

Halton District School Board

Report Number: 20018
Date: January 30, 2020

FOR DECISION

TO: The Chair and Members of the Halton District School Board
FROM: Stuart Miller, Director of Education
Colette Ruddock, Superintendent of Education
RE: **Palermo Boundary Review**

Background:

Motion M19-0137 ([from Report 19109](#)) was approved by the Board of Trustees on October 2, 2019. *Be it resolved that the Halton District School Board direct staff to undertake a school boundary review for the two communities north of Upper Middle Road and west of Bronte Road in ERA 114 (Village Common/Chateau Common to the north and Deerview Common/Trawden Way to the south) that are currently attending Heritage Glen PS (ERA 115) with an expected completion date of no later than February 2020.*

The school boundary review was undertaken as a result of the Board's Long Term Accommodation Plan (LTAP), which identified that in ERA 114, there are two areas that currently attend a school in ERA 115 - Heritage Glen PS. These two areas are described as follows: Village Common/Chateau Common to the north (referred to as the North Study Area) and Common/Trawden Way to the south (referred to as the South Study Area) and identified in red on the map ([Appendix 1](#)).

Palermo PS opened in 2010 to serve the community bounded by Dundas Street West to the north, Upper Middle Road West to the south, Bronte Creek Provincial Park to the west and Bronte Road to the east. At the time of the school opening, the Long Term Accommodation Plan (LTAP) indicated Palermo PS faced significant capacity pressures, with a trend for increasing enrollment during the next 10 years. In order to mitigate these capacity pressures during that forecasted time period, a boundary review was completed in 2011-12. During this boundary review, the North and South Study Areas, which were the last residential phases to be constructed at that time, were redirected to Heritage Glen PS. The LTAP now shows a trend in declining enrollment at Palermo PS and, as a result, there is an interest in returning the public school elementary students from ERA 115 back to ERA 114.

Recommendation:

Be it resolved that the Halton District School Board adjust the boundaries for the elementary schools in ERA 114 and 115 as outlined in Option 1 and detailed in Report 20018, effective September 2020.

Boundary Review

The procedure for the boundary review of Palermo PS was implemented as per the Halton District School Board Administrative Procedure: [School Boundary Reviews \(2016\)](#).

A Boundary Review Steering Committee (BRSC) was established to lead the school boundary review process. The committee members included Oakville Superintendent Colette Ruddock; Superintendent of Education and Boundary Review Committee (BRC) Co-Chair, Terri Blackwell; General Manager of Planning, Domenico Renzella; Senior Analyst of Planning, Laureen Choi; Analyst of Planning, Kathie Panzer; the Trustees for the affected areas, Trustees Joanna Oliver and Tracey Ehl Harrison; and a Trustee from outside the affected areas and BRC Co-Chair, Trustee Margo Shuttleworth.

The Boundary Review Steering Committee (BRSC) initially met on November 13, 2019. At this meeting the BRSC determined that Pathway 2 (Informing the Community) was the appropriate decision-making model to adopt given the unique circumstances, limited number of impacted

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students, as well as the fact that there were limited options to review and consider. While Pathway 2 does not require community consultation, the BRSC felt it was important to engage with the community through School Council Meetings at the affected schools (December 2019) and a Public Information Meeting (December 12, 2019). A timeline of the process for the ERA 114/115 Boundary Review is outlined in [Appendix 2](#).

The two affected school communities, Palermo PS and Heritage Glen PS, were informed of the boundary review and the Public Information Meeting by email through SchoolMessenger on [November 22, 2019](#). Similarly, the residents of the North and South Study Areas were sent a letter via royal mail on [December 2, 2019](#) indicating a boundary review would be commencing and inviting them to a Public Information Meeting on December 12, 2019. There are currently 64 Kindergarten to Grade 8 Halton District School Board students residing in the study areas.

The BRSC met on three occasions in the time period between November 2019 and January 2020. Board staff from the Planning Department, Superintendents and Trustees reviewed pertinent information to the boundary review. Some of the data that was examined by the BRSC included:

- enrolment data, on the ground capacity (OTG), % utilization, portable capacity;
- information on elementary school programs, viable programs, transportation and associated costs, walking distances for each school, etc.;
- assigned secondary school for the North and South Study Areas, Palermo PS and Heritage Glen PS; and
- all public comments received.

The following evaluation criteria from the Halton District School Board's Boundary Review administrative procedure were referenced throughout the process:

- **Viability of Program** – How many students are required to offer and maintain programs in an educationally sound and fiscally responsible way?
- **Proximity to Schools** - Are opportunities for walk-to schools being maximized, school routes safe, and natural boundaries incorporated into the proposed options?
- **Portables and Portapaks** - Are students being accommodated in permanent facilities and is the use of portable classrooms minimized in the proposed options?
- **Balance of Overall Enrolment** - Is student access to programs, resources and extracurricular opportunities being maximized? Is over and underutilization of buildings avoided to the extent possible?
- **Stable, Long-Term Boundaries** - Do the projections show long term stability and result in avoiding the need for additional boundary changes in the short term?
- **Transportation** - Does the option demonstrate cost effective transportation?
- **Fiscally Responsible** - Does the option strive to reduce unnecessary costs?
- **Student Experience** - Does the option demonstrate an effort to reduce the number of school moves students have experienced? Are cohorts kept together?

The BRSC initially reviewed the single option developed by board staff. The BRSC assessed the option as per the established criteria indicated above. Given the limited scope of this boundary review and the study areas, only one option was generated by the BRSC. As such, [Option 1](#) was selected for the Public Information Meeting.

Throughout the process, the public was encouraged to share concerns and questions with board staff through the email created for this boundary review (palermoboundaryreview@hdsb.ca). The Public Information Meeting presentation, the generated option and related information were posted on the website: [Palermo Boundary Review](#).

On Thursday, December 12, 2019, a Public Information Meeting was held at Palermo Public School. An [invitation](#) to provide input online using the Feedback Form was sent to families of current students residing in the study areas and currently attending schools in the Halton District School Board on December 17, 2019 through SchoolMessenger, as well as posted on the Board's website.

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Approximately 35 people attended the December 12, 2019 Public Information Meeting. The audience also included members of the Boundary Review Steering Committee. The [Public Information Meeting presentation](#) was posted on the Board's website. At this meeting, Board staff shared information on the process and the recommended option, responded to questions regarding the process, and explained the feedback process. The public was asked to provide their insights directly through a link provided to the community via email and on the Board's website. Laptops were also available at the Public Information Meeting for attendees to give feedback. All feedback was to be submitted by Sunday, December 22, 2019 using the [Boundary Review Public Information Feedback Form](#). 29 responses were received and shared with the Boundary Review Steering Committee.

The following themes were identified from the feedback process:

- support for Option 1 for new students entering HDSB in the North and South Study Areas (i.e., attend Palermo PS)
- provide opportunity for students currently attending Heritage Glen PS to remain until the completion of Grade 8, with a preference for transportation provided by the board
- impact on peer group and friendships with a school change
- concern regarding different school hours at Palermo PS and Heritage Glen PS
- questions regarding availability for before and after school care at Palermo PS

The BRSC held their final meeting on January 8, 2020. The focus of the meeting was to analyze the data from the Public Information Feedback Form regarding the proposed option. The outcome of the discussion was that the BRSC recommended to the Director of Education that Option 1 would:

- best meet the criteria as established by the BRSC; and
- would ensure sustainable and viable school boundaries for those living in the North and South Study Areas.

Subsequently, the Director and Administrative Council reviewed the recommendation from the Boundary Review Steering Committee and confirmed that Option 1:

- provides for stable, long term boundaries within the affected Oakville schools;
- provides a balance of overall enrolment, as Palermo PS utilization is increased over the longer term;
- creates a unified elementary cohort for the study areas where all K-Grade 8 students will attend Palermo PS;
- ensures elementary English and French Immersion cohorts remain together in their designated secondary school;
- addresses most of the criteria identified as important during the boundary review process;
- is the preferred option of the BRSC;
- addresses the recommendation in the Board motion.

As a result, the Director recommends the Halton District School Board adjust the boundaries for the affected elementary schools in ERA 114/115 as outlined in Option 1 (Appendix 3), effective September 2020.

Option 1

Effective September 2020:

- Elementary students (JK- Gr. 8 English Program and Gr. 2-8 French Immersion Program) living in the North and South Study Areas are directed to Palermo PS
- Grade 8 ENG and FI students living in the North and South Study Areas have the option to remain at Heritage Glen PS, with transportation provided, for the 2020-21 school year

In order to provide flexibility to the relatively small number of students impacted by this boundary review, staff support the approval of optional attendance. Upon request, **existing** elementary students residing in the North and South Study Areas, and currently attending Heritage Glen PS, will be granted optional attendance to continue to attend Heritage Glen PS until completion of Grade 8. **Note: Transportation will not be provided.**

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Students will continue to be required to transition to the designated secondary school, according to the school boundaries. For instance, a student currently in Grade 3 at Heritage Glen PS, living in either the North or South Study Area, could continue to attend Heritage Glen PS on optional attendance until the end of Grade 8. The student would then transition to Garth Webb Secondary School for Grade 9.

Board staff will support the transition of Heritage Glen students in the North and South Study Areas to their community school, Palermo PS, through an integration process throughout the winter/spring 2020.

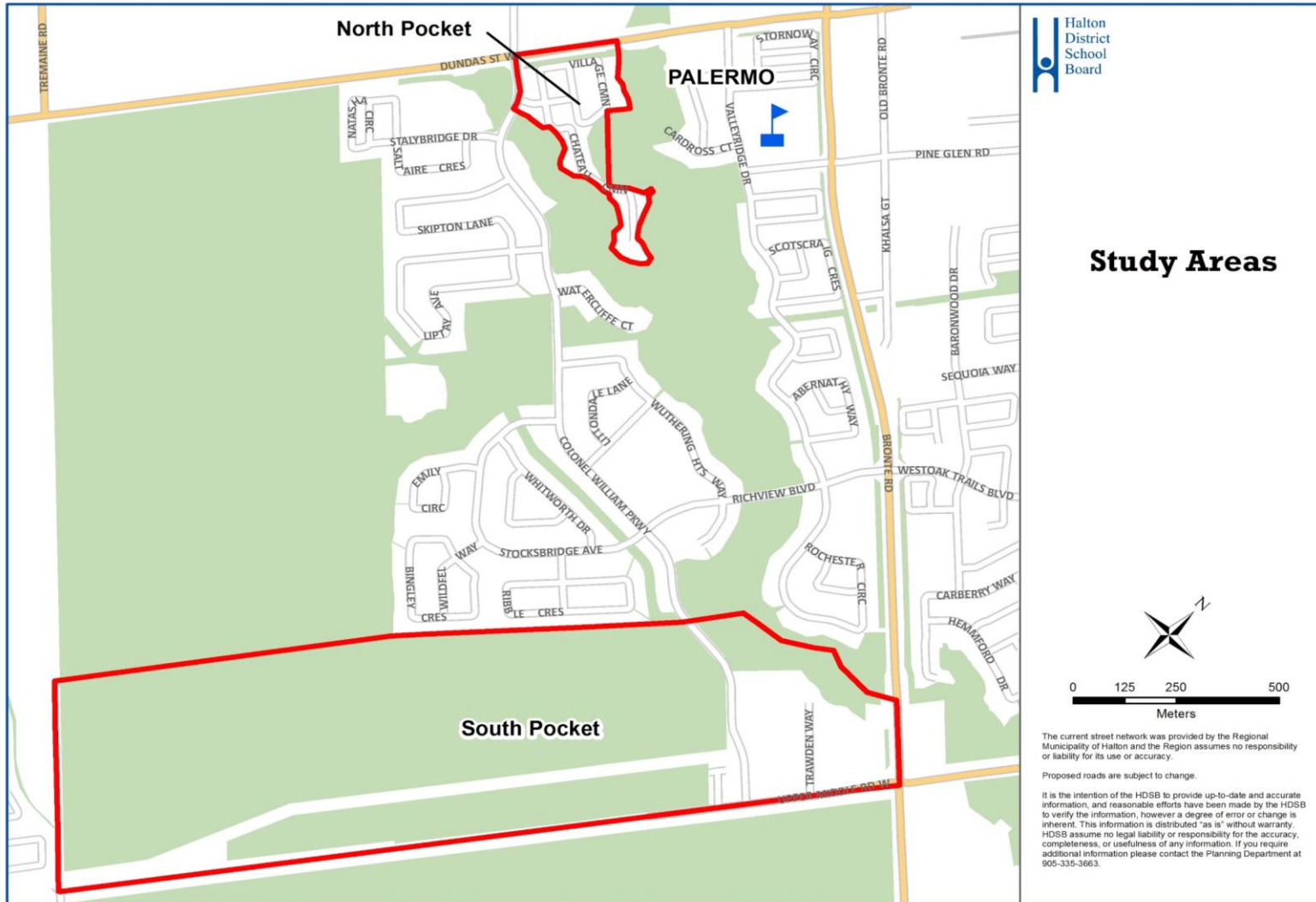
Respectfully submitted,

*Colette Ruddock,
Superintendent of Education*

*Stuart Miller,
Director of Education*

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Appendix 1:



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Appendix 2: Palermo Boundary Review Timeline

BRSC Meetings

Wednesday, November 13, 2019

Thursday, December 12, 2019

Wednesday, January 8, 2020

Process Timeline

ACTION	DATE
Boundary Review (BR) Announced	Wednesday, October 2, 2019
Communication to Palermo & Heritage Glen Families	Friday, November 22, 2019
Communication to NW Oakville Community Members	Monday, December 2, 2019
Follow Up Letter to School Families	Tuesday, December 17, 2019
School Council Meetings	Monday, December 2, 2019
Public Information Meeting	Thursday, December 12, 2019
Deadline for Public Feedback	Sunday, December 22, 2019
Administrative Council Meeting	Monday, January 27, 2020
BR Board Report Posted	Friday, January 30, 2020
Board Meeting for Information	Wednesday, February 5, 2020
Board Meeting for Decision	Wednesday, February 19, 2020

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Appendix 3:

Option 1

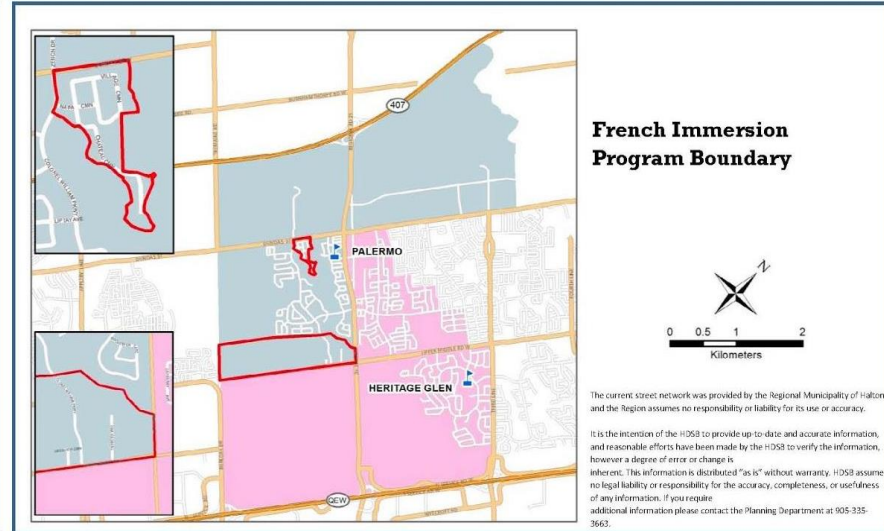
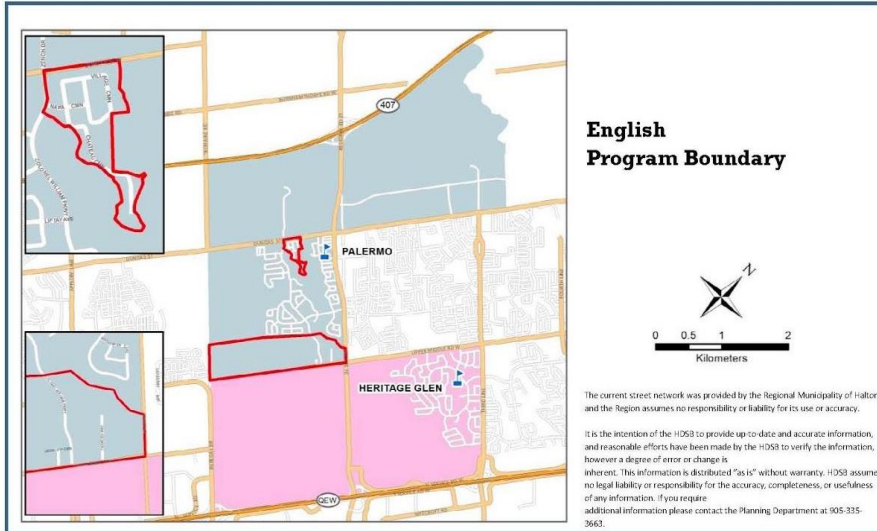
Effective September 2020:

- Elementary students (JK- Gr. 8 English Program and Gr. 2-8 French Immersion Program) living in the North and South Study Areas are directed to Palermo PS
- Grade 8 ENG and FI students living in the North and South Study Areas have the option to remain at Heritage Glen PS, with transportation provided, for the 2020-21 school year
- Optional attendance will be granted for any students choosing to remain at Heritage Glen PS through to the completion of Grade 8

Impact

- Creates a unified elementary cohort for the study areas where all K-Grade 8 students will attend Palermo PS for both ENG and FI
- Students attend the school in their community
- Transportation distances are reduced
- Grade 8 students remain with their cohort when they transition to secondary school, specifically Palermo PS students to Garth Webb SS and Heritage Glen PS students to Abbey Park SS
- Increases utilization of Palermo PS - By 2024, Palermo PS utilization increases from 72% to 83%

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		Program	OTG	Max Port	Total Cap	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Heritage Glen PS	ENG	780	4	872	363	302	290	295	302	334	354	391	404	414	416	
	FI				292	252	225	224	216	216	223	228	228	227	224	
	SPED				6	6	6	6	6	6	6	6	6	6	6	
	Total				661	560	521	524	524	556	584	626	638	647	646	
	Available/Shortage of Pupil Places	119	220	259	256	257	224	196	154	142	133	135				
Percent Utilization		85%	72%	67%	67%	67%	71%	75%	80%	82%	83%	83%				
Palermo PS	ENG	718	12	994	473	399	381	370	360	356	341	339	346	350	350	
	FI				292	265	264	248	237	238	243	243	244	243	241	
	SPED				0	0	0	0	0	0	0	0	0	0	0	
	Total				765	664	645	619	597	594	584	582	590	593	591	
	Available/Shortage of Pupil Places	-47	54	73	99	121	124	134	136	128	125	127				
Percent Utilization		107%	92%	90%	86%	83%	83%	81%	81%	82%	83%	82%				
Study Total					1426	1224	1166	1143	1120	1150	1168	1208	1228	1240	1237	

Option 1 - Starting September 2020, the two study areas are directed to Palermo PS (JK-8 ENG, 2-8 FI)

Study areas outlined in Red

- 2019/2020 elementary students in these areas currently go to:
 - Heritage Glen (JK-8 ENG, 2-8 FI)
- In 2020/2021:
 - JK-7 ENG students are directed to Palermo PS
 - Grade 2-7 FI students are directed to Palermo PS
 - Grade 8 ENG and FI students remain at Heritage Glen PS to graduate at their existing school

Heritage Glen PS

- JK-8 ENG and 2-8 FI school, contains Behaviour Resources class and Learning Disability program

Palermo PS

- JK 8 ENG and 2-8 FI school
- currently a holding school for ENG students north of Dundas between Neyagawa Blvd and Sixth Line and for FI students north of Dundas between Sixteen Mile Creek and Trafalgar Road
- students north of Dundas will move from Palermo PS once Oakville NE #2 ps opens in 2020/2021 and new boundaries are implemented

Notes:

2019 is enrolment as of October 31, 2019

ENG = English Program (JK-8)

FI = French Immersion Program (2-8)

SPED = Self Contained Special Program

OTG = On The Ground (student capacity of the the school building)

Max Port = Maximum Number of Portables that can be on site

Total Cap = Total student capacity of building and portables (OTG capacity+ Maximum Portable capacity)