



REPORT TO BOARD OF TRUSTEES February 14, 2017

Dan Parr, Director of Education

SUBJECT: Chatham Elementary Schools Pupil Accommodation Review – Final Report

PREPARED BY: Deb Crawford, Superintendent of Education and Chair – PARC Committee

INTRODUCTION:

At the outset of this report, I want to acknowledge the members of the Chatham Elementary Schools Pupil Accommodation Review Committee. On behalf of our Board, our parents and our parish communities, I want to express our deep gratitude for their tremendous commitment to this process. Through our many meetings, discussions, telephone conversations and email exchanges, I have seen their great passion for Catholic education and their unwavering support for the students and families of the school communities they represented.

Uppermost in all of their deliberations, was their earnest desire to achieve the very best outcome from this process for their own children and the children of all Catholic families across Chatham. Change never comes easily; but I believe that as the committee weighed the three options against the status quo, they came to a result which they believe will improve the learning environments and the educational opportunities for *all* of our Chatham students. The members of the PARC listened to other parents in their communities and to each other and after reaching consensus on Option A, they went further to arrive at a number of important considerations, which they will ask Trustees to weigh as they make their decision for the future of Catholic education in Chatham. I will outline these considerations in detail later in this report.

I especially want to thank the PARC members for the honest, respectful and candid manner in which they conducted themselves – never shirking their responsibility to ask tough questions; but always willing to accept and understand the views of other committee members. It has been an honour to serve with this committee.

For the record, I would like to publicly thank each member of the PARC by name:

Our Lady of Fatima

Brian Knowler – Parent Council Representative

Karen Robert – Community Representative

Monsignor Uyen

John Mariconda – Parent Council Representative

Ron Male – Community Representative

St. Agnes

Anita Hudson – Parent Council Representative

Jen Thomas – Community Representative

St. Vincent

Taera VanRoboys – Parent Council Representative
Pat Forster – Community Representative

Georges P. Vanier

Christine Canniff – Parent Council Representative
Lucy Haggeman – Community Representative

St. Joseph

Amy Finn – Parent Council Representative
Darlene Normandin – Community Representative

St. Ursula

Tracey Basso – Parent Council Representative
Renée Handsor – Community Representative

Our local parish clusters of St. Agnes/Blessed Sacrament and St. Joseph/St. Ursula were well-represented by Father Jim Higgins, Colleen Keane and Mike McPherson.

I also wish to thank the principals of our elementary schools: Lisa Demers, Nicole Stevens, Mary Ann McCrae, Juli Faubert, Jeanne Girard, Kelly Van Boxtel and Americo Todino. I am grateful to each of them for their input and guidance throughout this process.

THE RECOMMENDATION OF THE PUPIL ACCOMMODATION REVIEW COMMITTEE:

I am pleased to report to the Board of Trustees that at its January 19, 2017 meeting, the Pupil Accommodation Review Committee (PARC), reached consensus around Option A of the *Initial Staff Report*. Option A is also identified as the preferred option of the Board in the *Initial Staff Report*, as required by Board policy and provincial regulation.

Option A would result in the closing of six schools, the construction of two new schools and the relocation of the French Immersion program from Monsignor Uyen a renovated and repurposed Our Lady of Fatima Catholic School. In detail, Option A would result in:

- 1. New Construction – 564 pupil place school in North Chatham (anticipated opening Sept 2019)**
 - Our Lady of Fatima students directed to new school
 - St. Agnes students directed to new school
 - St. Vincent students directed to new school

- 2. New Construction – 564 pupil place school in South Chatham (anticipated opening Sept 2019)**
 - Georges P. Vanier students directed to new school
 - St. Joseph students directed to new school
 - St. Ursula students directed to new school

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3. **Address outstanding school renewal issues at Our Lady of Fatima (complete for Sept 2019)**
4. **Option A as presented in the Initial Staff Report also called for the boundaries for the two new schools to be redrawn, which would result in some future student registrations being redirected to Good Shepherd (Thamesville), St. Anne (Blenheim) and St. Joseph (Tilbury). As part of its special considerations, the PARC asks Trustees to consider that the families of all current students and future siblings would be “grandfathered” and be given the choice to either attend the newly constructed schools, as directed under current boundaries; or, be redirected to Good Shepherd (Thamesville), St. Anne (Blenheim) or St. Joseph (Tilbury) under the newly-drawn boundaries.**
5. **Additional considerations were identified by PARC members. These considerations are organized under several broad-based themes, some of which relate to construction of the new facilities and others, which are matters related to the transition of students to their new school communities.**

Budget/Costing/Facilities

- Storage spaces available for wheel chairs, special equipment
- Better climate-control and air quality with air conditioning in all schools
- “WOW!” factor for all three schools
- Adequate classroom resources for all students (specific concern re: Religion education resources)
- Adequate school leadership (Principals and Vice Principals) to address needs of larger student population – especially when the Principal has to be out of the school
- Adequate staffing and resource support (CYWs) for students with special learning needs

Students/Class Size/School Organization/Programming

- Student safety and wellbeing must be primary concern –during and after the transition to new schools.
- Provide additional Child and Youth Workers and Social Workers support for student wellbeing throughout the transition period
- Establish Transition Team and begin transition activities a year prior to transition, to implement strategies that support a positive transition for all students to the new schools.
- Develop a comprehensive Transition Plan that includes representatives from all schools. Provide many opportunities in the year prior to transition for community building and orientation.
- Ensure that there is a transition plan for all students with special education needs, mental health, physical and medical needs.
- Provide t-shirts to all students that reflect new school identities, logos, mascots.
- Ensure that there are additional opportunities for students to participate in clubs and sports (i.e. robotics, dance, chess clubs).
- Create a multi-level sports organization at the schools that will allow greater participation in competitive sports as well as intermural sports.

Religion

- Ensure that the schools have sacred space for worship or a chapel that has stained glass, as a sign of our Catholicity.
- Provide a suitable place for students to meet with Priests for confession.
- Ensure that all schools have appropriate-sized gyms to allow full-school Masses and gatherings.

Transition Recommendations

- Provide funds to the schools to cover the cost of busing the students to their parish church 3 times per year.
- Ensure each grade has appropriate Religion program resources.

French Immersion

- French Immersion school (OLOF) should be refurbished to ensure that the facility meets the same modern standards as the two new schools.
- Address the existing parking issues at OLOF.
- Complete renovations under the same deadline/schedule as the two new schools.
- Provide a new gym/adequate sized-gym for the growing student population.
- Ensure that the French Immersion school has access to the same modern technology as the new schools.

Transition Recommendations Related to French Immersion

- Keep the name of the school “Monsignor Uyen.”
- Keep the daycare, before and after school care at Monsignor Uyen.

Sense of Community

- Grandfather current students and future siblings who might be outside of any new boundaries to attend new schools.
- Allow the students and families in the current St. Vincent boundary area to attend the new school or the new boundary school.
- Provide “calming rooms” (i.e., tactile, Snoezelen rooms).
- Ensure centrally located, lockable spaces and room for speech pathologists, Occupational Therapists, Social Workers, Child and Youth Workers and community partners with appropriately-sized furniture.
- Provide large multi-purpose room with kitchen facilities that could be used for breakfast/lunch programs and meetings.
- Develop strategies to address transportation needs of parents who do not own cars, so that they can attend school presentations, meetings etc.
- Examine viability of school uniforms to promote equity and community.
- Incorporate artifacts, histories of the former schools into the new schools, to honour each school’s history in a meaningful way.

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THE CONSULTATION PROCESS:

At its Regular Meeting of September 27, 2016, the Board of Trustees initiated a Pupil Accommodation Review of the Chatham elementary schools to address the issue of excess pupil spaces and outdated, aging school facilities, identified in the Board’s Capital Plan 2016-2021, which was released in February 2016. Parents/guardians were notified by letter on September 28, 2016.

The PARC was assembled immediately following the announcement of the review. It included a parent/guardian, who was chosen by the Parent Advisory Council of each school community, a community representative and the school principal.

The PARC acted as an advisory body, representing their respective schools and also acting as the official conduit for information sharing between the Board and the school communities. PARC members chose not to present an alternative to the three accommodation options outlined in the Initial Staff Report. Rather, they reviewed and provided constructive feedback on the Initial Staff Report. The comprehensive report included School Information Profiles, the Facility Condition Index, enrolment projections, transportation data and further background information, which was contained in the Capital Plan 2016-2021.

The Chair of the PARC, Superintendent Deb Crawford, facilitated at all committee and public meetings, drawing on the expertise of various Board departments and others, as requested by PARC members. Superintendent Crawford was assisted by Brian Benn of Brian Benn Consulting, at most of the meetings.

The table below lists important dates in the consultation process timeline, as set out in *Sec.B Policy and Procedures – Student Accommodation and Boundary Review*.

September 27, 2016	Initial Staff Report presented to Board of Trustees
October 4, 2016	PARC Meeting
October 11-26, 2016 (TBD)	Tour of Schools – PARC and Board Staff
November 9, 2016	Public Meeting #1
November 15-17, 2016 (TBD)	Tour of Schools – PARC and Board Staff
November 29, 2016	PARC Meeting
December 14, 2016 – not held	PARC Meeting (if required) Not required
January 19, 2017	PARC Meeting
January 25, 2017	Public Meeting #2
February 1, 2017	PARC Meeting – Not required
February 14, 2017	Final Staff Report presented to Board of Trustees
February 28, 2017	Public Delegations at Board Meeting
March 7 or 8, 2017	PARC Meeting – Not required
March 28, 2017	Final Decision made by Board of Trustees

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The notes of each meeting are posted to the Board website ([Pupil Accommodation Review Chatham Elementary Schools](#)).

CONSULTATION SUMMARY:

Questions and Answers – October 2016

- St. Clair Catholic District School Board staff developed a series of anticipated Frequently Asked Questions (FAQs) related to the pupil accommodation review process. The questions and answers were posted to the Pupil Accommodation Review page of the Board website.

October 4, 2016 Pupil Accommodation Review Committee Meeting #1

Location: St. Agnes Catholic School.

Orientation and Review of Initial Staff Report

- Review of Board Policy and Procedures regarding Student Accommodation and Boundary Reviews [Student Accommodation and Boundary Review Policy](#)
- Introduction of staff members; Jim McKenzie, Associate Director Corporate Services and Treasurer, Amy Janssens, Assistant Superintendent- Corporate Services, Tony Montanino, Manager, Facility Services, Todd Lozon, Supervisory- Communications and Community Relations, Ken Ross, Technical Support Specialist, Cathy Calvert, Administrative Assistant for D. Crawford.
- PARC Orientation session - D. Crawford explained composition and mandate of the Parent Advisory Review Committee
- *Initial Staff Report* presentation by Jim McKenzie, Associate Director – Corporate Services & Treasurer.
- Interactive Discussion led by Brian Benn in which PARC members shared their immediate reactions to the Initial Staff Report.

Next steps:

- Parent Advisory Council meetings to be held prior to October 30, 2016 where PARC members would present information to the Parent Advisory Councils.

PARC and Parent Guided Tour of Schools

- October 11th Bus Tour of 7 Chatham elementary schools
- October 26, 2016 Bus trip to visit Holy Trinity Catholic Elementary School, Sarnia
- Tony Montanino, Facilities Manager, Chatham and Deb Crawford, Chair, accompanied the PARC on the tours.

November 9, 2016 Pupil Accommodation Review Public Meeting #1

Location: St. Joseph Catholic School

- Overview of the Pupil Accommodation Review Process
- Introduction of PARC members
- Review of PARC Mandate
- Review of October 4, 2016 *meeting notes*
- Summary of *Initial Staff Report* to the Board
- Summary of proposed Recommendation Options

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- Summary of the *Feedback Report* and the 12 Key Themes that had evolved during the consultations with the PARC members and the Parent Advisory Committees.
- The 12 key themes are identified: Budget/Costing, School Organization & Programming, Facilities, Students, Sense of Community, Classes/Class Size, French Immersion, Sports, Community Partners, Religion, Staffing, and Transportation.
- Public feedback given on 12 key themes.
- Additional comments or questions shared with the PARC members and/or through the SCCDSB website.

Questions and Answers – November 2016

- St Clair Catholic District School Board Staff respond to all questions and concerns and share responses with the PARC members and post answers on the website

November 29, 2016 Chatham Pupil Accommodation Review Committee (PARC) Meeting # 2

Location – St. Ursula Catholic School

- Introduction of the Pastoral Staff from the Blessed Sacrament, St. Agnes Parish Cluster: Father J. Higgins, C. Keane, M. McPherson
- Review of meeting notes from the November 9, 2016 Public Meeting
- Review of Questions & Answers submitted to Board staff, as of November 18, 2016. The questions and Board staff responses, received to date, were sent out to PARC members for review, prior to this meeting.
- Skype call with Holy Trinity parent Tony Gabrielle with written responses from Parent Advisory Chair, Rob Kardas responding to PARC questions regarding their experiences during the Sarnia Elementary School amalgamations and the construction of the two new schools – St. Matthew and Holy Trinity. (See meeting notes from November 29, 2016 – pages 2-5).
- Review of consolidated feedback from Parent Advisory Council meetings and Public Consultations. The PARC responded to the following questions:
 1. *Based on the feedback from the original Consolidated Local School Consultations (strengths, weaknesses and suggestions for each option) and the November 9th Public Meeting, are there other strategies that you can recommend to support our Budgeting / Costing during this transition?*
 2. *Overall, which of the three proposed School Board Options best support the needs of our Budgeting / Costing? Please explain your rationale for identifying one of the proposed options as “best” to support this theme.*

The PARC reported on the 12 Key Themes identified and provided their rationale for their identification of a preferred option. All PARC groups identified “Option A” as the option “best” suited to support the identified theme. Using a weighted “Dotmocracy” activity, the PARC members identified their preferred choice of options. (Refer to Table 4)

OPTION	1ST PREFERENCE	2ND PREFERENCE	3RD PREFERENCE
A	42	0	0
B	3	32	3
C	0	4	12

Table 4:Dotmocracy Results

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As a significant number of PARC members were absent from the meeting, the PARC decided to have the school principals contact the absent PARC members in order to share the information from this meeting and to solicit their choice of preferred option by Wednesday, December 7, 2016.

Summary of progress to date:

- Consultation with Parent Councils, PARC Committee members, Parishes, the Municipality, and the public. The PARC Committee has analyzed all the input from these groups. The options provided by the Board staff have been examined in detail.
- All requirements of the legislation have been met.
- Board staff will provide answers to outstanding questions
- The PARC members at this meeting identified their priorities.

Chair Deb Crawford asked the PARC members if there was interest in developing their own proposal, independent of the three options identified in the Initial Staff Report. The PARC members stated that they did not have a proposal of their own which they would like to submit and would consider only the three options provided by the Staff Report in this process.

- **Option A** – identified as first choice by everyone but 1 member.
- **Option B** – identified by one person as their first choice. The PARC member stated that they had made this choice because they were concerned about the implications of SES and demographics in the new school and the effect upon vulnerable students.
- **Option C** – was not identified as first choice by any PARC Committee member.
- On December 7, 2016 all Principals reported that the absent PARC members had identified their preferred option. Out of a total of seven PARC members, 6 members identified Option A as their preferred option and 1 member identified Option B as the preferred option. The results of the additional consultation with the absent PARC members resulted in a very strong consensus that Option A was the preferred option of the group. The meeting scheduled for December 14, 2016 was cancelled.

January 19, 2017 – Pupil Accommodation Review Committee (PARC) Meeting #3

Location: St. Ursula School

- Review of Summary Notes November 29, 2016 PARC Meeting #2 ([Notes](#))
- Review of New Questions and Answers – nil report
- Review of the Pupil Accommodation Review Process to date ([Presentation](#))
- Moving Forward: Business Case Considerations presented by Amy Janssens (slides #16-18 [Presentation](#))
- Role of Transition Committee – presented by D. Crawford
- Reaching Consensus discussion and activity – led by B. Benn
“Is there consensus that Option A is the best option to put forward to the Trustees with the information that has been gathered?”

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Result: Consensus reached for Option A

1. Group activity to ensure that any additional concerns or suggestions as discussed in past consultations with the PARC, Parent Advisory Councils and Public meeting were considered. PARC feedback was organized under the 12 Themes to be integrated into the recommendation of Option A.
2. PARC members volunteered to act as spokespersons for the Public Meeting.

January 25, 2017 Pupil Accommodation Review Committee (PARC) Public Meeting #2

Location: St. Ursula School

Slide Presentation

- Review of Process and Progress Made To Date (slides 7-9) - D. Crawford.
- Mandate of PARC (slide 10) – D. Crawford.
- Business Case Considerations (slides 26 -28) – A. Janssens.
- Description of Our Lady of Fatima refurbishment projects and timeline.
- Pupil Accommodation Review Committee Recommendations to Trustees – identified as Option A with further recommendations to the Board of Trustees by PARC members (slides 31-38). The PARC committee members shared their further considerations with the public.
- Next Steps in Process – (slide 39) – D. Crawford.
- Public Feedback to PARC recommendations led by Brian Benn – see meeting notes. Feedback was given in written form and the audience was given the opportunity to share their questions and concerns with the PARC committee and the Chair.
- Closing Remarks – D. Parr .
- Future dates/next steps in the process were shared.
- Adjournment.

Questions and Answers – January 2017

- St. Clair Catholic District School Board staff responded to questions that were received via the website following the January 25, 2017 public meeting. The answers were shared with PARC members and posted to the Board website.

BACKGROUND INFORMATION:

Community Planning and Facility Partnerships

In January 2016 the Board of Trustees received the Community Partnership and Planning Guideline as part of the Student Accommodation & Boundary Review Policy and Procedures, which provided an opportunity for the Board to work more closely with local municipal governments and other community partners when planning to address underutilized school space. Community partners were invited to the Regular Board Meeting of February 26, 2016 for the presentation of the Long Term Capital Plan (LTCP) to the Board of Trustees. Stakeholders were also invited to provide any relevant information regarding facility partnerships and planning prior to the completion of the LTCP.

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The LTCP included a list of the surplus classrooms at each of the Board's schools, which could be considered for community partnership opportunities. Of the seven schools listed in the subject review area, three schools were identified as having available space (minimum of 3 vacant classrooms) for a potential community partnership. The meeting was not well attended by the Board's community partners and as a result no formal requests have been received.

Long-Term Capital Plan (LTCP)

The St. Clair Catholic District School Board has an obligation to provide equitable, affordable and sustainable learning facilities for students. To address the numerous facets related to this challenge and to provide clear direction, the Board, led by Corporate Services, produced its first LTCP in 2016 to guide the Board towards achieving this goal. Accommodation planning is dynamic, therefore the LTCP is a fluid document that is updated on an annual basis and illustrates the Board's current facility situation and facilities management strategy.

The LTCP is intended to provide the Board with a clear direction related to accommodations and capital expenditures. The objectives of the Board's LTCP are:

1. To ensure an efficient and effective use of Board resources;
2. To ensure students are accommodated in facilities that are safe, healthy, and promote a superior learning environment;
3. To achieve equity in school facilities across both the elementary and secondary panels over the long-term; and
4. To manage available resources in a responsible manner.

In order to ensure that St. Clair Catholic provides equitable, affordable and sustainable learning facilities, the following LTCP Guiding Principles were created, which are consistent with the commitment to provide quality teaching and learning environments that are driven by the needs of students and programs:

1. The Board is committed to providing and maintaining quality learning and teaching environments that support student achievement (Board Strategic Plan 2015-2016)
2. Optimal utilization rates for school facilities is in the range of 90-110%
3. Facilities reflect the program strategy that all students need personalized learning, pathways, schools with specialization and cluster and community support
4. The scheduled length of time on a vehicle provided through CLASS shall not exceed 60 minutes one-way (elementary), 75 minutes one-way (secondary)
5. School facilities meet the needs of each of our students in the 21st century
6. Accessibility will be considered in facility planning and accommodation
7. School facilities provide neighborhood and community access that supports the well-being of students and their families (Child Care, Community Partnerships, Community Use of Schools)
8. School facilities have flexible learning environments including adaptive and flexible use of spaces
9. Specific principles related to elementary and secondary panels:

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Elementary

- a. *School Capacity* – optimal school capacity would be 400 to 600 students, which creates two to three classes for each grade
- b. *School Grade/Organization* – Kindergarten to Grade 8 facilities
- c. *School Site Size* – optimal elementary school site size would be approximately 6 to 8 acres
- d. *French Immersion* – single track schools preferred; in dual track schools a balance between French Immersion and English track students is ideal for balanced program delivery

Secondary

- a. *School Capacity* – optimal school capacity would be 1,200 to 1,400 students
- b. *School Site Size* – ideal secondary school site size would be approximately 15 acres, including the athletic field, parking lot and school building

School Information Profile

School Information Profiles (SIPs) are orientation documents to help the Pupil Accommodation Review Committee (PARC) and the community understand the context surrounding the decision to include the specific schools in a pupil accommodation review. The SIPs are included as appendices to this report (Appendix A to G).

Facility Condition Index

Facility condition assessments are an analysis of system components in a school’s building. FCI is the ratio of 5- year renewal costs to the estimated replacement value of the school facility. All facility condition data for every school is housed in the VFA Capital Planning System database. The PARC considered the Facility Condition Calculation Listed below in Table 1 for each school.

School Name	Original Construction	5-Year Renewal Needs	Replacement Value	Facility Condition Index
Georges P. Vanier	1967	\$2,780,907	\$6,247,000	44.5%
Monsignor Uyen	1968	\$2,471,932	\$7,915,860	31.2%
Our Lady of Fatima	1978	\$3,108,403	\$8,720,260	35.6%
St. Agnes	1959	\$2,934,502	\$5,183,020	56.6%
St. Joseph	1955	\$3,221,748	\$5,564,520	57.9%
St. Ursula	1958	\$4,035,241	\$8,004,340	50.4%
St. Vincent	1957	\$2,628,368	\$5,564,520	47.2%
Total		\$21,181,101	\$47,199,520	44.9%

Table 1: Facility Condition Index

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Enrolment Projections

The enrolment projection calculations are comprised of two main components - the historic school community and students generated by new residential development. Table 2 below illustrates the enrolment projections and utilization rates for the schools included in the area.

School Name	OTG	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Georges P. Vanier	259	255	261	270	272	277	282	281	277	275	287
		98.5%	100.8%	104.2%	105.0%	106.9%	108.9%	108.5%	106.9%	106.2%	110.8%
Monsignor Uyen	354	326	342	368	377	394	407	414	428	429	423
		92.1%	96.6%	104.0%	106.5%	111.3%	115.0%	116.9%	120.9%	121.2%	119.5%
Our Lady of Fatima	420	354	345	337	321	319	310	307	304	297	292
		84.3%	82.1%	80.2%	76.4%	76.0%	73.8%	73.1%	72.4%	70.7%	69.5%
St. Agnes	187	123	110	99	90	83	76	73	72	70	68
		65.8%	58.8%	52.9%	48.1%	44.4%	40.6%	39.0%	38.5%	37.4%	36.4%
St. Joseph	210	109	107	101	101	99	99	95	102	98	100
		51.9%	51.0%	48.1%	48.1%	47.1%	47.1%	45.2%	48.6%	46.7%	47.6%
St. Ursula	374	236	232	226	223	215	212	213	206	205	212
		63.1%	62.0%	60.4%	59.6%	57.5%	56.7%	57.0%	55.1%	54.8%	56.7%
St. Vincent	210	181	168	160	151	145	139	135	129	127	129
		86.2%	80.0%	76.2%	71.9%	69.0%	66.2%	64.3%	61.4%	60.5%	61.4%
Total	2,014	1,584	1,565	1,561	1,535	1,532	1,525	1,518	1,518	1,501	1,511
		78.6%	77.7%	77.5%	76.2%	76.1%	75.7%	75.4%	75.4%	74.5%	75.0%

Table 2: Enrolment Projections

Transportation Data

Table 3 provides Transportation data provided by Chatham-Kent Lambton Administrative School Services (CLASS), the Board’s shared services consortium. Student data is from the 2015/2016 school year.

School Name	Total Students	Eligible Riders	Percentage of Students
Georges P. Vanier	248	125	50.4%
Monsignor Uyen	312	276	88.5%
Our Lady of Fatima	374	186	49.7%
St. Agnes	119	72	60.5%
St. Joseph	119	55	46.2%
St. Ursula	262	79	30.2%
St. Vincent	182	178	97.8%

Table 3: Transportation Statistics

Consultation with Local Municipal Government and Community Partners

On July 14, 2016, staff met with the Municipality of Chatham-Kent's Chief Administrative Officer and Planning Services staff to discuss issues related to the review area. Discussions at the meeting included a description of the Board's planned activities related to Chatham as outlined in the LTCP, building and development information, and other information relevant to the review area.

July 14, 2016 – Meeting with Municipality of Chatham-Kent:

- To discuss potential partnership between parties in Chatham schools
- To disclose the potential for Chatham Elementary schools PARC
- To obtain initial feedback from the Municipality about the potential PARC

September 15, 2016 – Meeting with Municipality of Chatham-Kent – property and closed schools:

- To discuss property options that meet the needs of Chatham and that work with Municipal services
- To discuss potential of closed schools and repurposing in partnership with Municipality of Chatham-Kent To discuss next meeting and appropriate attendees

November 1, 2016 – Meeting with Municipality of Chatham-Kent – childcare and community hub potential:

- To discuss opportunity of community hubs and child care in new schools
- Discussion about available funding both from the Board and Municipal of Chatham-Kent

December 1, 2016 – Meeting with Municipality of Chatham-Kent on property and closed schools:

- To discuss property options that meet the needs of Chatham and work with Municipal services
- To discuss potential of closed schools and repurposing in partnership with Municipality of Chatham-Kent
- Transportation requirements and Municipal services were discussed
- Confirmation from Municipality that they would partner with us to find property suitable for both parties

December 16, 2016 – Meeting with Municipality of Chatham-Kent on child care:

- Confirmation of child care space requirements for business case submission

January 19, 2017 – Meeting with Municipality of Chatham-Kent and CLASS – childcare:

- Final review of child care space requirements for business case submission on September 15, 2016 - staff met with the Municipality staff to review vacant property within Chatham that may be viable locations for potential future school construction.

In addition, there has been on-going discussion through email, telephone conversations and face-to-face discussion with municipal staff and community partners.

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COMMUNICATION PLAN:

An extensive communication plan used throughout the Accommodation Review process was reviewed and approved by Executive Council and was implemented through the office of the Director of Education.

A page was also developed for the Board website, which was dedicated to communications regarding the Chatham elementary schools Pupil Accommodation Review. The *Pupil Accommodation Review – Chatham Elementary Schools*, which was accessed from the main page of the Board’s public website, was updated regularly throughout the process, as a way to keep parents/guardians current.

The following is information which is listed in detail on the public website:

- Important dates in the accommodation review process
- Agenda and meeting notes from all accommodation review committee and public meetings
- Questions and answers submitted either through PARC members or directly from parents/guardians
- Letters to parents/guardians
- Opportunity to provide direct feedback via the website throughout the process
- Board background and resource information
 - Initial Staff Report
 - Long Term Capital Plan 2016-2021
 - Sec. B Policy and Procedure – Student Accommodation and Boundary Review
- Ministry of Education Resource Information
 - Guide to Pupil Accommodation Reviews
 - Community Planning and Partnership Guidelines
 - School Board Efficiencies and Modernization Consultation Summary
 - Administrative Review Process

In addition, it was the intention of the Board throughout this process to communicate directly and often with parents/guardians; and as necessary with community partners. Below is a summary of direct communications:

September 28, 2016 – following the decision of the Board of Trustees to initiate a Pupil Accommodation Review of the Chatham elementary schools:

- Letter from the Director of Education to Parents/Guardians – sent home and posted to the Board website, Facebook page and Twitter feed
- Memorandum to Staff from the Director of Education
- Letters to all community partners, informing them of the review:
 - i. Lambton Kent District School Board
 - ii. Conseil Scolaire Catholique Providence
 - iii. Conseil Scolaire Viamonde
 - iv. St. Clair College
 - v. College Boreal
 - vi. Univeristy of Guelph – Ridgetown College
 - vii. Municipality of Chatham-Kent

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- viii. Crown in Right of Ontario – Infrastructure Ontario
- ix. Crown in Right of Canada – Public Works and Government Services
- x. Erie St. Clair Local Health Integration Network
- xi. Chatham-Kent Children’s Services
- xii. Walpole Island First Nation
- xiii. Delaware First Nation – Moravian of the Thames
- Media Release – all Chatham-Kent media

October 5, 2016:

- Letter to all Parents/Guardians informing them of the dates/times for the two public meetings – printed and sent home with students and posted to the Board website, Facebook and Twitter account.

October 17, 2016:

- Memorandum to staff – update on the Pupil Accommodation Review process, the key steps in the process to date and the timelines for the remainder of the process.

October 19, 2016:

- Flyer regarding the November 9, 2016 public meeting – printed and sent home with students. Extra copies were printed at the schools and posted on public bulletin boards, entry doors and public spaces in the school buildings.
- Principals were also asked to include information regarding the November 9, 2016 public meeting in their November school newsletters.
- The flyer was also sent by direct email to all Chatham elementary school parents/guardians for whom the Board has email addresses.

January 12, 2017:

- A flyer regarding the date/time of the January 25, 2017 public meeting was printed and sent home with students.
- Extra copies were also printed and posted on public bulletin boards, entry doors and public spaces in the school buildings.
- It was also posted to the Board website, Facebook page and Twitter account.

January 20, 2017:

- Letter from the Director of Education to parents/guardians regarding the January 25, 2017 public meeting. It also updated parents/guardians on the process to date and the PARC recommendations that were reached at the January 19, 2017 PARC meeting. The letter was printed and sent home with all students.
- It was also posted to the Board website, Facebook page and Twitter account.
- It was also sent by direct email to all Chatham elementary school parents/guardians for whom the Board has email addresses.

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January 26, 2017:

- Letter from the Director of Education to parents/guardians to update them on the next steps in the process. The letter informed parents/guardians of their opportunity to comment on the PARC recommendation at the February 28, 2017 Regular Board Meeting and outlined the process required for delegations, under the Board's Procedural By-Laws.
- The letter was printed and sent home with all students.
- It was posted to the Board's website, Facebook page and Twitter account.
- It was also sent by direct email to all Chatham elementary school parents/guardians for whom the Board has email addresses.

February 9, 2017:

- Letter from the Director of Education to parents/guardians to inform them the Final Staff Report was had been released publicly and was available on the Board website.
- Again, the letter updated parents/guardians on the next steps in the process, reminding them of their opportunity to comment on the PARC recommendation at the February 28, 2017 Regular Board Meeting and again outlining the process required for delegations, under the Board's Procedural By-Laws.
- The letter was printed and sent home with all students.
- It was posted to the Board's website, Facebook page and Twitter account.
- It was also sent by direct email to all Chatham elementary school parents/guardians for whom the Board has email addresses.
- Memorandum to all staff updating them on the release of the Final Staff Report and next steps in the process.

Following the decision of the Board of Trustees at the Regular Meeting of Tuesday, March 28, 2017:

- Letter to all parents/guardians informing of the decision and next steps in the process. The letter will remind them that the *final* decision regarding capital projects rests with the Ministry of Education. The letter will be printed and sent home with all students, posted to the Board website, Facebook page and Twitter account and will be sent by direct email to all parents/guardians for whom the Board has email addresses.
- Memorandum to all staff.
- Notification to all community partners by letter from the Director of Education.
- Notification to the Ministry of Education.
- Media release indicating the Board process is now complete and next steps regarding Ministry application.

SUMMARY:

The Pupil Accommodation Review process undertaken for the Chatham Catholic Elementary Schools has been thorough and complete. Again, I commend the members of the Pupil Accommodation Review Committee for their great work and the staff of the St. Clair Catholic District School Board for their diligence and attention to detail.

The recommendations outlined in this report are now brought to the Board of Trustees for review and will be brought back to the Regular Meeting of Tuesday, March 28, 2017 for a decision.

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RECOMMENDATION:

That the St. Clair Catholic District School Board receive the report: *Chatham Elementary Schools Pupil Accommodation Review – Final Report*, for information.