



COMMITTEE OF THE WHOLE PUBLIC AGENDA

Tuesday, December 8, 2020, 7:00 pm
Zoom Meeting

Pages

1. Call to Order - Vice-Chair of the Board
2. Approval of Agenda
3. Briefing from the Chair of the Board
4. Briefing from the Director
5. Delegations
 - 5.1. Anne Boys, Decoding Dyslexia
To be distributed
6. COVID-19 Update
7. Matters for Action:
 - 7.1. Report 20-081, New Half Moon Bay Elementary School Approval of Study, Consultation Plan and Timeline (Carson) 1
 - 7.2. Report 20-114, Policy on Hiring (McCoy)
To be distributed
 - 7.3. Report 20-103, High Performance Athlete Program (Lehman)
To be distributed.
 - 7.4. Report 20-084, Development of a Human Rights Policy
To be distributed
8. Matters for Discussion
9. Report from Statutory and Other Committees
 - 9.1. SEAC 4 November 2020
To be distributed

9.2. PIC 18 November 2020

To be distributed

9.3. Audit 23 November 2020

To be distributed

9.4. ACE 26 November 2020

To be distributed

10. Matters for Discussion:

11. Information Items:

11.1. Report from OPSBA (if required)

11.2. New Ministry Initiatives Update (if required)

11.3. OSTA Update (if required)

12. New Business - Information and Inquiries

13. Adjournment



COMMITTEE OF THE WHOLE
Report No. 20-081

08 December 2020

**New Half Moon Bay Elementary School – Approval of Study
 Consultation Plan and Timeline**

**Key Contact: Michael Carson, Chief Financial Officer, 613-596-8211
 ext. 8881**

PURPOSE:

1. To seek Board approval of a consultation process and timeline to establish the grade structure, program offering and attendance boundary for a new elementary school located in the Half Moon Bay community of Barrhaven.

CONTEXT:

2. In the summer of 2020, the Board received notice of capital priority funding for the construction of a second elementary school within the Half Moon Bay community.

Supporting earlier business case requests of the Ministry of Education for capital priority funding for this new elementary school, the Board acquired the school site in November 2018. The 2.83ha (7 acre) site is located at the southwest intersection of Kilbirnie Drive and River Mist Road. Please refer to the general location map attached as Appendix A.

Construction of the 674 pupil place school is anticipated to commence in 2021 and tentatively scheduled to be completed in time for a September 2022 opening.

KEY CONSIDERATIONS:

3. The Half Moon Bay area in the suburban community of Barrhaven is a geographically well-defined growth community with a total build out in excess of 8,600 homes.

Half Moon Bay Public School, which opened in 2016, now serves this entire area, and was the first of three planned OCDSB schools for the larger Half Moon Bay community. With 10 portables on site for the 2019-2020 school year, enrolment for September 2020 was projected at 902 students. With continuing enrolment growth in the community over the next few years, enrolment is no longer sustainable at the school beyond 2022. October 2019 enrolment is shown in the table below. Note that current enrolment at the school comprising both “virtual” and “in school” within the formal attendance boundary is not yet available, but is pending.

Half Moon Bay Public School Enrolment October 2019										
	JK	SK	1	2	3	4	5	6	Total	Util
KGTN	90	120							210	
ENG			21	21	39	49	37	58	225	129%
EFI			119	94	73	62	45	39	432	
TOTAL	90	120	140	115	112	111	82	97	867	
<i>Note: School Capacity is 674</i>										
<i>Utilization = total enrolment / capacity</i>										

4. Growing enrolment pressures at Half Moon Bay Public School will be substantially reduced with the opening of a new elementary school for September 2022. Given that the existing attendance area for Half Moon Bay Public School mirrors the community's well-defined geography, the new school boundary is anticipated to be formed from within the existing boundary of Half Moon Bay Public School. As area grade 7 and 8 students are directed to Cedarview Middle School, it would also be included in the limited scope of this review. As is typical, should it be determined that other schools should be included, they will be informed as soon as is practical.

During the accommodation study for Half Moon Bay Public School, it was noted that the accommodation of area intermediate students would be reviewed during the consultation process for the second elementary school in this area.

Issues to be considered during the development and examination of the attendance boundary, grade structure and program offering, will be the viability of regular program offerings and the possibility/viability of introducing a grade 7/8 program in the Half Moon Bay area.

5. Formal Pupil Accommodation Review (PAR) Not Required

A formal PAR under Board Policy P.118PLG, Pupil Accommodation Reviews (currently suspended under a provincial moratorium) is not required, as the new school will not accommodate more than 50% of Half Moon Bay Public School's enrolment.

The policy states that a PAR is not required when the Board is planning the relocation of grades and programs in which the enrolment constitutes less than 50% of a school's enrolment. The calculation is based on the enrolment at the time of the relocation.

In accordance with Board policy, affected schools and communities are to be informed about the proposed study before a decision is made by the Board of Trustees to exempt a school from a PAR.

RESOURCE IMPLICATIONS:

6. The cost of conducting the review will be managed within existing departmental budgets.

COMMUNICATION/CONSULTATION ISSUES:

7. An Information flyer and web link to this report (when it becomes public), will be sent to those schools affected by the review, and their respective communities, in advance of the Committee of the Whole meeting on 8 December 2020.

Once a decision has been made to proceed with the consultation process as an exemption from a PAR, notice in accordance with the policy will be provided to the City of Ottawa, coterminous school boards, the Ministry of Education and community partners that have expressed an interest.

Given the focused scope of the proposed review, two or more information meetings, including affected principals and school council representatives, are proposed to be held in February and March of 2021, and prior to a broader public consultation meeting. Affected schools include Half Moon Bay Public School and Cedarview Middle School.

A public consultation meeting, to be held virtually, is tentatively planned for April 2021. Final Board decisions regarding the review are scheduled to take place in June 2021. The timeline (attached as Appendix B) and consultation plan (attached as Appendix C) are attached.

STRATEGIC LINKS:

8. Conducting a review of pupil accommodation in this part of the District in order to provide students with improved access to learning environments, serves to optimize the use of District resources which is consistent with the Culture of Caring objective of the 2019-2023 Strategic Plan.

RECOMMENDATION:

- A. THAT the Board affirm that a Pupil Accommodation Review (PAR) under Board Policy P.118.PLG is not required for this study; and,
- B. THAT the timeline and consultation plan attached as Appendix B and C to Report 20-081, be approved in order to consult with local school communities and the public.

Michael Carson
Chief Financial Officer (ext. 8881)

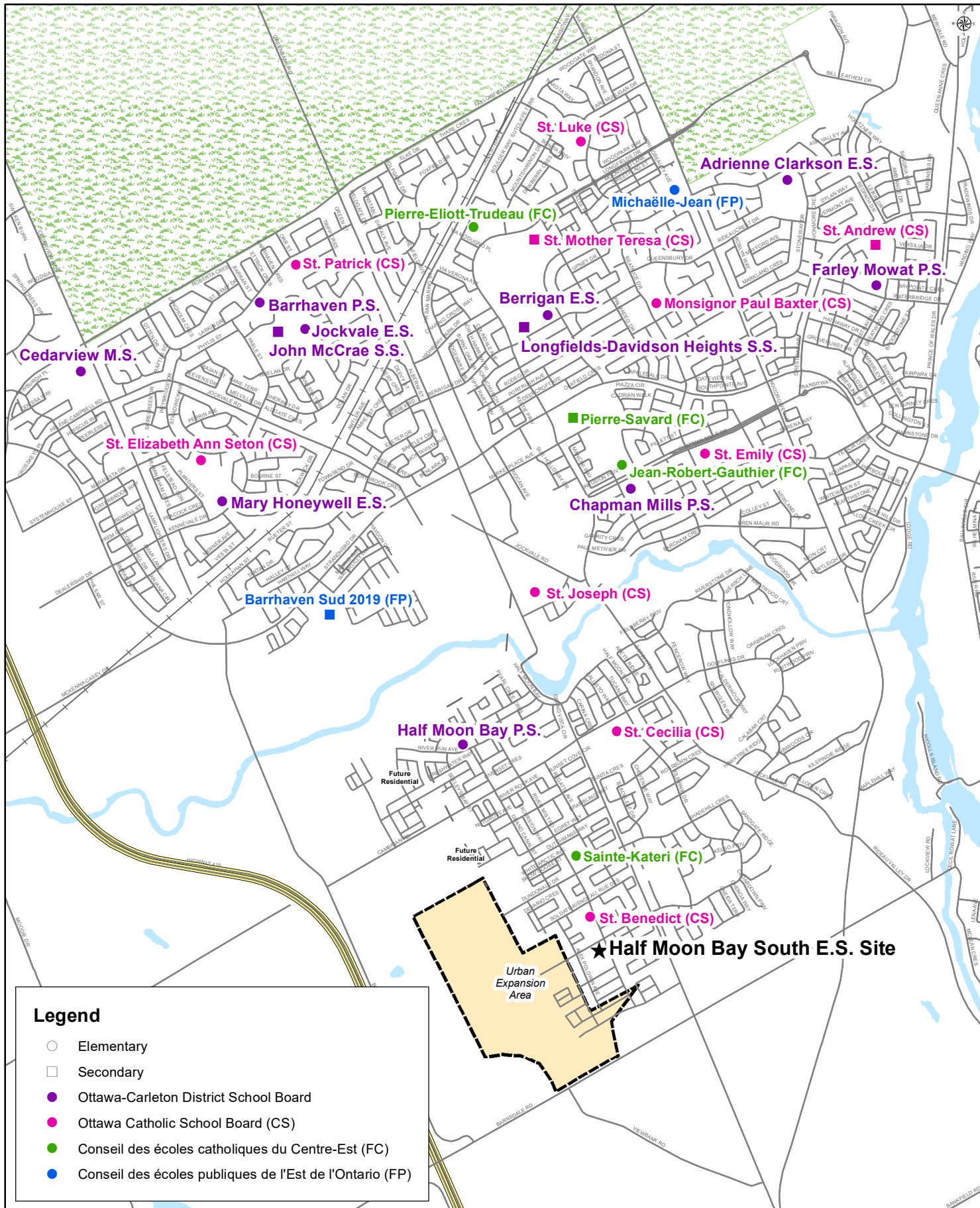
Camille Williams-Taylor
Director of Education and
Secretary of the Board

APPENDICES

Appendix A General Location Map
Appendix B Timeline
Appendix C Consultation Plan



Location Map New Half Moon Bay Elementary School Site



**Appendix B
to Report 20-081**

New Half Moon Bay Elementary School Consultation Timeline

Activity	Date
<p>Notice of Intention to Commence Study and Approve Study and Timeline</p> <ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (potentially an online format) ➤ Board Approval of Study Consultation Plan and Timeline (potentially an online format) 	<p>November 2020</p> <p>December 2020</p>
<p>Consultative Stage</p> <ul style="list-style-type: none"> ➤ Formation of the Advisory Group ➤ Information Meeting #1 with Advisory Group (potentially an online format) ➤ Information Meeting #2 with Advisory Group (potentially an online format) ➤ Information Meetings <u>as required</u> with Advisory Group (potentially an online format) ➤ Public Consultation Meeting (potentially an online format) 	<p>January 2021</p> <p>February 2021</p> <p>March 2021</p> <p>March/April 2021</p> <p>April 2021</p>
<p>Recommendation and Decision Making Stage</p> <ul style="list-style-type: none"> ➤ Regular Committee of the Whole Meeting – Presentation of Staff Recommendation Report (potentially an online format) ➤ Regular Board Meeting – Final Decisions (potentially an online format) 	<p>May 2021</p> <p>June 2021</p>
<p>Communication and Implementation Stage</p> <ul style="list-style-type: none"> ➤ Communication of Board Approved Decision ➤ Implementation of Board Approved Decision 	<p>June 2021</p> <p>September 2022</p>



CONSULTATION PLAN

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

DATE:	October 2020
PROJECT: (Project name, Letter of Transmittal, etc.)	New Half Moon Bay Elementary School Approval of Consultation and Timeline
CONTACT / PROJECT LEAD (Name, telephone, email):	Michael Carson, Chief Financial Officer, (613) 596-8211 ext. 8881, Michael.Carson@ocdsb.ca
WHAT?	
1. WHAT IS THE PURPOSE OF THE CONSULTATION? (Describe project scope, nature of consultation, decision to be made, and any relevant information)	
<i>The scope of the consultation includes 2 elementary schools –Half Moon Bay Public School and Cedarview Middle School</i>	
<i>The consultation process will serve to discuss possible grade, program and attendance boundary options for the new Half Moon Bay elementary school.</i>	
WHY?	
2. WHY ARE YOU CONSULTING? (Check all that apply)	
<input checked="" type="checkbox"/>	To seek advice, informed opinion or input for consideration prior to decision-making?
<input checked="" type="checkbox"/>	To share information and/or create awareness about a subject/potential recommendations/decision yet to be made?
<input type="checkbox"/>	To share information and awareness about a subject/recommendation/decision that has been made?
<input type="checkbox"/>	Other? (Please explain)
3. HOW DOES THIS CONSULTATION LINK TO THE OCDSB STRATEGIC PLAN, DISTRICT IMPROVEMENT PLAN, BUDGET, ANNUAL DISTRICT GOALS AND OBJECTIVES AND/OR RELEVANT MINISTRY / OCDSB POLICIES OR PROCEDURES (if applicable)?	
<i>The consultation will seek to recommend a grade, program and attendance boundary for the new Half Moon Bay elementary school.</i>	
<i>The process will strive to make effective use of District facilities, improve student access to viable programming and appropriate instructional resources. As well, there is the overriding goal of improving student achievement through the provision of strong educational programming in safe, healthy, secure and accessible learning environments.</i>	

OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

CONSULTATION PLAN

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

WHO?

4. WHO WILL BE CONSULTED? (Key stakeholders) (Check all that apply)

OCDSB Community

- Students
 Parents/guardians
 School council(s)
 Ottawa Carleton Assembly of School Councils
 Advisory committees (Specify below)
 Special Education Advisory Committee, etc
 Other Alternative Schools Advisory Committee _____

Internal to OCDSB

- Trustees
 Superintendents
 Principals and/or Vice-principals
 Managers
 District staff
 Federations
 Other _____

External / Other (please identify)

- Agencies/associations _____
 Community groups _____
 General Public _____
 Other governments _____
 Other _____

Please describe or expand on who will be consulted and any partners in the consultation:

5. HAVE ANY OF THESE STAKEHOLDERS BEEN INVOLVED IN INFORMAL CONSULTATION AS PART OF THE DEVELOPMENT OF THIS PLAN?

In accordance with section 4.3 of Policy P.110.GOV, it is expected that informal consultation has taken place with representative stakeholders to obtain their suggestions prior to finalizing this plan. Please describe below. (If this informal consultation did not take place, explain why it was not feasible.)

Yes, local Trustees, the Superintendents of Instruction for local area schools and the Chief Financial Officer.

HOW?

6. HOW WILL STAKEHOLDERS BE MADE AWARE OF THIS CONSULTATION PROCESS? (Check all that apply)

- Media advertisement (print and/or radio) School newsletter
 Letter distribution Website (schools and/or OCDSB sites)
 School council(s) Other
 Ottawa Carleton Assembly of School Councils

Please describe how stakeholders will be made aware of the consultation process and any special requirements for consultation (translation, alternate formats, etc)?

Stakeholders will be informed via school email, school parent council email which will include information regarding date and duration and opportunity for feedback for a potential online method of consultation.

7. HOW WILL THE CONSULTATION BE CARRIED OUT? (Check all that apply)

- Focus groups Ottawa Carleton Assembly of School Councils
 Interviews Public meetings (potential online format)
 Mail-out or email circulation Survey / questionnaire
 Open houses / workshops / cafes Web-based notice / Web-based comments
 School council(s) Other

Please describe:



CONSULTATION PLAN

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

**Appendix C
to Report 20-081**

WHEN?		
<p>8. PROJECT PLAN FOR CONSULTATION (KEY ACTIVITIES AND COMMUNICATIONS)¹:</p> <p>i.e. Identify plan approval dates; Timelines for awareness of consultation; Specific consultation initiatives; Timelines for analysis; Date for Committee/Board deliberation; Evaluation of consultation</p>		
TARGETTED DATE FOR FINAL DECISION:	June 2021	
<u>PROJECTED DATE(S)</u>	<u>ACTIVITY/MILESTONE</u>	<u>NOTES**</u>
	SEE ATTACHED APPENDIX B - TIMELINE	
<p>**In filling out this chart, please note:</p> <ul style="list-style-type: none"> ▪ the materials, reports or resources that will be distributed to stakeholders, either in advance or at the session; ▪ any constraints such as necessary deadlines, availability of stakeholders; and ▪ the timelines for communicating the outcome/related decisions reached to those consulted. 		

¹ Outline provides information on the minimal number of activities proposed, which may be amended to intensify the process if required. Further information on the overall project/initiative and the specific consultation plan and process can be provided in the Letter of Transmittal to Board.
OCDSB Form 644: Consultation Plan (April 2009)

HOW WILL THE RESULTS OF THE CONSULTATION AND THE RATIONALE OF THE FINAL DECISION BE COMMUNICATED TO ALL CONTRIBUTORS TO THE PROCESS? (Check all that apply)	
<input checked="" type="checkbox"/> Email circulation <input checked="" type="checkbox"/> Letter distribution <input type="checkbox"/> Letter of Transmittal to committee/Board	<input checked="" type="checkbox"/> School / principal communications / newsletter <input checked="" type="checkbox"/> Website (schools and/or OCDSB sites) <input type="checkbox"/> Media reports <input type="checkbox"/> Other
Please describe:	
OTHER	
10. ESTIMATED COSTS FOR THE CONSULTATION* (i.e. advertising, facilities, translation, materials):	
Consultation costs will be managed within existing departmental budgets.	
<i>* Note that the consulting body bears responsibility for the costs of the consultation.</i>	
11. EVALUATION:	
Please specify the method(s) you plan to use to assess the effectiveness and success of this consultation process. (e.g., outcomes/results, satisfaction of participants, debriefs, questionnaires/evaluation sheet collected from participants, peer review, school council meeting discussion with date, etc.)	