Dear Community Member:

Hamilton-Wentworth District School Board (HWDSB) believes in providing, operating and maintaining schools and facilities for students in an effective and efficient manner that supports student achievement. One such method to achieve this goal is through Boundary Reviews.

I am inviting you to provide comments and feedback on the Draft Boundary Review Policy. I would also ask that you please share this opportunity with others, so they too may respond with comments, questions or concerns.

To view the Draft Boundary Review Policy and to provide comments, please visit HWDSB's website at www.hwdsb.on.ca/feedback.

While we encourage you to respond through our website, comments may also be sent by Canada Post to:

E-Best
P.O. Box 2558
Hamilton, ON
L8N 3L1

The deadline to provide comments is 4:00 p.m., Tuesday, February 4, 2014. Responses sent by Canada Post must be post marked no later than that date.

Additionally, please note that delegations are welcome by committees of the Board. If you are interested in making a delegation presentation to Trustees, please submit your request in writing by e-mail to Heather Miller at heather.miller@hwdsb.on.ca by 12 p.m. on the Friday before the meeting.

Public consultation is an important piece of Hamilton-Wentworth District School Board’s commitment to accountability. The Board of Trustees rely on feedback given to them by parents, staff, students and the broader community so they can make well-informed decisions that result in positive outcomes for students.

If you have any questions or concerns regarding this invitation to provide feedback, please contact me at 905-527-5092 ext. 2362, or by email at daniel.delbianco@hwdsb.on.ca.

Sincerely,

Daniel Del Bianco
Senior Facilities Officer
BOUNDARY REVIEW

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in providing, operating and maintaining schools and facilities for students in an effective and efficient manner to support student achievement.

GUIDING PRINCIPLES:

- Address the short- and long-term accommodation requirements of the impacted communities.
- Be mindful of the best and most prudent use of all resources available to HWDSB.
- Adhere to the guiding principles as defined in the Long-Term Facilities Master Plan including optimal school capacity, grade organization, transportation, facility requirements, site size and the balance between French Immersion and English track students in dual track schools (http://www.hwdsb.on.ca/wp-content/uploads/2013/05/Section-5-LTFMP-Guiding-Principles.pdf).
- Consult with the impacted communities to gain further insight into the boundary recommendation(s).
- Where possible, attempt to create more socio-economically diverse school communities.

INTENDED OUTCOMES:

To continuously monitor and plan for pupil accommodations through such factors as declining, increasing and shifting populations; current funding and operational realities; changing educational and program objectives; and physical limitations.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Long-Term Facilities Master Plan: A comprehensive planning document illustrating the condition and utilization of current facilities, and possible accommodation solutions designed to enhance student achievement.
ACTION REQUIRED:

A boundary review, outside of the accommodation review process, shall begin under the following circumstance:

- Initiated through the Long-Term Facilities Master Plan, upon Board approval
- Recommendation from a Superintendent of Student Achievement, upon Board approval;
- Initiated through the Board of Trustees, post accommodation review decision.

Once a boundary review has been initiated, staff will take the following steps:

- **Create the Boundary Review Advisory Panel**: The mandate of the Boundary Review Advisory Panel is to advise the Superintendent of possible options after reviewing the guiding principles, receiving community input and providing local expertise. The Superintendent, in conjunction with the Accommodation and Planning Department, will then recommend an option(s) for Board approval. The panel may consist at a minimum of the cluster Superintendent of Achievement, Ward Trustee(s), Principal(s), members of School Council and Planning & Accommodation staff.

- **Conduct a community consultation**: Consisting of one public meeting to allow the community an opportunity to provide input regarding the recommendation(s).

- **Review data from the community consultation**: Consisting of the review of community feedback prior to formulating the final recommendation(s) to be presented to the Standing Committee.

- **Seek Board approval**: Consisting of the presentation of the recommendation(s), as well as the results of the community consultation, to the Board for their approval.

PROGRESS INDICATORS:

<table>
<thead>
<tr>
<th>Intended Outcome</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>To continuously monitor and plan for pupil accommodations through such factors as declining, increasing and shifting populations; current funding and operational realities; changing educational and program objectives; and physical limitations.</td>
<td>This will be measured through Long-Term Facilities Master Plan and annually reported to Trustees.</td>
</tr>
</tbody>
</table>

REFERENCES:

Government Documents
N/A

HWDSB Strategic Directions
Achievement Matters
Engagement Matters
Equity Matters
RATIONAL:

School boards in Ontario are responsible for providing schools and facilities for their students and for operating and maintaining their schools as effectively and efficiently as possible to support student achievement.

It may be necessary from time to time to make adjustments to school boundaries to balance enrolments between schools to optimize the use of existing "brick and mortar" facilities and decrease the dependence on temporary accommodations.

The boundary review directive provides the method through which boundary review consultations will be conducted by Hamilton-Wentworth District School Board staff.

TERMINOLOGY:

Long-Term Facilities Master Plan: A comprehensive planning document illustrating the condition and utilization of current facilities, and possible accommodation solutions designed to enhance student achievement.

Boundary Review Report: Initial report to the Board of Trustees outlining the rationale and scope of a potential boundary review.

PROCEDURES:

1.0 Board Approval and Initiation of a Boundary Change Review (Boundary Review Report)

1.1 The need for boundary reviews will be identified in the Long-Term Facilities Master Plan, however, there may be, from time to time, the need to bring forth a boundary review recommendation outside of the Long-Term Facilities Master Plan planning cycle.

1.2 In the event that a School Council suggests the need for a boundary review, the Principal of the school will approach the Superintendent of Student Achievement with the inquiry.

1.3 The Planning & Accommodation Division of the Facilities Management Department and the Superintendent of Student Achievement (SOSA) for the schools identified brings forth a Boundary Review Report with a recommendation to the Board for approval for a boundary review consultation.
2.0 Boundary Review Advisory Panel

2.1 Boundary Review Advisory Panel may include the following membership:
   I. Co-Chair: Cluster Superintendent of Student Achievement
   II. Co-Chair: Planning and Accommodation staff member
   III. Trustee(s) of schools affected
   IV. Principals of schools affected
   V. Up to Two School Council Reps from each school affected.

2.2 The Boundary Review Advisory Panel will meet a minimum of once and will review the following:
   I. Rationale for change
   II. Preferred option(s)
   III. Enrolment & facility utilization impacts
   IV. Financial impacts
   V. Transportation impacts
   VI. Community consultation.
   VII. Implementation considerations including phasing in of a boundary change,
        timelines, temporary and permanent status of the boundary change.

2.3 The mandate of the Boundary Review Advisory Panel is to develop a recommendation after reviewing the guiding principles within the policy and receiving community input while providing local expertise. The Panel may suggest new options for considerations.

2.4 The SOSA and Planning and Accommodation shall present at least one recommendation for community consultation.

3.0 Community Consultation

3.1 The SOSA and Planning & Accommodation will hold a public meeting to allow the community an opportunity to provide input regarding the recommendation(s).

   The Ward Trustee will be made aware of the meeting date(s) and be invited to attend.

4.0 Community Consultation Review

4.1 The SOSA and Planning & Accommodation will review community feedback and make a final recommendation(s) to go to Standing Committee.

5.0 Board Approval

5.1 The SOSA and Planning & Accommodation will present their recommendation, through the Director of Education, as well as the results of community consultation to the Board for their approval.
Hamilton-Wentworth District School Board (HWDSB) is gathering public feedback on the Draft Boundary Review Policy.

HWDSB believes in providing, operating and maintaining schools and facilities for students in an effective and efficient manner that supports student achievement. One such method to achieve this goal is through Boundary Reviews.

Please complete this survey by:
Tuesday, February 4, 2014, at 4:00 pm

Paper surveys should be mailed to the following address and received by the above-stated date.

Hamilton-Wentworth District School Board
120 King St W, Suite 1120
Hamilton, ON
L8P 4V2
Attention: Research Officer (E-BEST)

Please note that completing this survey is voluntary. The results will help HWDSB’s Trustees further refine the policy to benefit our students and staff. All responses will remain anonymous and will be reported back in a general format.

If you have any questions or concerns regarding this invitation to provide feedback, please contact Senior Facilities Officer, Daniel Del Bianco at 905-527-5092 ext. 2362, or by email at daniel.delbianco@hwdsb.on.ca.

Survey created by E-BEST - Research Department at HWDSB
For information contact E-BEST at e-best@hwdsb.on.ca
Part A - About You

1. Please indicate which group you belong to (check only one):
   - Parent/Guardian
   - Community Group/Member
   - HWDSB Student
   - HWDSB Staff Member

2. If you selected “Community Group/Member”, if applicable, please complete the following.
   a. Your organization or affiliation (if applicable):

   b. Your position in the organization (if applicable):

   c. If you’re completing this survey in a group, please indicate the number of individuals in the group that have provided this feedback:

3. Do you have children in an HWDSB school?
   (Please note: if you are completing this questionnaire on behalf of a community group please enter 'Not Applicable' – please do not enter the number of children your group members have collectively).
   - Yes
   - No

   a. If yes to above, please indicate the number of children you have in an HWDSB school:
      - 1
      - 2
      - 3
      - 4
      - 5+
Part B - About the Draft Boundary Review Policy

The following questions will ask you to comment on each section of the Policy. Please refer to the Policy as you’re completing the survey. The Policy can be downloaded from HWDSB’s website at: http://www.hwdsb.on.ca/aboutus/feedback/

For additional background information, you may also choose to review the following listed documents which will inform the implementation of the Policy, however please note that these documents are being provided to you for information purposes only and you will not be asked to provide feedback on them. These documents can be found at: http://www.hwdsb.on.ca/aboutus/feedback/

- Boundary Review Directive
Part B - About the Draft Boundary Review Policy

4. Please comment on each section of the Draft Boundary Review Policy?

a  Section: Purpose *(choose as many as apply)*
☐ Approve as written
☐ Too broad, general, more detail needed
☐ Too narrow or specific, less detail needed
☐ Language too technical, jargon
☐ Language too basic
☐ Additional Purpose needed, please specify:

☐ Edit required, please specify:

☐ Other comments about the Purpose section:
Part B - About the Draft Boundary Review Policy

b  Section: Guiding Principles (choose as many as apply)
   □  Approve as written
   □  Too broad, general, more detail needed
   □  Too narrow or specific, less detail needed
   □  Language too technical, jargon
   □  Language too basic
   □  Additional Guiding Principles needed, please specify:

   □  Edit required, please specify:

   □  Other comments about the Guiding Principles section:
Part B - About the Draft Boundary Review Policy

Section: Intended Outcomes (choose as many as apply)

☐ Approve as written
☐ Too broad, general, more detail needed
☐ Too narrow or specific, less detail needed
☐ Language too technical, jargon
☐ Language too basic
☐ Additional Intended Outcomes needed, please specify:

☐ Edit required, please specify:

☐ Other comments about the Intended Outcomes section:
Part B - About the Draft Boundary Review Policy

Section: Responsibility (choose as many as apply)
☐ Approve as written
☐ Too broad, general, more detail needed
☐ Too narrow or specific, less detail needed
☐ Language too technical, jargon
☐ Language too basic
☐ Additional Responsibilities need to be specified, please detail:

☐ Edit required, please specify:

☐ Other comments about the Responsibility section:
Draft Boundary Review Policy Consultation

Part B - About the Draft Boundary Review Policy

e  Section: Terminology *(choose as many as apply)*

- [ ] Approve as written
- [ ] Too broad, general, more detail needed
- [ ] Too narrow or specific, less detail needed
- [ ] Language too technical, jargon
- [ ] Language too basic
- [ ] Additional definitions are needed, please specify:

__________________________________________________________

__________________________________________________________

__________________________________________________________

- [ ] Edit required, please specify:

__________________________________________________________

__________________________________________________________

__________________________________________________________

- [ ] Other comments about the Terminology section:

__________________________________________________________

__________________________________________________________

__________________________________________________________
Part B - About the Draft Boundary Review Policy

Section: Action Required (choose as many as apply)
- Approve as written
- Too broad, general, more detail needed
- Too narrow or specific, less detail needed
- Language too technical, jargon
- Language too basic
- Additional Required Actions are needed, please specify:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ Edit required, please specify:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ Other comments about the Action Required section:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Part B - About the Draft Boundary Review Policy

Section: Progress Indicators *(choose as many as apply)*
- [ ] Approve as written
- [ ] Too broad, general, more detail needed
- [ ] Too narrow or specific, less detail needed
- [ ] Language too technical, jargon
- [ ] Language too basic
- [ ] Additional Progress Indicators are needed, please specify:

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

[ ] Edit required, please specify:

______________________________________________________________

______________________________________________________________

______________________________________________________________

[ ] Other comments about the Progress Indicators section:

______________________________________________________________

______________________________________________________________
Part B - About the Draft Boundary Review Policy

5. Please comment on any strengths you see in the Draft Boundary Review Policy:

- The document identifies/clarifies processes
- The policy is well written, clear and easy to follow
- Important priorities are specified
- Other strengths, please specify:


6. What comments do you have on how the Draft Boundary Review Policy can be improved?

- Specify additional processes related to the Policy
- Need to add more details, please specify:


- Consider additional priorities, please specify:


- Other, please specify:


Part B - About the Draft Boundary Review Policy

7. Are there any additional comments that you would like to share about the Draft Boundary Review Policy?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Thank you for completing this survey. HWDSB values your input!

The feedback received will be summarized in general form. The summary will be presented to Trustees at a Board meeting. Once presented, the summary will be available for public viewing as part of the Board meeting minutes. You may access the Board meetings' schedules, agendas and minutes from HWDSB’s website at:

http://www.hwdsb.on.ca/aboutus/meetings/