

DURHAM CATHOLIC DISTRICT SCHOOL BOARD

**ADMINISTRATIVE PROCEDURE AP430-1
PUPIL ACCOMMODATION REVIEW**

ADMINISTRATIVE AREA: **Operations**

POLICY REFERENCE: **Pupil Accommodation Review (PO430)**

DATE APPROVED: **June 11, 2007** **REVISED: April 26, 2010**

1.0 **PURPOSE**

The purpose of the administrative procedure is to provide a Terms of Reference for the implementation of the Pupil Accommodation Review Policy.

1.1 **Terms of Reference**

1.1.1 The goal of the Terms of Reference is to ensure that any recommendation concerning pupil accommodation review is based upon a process which assesses the value of schools based on the Ministry of Education's Pupil Accommodation Review Guidelines (Revised June 2009).

1.1.2 The Durham Catholic District School Board may from time to time undertake a public Pupil Accommodation Review of its facilities and the learning opportunities for students in order to maximize the programming opportunities for the maximum number of students.

1.1.3 The Durham Catholic District School Board further recognizes that economic constraints related to the operation of its schools may require the need to undertake a public Pupil Accommodation Review of its facilities to examine the feasibility of continuing to operate small school units or school(s) with large number of vacant classrooms.

1.1.4 In order to facilitate such a public Pupil Accommodation Review, the Board shall establish an Accommodation Review Committee (ARC) in accordance with the Reference Criteria listed herein.

2.0 DEFINITIONS

Consolidation means an action where two or more schools are combined into one or more schools.

Closure means a school has been closed as a result of the consolidation process.

Ministry means the Ontario Ministry of Education.

ARC means an Accommodation Review Committee appointed by the Durham Catholic District School Board to conduct a public accommodation review of a particular school or schools. The ARC assumes an advisory role and will provide recommendation that will inform the final decision made by the Board of Trustees. Each ARC must include membership drawn from the community.

Administrative Review of Accommodation Review Process is a Ministry document that sets out the requirements that must be met in order for the Ministry to conduct a review of a school board's accommodation review process.

Average Daily Enrolment (ADE) means the calculation of the number of students enrolled in a school based on two count dates, October 31st and March 31st, with equal weight given to each count date and with Junior and Senior Kindergarten students being recognized as half-time students.

EQAO means Education Quality and Accountability Office – Provincial Standardize Testing.

Facility Condition Index (FCI) is determined by taking the dollar value of repair work needed in a school as calculated within the Renewal Capital Asset Planning Process (ReCAPP) divided by the replacement value for the school.

Operating costs encompass all the expenditures required to operate and maintain the Board and its facilities including but not limited to heating, lighting, cleaning, routine maintenance and administrative costs.

On the Ground Capacity (OTG) means the rated capacity for a facility as indicated on the Ministry of Education School Facilities Inventory System.

Public Meetings. Accommodation Review Committees are required to hold a minimum of four (4) Public Meetings to consult school and community groups. These meetings are to be structured to encourage an open and informed exchange of views. Minutes reflecting the range of opinions expressed at the meetings are to be kept, and made publicly available.

Pupil Accommodation Review Guidelines is a Ministry document that provides direction to school boards regarding public accommodation reviews undertaken to determine the future of a school or group of schools.

Service Agency is a non-profit group comprised of individuals and volunteers who work together in support of community service initiatives for the benefit of local and international community service.

Working Meetings. The Accommodation Review Committee will hold working meetings as necessary to review and analyze all background information pertaining to the schools under review, and prepare for the public meeting presentations. All working meetings will be open to the public to attend as observers.

Percentage Facility Utilization is determined by taking the Projected Average Daily Enrolment (ADE) for a school year divided by the On The Ground Capacity (OTG) for the school.

School Information Profile is the set of considerations and factors outlined in Appendix D used by an Accommodation Review Committee to assess the value of a school being considered in the Accommodation Review Process.

3.0 **PROCEDURES**

3.1 The Director will make available at the Catholic Education Centre and post on the School Board's Website the following documents:

- i. The Ministry of Education's Pupil Accommodation Review Guidelines;
- ii. The Ministry of Education's Administrative Review of Accommodation Review Process;
- iii. Durham Catholic District School Board's Pupil Accommodation Review Policy and Administrative Procedure.

3.2 **Reference Criteria**

3.2.1 In order for the Durham Catholic District School Board to provide for quality educational programs, it may be necessary to undertake an Accommodation Review Committee (ARC) to ensure that students have access to facilities and learning opportunities which meet their educational needs.

3.2.2 The Assistant Superintendent, Facilities Services will present a Facilities Review report to the Director, outlining accommodation utilization for all Board schools and identifying potential school consolidations, closures.

Planning Staff of the Facilities Services Department will provide the following information for inclusion in the report:

- i. School Name
- ii. Ministry Rated On the Ground (OTG) Capacity
- iii. Any changes to OTG Capacity including Year of Change
- iv. Five Year Historical Average Daily Enrolment (ADE)
- v. Current School Year ADE
- vi. Five Year Projected ADE
- vii. Percentage utilization for each year (ADE/OTG)

- 3.2.3 Facilities Services staff will provide the Director with the required information to enable the Director to compile the Director's Preliminary Report to the Board of Trustees in accordance with the Policy Criteria.
- 3.2.4 An ARC may be considered if one (1) or more of the conditions listed in section 2.1 of the Accommodation Review Policy apply to the school or group of schools being considered.
- 3.2.5 The Board of Trustees shall identify by Board motion, the school or group of schools to be subject to the Accommodation Review.
- 3.2.6 An ARC is established to review information affecting the future of the schools under review. The ARC assumes an advisory role and will provide recommendations that will inform the final decision made by the Board of Trustees.
- 3.2.7 The ARC shall provide the focus for liaison and communication among the community, parents and the Board. The ARC shall provide a means for the collection and distribution of input information and community feedback on options for accommodating students who would be affected by a school closure prior to making its recommendation to the Director of Education.
- 3.2.8 An ARC provides an opportunity for parents, educators, Durham Catholic District School Board staff, community members and the Board of Trustees to assess a school's ability to provide an effective opportunity for students to attain their fullest potential at a cost which is reasonably consistent within the system.
- 3.2.9 On the day after the Board Meeting at which the Board approved the establishment of an Accommodation Review Committee (ARC) the Director will inform the Principals, of the schools under review, of the Board decision.
- 3.2.10 Within one week of the Board's decision to form an ARC the Principals of the schools under review will inform, in writing, the Parent(s)/Guardian(s), Staff and School Council Members of their respective schools, of the Board's decision.

The information conveyed to the Parent(s)/Guardian(s), Staff and School Council members will include a copy of the Board's Pupil Accommodation Review Policy and accompanying Administrative Procedure. The Board resolution to establish an ARC will be posted on the Board Website by Facilities Services and Information Technology Staff.

3.2.11 The Chair of the Board may appoint up to two (2) Trustee(s) to sit on the ARC.

3.3 Operation of the ARC

3.3.1 The Superintendent of Education appointed by the Director will act as the chairperson of the ARC. The Assistant Superintendent, Facilities Services, will act as the ARC secretary. The chair and the secretary shall be non-voting members of the ARC. If the Chair of the Board appoints one or more Trustee(s) to sit on the ARC, the Trustee(s) shall be non voting members of the ARC. All other members of the ARC shall participate as voting members. Durham Catholic District School Board staff will act as resource to the ARC and shall not participate as voting members.

3.3.2 The chairperson of the ARC will send correspondence to:

- each school involved inviting the following persons to participate in the ARC to represent the school community:
 - The school Principal or Vice Principal;
 - One teacher;
 - One non-teaching staff member;
 - One parent who will be the School Council Chair or designate;
- the Chair of the Board's Parish(s) Zone inviting a parish priest to join the ARC;

The chairperson of the ARC will publish an open invitation to local Service Agencies to express an interest in representation on the ARC. The notice will further indicate that if more than one (1) Service Agency expresses such an interest, then the selection will be by lottery.

The Secretary of the ARC will keep records of all ARC membership invitation letters and Public Notices sent out as well as all responses received from invitees and Service Agencies.

3.3.3 Once the membership of the ARC has been finalized, the ARC Chairperson will call the first working meeting of the ARC. In addition to the mandatory four public meetings the ARC will also hold working meetings as necessary which will be open to the public to attend as observers only. At the first meeting the ARC will establish a process to be followed to respond to questions raised at the meetings that can not be answered at the meetings. The Secretary will ensure that

responses to reasonable requests for additional information will be appended to the minutes of the meetings at which the questions were raised and the responses will be posted on the Board's website.

3.3.4 Prior to the first working meeting of the ARC, the Chair of the ARC will set the dates for the four (4) public consultation meetings in accordance with the following criteria:

- i. After the establishment of the ARC by the school board, there must be no less than thirty (30) calendar days notice to be given prior to the commencement of the first public consultation meeting.
- ii. The dates for at least three (3) further public consultation meetings subsequent to the first public consultation meeting shall be set so that at least ninety (90) days elapse between the first public consultation meeting and the last public consultation meeting.
- iii. A minimum of two (2) weeks notice will be provided in respect of the second, third and fourth public consultation meetings.
- iv. The notice(s) of all the public meetings will be provided via school newsletters, letters to the school community, parish bulletins, the Board's web site and advertisements in local newspapers and will include date, time, location, purpose, contact name and number. For all meetings of the ARC the Facilities Services Staff will work with the Secretary of the ARC to arrange for the necessary publications, advertisements and web postings.

3.3.5 After the ARC completes its Accommodation Report, it shall submit the document to the Director of Education. After the submission of the Accommodation Report, the Chair of the ARC must ensure that there is no less than sixty (60) calendar days notice prior to the meeting where the Board of Trustees will vote on the recommendations.

3.3.6 Summer vacation, Christmas break and Spring break, including adjacent weekends, must not be considered part of the thirty (30), ninety (90), or sixty (60) calendar day periods referenced above.

3.3.7 The Secretary of the ARC will arrange for the set up of a dedicated ARC email account for members of the public to submit comments and questions. In addition the Secretary will establish a private ARC voicemail box for the public to use. Any communication from the public that might be received by a Trustee shall be forwarded to the Director of Education who may forward such communication to the ARC email account or ARC voicemail box or the Director may respond directly.

Staff will provide draft responses for any emails or voice messages received by the ARC for the ARC members review and comments. Once the proposed

responses have been approved by the ARC at a working meeting the Secretary or Chair of the ARC will send the response out.

- 3.3.8 The situation may occur where an ARC member is unable to continue to take part in the ARC process. In this event a person from the same sector of the community may be appointed as a replacement. The new member must be current on the discussions of the ARC to that date. Should an ARC member be unable to attend a specific meeting it is possible for a replacement to sit in for that meeting and participate fully provided that the replacement is familiar with the school community and is current on the discussions of the ARC to date in order to ensure meaningful participation and representation on the ARC.
- 3.3.9 Upon resignation of an ARC member, a replacement for that member from the same sector of the community, will be permitted up to and including the third public consultation meeting.
- 3.3.10 Where an ARC cannot reach consensus on an issue, a voting mechanism may be introduced in accordance with Appendix E – Accommodation Review Committee Voting Guidelines.
- 3.3.11 All meetings of the ARC will be held at the school(s) under review, if possible, or in a nearby facility if physical accessibility cannot be provided at the school(s). For the first meeting of the ARC Facilities Services staff will develop a schedule of working meeting dates and locations for consideration of the ARC.
- 3.3.12 The Secretary of the ARC will be responsible to ensure that official minutes are recorded that reflect the full range of opinions expressed at all ARC meetings. At every meeting of the ARC the secretary will record the names and school affiliation of all individuals who participate in the meeting and the list of participants will form part of the minutes of the ARC meeting.
- 3.3.13 The Secretary will arrange for meeting agenda, minutes, the School Information Profile(s) and all supporting documentation to be posted on the Board's web site.
- 3.3.14 Minutes of the Working Meetings and Public Meetings will be posted to the Board Website once they have been approved at the next ARC working meeting.
- 3.3.15 All ARC meetings shall be open to the public and will be structured to encourage an open and informed exchange of views.
- 3.3.16 Meeting agenda, minutes and all information developed to support the discussions at the consultations is to be made available to ARC members via email, at a minimum, 48 hours in advance of the ARC meeting. If an ARC member does not have access to email then printed copy will be made available to the member at a designated location 48 hours in advance of the ARC meeting.

Hard copy handouts of all information will be provided to ARC members at the start of the meeting.

3.3.17 ARC members will be provided with an Accommodation Review Committee binder which shall contain meeting agendas, minutes, policies, procedures, documents, School Information Profiles, presentations and background information pertaining to the schools under review. The binder will serve as a reference manual. Staff will provide updates to the binder resource material throughout the Accommodation Review process.

3.4 Work of the ARC

3.4.1 The first working meeting(s) of the ARC shall be an organizational meeting for the purpose of:

- i. reviewing the policies and procedures governing the activities of the ARC
- ii. explaining the underlying reasons why the Durham Catholic District School Board has the need to conduct this pupil accommodation review
- iii. explain the objectives of the ARC
- iv. explain the role of the members of the ARC
- v. explain the means of communication between the ARC and the public
- vi. explain the process, time lines and the expectations for the pupil accommodation review process
- vii. explaining the School Information Profile and any other pertinent information provided

3.4.2 The chair will inform the ARC at the first working meeting about the possibility of partnership opportunities, or lack thereof, with the other school boards and/or appropriate public organizations.

3.4.3 The Chair of the ARC may arrange for the ARC to visit each of the schools under review as part of the second working meeting.

3.4.4 Prior to the first public meeting, staff will prepare the following documentation on each school under consideration:

- 1) Background Information:
 - Ministry rated On the Ground capacity;
 - Percent occupancy of Ministry rated On the Ground capacity;
 - Historical actual and projected enrolments;
 - School boundary maps;
 - Pupil distribution data;
 - Parish boundary data/map;

- Site and floor plans including square foot area;
- Facility Condition Index
- Site and Building Renewal Needs
- Utility Costs
- Accessibility data
- Ministry Revenue;
- Operating Costs;
- Tenant information/agreements;
- Other relevant financial data.

2) A copy of the section of the Long Term Capital Plan of the Board that references the municipality or area under review.

3.4.5 At the ARC's first public meeting the Committee Mandate and Time Frames will be reviewed. The Documentation compiled for each school under consideration will also be reviewed and the public will be given a briefing on the data and the issues to be addressed. The ARC will receive community input.

3.4.6 The School Information Profile template included as Appendix D of Administrative Procedure AP 430-1, Pupil Accommodation Review, will be completed by Durham Catholic District School Board staff for each of the schools under review.

At a working meeting of the ARC (before the second public meeting is held) staff will present the completed School Information Profile(s) to the ARC to discuss, consult on, modify based on new or improved information and finalize. These revisions will result in a draft Customized School Information Profile. This discussion is intended to familiarize the ARC and the community with the school(s) in light of the objectives and Reference Criteria outlined in this Terms of Reference.

The customized School Information Profile must be the same for each school under review.

3.4.7 At the second public meeting the ARC will present to the public its draft Customized School Information Profile completed for each of the schools under consideration and will receive community input.

The ARC will finalize the Customized School Information Profile(s) based upon community input received at the second public meeting.

3.4.8 The final Customized School Information Profile and the Terms of Reference will provide the foundation for discussion and analysis of accommodation options.

3.4.9 Prior to the third public meeting, staff will present to the ARC, alternate accommodation plans for the students of the school(s) as part of the ARC review. The plans are to address where students would be accommodated in the event of a school closure; what changes to existing facilities may be required; what programs would be available to the students; and pertinent transportation information. If the options require new capital investment, board administration will advise on the availability of funding and where no funds exist, will propose how students would be accommodated if funding does not become available.

The ARC will consider the alternate accommodation plans prepared by school Board staff for the students in each school under review. The ARC deliberations on the alternate accommodation plans will focus on identifying the options that will be in the best interests of the students affected as well as the overall school system. The ARC shall determine if they support or oppose the staff alternate accommodation plans. The ARC may wish to make revisions or suggest alternate accommodation options.

3.4.10 At the third public meeting the ARC will present its' alternate accommodation options to the community for consideration and the ARC will receive community input.

3.4.11 Prior to the fourth public meeting the ARC will develop a draft Accommodation Report. In developing this report the ARC will consider the Customized School Information Profiles, the accommodation options, all the background information provided to the ARC as well as the community input received. If one or more members wish to submit a minority report they must write the report and submit it to the Chair no less than 48 hours in advance of the fourth public meeting so that it can be included in the meeting agenda.

3.4.12 At the fourth public meeting the ARC will invite public input on the draft Accommodation Report and Recommendations and minority report if one has been submitted.

Based on feedback received from the public the ARC will finalize its Accommodation Report and Recommendations and submit to the Director of Education, not earlier than ninety (90) days and not later than one hundred and five (105) days, after the beginning of the ARC's first public meeting, excluding from the calculation school holidays such as summer vacation, Christmas break and Spring break including adjacent weekends.

3.4.13 If in the event that the ARC cannot reach a recommendation then the report will lay out the options identified and the degree of support around each option and submit to the Director.

3.4.14 The ARC will present its Accommodation Report to the Board of Trustees at the next Regular scheduled Board Meeting following delivery of the Accommodation Report to the Director of Education.

3.5 Directors Consideration of Accommodation Report

3.5.1 Upon submission of the Accommodation Report to the Director, the Secretary of the ARC will ensure that the Accommodation Report(s) and recommendations are made accessible to Trustees and the Public via posting on the Board website as well as printed copies if requested.

3.5.2 Administrative Council will analyze the Accommodation Report(s), recommendations, minutes and supporting documentation. Subsequent to Administrative Council review staff will prepare the Director's Report to the Board including a recommendation in the form of one of the following:

- To maintain the school(s); and to continue to monitor the school's situation;
- To reorganize the schools, their programs or their grade structures;
- To change the boundaries of the school(s);
- To close/consolidate one or more school(s).

3.5.3 Staff will include in the Director's Report a copy of the ARC's Accommodation Report and recommendations, supporting information package, and minutes of the ARC meetings.

3.5.4 The Director's Report and recommendations will be presented to the Board in public session at a regularly scheduled meeting not less than thirty (30) days after the ARC's Accommodation Report was delivered to the Director of Education. The Board of Trustees shall receive the report for information.

3.6 Board of Trustees Consideration

3.6.1 Upon the Board's consideration of the Director's Report the Chair of the Board will call a Special Board Meeting for Public Input to be held no earlier than twenty-one (21) days after the Director's Report to the Board, to receive public input in the form of written submissions or delegations on the whole ARC package and the Director's Report.

Upon the Board's consideration of the Director's Report the Chair of the Board will also schedule the topic of School Accommodations to be considered at a regularly scheduled Board Meeting to be held no earlier than 60 days after the ARC submits the Accommodation Report(s) to the Director.

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- 3.6.2 The Secretary of the ARC will arrange that a minimum of two weeks notice of the Board Meeting for Public Input is provided via school newsletters, letters to the school community, parish bulletins, the Board Website, and advertisements in local newspapers and will include date, time, location, purpose, contact name and number.
- 3.6.3 Guidelines For The Board Meeting For Public Input, attached as Appendix C, shall be adopted by the Board as a substitute for the General Working By-law #2009-10, Article 9 Agendae and Order Paper of the Durham Catholic District School Board for the purposes of facilitating public participation.
- 3.6.4 The Secretary to the Secretary of the Board will prepare concise minutes of the Special Board Meeting for Public Input reflecting each delegate's comments in response to the ARC package and the Director's Report.
- 3.6.5 Following the Board Meeting for Public Input the Director will call upon staff to prepare the Director's Follow-up Report to the next regularly scheduled Board Meeting. In the Director's Follow-Up Report he/she will report on and respond to the issues raised by the public at the Special Board Meeting for Public Input.
- The Director's Follow-Up Report will include copies of the presentations made by the public during the Board Meeting for Public Input and those received directly, and minutes of the Board Meeting for Public Input, along with the complete ARC package. The Director's Follow-Up Report will include recommendations to the Board.
- 3.6.6 The Director's Office will arrange for the Director's Follow-Up Report to the Board to be released publicly with the agenda for the Board meeting.
- 3.6.7 The Secretary of the ARC will arrange for the Director's Follow-Up Report to be posted to the Board's website.
- 3.6.8 The Secretary of the ARC will arrange that a minimum of 60 days notice of the Board Meeting to Consider School Accommodations is provided via school newsletters, letters to the school community, parish bulletins, the Board Website, and advertisements in local newspapers and will include date, time, location, purpose, contact name and number.
- 3.6.9 On the day after the Board Meeting to Consider School Accommodations, the Director will inform the Principals of the respective schools, in writing, of the approved Board motions regarding the school accommodations.
- 3.6.10 Parent(s)/Guardian(s), Staff and School Council Members will be informed within one week, in writing, through their respective schools, of the Board's decision regarding school accommodations.

3.6.11 If the Board adopts a resolution to close/consolidate schools, the Board shall establish timelines that will govern the closure of such school(s).

3.6.12 If within 30 days after the Board's closure resolution; the Board receives a petition from an individual or individuals stating that the Board was not complaint with the school board's accommodation review policy the Director will:

- Designate staff to review the petition submission for compliance with the Ministry document, Administrative Review of Accommodation Review Process; and if the petition is compliant, the Director will confirm to the Ministry of Education that the names on the petition are parents(s)/guardians(s) of students enrolled at the affected school and/or individuals who participated in the review process and, staff will prepare a response to the individual's or individuals' submission regarding the process and forward the Board's response to the Ministry of Education within 30 days of receiving the petition.
- If the conditions set out above have been met, the Ministry would be required to:
 - Undertake a review by appointing a facilitator to determine whether the school board accommodation review process was undertaken in a manner consistent with the board's accommodation review policy within thirty (30) days of receiving the school Board's response.

4.0 **SOURCES**

- *Accommodation Review Policy*
- *Ministry of Education Pupil Accommodation Review Guidelines (Revised June 2009)*
- *Ministry of Education document entitled 'Administrative Review of the Accommodation Review Process'*

5.0 **APPENDICES**

- *Appendix A – Ministry of Education Pupil Accommodation Review Guidelines (Revised June 2009)*
- *Appendix B – Ministry of Education Administrative Review of Accommodation Review Process*
- *Appendix C – Guidelines For The Board Meeting For Public Input*
- *Appendix D – Board's School Information Profile*
- *Appendix E – Accommodation Review Committee Voting Guidelines*



MINISTRY OF EDUCATION
PUPIL ACCOMMODATION REVIEW GUIDELINE
(Revised June 2009)

PURPOSE

The purpose of the *Pupil Accommodation Review Guideline* (previously referred to as school closure guidelines) is to provide direction to school boards regarding public accommodation reviews undertaken to determine the future of a school or group of schools.

The *Guideline* ensures that where a decision is taken by a school board regarding the future of a school, that decision is made with the full involvement of an informed local community and it is based on a broad range of criteria regarding the quality of the learning experience for students.

In recognition of the important role schools play in strengthening rural and urban communities and the importance of healthy communities for student success, it is also expected that decisions consider the value of the school to the community, taking into account other government initiatives aimed at strengthening communities.

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.

Under paragraph 26, subsection 8 (1) of the *Education Act*, the Minister of Education may issue guidelines with respect to school boards' school closure policies. The *Guideline* is effective upon release.

SCHOOL BOARD ACCOMMODATION REVIEW POLICIES

School boards are responsible for establishing and following their own accommodation review policies. At a minimum, boards' accommodation review policies are to reflect the requirements of the *Pupil Accommodation Review Guideline* set out below.

A copy of the school board's accommodation review policy, the government's *Pupil Accommodation Review Guideline* and the *Administrative Review of Accommodation Review Process* documents are to be available at the school board's office and posted on the school board's website.

School boards are expected to undertake long-term enrolment and capital planning that will provide the context for accommodation review processes and decisions. This planning should take into account opportunities for partnerships with other school boards and appropriate public organizations that are financially sustainable, safe for students, and protect the core values and objectives of the school board.

The *Guideline* recognizes that, wherever possible, accommodation reviews should focus on a group of schools within a school board's planning area rather than examine a single school. These schools would be reviewed together because they are located close enough to the other schools within a planning area to facilitate the development of viable and practical solutions for student accommodation.

ACCOMMODATION REVIEW TERMS OF REFERENCE

The review of a particular school or schools is to be led by an Accommodation Review Committee (ARC) appointed by the board. The ARC assumes an advisory role and will provide recommendations that will inform the final decision made by the Board of Trustees.

Each ARC must include membership drawn from the community. It is recommended that the committee include parents, educators, board officials, and community members. Trustees are not required to serve on ARCs.

School boards will provide the ARC with a Terms of Reference that describes the ARC's mandate. The mandate will refer to the board's educational and accommodation objectives in undertaking the ARC and reflect the board's strategy for supporting student achievement. The Terms of Reference will contain Reference Criteria that frame the parameters of ARC discussion. The Reference Criteria include the educational and accommodation criteria for examining schools under review and accommodation options. Examples may include grade configuration, school utilization, and program offerings.

The Terms of Reference will identify ARC membership and the role of voting and non-voting members, including board and school administration. The Terms of Reference will also describe the procedures for the ARC, including meetings; material, support, and analysis to be provided by board administration; and the material to be produced by the ARC.

School boards will inform the ARC at the beginning of the process about partnership opportunities, or lack thereof, as identified as part of boards' long-term planning process.

SCHOOL INFORMATION PROFILE

School boards are required to develop a School Information Profile to help the ARC and the community understand how well school(s) meet the objectives and the Reference Criteria outlined in the Terms of Reference. The School

Information Profile includes data for each of the following four considerations about the school(s):

- Value to the student
- Value to the school board
- Value to the community
- Value to the local economy

It is recognized that the school's value to the student takes priority over other considerations about the school. A School Information Profile will be completed by board administration for each of the schools under review. If multiple schools within the same planning area are being reviewed together, the same Profile must be used for each school. The completed School Information Profile(s) will be provided to the ARC to discuss, consult on, modify based on new or improved information, and finalize.

The following are examples of factors that may be considered under each of the four considerations. Boards and ARCs may introduce other factors that could be used to reflect local circumstances and priorities, which may help to further understand the school(s).

Value to the Student

- the learning environment at the school;
- student outcomes at the school;
- course and program offerings;
- extracurricular activities and extent of student participation;
- the ability of the school's physical space to support student learning;
- the ability of the school's grounds to support healthy physical activity and extracurricular activities;
- accessibility of the school for students with disabilities;
- safety of the school;
- proximity of the school to students/length of bus ride to school.

Value to the School Board

- student outcomes at the school;
- course and program offerings;
- availability of specialized teaching spaces;
- condition and location of school;
- value of the school if it is the only school within the community;
- fiscal and operational factors (e.g., enrolment vs. available space, cost to operate the school, cost of transportation, availability of surplus space in adjacent schools, cost to upgrade the facility so that it can meet student learning objectives).

Value to the Community

- facility for community use;

- program offerings at the school that serve both students and community members (e.g., adult ESL);
- school grounds as green space and/or available for recreational use;
- school as a partner in other government initiatives in the community;
- value of the school if it is the only school within the community.

Value to the Local Economy

- school as a local employer;
- availability of cooperative education;
- availability of training opportunities or partnerships with business;
- attracts or retains families in the community;
- value of the school if it is the only school within the community.

ACCOMMODATION REVIEW PROCESS

As indicated above, the public review of each school or group of schools is to be led by a local Accommodation Review Committee appointed by the board.

School boards must present to the ARC at least one alternative accommodation option that addresses the objectives and Reference Criteria outlined in the Terms of Reference. The option(s) will address where students would be accommodated; what changes to existing facilities may be required; what programs would be available to students; and transportation. If the option(s) require new capital investment, board administration will advise on the availability of funding, and where no funding exists, will propose how students would be accommodated if funding does not become available.

The Ministry recommends that, wherever possible, schools should only be subject to an accommodation review once in a five-year period, unless there are exceptional circumstances.

School Information Profile

The ARC will discuss and consult about the School Information Profile(s) prepared by board administration for the school(s) under review and modify the Profile(s) where appropriate. This discussion is intended to familiarize the ARC members and the community with the school(s) in light of the objectives and Reference Criteria outlined in the Terms of Reference. The final School Information Profile(s) and the Terms of Reference will provide the foundation for discussion and analysis of accommodation options.

Public Information and Access

School boards and ARCs are to ensure that all information relevant to the accommodation review, as defined by the ARC, is made public by posting it in a prominent location on the school board's website or making it available in print upon request. Where relevant information is technical in nature, it is to be explained in plain language.

Accommodation Options

The ARC may also create alternative accommodation options, which should be consistent with the objectives and Reference Criteria outlined in the Terms of Reference. Board administration will provide necessary data to enable the ARC to examine options. This analysis will assist the ARC in finalizing the Accommodation Report to the board.

ARCs may recommend accommodation options that include new capital investment. In such a case, board administration will advise on the availability of funding. Where no funding exists, the ARC with the support of board administration will propose how students would be accommodated if funding does not become available.

As the ARC considers the accommodation options, the needs of all students in schools of the ARC are to be considered objectively and fairly, based on the School Information Profile and the objectives and Reference Criteria outlined in the Terms of Reference.

Community Consultation and Public Meetings

Once an accommodation review has been initiated, the ARC must ensure that a wide range of school and community groups is invited to participate in the consultation. These groups may include the school(s)' councils, parents, guardians, students, school staff, the local community, and other interested parties.

As indicated above, the ARC will consult about the customized School Information Profile prepared by board administration and may make changes as a result of the consultation. The ARC will also seek input and feedback about the accommodation options and the ARC's Accommodation Report to the board. Discussions will be based on the School Information Profile(s) and the ARC's Terms of Reference.

Public meetings must be well publicized, in advance, through a range of methods and held at the school(s) under review, if possible, or in a nearby facility if physical accessibility cannot be provided at the school(s). Public meetings are to be structured to encourage an open and informed exchange of views. All relevant information developed to support the discussions at the consultation is to be made available in advance.

At a minimum, ARCs are required to hold four public meetings to consult about the School Information Profile, the accommodation options, and the ARC Accommodation Report.

Minutes reflecting the full range of opinions expressed at the meetings are to be kept, and made publicly available. ARCs and board administration are to respond to questions they consider relevant to the ARC and its analysis, at

meetings or in writing appended to the minutes of the meeting and made available on the board's website.

ARC Accommodation Report to the Board

The ARC will produce an Accommodation Report that will make accommodation recommendation(s) consistent with the objectives and Reference Criteria outlined in the Terms of Reference. It will deliver its Accommodation Report to the board's Director of Education, who will have the Accommodation Report posted on the board's website. The ARC will present its Accommodation Report to the Board of Trustees. Board administration will examine the ARC Accommodation Report and present the administration analysis and recommendations to the Board of Trustees. The Board of Trustees will make the final decision regarding the future of the school(s). If the Board of Trustees votes to close a school or schools, the board must outline clear timelines around when the school(s) will close.

TIMELINES FOR AN ACCOMMODATION REVIEW PROCESS

After the intention to conduct an accommodation review of a school or schools has been announced by the school board, there must be no less than 30 calendar days notice prior to the first of a minimum of four public meetings.

Beginning with the first public meeting, the public consultation period must be no less than 90 calendar days.

After the ARC completes its Accommodation Report it is to make the document publicly available and submit the document to the school board administration. After the submission of the Accommodation Report, there must be no less than 60 calendar days notice prior to the meeting where the Board of Trustees will vote on the recommendations.

Summer vacation, Christmas break and Spring break, including adjacent weekends, must not be considered part of the 30, 60 or 90 calendar day periods. For schools with a year-round calendar, any holiday that is nine calendar days or longer, including weekends, should not be considered part of the 30, 60 or 90 calendar day periods.

APPLICATION OF ACCOMMODATION REVIEW GUIDELINES

The *Guideline* applies to schools offering elementary or secondary regular day-school programs. The following outlines circumstances where school boards are not obligated to undertake an accommodation review in accordance with this *Pupil Accommodation Review Guideline*. In these circumstances, a board is expected to consult with local communities about proposed accommodation options for students in advance of any decision by the board.

- Where a replacement school is to be rebuilt by the board on the existing site, or rebuilt or acquired within the existing school attendance boundary as identified through the board's existing policies;

- When a lease is terminated;
- When a board is planning the relocation in any school year or over a number of school years of a grade or grades, or a program, where the enrolment constitutes less than 50% of the enrolment of the school; this calculation is based on the enrolment at the time of the relocation or the first phase of a relocation carried over a number of school years;
- When a board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations
- Where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair.



MINISTRY OF EDUCATION ADMINISTRATIVE REVIEW OF ACCOMMODATION REVIEW PROCESS

A review of a school board's accommodation review process may be sought if the following conditions are met.

An individual or individuals must:

- Submit a copy of the board's accommodation review policy highlighting how the accommodation review process was not compliant with the school board's accommodation review policy.
- Demonstrate the support of a portion of the school community through the completion of a petition signed by a number of supporters equal to at least 30% of the affected school's student headcount (e.g., if the headcount is 150, then 45 signatures would be required). Parents/guardians of students and/or other individuals that participated in the accommodation review process are eligible to sign the petition¹
 - The petition should clearly provide a space for individuals to print and sign their name; address (street name and postal code); and to indicate whether they are a parent/guardian of a student attending the school subject to the accommodation review, or an individual who has participated in the review process.
- Submit the petition and justification to the school board and the Minister of Education within thirty (30) days of the board's closure resolution.

The school board would be required to:

- Confirm to the Minister of Education that the names on the petition are parents/guardians of students enrolled at the affected school and/or individuals who participated in the review process.
- Prepare a response to the individual's or individuals' submission regarding the process and forward the board's response to the Minister of Education within thirty (30) days of receiving the petition.

If the conditions set out above have been met, the Ministry would be required to:

- Undertake a review by appointing a facilitator to determine whether the school board accommodation review process was undertaken in a manner consistent with the board's accommodation review policy within thirty (30) days of receiving the school board's response.

¹ Information contained in the petition is subject to the *Freedom of Information and Protection of Privacy Act, 1990*.

APPENDIX C

PUPIL ACCOMMODATION REVIEW

GUIDELINES FOR THE BOARD MEETING

FOR PUBLIC INPUT

As required by the Pupil Accommodation Review Policy of the Durham Catholic District School Board, the Board will be holding a meeting for public input concerning the Accommodation Report filed by the Accommodation Review Committee and the Director's Report. The public meeting is scheduled for _____ at ____ p.m.

These Guidelines describe how the public meeting will unfold.

The public meeting will follow the General Working By-law #2009-10, Article 9 Agendae and Order Paper of the Board for public delegations in modified form, as set out below. The modifications are intended to facilitate public participation.

- (a) Written application requesting the opportunity to appear as a delegate must be submitted to the Secretary of the Board no later than noon on the day prior to the scheduled date of the Board Meeting for Public Input.
- (b) The following information must be included with this application:
 - (i) The name of the organization/individuals(s) or party(ies) who will be making the presentation;
 - (ii) Their authority/title/position with the organization (if applicable);
 - (iii) A complete mailing address;
 - (iv) A day time telephone number;
 - (v) A number where they can be reached after business hours;
 - (vi) A fax number (if available); and
 - (vii) An e-mail address (if available).
- (c) Delegations are encouraged to file a written Brief of reasonable length with the application. A delegation may instead choose to submit a Brief at the time of its presentation, or at any time by sending a copy to the Secretary of the Board.

Delegations are encouraged to send the Brief in as soon as possible so that it can be reviewed by Trustees prior to the meeting. Briefs that are received on a timely basis will be considered and addressed in the Director's follow-up report to the Board required by the Pupil Accommodation Review Policy in which the Director will report on and respond to the presentations made by the public. A Brief that is submitted late may not be addressed in the Director's follow-up report although it will be made available to the Trustees.

- (d) The spokespersons will address the Trustees from the podium.
- (e) The spokespersons are expected to provide comments that are relevant to the subject matter of the meeting. If a previous delegation has already addressed the matter and the delegate is being repetitive, the Chairperson may request the delegate to simply express support for an earlier presentation and may reduce the following speaking times available to the delegate accordingly.
- (f) The time for each public delegation to speak, excluding the question and answer period, is not to exceed ten (10) minutes.
- (g) Delegates who have a similar perspective are encouraged to cooperate in appointing spokespersons in addressing the Board.
- (h) Delegations from the same school community on the same point of view shall be limited to a combined total of fifteen (15) minutes.
- (i) Delegations who are unrelated to a particular school community but who are speaking on a common issue shall be limited to a combined total of fifteen (15) minutes.

Trustees may ask short questions of the delegation for clarification only, for a period of time which shall be at the discretion of the Chairperson.

Accommodation Review Committee
School Information Profile

1. VALUE TO THE STUDENT

CRITERIA		COMMENTS
INDICATORS FOR CONSIDERATION	<p>1.1 <u>Student Outcomes at the School</u></p> <p>1.1.1 How does the school's EQAO Results compare with respect to the Board and Provincial Results:</p> <p>1.1.2 How is the school demonstrating improvement relative to the Board Assessment Framework?</p> <p>1.1.3 How is the school providing spiritual and religious development of students through:</p> <ul style="list-style-type: none"> • Religion/Family Life Programs & Faith formation across the curriculum • Sacraments • Catholic Social teachings • Contribution of students through Masses/Liturgical celebrations • Involvement with Parish • Catholic Graduate Expectations 	
	<p>1.2 <u>Range of Program Offerings</u></p> <p>1.2.1 What grades are offered at the school?</p> <p>1.2.2 What range of program offerings with respect to the system standard does the school provide?</p> <p>1.2.3 Does the school provide cooperative education opportunities for students?</p> <p>1.2.4 How is support provided to students for Reading Recovery, Program Support and Library Services (English as a second language (ESL))?</p> <ul style="list-style-type: none"> • Support for French Immersion • Support for after school assistance programs • Continuum-based Math • Parish supports religious program and faith formation in school • International language program opportunities • Student access to technology to enhance learning opportunities • Support on social/emotional level (e.g., Rainbows, CYC Programs) • Safe Schools • Student safety • Pathways 	

Accommodation Review Committee
School Information Profile

CRITERIA	COMMENTS
<p>1.3 <u>Range of Co-curricular Programs</u></p> <p>1.3.1 What range of athletic and non-athletic activities are accessible to students?</p> <p>1.3.2 What type of play area is provided at the school?</p> <ul style="list-style-type: none"> • Hard surface outdoor play area • Playing field (e.g., soccer pitch) • Green space • Safe environment (e.g., fenced Kindergarten area, visibility - obstructions to supervision, lighting) • Accessibility (e.g., open area to public, proximity to major streets) • Car drop-off area - proximity to play area 	
<p>1.4 <u>School Staffing</u></p> <p>1.4.1 How does the eligible staffing allocation for the school compare to the actual allocation provided?</p> <ul style="list-style-type: none"> • The staff allocated to intervention programs (e.g., Reading Recovery teacher). • Teacher Librarians • Specialist teachers to support intervention programs (e.g., Literacy Resource teacher). <p>1.4.2 What type of class organization is possible with the eligible staffing allocation?</p> <p>Consider:</p> <ul style="list-style-type: none"> • The number of split classes by grade. • Support from custodian/secretary • The number of Full-time <p>Equivalent supports for:</p> <ul style="list-style-type: none"> ○ Literacy & Numeracy ○ French Second Language ○ English Second Language (ESL) ○ Education Assistants ○ Program Support Teachers ○ Reading Recovery ○ Prep Time ○ Regular teachers 	

Accommodation Review Committee
School Information Profile

2. VALUE TO THE BOARD

CRITERIA		COMMENTS
INDICATORS FOR CONSIDERATION	<p>2.1 <u>School Facilities</u></p> <p>2.1.1 How many rooms does the school have and what is their use?</p> <p>2.1.2 What is the age of the building/addition</p> <p>2.1.3 How many portables or Relocatable Classroom Modules (RCM) does the school have?</p> <p>2.1.4 What, if any, specialized spaces to support program delivery does the school require (i.e., library resource, exercise room, music room, science labs, purpose built kindergarten, technical shops etc.?)</p> <p>2.1.5 What improvements does the building require to enhance Facility conditions? Consider</p> <ul style="list-style-type: none"> • Renovations/repairs needed to improve building condition • Renovations needed to enhance breadth of program • Renovations/repairs recently completed at school (past 5 yrs.) • Financial liabilities (e.g., building maintenance, plumbing) • High efficiency systems within buildings • Waste/energy management <p>2.1.6 What is the size of the school site?</p> <p>2.1.7 What improvements does the site require to enhance its condition? Consider:</p> <ul style="list-style-type: none"> • Adequacy of play fields (i.e., soccer pitch, running track) • Fencing • Adequacy of hard surfaces (i.e., play area, parking lot) • Availability of parking and bus loading zone • Adequate shade • Bus loop separated from parking area • Traffic or pedestrian hazards • Kiss-n-ride • Adequacy of facilities for student population (e.g., sufficient washrooms) • Ability to expand size of school on site • Improvements needed to exterior parking/lighting 	

Accommodation Review Committee
School Information Profile

CRITERIA		COMMENTS
	<p>2.1.8 Is there a child care on site?</p> <p>2.1.9 What features does the school have that provide for a safe learning environment? Consider:</p> <ul style="list-style-type: none"> • Administrative area permitting supervision of visitors at main entrance • Visitor badges, sign-in • Restricted parent access • Staff Identification badges • Buddy system for washroom access • Controlled access to school from other entrances • Controlled access from portables to school • Alarms/video surveillance monitoring systems 	
INDICATORS FOR CONSIDERATION	<p>2.2 <u>Condition and Cost of Operation</u></p>	
	<p>2.2.1 What is the ratio of the current renewal needs for the school to the school's replacement cost (Facility Condition Index)?</p>	
	<p>2.2.2 What are the per pupil operational expenditures with respect to the Board average?</p>	
	<p>2.2.3 What is the projected cost for repairs & renovations over 10 years?</p>	
	<p>2.2.4 Does the operation of the school based on an enrolment-driven funding model require subsidization of costs (i.e., school operating cost per pupil vs. Board average operating cost per pupil)?</p>	
	<p>2.2.5 What is the ratio of the current school enrolment compared to school capacity (% Facility Utilization)?</p>	
	<p>2.2.6 What is the ratio of projected school enrolment compared to school capacity (% Facility Utilization)?</p>	
	<p>2.2.7 Consider the existing per pupil cost compared to the projected per pupil cost.</p>	
	<p>2.2.8 Consider the proximity of public schools and the effect on enrolment.</p>	

Accommodation Review Committee
School Information Profile

CRITERIA		COMMENTS
INDICATORS FOR CONSIDERATION	<p>2.3 <u>Barrier Free Status of the School</u></p> <p>2.3.1 What are the barrier-free requirements for staff and students? Consider:</p> <ul style="list-style-type: none"> • Barrier-free washrooms. • Barrier-free entrance. • Barrier-free stage. • Accessibility to all areas of school • Elevator for multi-level buildings. • Appropriate communication system • Barrier-free playground/school grounds. • Barrier-free parking. • Change table/room. 	
	<p>2.4 <u>Student Transportation</u></p> <p>2.4.1 What are the per pupil transportation expenditures with respect to the Board average? Consider:</p> <ul style="list-style-type: none"> • Percentage of students that are bussed/walk compared to Board average • Travel time students are on the bus • Availability of safe drop off points (dedicated bus loop, safe drop off for non-bussed students) • Crossing guards. 	

3. VALUE TO THE COMMUNITY

<p>3.1 <u>Community Use of Schools</u></p> <p>3.1.1 Are the school or grounds available for community use and to what extent are they being utilized?</p> <p>3.1.2 Consider the size and layout of school and site for access to groups (computer rooms, servery, stage, gymnasium, outdoor play fields).</p> <p>3.1.3 What nearby facilities are also available for community use (e.g., Church hall, recreation centre, park)</p> <p>3.1.4 How many hours of community use per week, per month, per year?</p> <p>3.1.5 Are there program offerings that serve both students and the community?</p> <p>3.1.6 What partnerships currently exist between the school and the community?</p>	
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Accommodation Review Committee
School Information Profile

CRITERIA	COMMENTS
<p>3.2 <u>School Volunteer Programs</u></p> <p>3.2.1 Consider the level of volunteer support for school programs and activities (e.g., parent teacher, student, teacher candidate).</p> <p>3.2.2 What extra services does the school depend on volunteers to deliver (e.g., healthy snack, reading partners)?</p> <p>3.2.3 What is the level of involvement of the Catholic School Council?</p>	
<p>3.3 <u>Historic Value</u></p> <p>3.3.1 What historic value does the school have to the Board and the Catholic and broader community?</p>	
<p>4. VALUE TO THE LOCAL ECONOMY</p>	
<p>4.1 <u>Local Partnerships</u></p> <p>4.1.1 What support does local business provide to the school?</p>	

ACCOMMODATION REVIEW COMMITTEE VOTING GUIDELINES

Introduction

The structure of the ministry accommodation review guidelines and board policies do not require committee voting or even consensus. The intent of the process is to ensure that all affected parties are able to participate and to have their views heard and considered.

The ultimate decision (voting) to consolidate or close a school lies only with the Board of Trustees, and therefore voting by an ARC is not required. However, in some situations, particularly with large ARC's, voting may be used as a tool to assist the group in keeping on task, but also ensuring all members' concerns are appropriately addressed.

The purpose of this guideline is to provide ARC chairs with some guidance in circumstances where committee voting may be required.

Fairness

Any voting mechanism must ensure fairness.

In order to maintain fairness, it is important that the person who participates should be there for the entire discussion of the matter in order to exercise some independent judgment. A person who heard only part of the discussion before voting would not be exercising fair and complete judgment.

Voting members must be present for the entire discussion on a particular matter or a particular recommendation. In addition, the majority should be based on those who are actually present for the meeting. It is important to note that there is no quorum requirement in the policy and that is to ensure that the ARC meetings will occur even if all individuals do not attend.

Voting

If the ARC believes that a voting mechanism is needed, the voting mechanism should only be used in respect of two issues. The first is to facilitate the process by permitting the committee to decide that there had been enough discussion on an issue and move on. The second concerns the adoption of recommendations by the ARC.

It is also recommended that the Chair of the ARC utilize a 2/3 vote as a way of balancing the need to pay due respect to the views of the individuals involved in the ARC with the need to accomplish the work in a reasonable period of time.

The use of a simple majority of members of the ARC would be too low a threshold, and might limit discussion too much and cause people to feel that they were not given an adequate opportunity to make their views known.

Finally, it is recommended that neither the Chair of the ARC, nor the secretary of the committee, or other Board resource staff to the ARC, should be permitted to vote. If one or more Trustee(s) are appointed to the ARC, the Trustee(s) shall be non voting members. All other members would be permitted to vote in accordance with the fairness provisions outlined above.