



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

Student Achievement K-12

1325 California Avenue
Windsor, ON N9B 3Y6

CHAIRPERSON: Barbara Holland

DIRECTOR OF EDUCATION: Paul A. Picard

Telephone: (519) 253-2481 FAX: (519) 253-0620

**Minutes of the
2nd Lakeshore Area ARC Committee Meeting
Our Lady of the Annunciation & St. John the Evangelist
Tuesday, January 10, 2012 – 6:00 p.m.
Location: St. John the Evangelist School**

PRESENT

Area Trustee: Lisa Soulliere

Trustee ARC Chair
& Chair of the Board: Barbara Holland

Superintendent: Patrick Murray

Administrative Resource: Colleen Norris, Policy Coordinator

Principals: Ian Drago, Our Lady of the Annunciation
Pam Prsa, St. John Evangelist

Teachers: Helen Lebel, Our Lady of the Annunciation
Christina Chippett, St. John the Evangelist

Non Teaching Staff: Allison Mailloux, Our Lady of the Annunciation
Jody Rivest, St. John the Evangelist

Parents: Sara Broderick (Chair), O.L. of the Annunciation
Bev Vanier, Our Lady of the Annunciation
Laurie Hurst, Our Lady of the Annunciation
Melissa Tavolieri (Chair) St. John the Evangelist
Gail DuLong, St. John the Evangelist
Denise Sauve, St. John the Evangelist

Pastor: Rev. Fr. D. Boutette, St. John the Evangelist Parish

Community Representative: Kim Renaud, St. John the Evangelist

Member of Business: Pauline Halliday, St. John the Evangelist
Kirk Halliday, St. John the Evangelist (Alternate)

Administration: Al Magneigh, Administrator of Communications and
Strategic Planning

REGRETS

Pastor: Rev. Fr. Bob Champagne, Visitation Parish
Community Representative: Rob Duquette, - Our Lady of Annunciation
Member of Business: Paddy Byrne, - Our Lady of the Annunciation

Recording Secretary: D. Steffens

1. Prayer – Chair Holland opened the meeting with prayer at 6:20 p.m.

2. Approval of Minutes

First ARC Committee Meeting Minutes of November 10, 2011

Motion by Fr. D. Boutette and seconded by K. Halliday that the Minutes of the Lakeshore Area ARC Committee dated November 10, 2011 be approved as presented. Carried.

First Public ARC Committee Meeting Minutes of December 14, 2011

Motion by K. Halliday and seconded by J. Rivest that the Minutes of the 1st Public Lakeshore Area ARC Meeting dated December 14, 2011 be approved as presented. Carried.

3. Review of School Profiles

Our Lady of the Annunciation School Information Profile - Colleen Norris, Administrative Resource reported that minor amendments that were previously identified by the ARC Committee have been made to the School Information Profile. In view of public input received at the first public ARC meeting of December 14, 2011, a further review of the customized School Profile frameworks was conducted by the ARC Committee members. As a result of discussion, the following further amendment was agreed upon:

Amendment to Page 7 of 10: Under Location of School #1: Add Centennial Central (Comber) Public School (14.7 km)

St. John the Evangelist School Information Profile – No further amendments were discussed.

4. Review of Administration's Accommodation Options

In response to the information requested by the ARC Committee at its November 10, 2011 meeting, correspondence from the Town of Lakeshore was distributed providing statistics on future planning development in the Lakeshore area. The Town of Lakeshore advised the following:

- Woodslee: There are currently 68 serviced lots adjacent to the school and approximately another 25 additional vacant lots that may be developed and serviced over the coming years scattered throughout the local area. Given past trends in growth rates, it was also noted that should be a sufficient supply of lots for some time.
- Stoney Point: There are approximately 46 vacant serviced or potential to be serviced lots in the Stoney Point area. The area cannot support any additional lots beyond the existing 46 lot supply until such time as the existing sanitary

sewer system is upgraded to an increased capacity. They believe any expansion to the existing system is years out and current planning documents do not support any expansion outside of the existing hamlet area.

The ARC Committee discussed at length a preliminary list of accommodation options which was developed by Administration following discussions at the previous ARC Committee meetings, collaboration with the Business staff, and from preliminary information received from the school communities. In depth discussion and debate occurred on the rationale for the various options, including potential issues surrounding programming, transportation, funding availability, demographics, the potential impact on student enrolments should a school be closed in any locality, and the pros/cons of small vs. larger schools.

During that discussion, a number of questions were raised:

- the reason for the current facility expansion being conducted at Holy Name Elementary School

Administration advised that the facility expansion was to accommodate the full day early learning program being instituted at Holy Name in September.

- the estimated bus times and distances for students from St. John the Evangelist school to a potential new school located next to Visitation Parish.

Administration advised that the distances will be provided as the study continues and the options are explored.

- provide what the school enrolments would look like at St. John the Evangelist and Holy Name if the boundaries were to be adjusted.

These estimates will be provided as various boundary adjustments are considered.

- relevant information about other schools not included in the Lakeshore Area study, but that may be considered as an alternate student accommodation site should a boundary review recommendation be considered (e.g., St. John the Baptist, St. William, Holy Name).

Administration would provide such information.

- status of funding for rural/small schools that was previously available to Boards

Mr Murray advised that there is currently no such funding, although there may have been historically. Mr. Murray provided the Ministry web site as a reference for further information on the matter.

- any available information on the when and why the last boundary adjustment occurred for St. John the Evangelist/Holy Name/Annunciation, and how adjusting it back would affect the enrolments

Mr. Murray advised that there has not been a boundary adjustment since at least the time of amalgamation of the county and city board.

The following suggestions were brought forward by the Committee:

- viability of introducing a French Immersion program or a dual French Immersion / English program in the Lakeshore Study area
- explore the interest of the Catholic French School Board in entering into a facility partnership to co-build a new shared school near Visitation Parish

General consensus was reached that when the ARC considers any option, the focus will be on providing a learning environment that would attract families to the school community, and retaining or growing enrolment to ensure the future vitality of the school(s). Committee members were invited to bring forward other potential boundary adjustment options that they would like to present for public consultation.

The ARC mandates and the timelines of the review processes were reviewed and clarified. It was noted that the preliminary options agreed to by the ARC this evening would proceed for community input at its next Public meeting. The ARC Committee would then have the next two public meetings and its Committee meetings to further refine, remove or add additional options prior to developing final recommendations to the Board of Trustees for their consideration.

By consensus, the ARC Committee agreed the following options, which were prepared in a collaborative effort by Administration and the ARC Committee, will be presented for community input at the next Public Meeting:

- a. Construction of New School in Comber** – Consolidate St. John the Evangelist and Our Lady of Annunciation in a new school building to be constructed near the new Visitation Church in Comber, on property to be determined pursuant to a comprehensive site search, if funding can be obtained from the Ministry of Education.
- b. Close St. John the Evangelist and Maintain Our Lady of the Annunciation** – St. John the Evangelist is currently operating at sixty-seven percent (67%) capacity, and this utilization results in a decrease in Ministry funding. If the school were closed, the student population could be accommodated at St. John the Baptist (also underutilized at 78%), St. William and Holy Name.
- c. Close Our Lady of the Annunciation and Maintain St. John the Evangelist** – (inserting background information as in option b). If the school were closed, the student population could be accommodated at St. John the Evangelist at sixty-seven percent (67%) capacity and at St. John the Baptist (also underutilized at 78%).
- d. Maintain Both Schools** – Maintain both schools and undertake a boundary review for the Woodslee/Essex/Belle River area including St. John the Evangelist, Holy Name (Essex), St. William and St. John the Baptist to increase utilization for St. John the Evangelist.

5. Scheduling Next 3 Public Consultation Meetings

Monday, January 30 at 6:00 p.m. – St. John the Evangelist Parish Hall

Thursday, February 16, at 6:00 p.m. – Visitation Parish Hall

Thursday, March 29th at 6:00 p.m. St. John the Evangelist Parish Hall

Scheduling of Next Committee Meeting

Future ARC Committee meetings will be held immediately following the Public meetings. One or two additional meetings may be scheduled between February 16th and March 29th, in order to develop a draft report containing the Committee's final recommendations to the Board of Trustees

6. Adjournment

The meeting adjourned with a prayer led by Fr. Boutette at 8:40 p.m.

Attached are questions from Committee members and responses/background information.

Questions for the Board

1. What is the maximum length of time a student can ride a bus? **The maximum length of time for elementary is not more than 1 hour. For secondary it is 75 minutes. It is rare that we approach these times.**
2. How much space is available for accommodation of students at St John the Baptist and Holy Names? **See info. on St. John the Baptist, Holy Names, Queen of Peace, St. Mary, St. Peter and St. William**
3. What are transportation costs for bussing based on? Is it per student, per mile? **In the city, transportation costs are based on time for travel. In the county, costs are based on kilometers travelled.**
4. What are the criteria or maximum distance for opening up our school boundaries? **Need some clarification on this one.**
5. What does the little symbol of a person on the Student Distribution Map mean? Does each symbol represent a bus stop, student or household? **The symbols represent students. Some are chained**

together to depict families. Some appear as clusters where there are a number of overlapping “students”

6. What is the cost analysis to run St John the Evangelist and Annunciation separately? **Attaching “costing” document**
7. Please clarify what is meant by “Facility Condition Index Rating”. **Attaching document providing explanation on FCI**
8. What is the cost of building a new school to accommodate both Annunciation and St John the Evangelist? Is there provincial funding available to aid this development? **Will need a little more time to provide meaningful numbers to the Committee**
9. Please provide profiles for both St John the Baptist (Belle River) and Holy Names (Essex). **Attaching information on the 6 schools mentioned in response to question 2 (including St. John the Baptist and Holy Names.**

GENERAL INFORMATION ON AREA SCHOOLS

St. John the Baptist:

Capital Improvements in the last 5 years

- New Boilers
- Lighting & Electrical Upgrades

Site Area of School - 3811.90 sq. ft

Site Area of property - 3.8 acres

Closed classrooms - 3

Before & After Child Care Program – yes

On the ground capacity – 555, current enrolment – 433

St. William:

Capital Improvements - New Ceilings

- Washroom Upgrades

Site Area of School - 4003 sq. ft

Site Area of property - 8.9 acres

Closed classrooms - 0

Before & After Child Care Program – yes

On the ground capacity – 584, current enrolment – 599.5 FTE

St. Peter:

Planned school additions - 1 Room for FDELKP

Site Area of School - 3278 sq. ft

Site Area of property - 12 acres

Closed classrooms - 2

Before & After Child Care Program – yes

On the ground capacity – 311, current enrolment – 368 FTE

St. Mary:

Capital Improvements - New Boilers, roof, septic tank, driveway
- 6 pack portable addition

Site Area of School - 2114 sq. ft

Site Area of property - 4.5 acres

Closed classrooms - 0

Before & After Child Care Program – yes

On the ground capacity – 222, current enrolment – 232

Holy Name Essex:

Planned school addition - 2 Room for FDELKP

Site Area of School - 5830 sq. ft

Site Area of property - 6 acres

Closed classrooms - 2

Before & After Child Care Program – yes

On the ground capacity – 538, current enrolment - 433

Queen of Peace:

Capital Improvements - New sewer system (in progress)

Site Area of School - 3595 sq. ft

Site Area of property - 10 acres

Closed classrooms - 0

Before & After Child Care Program – No

On the ground capacity – 351, enrolment - 324

**Windsor-Essex Catholic District School Board
Summary of School Expenditures
Projected for the year ended August 31, 2012**

School: Our Lady of Annunciation

Enrolment Full-Time Equivalent (at Oct. 31, 2011): 138.0

Staffing Expenditures:	Full-Time Equivalent	2011-12 Estimated Annual Cost	2011-12 Estimated Cost Per Pupil
Principal	1.00	\$ 114,275	\$ 828
Teachers	9.00	754,456	5,467
Secretary	1.00	40,594	294
Custodian	1.00	48,734	353
Learning Commons Specialist	0.40	15,653	113
Educational Assistants	3.00	110,824	803
Early Childhood Educator	1.00	38,069	276
Subtotal	16.40	\$ 1,122,605	\$ 8,135
Benefits		139,607	1,012
TOTAL STAFFING EXPENDITURES		\$ 1,262,212	\$ 9,146
Building & School Based Expenditures:			
Utilities		\$ 17,367	\$ 126
School Operations		18,753	136
School Maintenance		24,102	175
School Services/Supplies		7,440	54
TOTAL BUILDING & SCHOOL BASED EXPENDITURES		\$ 67,662	\$ 490
TOTAL COST		\$ 1,329,874	\$ 9,637
Community Use Revenue		<u>\$ -</u>	

Facility Condition Indices

Benchmarking condition of assets is one means of measuring the impacts of funding levels and the results of planned strategies.

$$\text{Facility Condition Index (FCI)} = \frac{\text{Renewal Requirement}}{\text{Replacement Cost of an Asset}} \times 100 = X\%$$

Good	■	<5%
Fair	■	5%-10%
Poor	■	10%-30%
Critical	■	>30%

Renewal Requirement in a Given Year = (Current Year Renewal + Backlog)

Renewal Requirement in a Future Year = (Future Year Renewal + Backlog) – Accum. Funding



From: [REDACTED] "Lee Holling" [REDACTED] Tue, Jan 10, 2012 10:04:14 AM 

Subject: RE: request for info.

To: [REDACTED] Colleen Norris

Cc: [REDACTED] "Tom Touralias" [REDACTED]
[REDACTED] "Kim Darroch" [REDACTED]
[REDACTED] "Kirk Foran" [REDACTED]

Colleen:

Further to your request I can offer you the following comments and statistics.

Woodslee:

There is currently a vacant unserviced subdivision of 68 lots immediately adjacent to your school, there are approximately another 25 vacant lots that may be developed and serviced over the coming years scattered throughout the hamlets. Total for the Woodslee area show approx. 90 lots. We believe this to be a significant supply and given past trends in growth rates in this area should be an adequate supply for some time. Current planning documents do not support any expansion of the existing hamlet areas that encompass the existing 90 lot supply.

Stoney Point:

There are currently approximately 46 vacant serviced or potential to be serviced lots in the Stoney Point area. This area cannot support any additional development beyond the existing 46 lot supply until such time as the existing sanitary sewer system is upgraded to an increased capacity. While our Engineering and Infrastructure division is currently in the process of an environmental assessment of the area we believe any expansion to the existing system to be years out.

Similarly to the comments from Woodslee the current planning documents do not support any expansion outside of the existing hamlet areas. The past growth trends in this area would indicate the existing lot supply to be adequate for some time.

Trusting this is the information you require. Should you have any further questions or require anything further please don't hesitate to call.

Thanks

Lee Holling
Director of Community & Development Services
Town of Lakeshore T 519-728-5004 x292
M 519-567-9918

-----Original Message-----

From: Colleen Norris [mailto:colleen_norris@wecdsb.on.ca]
Sent: December-21-11 12:09 PM

To: Lee Holling
Subject: request for info.

Hi Lee,

As indicated in our phone conversation of today, during the course of our school accommodation study of the Lakeshore area, including St. John the Evangelist and Our Lady of Annunciation, the Accommodation Review Committee has asked whether the municipality would have any information with respect to possible upcoming property development for this area, any impediments to development (building freezes), or general population projections for the area.

Any information you could provide would be appreciated. Thank you for your assistance.

Have a wonderful holiday.

Colleen

Colleen Norris
Manager of Human Resources and Policy Development Windsor-Essex Catholic
District School Board

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ARC Elementary Nominal & FTE for the Past 6 Years (as of Oct. 31)

School Name	2005-06		2006-07		2007-08		2008-09		2009-10		2010-11		2011-12		2012-13 DRAFT	
	Nominal	FTE	Nominal	FTE	Nominal	FTE	Nominal	FTE	Nominal	FTE	Nominal	FTE	Nominal	FTE	Nominal	FTE
Holy Name	582.0	520.0	592.0	526.0	602.0	538.5	614.0	549.0	546.0	488.5	532.0	485.0	495.0	453.5		
Queen of Peace School	521.0	483.0	498.0	464.5	465.0	432.0	429.0	400.5	382.0	358.5	362.0	342.5	324.0	324.0		
St. John the Baptist	571.0	521.5	553.0	508.5	550.0	505.0	526.0	484.0	490.0	451.0	467.0	433.0	433.0	433.0		
St. Mary	179.0	162.0	165.0	152.5	161.0	150.0	146.0	131.5	215.0	190.5	228.0	198.0	232.0	206.0		
St. Peter	538.0	487.0	520.0	470.0	509.0	472.0	473.0	440.0	459.0	427.0	450.0	418.5	391.0	368.0		
St. William	686.0	625.5	686.0	621.0	666.0	613.5	654.0	604.5	645.0	591.5	635.0	581.0	652.0	599.5		
Totals	3077.0	2799.0	3014.0	2742.5	2953.0	2711.0	2842.0	2609.5	2737.0	2507.0	2674.0	2458.0	2527.0	2384.0	0.0	0.0

Indicates Full Day Early Learning

Indicates unfunded Full Day JK & SK