 15, 2018 Special In-Camera Meeting RE: February Board Meeting Date.
8. Business Arising Out of the Minutes.

B. Reports from the Director of Education and Student Trustee(s):

1. Report from the Director of Education, Mr. Michael Nasello.
 - a. 2016-2017 Director's Annual Report.

Mr. Michael Nasello, Director of Education
Mr. Galen Eagle, Communication Manager

2. Report from the Student Trustees.

Mr. Winston Steward, Sr. Student Trustee
Ms. Calahndra Brake, Jr. Student Trustee

C. Presentations:

1. Deeper Learning at the Secondary Level.
Mrs. Dawn Michie, Superintendent of Learning/Program K-12
Amelia Valenti, Student Achievement Consultant
Jonathan Ross, Teacher – Holy Cross Catholic Secondary School
Holy Cross Catholic Secondary School Students:
Morgan Daniels, Jodi Overwijk, Keifer Saysanasy

D. Programs and Services: No Items.

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.
Mrs. Michelle Griepsma, Board Chairperson
2. Trustee Reports: Ontario Catholic School Trustees' Association Seminar (Hilton Mississauga, Meadowvale, January 19-20, 2018).
3. STSCO Governance Open Session Meeting Update from January 9, 2018.
Mrs. Michelle Griepsma, Board Chairperson
 - a) R.A.: DRAFT Letter re: Minimum Wage Increase – Bus Operators
Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services
4. Final Staff Report – Cobourg Elementary School Accommodation Review (Information).
Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services
Mr. Tim Moloney, Superintendent of Learning/Student Success

F. Human Resources:

1. R.A. 2018-2019 DRAFT School Year Calendars (Elementary and Secondary).
Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services

G. Policy Development: No Items.

H. Old Business:

1. Letter to the Corporation of the Municipality of Clarington Re: Elections and PA Day.
Mr. Michael Nasello, Director of Education

I. New Business:

1. Cannabis Retail Outlet and Proximity to Schools Update.
Mr. Michael Nasello, Director of Education

J. Bring Forward: No Items.

K. Information Items:

1. Chairperson's Report.
Mrs. Michelle Griepsma, Board Chairperson
2. Ontario College of Teachers Conference.
Mr. Michael Nasello, Director of Education
3. Trustees' Committee Reports: (Past Approved and Draft Meeting Minutes shared on Google.)
a) Special Education Advisory Committee – January 18, 2018.
4. Highlights of System Achievements.
Mr. Galen Eagle, Communications Manager
5. February 7, 2018 Municipal Election Workshop Update.
Mr. Michael Nasello, Director of Education

L. Future Meetings:

BOARD AND STANDING COMMITTEE MEETINGS (chronological order)

1. Board Standing Committee Meetings:
 - Governance – **Monday, February 12, 2018, 6:30 p.m. – 8:30 p.m.**
 - **Special Board Meeting – Wednesday, February 7, 2018. 6:30 p.m.-8:30 p.m.**
 - Board Meeting – **Tuesday, February 27, 2018, 2018, In Camera 6:00 p.m.,
Open Session 6:30 p.m.**
 - Policy Development – **Tuesday, January 30, 2018, 6:30 p.m. – 8:30 p.m.**
2. Other Committee Meetings:
 - Faith and Equity Advisory Committee, January 25, 2018, 6:30 p.m.
 - Catholic Parent Engagement Committee, February 5, 2018, 6:30 p.m.
 - Chairperson Committee Meeting – Monday, February 12, 2018, 4:30 p.m.
 - Accessibility for All Committee, February 13, 2018, 1:15 p.m.
 - Special Education Advisory Committee – February 15, 2018, 6:30 p.m.
 - Student Council Liaison Committee Meeting – Tuesday, February 27, 2018, 4:15 p.m.
 - First Nation, Métis, and Inuit Advisory Committee – March 6, 2018, 6:30 p.m.
 - STSCO Governance Meeting – March 28, 2018, 3:00 p.m., STSCO Offices.
 - French as a Second Language Advisory Committee, April 11, 2018, 4:30 p.m.
 - Audit Committee, TBD, 6:30 p.m.
 - Supervised Alternative Learning (SAL) Meeting – TBD.

EVENTS (chronological order)

- February 7, 2018 - Workshop on Municipal Elections presented by Mr. Stephen Andrews, OCSTA Director of Legislative and Political Affairs, and Mr. Patrick Daly, OCSTA President (Board Office – 4:30 p.m.)
- February 7, 2018 Special Board Meeting
- February 15, 2018 – Special Olympics Fundraisers
- February 15-18, 2018 - OSTA-AECO Ontario Student Trustees' Association Board Council Conference (Student Trustees)
- April 4, 2018 - Catholic Leadership Development Series, "Called to Learn", 4:15 p.m. -6:00 p.m. Board Office –Large Board Room
- April 26-28, 2018 - OCSTA Ontario Catholic School Trustees' Association – AGM (Crowne Plaza Kitchener – Waterloo)
- May 6-May 11, 2018 - Catholic Education Week
- May 9, 2018 – PVNCCDSB Service Recognition – Occasional Staff (Board Office)
- May 9, 2018 - Catholic Student Leadership Awards Evening
- May 24, 2018 - OSTA-AECO Ontario Student Trustees' Association Annual General Meeting May 24-27, 2018 (Student Trustees)
- June 7, 2018 - CCSTA Canadian Catholic School Trustees' Association AGM June 7-9, 2018 Kelowna BC

M. Conclusion:

1. Report from the In-camera Meeting.
2. Closing Prayer.
3. Adjournment.



Minutes

THE MINUTES OF THE OPEN SESSION OF THE REGULAR MEETING OF THE BOARD held Tuesday, December 19, 2017 at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

PRESENT:

Trustees - Mmes. Linda Ainsworth, Calahndra Brake – Student Trustee,
Ruth Ciraulo, Christine Dunn, Michelle Griepsma, Helen McCarthy.
Messrs. Dave Bernier, Dan Demers, Winston Steward – Student Trustee.

Administration - Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace,
Dawn Michie.
Messrs. Galen Eagle, Fr. Paul Massel, Tim Moloney, Michael Nasello.

Absent/Regrets -

Recorder - Mrs. P. Smith.

A. Call to Order of the Open Meeting – 6:34 P.M.:

1. Examen.

Mrs. Michelle Griepsma, Chairperson, asked Fr. Paul Massel to lead the Board in the Examen.

2. Opening Prayer.

The Chairperson, Mrs. Michelle Griepsma, called the meeting to order at 6:34 p.m. and asked Fr. Paul Massel to lead the Opening Prayer.

3. Acknowledgement.

Mrs. Michelle Griepsma, Chairperson, acknowledged that the Board Meeting was taking place on the traditional territory of the Mississauga Anishinaabe People.

4. Singing of the National Anthem.

The National Anthem was sung.

5. Approval of the Agenda.

MOTION: Moved by Mrs. Linda Ainsworth, seconded by Mr. Dave Bernier,

that the Agenda for Tuesday, December 19, 2017, be approved with the addition of item D1 Letter of appreciation from the Board to the Canadian Welding Association, item F2 Early Childhood Education Update and item I1 Correspondence from the Corporation of the Municipality of Clarington.

Carried.

6. Declarations of Conflicts of Interest.

There were no declarations of conflicts of interest.

7. Approval of the Minutes.

a. Approval of the November 28, 2017 Open Session Regular Board Meeting Minutes.

MOTION: Moved by Mrs. Helen McCarthy, seconded by Mr. Dan Demers,

that the Board approve the November 28, 2017 Open Session Regular Board Meeting Minutes as amended.

Carried.

b. Approval of the December 5, 2017 Annual Board Meeting.

MOTION: Moved by Mrs. Linda Ainsworth, seconded by Mrs. Ruth Ciraulo,

that the Board approve the December 5, 2017 Annual Board Meeting Minutes as presented.

Carried.

8. Business Arising Out of the Minutes.

There were no items.

B. Reports from the Director of Education and Student Trustee(s):

1. Report from the Director of Education.

Mr. Michael Nasello, Director of Education, shared his report with the Board and highlighted that:

- Put your Director to Work Day draw raised an estimated \$1300 for the Peterborough United Way and that he will be covering the Computer Helpdesk for one day in January, 2018.
- Rich discussions surrounding the Ontario Equity Plan are happening and more information will be received in January. We are reviewing our own practice regarding the Equity Action Plan and more information will follow through the Board Faith and Equity Advisory Committee.
- In the New Year a presentation will be coming to the Board on the topic of Deeper Learning at Secondary Schools.
- A policy directive was released on October 13, 2017 regarding protective services for 16-17 year olds to Children's Aid Societies. As of January 1, 2018, Ontario will increase the age of protection to include all children under the age of 18.
- Warmest wishes to all for a safe and Merry Christmas.

2. Report from the Student Trustee(s).

Ms. Calahndra Brake, Student Trustee, shared her report with the Board and highlighted that:

- Schools supported many fundraisers including
 - Hampers for the Salvation Army, Organization for Ten Thousand Villages supporting the sale of Fair Trade handmade gifts, Angel Fundraiser-collecting clothes and toys for local families, the International Ambassadors fundraiser, Poinsettia fundraiser and Wells of Hope.
- Students participated in many activities over the Christmas Spirit Week.
- Schools are very involved in mental health initiatives with schools increasing opportunities for students to improve their well-being. Some activities included a Grade 9 Be Well Day that involved wellness-inducing activities such as yoga, meditation, stress circles, and physical activity.

C. Presentations:

1. PVNCCDSB Strategic Plan 2017-2020 Presentation.

Mr. Nasello, Director of Education, presented the PVNCCDSB end of year overview about the implementation of the Board's Strategic Plan 2017-2020 and shared a handout with Trustees.

This document shows the Board Vision aligned with the Renewed Strategic Priorities, Strategic Actions and yearly plans to support the actions. Mr. Nasello indicated that transformative learning in deep learning will inspire change. Mr. Nasello noted that this is a whole school initiative in collaborative and collective learning and can be aligned with school and Board improvement plans for student achievement and well-being.

D. Programs and Services:

1. Letter to Canadian Welding Association (Addendum).

Mr. Nasello, Director of Education, shared a letter from the Board addressed to the Canadian Welding Association in appreciation for their support of the expanding PVNCCDSB Welding Program. Mrs. Michelle Griepsma, Board Chairperson, signed the letter on behalf of the Board.

E. Business, Finance and Governance:

2. OCSTA – Ontario Catholic School Trustees' Association Report.

Mrs. Michelle Griepsma, Chairperson, shared that updates are on the google drive. If Trustees have any questions pertaining to any documents on the Google Drive please contact Mrs. Michelle Griepsma, Board Chairperson. Some of the updates include, Catholic Education week information, Catholic School Chaplains Association Brochure, weekly legislative highlights, education service agreement and other OCSTA notifications such as the link to videos re: students across the province and voting for all, effective practices for campaigning and Student Trustee Alumni award.

Mrs. Griepsma indicated that within the google file is the OCSTA financial brief and recommendations. If Trustees require clarification or further information please advise her and she will make inquiries.

Mr. Michael Nasello, Director of Education, discussed the OCSTA memo relating to Cannabis Retail Outlets and indicated that he is in the process of arranging meetings with Mayors and School Board Directors from Lindsay and Peterborough regarding the proximity of these outlets to schools. Lindsay and Peterborough have been identified as communities that could have cannabis retail outlets in July 2018.

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Mr. Dan Demers,

that the Board approve the Director of Education to meet with local Mayors and bring forward the Board's concerns around the proximity of cannabis retail outlets to schools as outlined in the Canadian School Boards Association Declaration and as discussed at the December 19, 2017 Open Session Regular Board Meeting.

Carried.

Student Trustees, Ms. Calahndra Brake and Mr. Winston Steward indicated to the Board their support of this Motion.

3. R.A. Banking Credit Amendment.

a. Borrowing Resolution.

Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services, reviewed the Borrowing Resolution with Trustees.

MOTION: Moved by Mr. Dan Demers, seconded by Mrs. Linda Ainsworth,

that the Board approve the Borrowing Resolution in support of the Operating Line of Credit in the amount of \$10,000,000 per the attached report dated December 19, 2017.

Carried.

b. Credit Amendment.

Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services, reviewed the Credit Amendment with Trustees.

MOTION: Moved by Mrs. Ruth Ciraulo, seconded by Mr. Dave Bernier,

that the Board authorize the Chair and the Director to sign the Credit Amendment Agreement with the Canadian Imperial Bank of Commerce.

Carried.

4. R.A. Walk Boundary – Holy Cross Catholic Secondary School.

Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services, discussed and answered questions regarding the Holy Cross Catholic Secondary School Walk Boundary and shared the recommendation from the Governance Committee.

MOTION: Moved by Mr. Dan Demers, seconded by Mrs. Linda Ainsworth,

that effective the 2018-2019 school year, walking routes to Holy Cross Catholic Secondary School will be reviewed to include the intersection of Sherbrooke and Denure in the measurements, in order to determine whether a student is eligible for transportation services.

5. R.A. Trustee Honoraria 2017-2018.

Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services, discussed the Trustee Honoraria 2017-2018 and shared the recommendation from the Governance Committee.

MOTION: Moved by Mr. Dan Demers, seconded by Mrs. Linda Ainsworth,

that the honoraria for Board members as outlined in the Governance Report dated December 11, 2017 be approved for the period December 1, 2017 to November 30, 2018.

Carried.

6. R.A. Board Travel Mileage Rate.

Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services, reviewed the Board travel mileage rate and reimbursement and shared the recommendation from the Governance Committee.

MOTION: Moved by Mr. Dan Demers, seconded by Ms. Christine Dunn,

that effective January 1, 2018 (and annually thereafter) the rate of mileage reimbursement for travel on Board business be aligned with Canada Revenue Agency allowable rates.

7. R.A. Approval of Member to the Special Education Advisory Committee.

MOTION: Moved by Mrs. Helen McCarthy, seconded by Mrs. Ruth Ciraulo,

that Anita Arnold be approved as a community member representing the community at the Special Education Advisory Committee for the balance of the term of December 1, 2014 to November 30, 2018.

Carried.

F. Human Resources:

1. R.A. Health and Safety Report.

The Joint Health and Safety Committee Semi-Annual Report dated December 8, 2017 was handed out to Trustees at the Board Meeting. Ms. Joan Carragher, Superintendent of Learning, Leadership and Human Resource Services, reviewed the document and answered questions. This document will be shared with the Board bi-annually.

The Joint Health and Safety Committee have meetings quarterly to review, update and provide guidance to stakeholders on Health and Safety related matters. All Board properties are inspected monthly by Work Site Inspection Committees. The Joint Health and Safety Committee Members are identified in the report. Ms. Carragher clarified that incident reporting is measured by forms submitted by employees. Ms. Carragher also discussed that all schools have Work Site Inspection Committees. To date this year Work Site Inspection Committee Rep training has been offered in the areas of Mental Health and Wellness Training and First Aid/CPR Training. Ms. Carragher noted that six facilities in the Board will undergo an Audit this year.

MOTION: Moved by Mrs. Linda Ainsworth, seconded by Mr. Dan Demers,
that the Board receive the PVNCCDSB Joint Health and Safety Semi-Annual Report dated
December 8, 2017.

Carried.

2. Early Childhood Update (Addendum).

Ms. Joan Carragher, Superintendent of Learning, Leadership and Human Resource Services, discussed with Trustees the delivery of the instructional program for Early Childhood Educators (ECEs). Ms. Carragher explained the side by side (ECE and Teacher) approach that some boards have adopted including ours and also other alternative approaches. No system changes are anticipated for this school year and this item will be revisited prior to scheduling for the 18-19 school year.

G. Policy Development: No Items.

H. Old Business: No Items.

I. New Business:

1. Correspondence from the Corporation of the Municipality of Clarington (Addendum).

Mr. Nasello, Director of Education, shared a letter with Trustees from the Corporation of the Municipality of Clarington who are requesting to move the PA day to coincide with the October 22, 2018 Municipal Elections.

After discussion, the Board requested that Mr. Nasello, Director of Education, to compose a response letter to the Corporation of the Municipality of Clarington. Trustees requested that concerns regarding security, traffic and parking be noted and that the letter indicate that child care providers would be at school locations on October 22, 2018.

MOTION: Moved by Mrs. Linda Ainsworth, seconded by Mr. Dan Demers,
that the Board approve the Director of Education to respond to the letter from the Corporation of the Municipality of Clarington regarding their request to move the October 26, 2018 PA Day to October 22, 2018 as discussed at the December 19, 2017 Open Session Regular Board Meeting.

Carried.

J. Bring Forward: No Items.

K. Information Items:

1. Chairperson's Report.

Mrs. Michelle Griepsma, Board Chairperson, requested Trustees to review Administrative Procedure 711 – Electronic Meetings of the Board and Ministry Legislated Committees. If an electronic meeting is required Trustees will need to understand how to connect to the meeting. If Trustees require assistance they are requested to contact the Director's Office for

Trustees are kindly reminded to please contact the Director's Office if they are planning to attend the April 26, 2018 OCSTA/OCSBOA and the April 26-28, 2018 OCSTA AGM taking place in Kitchener-Waterloo.

Trustees are also reminded that a workshop on Municipal Elections is being organized to take place on February 7, 2018 prior to the Special Board Meeting.

2. Toonies for Tuition Update.

Mr. Michael Nasello, Director of Education, informed Trustees that to date for 2017-2018 \$555.00 has been raised to support the Canadian Catholic School Trustees' Association - Toonies for Tuition Program.

Mr. Nasello, Director of Education, also shared that the Myanmar fundraising supported by Development and Peace has raised \$2, 734.00 to date for 2017-2018.

As well, the Board Good Samaritan Fund which raises funds through staff donations, special events and memoriam programs supports students and families in our community that are in crisis. An estimated \$5000 has been used to support families for 2017-2018 to date.

3. Trustees Committee Reports (Past Committee Meeting Minutes).

There were no questions arising from the Past Committee Meeting Minutes that were shared in the Google Drive for the December 18, 2017, Board Meeting.

- i. First Nation, Métis, and Inuit Advisory Committee December 12, 2017.

4. Board Representation to Various Committees.

A chart was shared with Trustees outlining Board representation to various committees.

Mrs. Michelle Griepsma, Chair of the Board, indicated to Trustees that if they cannot attend a meeting please advise her and she will follow up to have a Trustee attend in their place if possible. It was noted that a Trustee must be present for the Catholic Parent Engagement Committee, Supervised Alternative Learning Committee and the Audit Committee meetings.

Mrs. Griepsma will also inform the Director's Office if an alternate Trustee will be attending a Committee Meeting and the appropriate Administrative Assistant for the Committee will be notified.

5. Highlights of System Achievements.

Mr. Galen Eagle, Communications Manager, presented the System Achievements for the month which have been posted on the Board web site.

Mrs. Michelle Griepsma, Board Chairperson, mentioned that February 22, 2018 is Human Trafficking Awareness Day and Mr. Nasello, Director of Education, and Mr. Tim Moloney, Superintendent of Learning/Student Success, indicated that they will connect with local police departments to assist in resourcing.

L. Future Meetings:

BOARD AND STANDING COMMITTEE MEETINGS (chronological order)

1. Board Standing Committee Meetings:

- Governance – **Monday, January 15, 2018, 6:30 p.m. – 8:30 p.m.**
- Board Meeting – **Tuesday, January 23, 2018, In Camera 6:00 p.m.,
Open Session 6:30 p.m.**
- Policy Development – **Tuesday, January 30, 2018, 6:30 p.m. – 8:30 p.m.**

2. Other Committee Meetings:

- Supervised Alternative Learning (SAL) Meeting – Tuesday, January 9, 2018
2:30 p.m.
- Chairperson Committee Meeting – Monday, January 15, 2018, 4:30 p.m.
- Student Council Liaison Committee Meeting – January 23, 2018, 4:15 p.m.
- STSCO Governance Meeting – January 9, 2018, 3:00 p.m., STSCO Offices.
- Special Education Advisory Committee – January 18, 2018, 6:30 p.m.
- Faith and Equity Advisory Committee, January 25, 2018, 6:30 p.m.
- Catholic Parent Engagement Committee, February 5, 2018, 6:30 p.m.
- Accessibility for All Committee, February 13, 2018, 1:15 p.m.
- First Nation, Métis, and Inuit Advisory Committee – March 6, 2018, 6:30 p.m.
- French as a Second Language Advisory Committee, April 11, 2018, 4:30 p.m.
- Audit Committee, TBD, 6:30 p.m.

EVENTS (chronological order)

- January 19, 2018 - OCSTA Ontario Catholic School Trustees' Association –
Trustees Seminar (Hilton Mississauga, Meadowvale) January 19-20, 2018
- February 7, 2018 - Workshop on Municipal Elections presented by Mr. Stephen
Andrews, OCSTA Director of Legislative and Political Affairs, and Mr. Patrick
Daly, OCSTA President (Board Office – 4:30 p.m.)
- February 7, 2018 Special Board Meeting, In Camera 6:00 p.m., Open Session
6:30 p.m.
- February 15, 2018 – Special Olympics Fundraisers
- February 15-18, 2018 - OSTA-AECO Ontario Student Trustees' Association
Board Council Conference (Student Trustees)
- April 4, 2018 - Catholic Leadership Development Series, "Called to Learn",
4:15 p.m. -6:00 p.m. Board Office –Large Board Room
- April 26-28, 2018 - OCSTA Ontario Catholic School Trustees' Association –
AGM and OCSTA/OCSBOA Business Seminar – April 26, 2017 (Crowne Plaza
Kitchener – Waterloo)
- May 6-May 11, 2018 - Catholic Education Week

- May 9, 2018 – PVNCCDSB Service Recognition – Occasional Staff (Board Office)
- May 9, 2018 - Catholic Student Leadership Awards Evening
- May 24, 2018 - OSTA-AECO Ontario Student Trustees' Association Annual General Meeting May 24-27, 2018 (Student Trustees)
- June 7, 2018 - CCSTA Canadian Catholic School Trustees' Association AGM June 7-9, 2018 Kelowna BC

M. Conclusion:

1. Report from the In-camera Meeting.

MOTION: Moved by Mrs. Linda Ainsworth, seconded by Ms. Christine Dunn,

that the Board approved the actions and the discussions arising from the In-Camera session on December 19, 2017.

Carried.

- A.**
 - 1. Opening Prayer was shared.
 - 2. The Agenda for the In-Camera meeting of December 19, 2017 was approved as amended.
 - 3. There were no declarations of conflict of interest.
 - 4. The draft Minutes of the November 28, 2017 In-Camera Board Meeting minutes were Approved as presented.
 - 5. There was one Business item arising out of the minutes.
- B.** There were no presentations.
- C.** Programs and Services – Trustee Meetings were discussed.
- D.** Under Business, Finance and Governance:
 - 1. An OCSTA In-Camera report was heard.
 - 2. Trustees will reconvene after the Open Session regarding Performance Review update.
 - 3. A Motion was heard regarding minutes of settlement from the Expulsion Committee dated December 19, 2017.
 - 4. There was an OCSTA election discussion.
- E.** Human Resources:
 - 1. A Human Resource matter was heard.
- F.** Other Urgent Matter: No Items.
- G.** Information Items: No Items.
- H.** Old Business:
 - 1. A follow up regarding a past matter was heard.
- I.** The Meeting convened as an Open Session at 6:23 p.m.

2. Closing Prayer.

The Chairperson, Mrs. Michelle Griepsma, asked Mrs. Linda Ainsworth to lead the group in Closing Prayer.

3. Adjournment.

MOTION: Moved by Mrs. Helen McCarthy, seconded by Mr. Dan Demers,
that the meeting re-convene as an In-Camera Meeting at 9:00 p.m. with Trustees and the
Director of Education for In-Camera item D2.

Carried.

The google meeting evaluation form was shared with Trustees to complete.

Michelle Griepsma
Board Vice-Chairperson

Michael Nasello
Director of Education

per PS

BUSINESS AND FINANCE

Report to the Board

Meeting: ☐ In Camera
☒ Open

Presented for: ☒ Information
☐ Approval

Meeting Date: January 23, 2018

Presented by: **Isabel Grace, Superintendent of Business/Finance**
Timothy Moloney, Superintendent of Learning/Student Success

Submitted by:

Subject: Final Staff Report - Cobourg Catholic Elementary Schools
Accommodation Review

Recommended Action(s): [Click here to enter the recommended action](#)

The Final Staff Report for the Cobourg Catholic Elementary Schools Accommodation Review is presented for information purposes only. Approval for the Final Staff Report will be sought on February 26, 2018, wherein the recommendations contained within the report will be written as motions for approval.



Final Staff Report

January 23, 2018

Cobourg Catholic Elementary Schools Accommodation Review

FINAL STAFF REPORT

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1.0 Introduction

School boards are responsible for managing their school capital assets in an effective manner. They must respond to changing demographics, program needs and facility condition while ensuring continued student achievement and well-being, and the financial viability/sustainability of the school board.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board (PVNCCDSB) is committed to providing a full range of education experiences for its students and community equitably distributed across the system in accordance with its vision and strategic priorities.

The authority of school boards to make decisions regarding pupil accommodation is set out in section 171(1), paragraph 7 of the Education Act.

171(1) A board may...

- (7) determine the number and kinds 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.

The Board has established and approved Policy 109 – Pupil Accommodation Review which provides a framework for pupil accommodation reviews that is consistent and aligns with the Ministry of Education Pupil Accommodation Review Guidelines.

1.1 Goals of the Accommodation Review Process

The following goals will guide the Cobourg Catholic Elementary School Accommodation Review:

- Be faithful to the PVNCCDSB strategic plan: ensure that decisions are evidence based and responsive.
- Determine attendance boundaries that best meet board-wide accommodation review goals, program delivery and the priorities of school communities.

1.2 Board-wide Accommodation Review Goals

The following goals relate to any accommodation review, whether a boundary change or school closure and must be considered in the Cobourg Catholic Elementary School Accommodation Review:

- Provide the most optimal learning environment possible (consider program environments and how they support student achievement).
- Ensure efficient use of system resources by balancing enrolment and facilities:
 - Maximize the use of Board-owned facilities over the long-term;
 - Minimize the use of non-permanent accommodation (portables) as a long-term strategy while recognizing that it may be a good short-term solution.
- Provide a long-term (5 years +) accommodation solution.

- Create boundaries that maximize the number of students that can walk to school:
 - Consider the board's existing transportation policy and how it may be impacted by or limit accommodation scenarios.
- Provide logical attendance boundaries:
 - Follow logical divides such as major roads, physical barriers, etc.;
 - Recognize existing neighbourhoods, wherever possible.
- Reduce operating costs (e.g. maintenance, operations, transportation, etc.).
- Develop accommodation options with consideration for Ministry of Education capital funding formulas.

1.3 Cobourg Accommodation Review Goal

To address significant future capital and maintenance facility condition expenditures at both St. Michael Catholic Elementary School (CES) and Notre Dame CES, the review goal is:

- To fully utilize the St. Joseph CES (effective September 2018) via a boundary change, and;
- To close St. Michael CES and to consolidate the French Immersion program located at St. Michael CES into a new dual track replacement school at Notre Dame CES. **

** Subject to the Final Staff Report approval of the recommended accommodation option by the Board of Trustees, implementation of the closure of St. Michael CES would not occur until the Ministry of Education has approved a new replacement school and the new school has been constructed and ready to occupy.

2.0 Accommodation Review Process

2.1 Policy and Guidelines

An Accommodation Review is guided by the Ministry of Education Pupil Accommodation Review Guideline, March 2015 and Board Policy 109 and Administrative Procedure 109.

2.2 Accommodation Review Process

The Ministry of Education Pupil Accommodation Review Guideline (March 2015) provides the framework that school boards are required to follow.

Board Policy 109 and Administrative Procedure 109 follow the Ministry Pupil Accommodation Review Guideline as outlined below:

- School Board staffs are required to provide an Initial Staff Report to the Board of Trustees prior to initiating the review. The Initial Staff Report must include a recommended option. The initiation of a school closure review based on the Initial Staff Report is not an approval of the recommended option. However, the entire process is structured around the information contained in the Initial Staff Report.
- Upon approval of the Initial Staff Report, an Accommodation Review Committee (ARC) is established and the ARC's role is to act as the official conduit for information shared between the school board and the school communities, to comment and seek clarification on the initial

staff report, and to review materials provided by board staff. The ARC is permitted to suggest other accommodation options so long as there is supporting rationale and they fit within the scope of the review. The ARC is not responsible for carrying out the school closure review process and providing recommendations.

- Board staffs are responsible for carrying out the school accommodation review process and making the final recommendations to the Board of Trustees and Director of Education.
- Two (2) public meetings are required. The first meeting must include an overview of the ARC orientation session (first ARC working meeting), the Initial Staff Report with the recommended option, and presentation of the School Information Profiles (SIP's). The purpose of the second public meeting is to present the recommended option and implementation strategies.
- Following a decision to close and consolidate a school, a separate committee will be established to address the transition of students and staff.

3.0 Initial Staff Report

3.1 Introduction and Purpose

As part of the overall strategic management of the Board's teaching and learning resources and facilities, and in consideration of long-range planning, Administration has identified relevant conditions that support an accommodation review for the Catholic elementary schools in Cobourg, Ontario. The ultimate goal of the Accommodation Review is to improve the infrastructure and learning environments for students and staff and improve the utilization of the board's facilities.

On March 28, 2017 the Board of Trustees received and approved the Initial Staff Report initiating the Accommodation Review process for the Cobourg Catholic Elementary Schools.

3.2 Analysis

3.2.1 Enrolment and Utilization

The following table reflects enrolment projections and utilization rates as of September 2017 based on the recently approved program changes for the French Immersion program located at St. Michael CES. (Approved by the Board of Trustees on February 28, 2017).

	OTG		2016-17	2017-18	2018-19	2022-23	2027-28
Notre Dame CES	230	enrolment utilization	281 (122%)	260 (113%)	250 (109%)	224 (97%)	233 (101%)
St. Michael CES (FI, K-8)	248	enrolment utilization	216 (87%)	197 (79%)	201 (81%)	204 (82%)	214 (86%)
St. Joseph CES	277	enrolment utilization	137 (49%)	192 (69%)	201 (73%)	184 (66%)	191 (68%)
Totals	755	enrolment utilization	634 (84%)	649 (86%)	652 (86%)	612 (81%)	638 (85%)

From the above 10 year projection, not all schools effectively utilize the On-the-ground (OTG) capacity and, in fact, overall the utilization of all three schools is under-utilized and there is a need to right-size the OTG.

3.2.2 Facility Condition

The following is a description for each of the schools as well as a summary of facility condition and issues:

St. Michael CES

The original building, which is in the east wing of the school, was constructed in 1893 and has an estimated total gross floor area of 303 m² (3,260 ft²). In 1905, an addition was constructed at the north end of the original building. The 1905 addition has a gross floor area of approximately 334m² (3,600 ft²). In 1952 a split-level, two-storey building was constructed to the west of the original building/1905 addition. This section includes the gymnasium, kindergarten classrooms, washrooms, and offices. The 1952 addition has a total area of approximately 957 m² (10,300 ft²). The 1952 addition was then extended in 1958 for additional classrooms. This 1958 addition has an approximate area of 515 m² (5,540 ft²). Total gross floor is 1,806 m² (22,700 ft²).

Based on the guidelines from the referenced Ministry of Education report - Building Our Schools, Building Our Future, a significant number of the instructional spaces and operational areas are deemed to be undersized or are absent. In order to meet the suggested requirements for all the facility spaces in St. Michael Catholic Elementary School, significant reconstruction of the existing spaces and possibly the construction of additions would be required.

The site area is small at 0.59 hectares (1.46 acres) and nearly 100% hard surface.

A comment from the Ministry of Education 2013 facility condition inspections stated, "Overall the architectural components appear in fair condition, but a number of components appear worn and deteriorated, and have surpassed their anticipated service life".

This is the oldest school of the three schools under review and would be problematic to renovate to address accessibility and program design and building code requirements due to the age and configuration of the existing structures and the limited site size.

Notre Dame CES

The original building, which is the southwest portion of the school, was constructed in 1962, has an estimated total gross floor area of 557 m² (6,000 ft²). In 1967, an addition was constructed adjacent to the east elevation of the original building. The 1967 addition has a gross floor area of approximately 1,366 m² (14,700 ft²). Total gross floor is 1,923 m² (20,700 ft²).

Based on the guidelines from the referenced Ministry of Education report - Building Our Schools, Building Our Future, a significant number of the instructional spaces and operational areas are deemed to be undersized or are absent. In order to meet the suggested requirements for all the facility spaces in Notre Dame Catholic Elementary School, significant reconstruction of the existing spaces and possibly the construction of additions would be required.

The site area is estimated to be 2.5 hectares. (6.2 acres).

A relocatable six classroom port-a-pack was installed on the site in 2005 and is nearing the end of its anticipated life cycle.

A comment from the Ministry of Education 2013 facility condition inspections stated, "Overall the architectural components appear in fair condition, but a number of components appear worn and deteriorated, and have surpassed their anticipated service life".

Notre Dame is over 50 years old. The configuration of the classrooms in a section of the school is triangular off a central square and does not meet current program design standards. Renovations are not possible due to the structural design and load-bearing capacities. The school is heated by electricity and is not energy efficient.

St. Joseph CES

The original building, which is in the east wing of the school, was constructed in 1960 and has an estimated total gross floor area of 511 m² (5,500 ft²). In 1991, an addition was constructed on the

west end of the original building. The 1991 addition has a gross floor area of approximately 2,215 m² (23,842 ft²). Total gross floor is 2,726 m² (29,342 ft²).

St. Joseph original building is 56 years old but has been well maintained with some recent renovations. The 1991 addition represents two thirds of the school's gross area footprint and, as such, the school is a relatively new facility.

Some classrooms have been converted into specialty spaces to hold special education programs.

The site area is estimated to be 1.87 hectares (4.62 acres).

3.3 Accommodation Options

As per the Ministry Guideline and Policy 109, administrative Procedure 109, the Initial Staff Report (ISR) included accommodation options to address the goals of the review. There were four options contained in the ISR, including the staff recommended option.

There are 2 assumptions that have been made regarding the options:

- (1) That St. Michael Catholic Elementary School would remain open until such time as the physical space is available to move the students to an alternate site.
- (2) Overall transportation times are expected to remain consistent under each of the options given the proximity of the schools. It is important to note that all of the assumptions regarding transportation in this report are based on the location of 2016-17 students and current bus routing.

OPTION 1 (Consolidate 3 Schools into 1 School)

This option proposes the **construction of a new replacement school** on the Notre Dame CES site and would result in:

- (1) the closure and transfer of St. Joseph CES students to the new replacement school, joining the existing Notre Dame community; and
- (2) the closure and transfer of St. Michael CES to the new replacement school, joining the existing Notre Dame community.

OPTION 2 (Consolidate 3 Schools into 2 Schools, with an addition)

This option proposes the **construction of an addition** at Notre Dame CES and:

- (1) the realignment of school boundaries (see Table One map at end of the report) to transfer regular track (RT) students into St. Joseph to increase student population and reduce excess capacity, effective September 2018; and
- (2) the closure of St. Michael CES and the transfer of the French Immersion Program to an expanded Notre Dame CES site.

This proposal is dependent on Ministry of Education approval and funding of a renovation and a classroom addition to Notre Dame CES large enough to include new student population and replace the existing portable classrooms and to upgrade program spaces.

OPTION 3 (Consolidate 3 Schools into 2 Schools, create a new FI Centre)

This option proposes the construction of a **new replacement school** on the Notre Dame CES site and would result in:

- (1) the transfer of St. Joseph CES students to the new replacement school to join the Notre Dame CES school community in a newly built K-8 regular track (RT) school; and
- (2) the closure of St. Michael CES and transfer of the French Immersion program for Northumberland to the St. Joseph CES site, creating a single-track K-8 French Immersion (FI) school.

This proposal is dependent on the Ministry of Education approval and funding of the construction of a new replacement school of sufficient size to accommodate all the students.

School Boundary/Catchment changes: the former RT catchments of St. Joseph CES and Notre Dame CES would be combined into one new catchment area serving the new replacement school.

OPTION 4 (Staff Recommended Option, Consolidate 3 Schools into 2 Schools)

This option proposes the construction of a **new replacement school** at the Notre Dame Site and:

- (1) the realignment of school boundaries (see Table One map at end of the report) to transfer regular track (RT) students into St. Joseph to increase student population and reduce excess capacity, effective September 2018; and
- (2) the closure of St. Michael School and the transfer of the French Immersion Program to the replacement school thereby creating a dual-track FI school for K-8.

The proposal is dependent on Ministry of Education approval and funding of a replacement school to house the new school population.

School Boundary/Catchment changes: the former RT catchments of Notre Dame and St. Joseph would be adjusted to transfer area to St. Joseph CES, impacting approximately 49 students.

3.4 School Information Profiles

School Information Profiles (SIP's) had been completed in accordance with the Ministry Guidelines and Board Policy and Administrative Procedure. The purpose of the SIP's is to provide an understanding of and familiarity with each school under the review. The SIP's for each of the three schools can be found in Cobourg Catholic Schools Accommodation Review (ARC) Binder under Section 4.

3.5 Approval to Proceed with Accommodation Review

On March 28, 2017 the Board of Trustees received and approved the Cobourg Catholic Elementary Schools Accommodation Review - Initial Staff Report and the ARC Terms of Reference. The following motions were approved:

- (1) "THAT the Board of Trustees initiate a school accommodation review involving St. Michael, St. Joseph and Notre Dame Catholic Elementary Schools in Cobourg."
- (2) "THAT the Board of Trustees approved the Cobourg Catholic Elementary Schools Accommodation Review Committee Terms of Reference included in Appendix A of this report."
- (3) "THAT the Board of Trustees appoint Tim Robins as the Chair of the Cobourg Catholic Elementary Schools Accommodation Review Committee."

4.0 Partnership and Stakeholder Consultation

As part of the Ministry of Education Accommodation Review Guideline and Board Administrative Procedure, staff are required to consult with local municipal governments. Specifically, following the Board of Trustees' approval to undertake a pupil accommodation review, school boards must invite affected single and upper-tier municipalities as well as other community partners that expressed an interest prior to the pupil accommodation review to discuss and comment on the recommended option(s) in the school board's initial staff report.

The invitation for this meeting would be provided through a written notice, and would be directed through the Clerks Department (or equivalent) for the affected single and upper-tier municipalities. The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the recommended option(s) in the school board's initial staff report before the final public meeting. School boards must provide them with advance notice of when the final public meeting is scheduled to take place.

School boards must document their efforts to meet with the affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from this meeting as part of the final staff report to the Board of Trustees.

Following the Board of Trustees approval to proceed with the Cobourg Catholic Elementary Schools Accommodation Review, written invitation to the municipal partners was issued on March 29, 2017. A meeting was conducted on April 26, 2017 where attendees were provided with an overview of the Ministry Guideline, Board Policy, and Initial Staff Report. It was also requested of them to provide input on the ISR by November 20, 2017 (date of Public Meeting 2). No input was received by the Municipal partners, on this school accommodation review. Please refer to the Cobourg Catholic Elementary Schools Accommodation Review binder copies of the invitation letter, meeting agenda, and meeting minutes.

5.0 Accommodation Review Committee

5.1 Committee Membership

Membership for the Cobourg Catholic Elementary Schools Accommodation Review Committee (ARC) as per Policy 109 and Administrative Procedure 109, consisted of the following members:

St. Joseph CES: Christine Brodie, Principal; Tonya Ferguson, Parent; Lori Kendrick, Teacher; Jacqueline Maynard-MacInnes, Non-teaching Staff.

St. Michael CES: Guy Charette, Principal; Dawn Campbell, Parent; Karyne Roy, Teacher; Georg Wieczorek, Non-teaching Staff.

Notre Dame CES: Caroline Graham / Stephen Egan, Principal; Sherri Slade-Brady, Teacher; Kim Bennett, Non-teaching Staff; Janet Reid, Parent.

Catholic Education Centre: Tim Moloney, Superintendent of Learning/Student Success.

Diocese: Fr. Peter Seabrooke, Diocese Priest.

Broader School Community: Lesley Patterson, Northumberland County.

Resource: Isabel Grace, Superintendent of Business and Finance; Marian Irwin, Secretary of Business and Finance.

Chair: Tim Robins, Chair of ARC Committee.

5.2 Terms of Reference

As defined in the Board's Policy 109 and Administrative Procedure 109, the ARC will function based on an approved Terms of Reference that will reflect the Board's accommodation objectives, strategy for supporting student achievement and well-being, the roles and responsibilities of the ARC, procedures of the ARC and minimum number of working meetings.

The ARC'S Mandate as outlined in the Terms of Reference is:

"The Cobourg Catholic Elementary Schools Accommodation Review will involve three (3) schools: St. Michael Catholic Elementary School (CES), St. Joseph CES, and Notre Dame CES. The Board of Trustees has asked that an Accommodation Review Committee (ARC) be formed. The ARC, as a consultation body and official conduit for information shared between the school board and the school communities, will review and comment on staff's initial report, review school information profiles and other relevant data, and suggest alternative accommodation scenarios with supporting rationale."

See Appendix A – Cobourg Catholic Elementary Schools Accommodation Review Binder, Section 3 for the ARC Terms of Reference.

5.3 Schedule

The Cobourg Catholic Elementary Schools Accommodation Review schedule can be found in the Cobourg Catholic Elementary Schools Accommodation Review binder, Section 3 – Initial Staff Report, page 5. The ARC followed the schedule with the first meeting on May 15, 2017 and completed its final meeting on December 18, 2017.

5.4 Additional Options from ARC

As part of the mandate and role of the ARC and as defined under the Ministry of Education Pupil Accommodation Guidelines, the ARC may provide additional accommodation options than those in the initial staff report, as long as there is supporting rationale for such option.

As part of the work of the ARC, during Working Meeting #3, the ARC requested two additional options for consideration (options 5 to 6) as follows:

OPTION 5 (Consolidate 3 Schools into 2 Schools, with an addition)

This option proposes the **construction of an addition** at St. Joseph School and:

- (1) the closure of St. Michael School and the transfer of the French Immersion Program to an expanded St. Joseph facility, which will become a dual-track K-8 FI/RT site.

This proposal is dependent on Ministry of Education approval and funding of a classroom addition to St. Joseph large enough to include new student population transferring from St. Michael CES.

School Boundary/Catchment changes: the FI catchment of St. Michael would be transferred to St. Joseph. No changes to existing RT boundary for St. Joseph. No changes to existing RT boundary for Notre Dame.

OPTION 6 (Consolidate 3 Schools into 2 Schools, with an addition)

This option proposes the **construction of an addition** at St. Joseph School and:

- (1) the transfer of Notre Dame School students to an expanded St. Joseph facility to join the St. Joseph school community in a K-8 regular track (RT) school; and
- (2) the closure of St. Michael School and the transfer of the French Immersion program for Northumberland to the Notre Dame site, creating a single-track K-8 French Immersion (FI) school.

This proposal is dependent on Ministry of Education approval and funding of a classroom addition to St. Joseph large enough to include new student population transferring from Notre Dame.

School Boundary/Catchment changes: the former RT catchments of Notre Dame and St. Joseph would be combined into one new catchment area serving the expanded St. Joseph facility. The FI catchment in Northumberland would be transferred to the Notre Dame site.

5.5 Committee Input on Final Recommended Option

Following the Ministry of Education Pupil Accommodation Guideline, Board Administrative Procedure and the Terms of Reference, the ARC members do not need to achieve consensus regarding the final report and supporting information provided to the Board of Trustees. However, during ARC working meeting #4 and in preparation for the second public meeting, ARC members were asked to consider which accommodation option that “best” meets the system priorities & review goals and to record their choice on a ballot.

Round One: Options 1, 3 and 4 (New school). Each committee member was asked to mark their preferred option (one only) on a folded paper, identify by option number (no personal name or school identifier).

Result: Option 3 – 6 votes
Option 4 – 8 votes

Round Two: Options 2, 5 and 6 (New Addition). Each committee member was asked to mark their preferred option (one only) on a folded paper, identify by option number (no personal name or school identifier).

Result: Option 2 – 9 votes
Option 5 – 3 votes
Option 6 – 2 votes

6.0 Community Consultation

As required by the Ministry of Education Pupil Accommodation Guideline, the final staff report must include a Community Consultation section that contains feedback from the ARC and any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.

As such, the Cobourg Catholic Elementary Schools Accommodation Review provided a variety of methods to permit community consultation throughout the process and in many forms to allow community input to the process including: advertising in local papers relating to Public Meeting dates, use of Board and School webpages to advertise ARC meetings, online survey, written survey forms, comment sheets, public meetings, email submissions for questions and answers, ARC webpage for ongoing updated information on the accommodation review, and email updates.

6.1 Public Meetings

Public Meeting 1, held on June 5, 2017, provided an overview of the ARC orientation session (ARC Working Meeting #1) and presented the School Information Profiles and Initial Staff Report. There were 30 people that signed in at public meeting 1 (including members of the ARC).

Public Meeting 2, held on November 20, 2017, provided an overview on the recommended option, guiding principles and the Board's transition planning framework. There were 34 people that signed in at public meeting 2 (including members of the ARC).

6.2 ARC Webpage

All documentation relating to Cobourg Catholic Elementary Schools Accommodation Review had been set-up on a webpage and can be found through the Board's website at www.pvnccdsb.on.ca.

Community members were encouraged to review and monitor the ARC webpage throughout the process including the ability to provide input for the ARC to consider.

6.3 Online Survey

Following the mandate of the Cobourg Catholic Elementary Schools Accommodation Review (ARC), as a consultation body and official conduit for information shared between the school board and the school community on the Initial Staff Report (ISR), staff prepared an online survey. The online survey was launched on the Board's webpage at www.pvnccdsb.on.ca and was made available for the public to complete.

The online survey was available during the period of June 5, 2017 to June 30, 2017 and September 18, 2017 to October 6, 2017. Ministry Of Education Guidelines (March 2015, section X, page 11) state that "School board staff are expected to facilitate the public meetings to solicit broader community feedback on the recommended option(s) contained in the Initial Staff Report." As such, the online survey allowed the public to comment on the accommodation options presented in the Initial Staff Report and the proposed new school boundaries.

The survey results were also made public and posted on the Cobourg Catholic Elementary Schools Accommodation Review ARC webpage.

6.4 Communications Received

Throughout the school closure review, the ARC received communications from the public. All questions presented to the ARC were responded to. All communications received along with the responses can be found in Appendix A, Cobourg Catholic Elementary Schools Accommodation Review Binder (section 8).

The public were reminded that all communications and correspondence received become part of the public record and will form part of the Final Staff Report.

7.0 Final Staff Recommendations and Guiding Principles

7.1 Recommended Option

Through the Pupil Accommodation Review process, the Final Staff Report is recommending the closure of St. Michael CES and that its students are redirected to Notre Dame CES and St. Joseph CES subject to the Ministry of Education approval of funding to complete capital upgrades St Notre Dame CES.

The following recommendations will serve as the motions to be presented to the Board of Trustees on February 27, 2018 for approval of the recommended option:

- Closure of St. Michael Catholic Elementary School and transfer of the French Immersion program to Notre Dame Catholic Elementary School to create a dual track school. This recommendation is subject to the Ministry of Education approval and completion of capital improvements at Notre Dame Catholic Elementary School.
- Revise the French Immersion catchment area to reflect movement of the French Immersion program to Notre Dame Catholic Elementary School. This revision is subject to the Ministry of Education approval and completion of capital improvements at Notre Catholic Elementary School.
- Implement a boundary change for regular track students at Notre Dame Catholic Elementary School and St. Joseph Catholic Elementary School as outlined in the Initial Staff Report, Option 4 - proposed new school boundaries. This boundary change will become effective as of the approval of the Final Staff Report.
- Staff recommends, on a without prejudice basis, to provide all current families, affected by the Notre Dame - St. Joseph Catholic Elementary Schools boundary change, the option of continuing attendance at Notre Dame CES as outlined in the guiding principles.
- Staff to submit a business case to the Ministry of Education during the next round of submissions for Capital Facility improvements at Notre Dame Catholic Elementary School in the following priority:
 - (1) New Replacement School.
 - (2) New Addition and Facility Improvements.

7.2 Guiding Principles

The guiding principles serve as operational directives and will guide staff following the approval of the recommendations (Board Motions) during and following the consolidation of the schools. The guiding principles, subject to the support of the Board of Trustees are:

- (1) The Cobourg Accommodation Review process followed the PVNCCDSB Accommodation Review Goals and specifically, it addresses significant future capital and maintenance facility condition

expenditures at both St. Michael Catholic Elementary School and Notre Dame Catholic Elementary School by:

- (a) Fully utilizing St. Joseph Catholic Elementary School via a boundary change; and
 - (b) Closing St. Michael Catholic Elementary School and consolidating the French Immersion program located at St. Michael Catholic Elementary School into a new or enhanced dual track school at Notre Dame Catholic Elementary School.
- (2) PVNCCDSB approval of the Final Staff Report and supporting motions initiates and instructs staff to submit a capital improvement business case for Notre Dame Catholic Elementary School. As such, the closure of St. Michael Catholic Elementary School will remain in abeyance until Ministry of Education approval is received and the capital improvements completed.
- (3) Families, affected by the Notre Dame - St. Joseph Catholic Elementary Schools (CES) boundary change, would have the option of continuing attendance at Notre Dame CES based on the following:
- (a) The option to continue to attend Notre Dame CES applies to families with children currently attending Notre Dame as at the date of Board approval of the Review Final Staff Report recommendations. Siblings born prior to January 1, 2018 not yet attending school will also be able to enrol at Notre Dame CES in the future.
 - (b) Families with children already living within the area affected by the boundary change, but who do not currently have a child attending Notre Dame CES, will be enrolled at St. Joseph CES as following the new boundary for the school.
 - (c) New registrants/families moving to the area affected by the boundary change will be enrolled at St. Joseph CES.
 - (d) For those families that qualify and opt to continue to attend Notre Dame CES, the option applies while the family continues to reside at their current residence address as at the date of Board approval of the Final Staff Report recommendations. Change of residence will require the family to be subject to the school attendance boundary that they move to.
- (4) The French Immersion program boundary will be adjusted following the closure of St. Michael Catholic Elementary School and the relocation to Notre Dame Catholic Elementary School. There will be no changes to the catchment area.
- (5) The school boundary and catchment area for St. Mary Catholic Secondary School is not impacted by the Cobourg Catholic Elementary Schools Accommodation Review.

8.0 Transition Planning Framework for School Communities

The Board recognizes that the move from one school to another as the result of a boundary review or school closure review can be a stressful time for students, parents, and staff. It can also be a time of joy and celebration as new school communities begin to form.

Transitions from one school to another are most successful when everyone (administrators, parents, staff, students, etc.) has a clear vision (e.g. a smooth transition for students, building a cohesive new school community) and is working together to achieve that desired end goal by being open minded and willing to adapt to every aspect of the change.

Purpose of this Framework:

- To provide support to school communities following a decision of an accommodation review.
- To provide families with assurance that they will be well supported as they integrate into a new school community.
- To provide a menu of options for administrators and the school community to consider as they transition from one school community to another.

The Transition Plan for the Cobourg Catholic Schools Accommodation Review can be found in the ARC Binder.

Appendix A – Cobourg Catholic Elementary Schools Accommodation Review Binder

All documents contained in the Cobourg Catholic Elementary Schools Accommodation Review binder can be found on the ARC webpage.

A Cobourg Catholic Elementary Schools Accommodation Review binder will also be available at the Peterborough Victoria Northumberland and Clarington Catholic District School Board office (1355 Lansdowne Street West, Peterborough, ON K9J 7M3)) during the period of January 23, 2018 to February 27, 2018.

Human Resource Services

Report to the Board

Meeting: ☐ In Camera

☒ Open

Presented for: ☐ Information

☒ Approval

Meeting Date: Tuesday, January 23, 2018

Presented by: Joan Carragher

Submitted by: Joan Carragher

Subject: School Year Calendar

Recommended Action(s): Approval of the Draft 2018-2019 School Year Calendars, as submitted

BACKGROUND:

The Google survey was used to collect feedback on the proposed school year calendars. The survey link was set up on the Board's external web site from November 29, 2017 through to December 22, 2017. Advisement that the survey was available was sent by email to all PVNC Staff, Trustees and Catholic Parent Council Reps. The same information was sent to all school principals, vice-principals and secretaries for use in print (i.e. school newsletters) and electronic communications (i.e. Twitter, Facebook) to encourage parent participation in the survey. School principals were requested to have the draft school year calendar on their Parent Council meeting agenda. The Communications Department included a 'banner' on the home page for the PVNC web site which included a link to the Calendar options being considered and the survey.

There were 237 responses to the school year calendar survey. Parents and students represented about 39% of all responses. Out of those, approximately 73% approved the proposed calendar. PVNC staff represented approximately 61% of all responses and out of those approximately 63% approved the proposed calendars.

The following is a breakdown of the survey responses:

Approve Calendar?	Student	Parent/ Guardian	PVNC Principal or Administrator	PVNC Support Staff	PVNC Teacher	Grand Total	Percent
Inconclusive	2	3	0	0	7	12	5%
Suggest Changes	0	20	5	5	46	76	32%
Approve Calendars	2	65	9	16	57	149	63%
Grand Total	4	88	14	21	110	237	100%

MOTION:

That the proposed Elementary and Secondary 2018-2019 School Year Calendars be sent to the Ministry of Education for approval.

Board Name																												
Peterborough Victoria Northum Clarington CDSB (B67067)																												
Calendar Title							Panel							Calendar Type							Date Created							
[2018-298425] Draft PVNC 2018-2019							Elementary							Regular							Nov 07, 2017							
Start of School Year							End of School Year							First Day Students							Last Day Students							
Sep 04, 2018							Jun 28, 2019							Sep 04, 2018							Jun 27, 2019							
Status							Description																					
Draft							Regular																					
Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	0	0
September	3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 P*						1	18	0
October	1	2	3	4	5	8 H	9	10	11	12	15	16	17	18	19	22	23	24	25	26 P	29	30	31			1	21	0
November				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23 P*	26	27	28	29	30	1	21	0
December	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24 B	25 H	26 H	27 B	28 B	31 B					0	15	0
January		1 H	2 B	3 B	4 B	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	19	0
February					1 P	4	5	6	7	8	11	12	13	14	15	18 H	19	20	21	22	25	26	27	28		1	18	0
March					1	4	5	6	7	8	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29	0	16	0
April	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19 H	22 H	23	24	25	26	29	30				0	20	0
May			1	2	3	6	7	8	9	10 P*	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31	1	21	0
June	3	4	5	6	7 P	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 P						2	18	0
July	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0
Total																										7	187	0

Legend

P -Professional Activity Day; **E** -Scheduled Exam Day; **B** -Board Designated Day; **H** -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;

Schools which will use this calendar :

School	Town or City	School	Town or City
Enterphase Child and Family Services	Peterborough	Good Shepherd Catholic Elementary School	Courtice
Holy Family Catholic Elementary School	Bowmanville	Immaculate Conception Catholic Elementary School	Peterborough
Monsignor Leo Cleary Catholic Elementary School	Courtice	Monsignor O'Donoghue Catholic Elementary School	Peterborough
Mother Teresa Catholic Elementary School	Courtice	Notre Dame Catholic Elementary School	Cobourg
St. Alphonsus Catholic Elementary School	Peterborough	St. Anne Catholic Elementary School	Peterborough
St. Anthony Catholic Elementary School	Port Hope	St. Catherine Catholic Elementary School	Peterborough
St. Dominic Catholic Elementary School	Lindsay	St. Elizabeth Catholic Elementary School	Bowmanville
St. Francis of Assisi Catholic Elementary School	Newcastle	St. John Catholic Elementary School	Peterborough
St. John Paul II Catholic Elementary School	Lindsay	St. Joseph Catholic Elementary School	Douro
St. Joseph Catholic Elementary School	Bowmanville	St. Joseph Catholic Elementary School	Cobourg
St. Luke Catholic Elementary School	Lindsay	St. Martin Catholic Elementary School	Ennismore
St. Mary Catholic Elementary School	Grafton	St. Mary Catholic Elementary School	Lindsay
St. Mary Catholic Elementary School	Campbellford	St. Michael Catholic Elementary School	Cobourg
St. Patrick Catholic Elementary School	Peterborough	St. Paul Catholic Elementary School	Norwood
St. Paul Catholic Elementary School	Lakefield	St. Paul Catholic Elementary School	Peterborough
St. Teresa Catholic Elementary School	Peterborough		

Board Name																												
Peterborough Victoria Northum Clarington CDSB (B67067)																												
Calendar Title										Panel					Calendar Type					Date Created								
[2018-298505] Draft PVNC 2018-2019										Secondary					Regular					Nov 07, 2017								
Start of School Year										End of School Year					First Day Students					Last Day Students								
Sep 04, 2018										Jun 28, 2019					Sep 04, 2018					Jun 27, 2019								
Status										Description																		
Draft										Regular																		
Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	0	0
September	3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 P*						1	18	0
October	1	2	3	4	5	8 H	9	10	11	12	15	16	17	18	19	22	23	24	25	26 P	29	30	31			1	21	0
November				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23 P*	26	27	28	29	30	1	21	0
December	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24 B	25 H	26 H	27 B	28 B	31 B					0	15	0
January		1 H	2 B	3 B	4 B	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25 E	28 E	29 E	30 E	31 E		0	14	5
February					1 P	4	5	6	7	8	11	12	13	14	15	18 H	19	20	21	22	25	26	27	28		1	18	0
March					1	4	5	6	7	8	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29	0	16	0
April	1	2	3	4	5 P	8	9	10	11	12	15	16	17	18	19 H	22 H	23	24	25	26	29	30				1	19	0
May			1	2	3	6	7	8	9	10 P*	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31	1	21	0
June	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21 E	24 E	25 E	26 E	27 E	28 P						1	14	5
July	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0
Total																										7	177	10

Legend

P -Professional Activity Day; **E** -Scheduled Exam Day; **B** -Board Designated Day; **H** -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;

Schools which will use this calendar :

School	Town or City	School	Town or City
Enterphase Child and Family Services	Peterborough	Holy Cross Catholic Secondary School	Peterborough
Holy Trinity Catholic Secondary School	Courtice	St. Mary Catholic Secondary School	Cobourg
St. Peter Catholic Secondary School	Peterborough	St. Stephen Catholic Secondary School	Bowmanville
St. Thomas Aquinas Catholic Secondary School	Lindsay		