



## **Final Staff Report**

January 23, 2018

### **Cobourg Catholic Elementary Schools Accommodation Review**

# FINAL STAFF REPORT

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## 1.0 Introduction

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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**

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### **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**

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### **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
<b>Notre Dame CES</b>	230	enrolment utilization	281 (122%)	260 (113%)	250 (109%)	224 (97%)	233 (101%)
<b>St. Michael CES (FI, K-8)</b>	248	enrolment utilization	216 (87%)	197 (79%)	201 (81%)	204 (82%)	214 (86%)
<b>St. Joseph CES</b>	277	enrolment utilization	137 (49%)	192 (69%)	201 (73%)	184 (66%)	191 (68%)
<b>Totals</b>	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 m<sup>2</sup> (3,260 ft<sup>2</sup>). In 1905, an addition was constructed at the north end of the original building. The 1905 addition has a gross floor area of approximately 334m<sup>2</sup> (3,600 ft<sup>2</sup>). 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 m<sup>2</sup> (10,300 ft<sup>2</sup>). The 1952 addition was then extended in 1958 for additional classrooms. This 1958 addition has an approximate area of 515 m<sup>2</sup> (5,540 ft<sup>2</sup>). Total gross floor is 1,806 m<sup>2</sup> (22,700 ft<sup>2</sup>).

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 m<sup>2</sup> (6,000 ft<sup>2</sup>). 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 m<sup>2</sup> (14,700 ft<sup>2</sup>). Total gross floor is 1,923 m<sup>2</sup> (20,700 ft<sup>2</sup>).

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 m<sup>2</sup> (5,500 ft<sup>2</sup>). 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 m<sup>2</sup> (23,842 ft<sup>2</sup>). Total gross floor is 2,726 m<sup>2</sup> (29,342 ft<sup>2</sup>).

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**

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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

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### 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

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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](http://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](http://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

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### 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

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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**

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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.