



Durham Catholic District School Board

"The Board"

Administrative Procedure

Title: Pupil Accommodation Review	Procedure #: AP430-1
Administrative Area:	Operations
Policy Reference:	Pupil Accommodation Review (PO430)
Date Approved:	April 26, 2010
Dates of Amendment:	October 26, 2015

1.0 **Purpose**

The Durham Catholic District School Board is responsible for managing its school capital assets in an effective manner. The Board must respond to changing demographics and program needs to ensure continued student achievement and well-being, and the financial viability/sustainability of the Board.

The Board reviews its projections and utilization of schools on an annual basis and makes recommendations to address underutilized space. When the Board has underutilized space that will exist in a school or family of schools for an extended period of time, the closure and consolidation of programs at one or more schools must be examined. The sections of this procedure identify how the Board considers the pupil accommodation review process and the terms of reference for the Accommodation Review Committee.

The purpose of this Administrative Procedure is to provide a Terms of Reference for the implementation of the Pupil Accommodation Review Policy (PO430).

2.0 **Definitions**

Accommodation option – The proposed reorganization of a school or schools under review which may result in program changes, grade configuration changes, boundary changes, closure of a school or schools, the repurposing of schools or any combination of the above.

Accommodation review – A process, as defined in the Board's pupil accommodation review policy and this administrative procedure, undertaken by the Board to determine the future of a school or group of schools.

Accommodation Review Committee (ARC) – A committee, established by the Board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the Board and the affected school communities.

2.0 **Definitions** (Cont'd)

ARC working meeting – A meeting of ARC members to discuss a pupil accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities of a pupil accommodation review.

Business day – A calendar day that is not a weekend and statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.

Consultation – The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

Facility Condition Index (FCI) – A building condition as determined by the Ministry of Education by calculating the five-year renewal needs and the replacement value for each facility.

Modified Accommodation Review: Where the potential pupil accommodation options available are considered by the Board to be less complex pursuant to Policy PO430, the Board will undertake a modified pupil accommodation review process which will be shorter in duration.

On-the-ground (OTG) capacity – The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Public delegation – A regular meeting of the Board of Trustees where presentations by groups or individuals can have their concerns heard directly by the Board of Trustees.

Public meeting – An open meeting held by the Board to solicit broader community feedback on a pupil accommodation review.

School Information Profile (SIP) – An orientation document with point-in-time data for each of the school(s) under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include specific school(s) in a pupil accommodation review.

Space template – A Ministry of Education template used by the Board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within a proposed school.

Transition Planning Committee – Following the decision to consolidate and/or close a school, the Board will establish a separate committee to facilitate the transition of students and staff. The transition of students and staff will be carried out in consultation with parents/guardians and staff.

3.0 **Procedures**

3.1 **Initial Staff Report for Accommodation Review**

- 3.1.1 Staff will prepare an Initial Staff Report to the Board of Trustees to address the accommodation issue(s) to be dealt with during the pupil accommodation review process.
- 3.1.2 The Initial Staff Report will contain one or more accommodation options that are to be considered during the pupil accommodation review. Where more than one option is presented, staff will identify the recommended option within the Initial Staff Report. The Initial Staff Report and the Student Information Profile (SIP) will be made available to the public through the Board's website.
- 3.1.3 The Initial Staff Report will also include information on previous actions that were identified and/or undertaken by the Board to address the accommodation issue(s) within the report. The supporting rationale for the previous actions that were identified and/or undertaken will be included in the report.
- 3.1.4 For each accommodation option(s) included in the Initial Staff Report the following information will be provided:
 - 3.1.4.1 Summary of accommodation issue(s) for the school(s) under review.
 - 3.1.4.2 The proposed timelines for implementation.
 - 3.1.4.3 Where students would be accommodated.
 - 3.1.4.4 If proposed changes to existing facility or facilities are required as a result of the pupil accommodation review.
 - 3.1.4.5 Identify any program changes as a result of the proposed option.
 - 3.1.4.6 How student transportation would be affected if changes take place.
 - 3.1.4.7 If new capital investment is required as a result of the pupil accommodation review.
 - 3.1.4.8 What sources of funding the Board intends to finance the proposed changes.
 - 3.1.4.9 Any interim student accommodation requirements if funding is not available.
 - 3.1.4.10 Any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.

3.2 **Public Consultation for Accommodation Review**

- 3.2.1 The Board shall ensure that individuals from the school(s) under review and the broader community are invited to participate in the pupil accommodation review process.

3.0 **Procedures** (Cont'd)

3.2 **Public Consultation for Accommodation Review** (Cont'd)

3.2.2 The pupil accommodation review process consists of the following methods of public consultation:

- 3.2.2.1 Establishment of the Accommodation Review Committee (ARC) if applicable.
- 3.2.2.2 Consultation with local municipalities.
- 3.2.2.3 Public meeting(s); and
- 3.2.2.4 Public delegations to the Board of Trustees.

3.3 **Accommodation Review Committee (ARC)**

3.3.1 The Board will establish an ARC that represents the school(s) under review.

3.3.2 The ARC will:

- 3.3.2.1 act as the official conduit for information shared between the Board and the affected school communities;
- 3.3.2.2 review the Pupil Accommodation Review Policy and Procedure, the School Information Profiles for the affected schools and the Initial Staff Report;
- 3.3.2.3 provide comments on the Initial Staff Report as noted above and may, throughout the pupil accommodation review process, seek clarification of the Initial Staff Report;
- 3.3.2.4 consider developing other accommodation options in addition to those presented in the Initial Staff Report. The development of additional options must include a supporting rationale for each;
- 3.3.2.5 understand that members do not need to achieve consensus regarding the information provided to the Board of Trustees;
- 3.3.2.6 understand that Board staff resources assigned to the ARC are required to compile feedback from the ARC as well as the broader community in the Community Consultation section of the Final Staff Report to be presented to the Board of Trustees.
- 3.3.2.7 understand that while it can request clarification about information provided in the SIP, it is not the role of the ARC to approve the SIP.

3.4 **ARC Membership**

3.4.1 The ARC may be comprised of the following members:

- 3.4.1.1 Two (2) parent/guardian representatives from each affected elementary or secondary school as chosen by the school community.
- 3.4.1.2 One (1) student representative from each affected secondary school as selected by the student council.
- 3.4.1.3 One (1) parish priest as appointed by the Archdiocese.

3.0 **Procedures** (Cont'd)

3.4 **ARC Membership** (Cont'd)

3.4.1 (Cont'd)

- 3.4.1.4 The principal of each affected elementary or secondary school.
- 3.4.1.5 One (1) staff member from each affected school as appointed by staff of that school.
- 3.4.1.6 One (1) appointed community member from each of the municipalities in which the ARC takes place.

3.4.2 In addition, Board Trustees may be ad hoc ARC members to monitor the ARC progress.

3.4.3 The following staff members may act as staff resources to the ARC:

- 3.4.3.1 The Superintendent of Education for the Family of Schools as assigned by the Director of Education who will act as the Chair of the ARC.
- 3.4.3.2 The Superintendent responsible for Business Services.
- 3.4.3.3 The Superintendent of Facilities Services or designate who will act as secretary to the ARC.
- 3.4.3.4 The Manager of Planning, Admissions and Partnerships.
- 3.4.3.5 Additional staff members may be requested to provide information to the ARC as required.

3.4.4 The ARC will be deemed to be properly constituted even if one or more members resign or do not attend working meetings of the ARC.

3.5 **Consultation with Local Municipal Governments**

3.5.1 The Board will:

- 3.5.1.1 provide written notice of the pupil accommodation review process to each of the local municipalities, and the Region of Durham through the Clerks Department, of the formation of a pupil accommodation review within five (5) business days of the Board of Trustees' approval to undertake the pupil accommodation review process, as outlined in this procedure;
- 3.5.1.2 invite the affected local municipalities and the Region of Durham through the Clerks Department to discuss and comment on the recommended option(s) in the Board's Initial Staff Report;
- 3.5.1.3 invite the affected local municipalities and the Region of Durham to a meeting and will provide an opportunity to provide additional information and relevant feedback with respect to the pupil accommodation review.

3.0 **Procedures** (Cont'd)

3.6 Pupil Accommodation Review Timelines

- 3.6.1 Following the date of the Board of Trustees' approval to conduct a pupil accommodation review, the Director of Education will appoint a Superintendent of Education from the affected family of schools to act as ARC Chair to undertake the Pupil Accommodation Review process, and appoint the Superintendent of Education Facilities Services to act as Secretary to the ARC.
- 3.6.2 The ARC Chair shall:
- 3.6.2.1 issue the request for ARC membership within one (1) business day of the Board of Trustees' approval to conduct a pupil accommodation review to all of the groups identified in this administrative procedure.
 - 3.6.2.2 provide written notice of the Board of Trustees' approval to conduct a pupil accommodation review within five (5) business days to the following:
 - 3.6.2.2.1 the affected municipality(s) in which the ARC is taking place through the Clerks Department;
 - 3.6.2.2.2 the Regional Municipality of Durham through the Clerks Department;
 - 3.6.2.2.3 the Director of Education at the Durham District School Board;
 - 3.6.2.2.4 the Director of Education at the Conseil scolaire Viamonde;
 - 3.6.2.2.5 the Director of Education at the Conseil scolaire de district catholique Centre-Sud;
 - 3.6.2.2.6 the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division;
 - 3.6.2.2.7 other community partners that expressed an interest to the Board prior to the pupil accommodation review.
 - 3.6.2.3 publish the list of all meeting dates to the ARC members within ten (10) business days of the Board of Trustees' approval to conduct a pupil accommodation review to all of the groups identified in this administrative procedure
 - 3.6.2.4 publish the first public meeting date for the ARC within ten (10) business days of the Board of Trustees' approval to conduct a pupil accommodation review. The notice(s) of 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.

3.0 **Procedures** (Cont'd)

3.6 Pupil Accommodation Review Timelines (Cont'd)

3.6.2 (Cont'd)

- 3.6.2.5 identify and confirm the membership of the ARC within ten (10) business days of the Board of Trustees' approval to conduct a pupil accommodation review to all of the groups identified in this administrative procedure.
- 3.6.2.6 conduct an orientation meeting of the ARC members within fifteen (15) business days of the Board of Trustees' approval to conduct a pupil accommodation review. The orientation meeting will address:
 - 3.6.2.6.1 the Pupil Accommodation Review Policy and Administrative Procedure.
 - 3.6.2.6.2 the Initial Staff Report to the Board of Trustees.
 - 3.6.2.6.3 the Mandate and Role of the ARC members.

3.6.3 ARC Meetings:

- 3.6.3.1 The ARC will conduct a meeting with the affected municipality(s) in which the ARC is taking place no less than fifteen (15) business days after the Board of Trustees' approval to conduct a pupil accommodation review to review the Initial Staff Report to the Board of Trustees
- 3.6.3.2 The ARC will conduct regular working meetings of the ARC in accordance with the meeting dates as set out by the ARC chair.
- 3.6.3.3 The ARC will conduct the first public meeting no less than thirty (30) business days after the Board of Trustees' approval to conduct a pupil accommodation review
- 3.6.3.4 The ARC will conduct the second public meeting no less than fifty (50) business days after the Board of Trustees' approval to conduct a pupil accommodation review
- 3.6.3.5 The ARC will conduct the final public meeting no less than forty (40) business days after the first public meeting
- 3.6.3.6 The Final Staff Report will be prepared and posted no fewer than ten (10) business days after the final public meeting

3.6.4 The Board of Trustees will conduct a public meeting to receive delegations on the Final Staff Report no fewer than ten (10) business days following the posting of the Final Staff Report public meeting.

3.6.5 The Board of Trustees will:

- 3.6.5.1 undertake a final decision with respect to the Final Staff Report at a Board meeting no less than ten (10) business days following the public meeting to receive delegations.
- 3.6.5.2 The ARC Timeline Summary is outlined in Appendix A.

3.0 **Procedures** (Cont'd)

3.7 **School Information Profile (SIP)**

- 3.7.1 A School Information Profile (SIP) will be completed by Board staff for each of the school(s) affected by the accommodation review. The completed SIP for each affected school will be provided as an appendix to the Initial Staff Report.
- 3.7.2 The SIP provides the Board of Trustees, parents, school board staff, and the general public with an understanding of, and familiarity with, the facilities that are the subject of the pupil accommodation review.
- 3.7.3 The information contained within the SIP for each school includes data for each of the following two considerations about the school(s) under review:
 - 3.7.3.1 value to the student; and
 - 3.7.3.2 value to the school board.
- 3.7.4 The SIP template is attached as Appendix C to this Administrative Procedure and contains all of the required information identified in the Pupil Accommodation Review Guideline (Revised March 2015)

3.8 **Final Staff Report for Accommodation Review**

- 3.8.1 At the conclusion of the pupil accommodation review process, Board staff will submit a Final Staff Report to the Board of Trustees.
- 3.8.2 The Final Staff Report will be posted on the Board's website, and will be available at the Board office no fewer than ten (10) business days following the final public meeting.
- 3.8.3 The Final Staff Report will include all feedback from:
 - 3.8.3.1 the ARC members;
 - 3.8.3.2 all public correspondence received during the pupil accommodation review process;
 - 3.8.3.3 any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.
- 3.8.4 Board staff may choose to amend the proposed option(s) included in the Initial Staff Report.
- 3.8.5 The Final Staff Report will contain a recommended option(s) to be considered by the Board of Trustees which will include the following information:
 - 3.8.5.1 A proposed accommodation plan.
 - 3.8.5.2 A summary of accommodation issue(s) for the school(s) under review.
 - 3.8.5.3 The proposed timeline for implementation of the option(s).

3.0 **Procedures** (Cont'd)

3.8 **Final Staff Report for Accommodation Review** (Cont'd)

3.8.5 (Cont'd)

- 3.8.5.4 Where all students will be accommodated at the conclusion of the review;
- 3.8.5.5 Whether physical changes to the existing schools are required as a result of the pupil accommodation review;
- 3.8.5.6 Whether program changes are required to the existing schools as a result of the proposed option;
- 3.8.5.7 Which school(s) are proposed to close (if applicable)
- 3.8.5.8 The proposed changes to student transportation if the proposed changes to accommodation take place;
- 3.8.5.9 Whether new capital investment is required as a result of the pupil accommodation review, and the estimated value of the capital investment,
- 3.8.5.10 What sources of funding the school board intends use to fund the proposed changes,
- 3.8.5.11 Any interim student accommodation requirements if the funding is not available;
- 3.8.5.12 Any confirmed interest from municipalities or other community partners in using the underutilized spaces identified in the report;
- 3.8.5.13 Any other relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review.

3.9 **Delegations to the Board of Trustees Meeting**

- 3.9.1 Following submission of the Final Staff Report to the Board of Trustees, the Board will convene a public meeting to receive delegations to the Board of Trustees and to provide members of the public with an opportunity to provide feedback on the Final Staff Report
- 3.9.2 The public meeting to receive delegations to the Board of Trustees will take place no less than ten (10) business days following the final public meeting.
- 3.9.3 All persons wishing to become a delegation to the Board will comply with the provisions of Policy PO219 Public Delegations.
- 3.9.4 Following the public meeting to receive delegations, The Chair of the ARC will compile all presentations and written feedback from the public delegations and append it to the Final Staff Report.

3.0 **Procedures** (Cont'd)

3.10 **Decision of the Board of Trustees (Accommodation Review)**

- 3.10.1 The Board of Trustees will be provided with the Final Staff Report, including the compiled feedback from the public meeting to receive delegations, prior to making its final decision regarding the pupil accommodation review.
- 3.10.2 The Board of Trustees has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report, or to approve a different outcome.
- 3.10.3 The Board of Trustees will undertake a final decision with respect to the Final Staff Report at a Board meeting no less than ten (10) business days following the public meeting to receive delegations. After the final decision is undertaken the Board will establish a Transition Planning Committee to facilitate the transition of students and staff.

3.11 **Modified Accommodation Review**

- 3.11.1 Where the potential pupil accommodation options available are considered by the Board of Trustee to be less complex, the Board will undertake a modified pupil accommodation review process which will be shorter in duration than the accommodation review identified above.

3.12 **Criteria for Modified Accommodation Review**

- 3.12.1 The conditions for conducting a modified accommodation review process will be based on two or more of the following factors:
 - 3.12.1.1 There are no more than three schools in the accommodation review.
 - 3.12.1.2 The entire student population of a school that is subject to a pupil accommodation review process can be accommodated in another school without a boundary change.
 - 3.12.1.3 The distance between Catholic elementary or secondary school within the review is less than five (5) kilometres.
 - 3.12.1.4 The utilization rate of one of the Catholic schools to be included within the review is less than 60% of the On-the-ground capacity of the school.
 - 3.12.1.5 The number of students enrolled at one of the schools is less than 125 students.
 - 3.12.1.6 The Board is planning the relocation of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment.

3.0 **Procedures** (Cont'd)

3.13 **Initial Staff Report – Modified Accommodation Review**

- 3.13.1 Staff will prepare an Initial Staff Report to the Board of Trustees to address the accommodation issue(s) to be dealt with during the modified pupil accommodation review process.
- 3.13.2 The Initial Staff Report will explain the rationale for exempting the school(s) from the standard pupil accommodation review process using the factors considered above.
- 3.13.3 All other provisions for the Initial Staff Report will take place as outlined above.

3.14 **Public Consultation – Modified Accommodation Review**

- 3.14.1 The Initial Staff Report, including SIPs, must be made available to the public and posted on the school Board's website within five (5) days of the date of the delivery of the Initial Staff Report to the Board of Trustees.
- 3.14.2 The Board will schedule a meeting with the local municipality and Region of Durham to review the initial staff report within fifteen (15) business days of the date of the delivery of the Initial Staff Report to the Board of Trustees.
- 3.14.3 A public meeting will be scheduled to take place no fewer than thirty (30) business days of the date of the delivery of the Initial Staff Report to the Board of Trustees. The public meeting date will be advertised through an appropriate range of media as determined by the Board.

3.15 **Timelines for the Modified Accommodation Review Process**

- 3.15.1 The modified pupil accommodation review process must comply with the following minimum timelines:
 - 3.15.1.1 Following the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, the Board will provide written notice of the Board of Trustees' decision within five (5) business days to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), other community partners that expressed an interest prior to the modified pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the Board's Initial Staff Report. The Board must also notify the Director of Education of the coterminous school board and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.

3.0 **Procedures** (Cont'd)

3.15 Timelines for the Modified Accommodation Review Process (Cont'd)

3.15.1 (Cont'd)

- 3.15.1.2 The affected municipalities, as well as other community partners that expressed an interest prior to the modified pupil accommodation review, must provide their response on the recommended option(s) in the board's Initial Staff Report before the final public meeting.
- 3.15.1.3 The Board must hold at least one public meeting. Beginning with the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, there must be no fewer than 30 business days before this public meeting is held.
- 3.15.1.4 The Final Staff Report must be publicly posted no fewer than ten (10) business days after the final public meeting.
- 3.15.1.5 From the posting of the Final Staff Report, there must be no fewer than ten (10) business days before the public delegations.
- 3.15.1.6 There must be no fewer than ten (10) business days between public delegations and the final decision of the Board of Trustees.
- 3.15.1.7 The Modified ARC Timeline Summary is outlined in Appendix B.

3.16 Final Staff Report – Modified Accommodation Review

- 3.16.1 At the conclusion of the modified accommodation review process, school Board staff will submit a Final Staff Report to the Board of Trustees. The Final Staff Report will be posted on the Board's website, and will be available at the Board office no more than ten (10) business days after the public meeting
- 3.16.2 The Final Staff Report will include all feedback from:
 - 3.16.2.1 all public correspondence received during the pupil accommodation review process;
 - 3.16.2.2 any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.

3.17 Delegations to the Board of Trustees Meeting

- 3.17.1 Following submission of the Final Staff Report to the Board of Trustees, the board will convene a public meeting to receive delegations to the Board of Trustees and to provide members of the public with an opportunity to provide feedback on the final staff report.
- 3.17.2 The public meeting to receive delegations will take place no fewer than ten (10) business days following the posting of the final staff report.

3.0 **Procedures** (Cont'd)

3.18 **Decision of the Board of Trustees – Modified Accommodation Review**

- 3.18.1 The Board of Trustees will be provided with the Final Staff Report, including the compiled feedback from the public meeting to receive delegations, prior to making its final decision regarding the pupil accommodation review.
- 3.18.2 The Board of Trustees has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report, or to approve a different outcome.
- 3.18.3 The Board of Trustees will undertake a final decision with respect to the Final Staff Report at a Board meeting no less than ten (10) business days following the public meeting to receive delegations.

4.0 **Sources**

- Pupil Accommodation Review Guideline (PARG) (Ministry of Education, March 2015)
- Community Planning and Partnership Guideline (Ministry of Education, March 2015)

5.0 **Related Policies and Appendices**

- Appendix A – Accommodation Review Committee (ARC) Timelines
- Appendix B – Modified Accommodation Review Committee (ARC) Timelines
- Appendix C – School Information Profile
- Pupil Accommodation Review Policy (PO430)
- Public Delegations Policy (PO219)

Accommodation Review Committee (ARC) Timelines

Item	Time Period	Business Days
Initial Staff Report	Received and approved at a Board Meeting	0
Director Forms ARC	Next day after Board meeting	1
ARC Chair named by Director	Next day after Board meeting	1
ARC Chair requests ARC participants	Next day after Board meeting	1
Notice to Municipalities	Maximum five (5) business days from meeting to approve ARC formation	5
Notice to Coterminous Boards	Maximum five (5) business days from meeting to approve ARC formation	5
Notice to Ministry	Maximum five (5) business days from meeting to approve ARC formation	5
Notice of Public Meeting Dates to participants	Within ten (10) business days of Board meeting to approve ARC formation	10
All ARC members Identified	Within ten (10) business days of Board meeting to approve ARC formation	10
Orientation of ARC (First Working Meeting)	Prior to first Public Meeting, but after ARC members Identified	15
Meeting with municipalities to review the initial staff report	Minimum ten (10) business days following Notice to municipalities	15
ARC second working meeting	One week following the orientation session	20
ARC third working meeting	One week following the second working meeting	25
First Public Meeting	Minimum thirty (30) business days from Board Meeting to approve the ARC formation	30
ARC fourth working meeting	One week following the First Public Meeting	35
ARC fifth working meeting	One week following fourth working meeting	40
ARC sixth working meeting, if needed	One week following fifth working meeting	45
ARC seventh working meeting, if necessary	One week following second public meeting	55
Final Public Meeting	Minimum of forty (40) business days from the first Public Meeting	70
Final Staff Report	Posted a minimum of ten (10) business after the final public meeting	80
Board meeting to receive delegations	Minimum of 10 business days following the posting of the Final Staff Report	90
Board meeting to decide ARC outcome	Minimum of 10 business days following the Public delegations to the Board	100

Appendix B

Modified Accommodation Review Committee (ARC) Timelines

Item	Time Period	Business Days
Initial Staff Report	Received and approved at a Board Meeting	0
Notice to Municipalities	Maximum five (5) business days from the Board meeting to approve modified accommodation review	5
Notice to Coterminous Boards	Maximum five (5) business days from the Board meeting to approve modified accommodation review	5
Notice to Ministry	Maximum five (5) business days from the Board meeting to approve modified accommodation review	5
Notice of Public Meeting	Within ten (10) business days of Board meeting to approve the modified accommodation review	10
Public Meeting	Minimum thirty (30) business days from Board Meeting to approve the modified accommodation review	30
Final Staff Report	Posted a minimum of ten (10) business days after the Final public meeting	40
Board meeting to receive delegations	Minimum of ten (10) business days following the posting of the Final Staff report	50
Board meeting to decide ARC outcome	Minimum of ten (10) business days following the Public delegations to the Board	60

School name

Appendix C



Durham Catholic District School Board School Information Profile

**[School Name Catholic School]
[Date of Profile]**

School name

Durham Catholic District School Board School Information Profile

All of the information contained within the School Information Profile (SIP) relates to the requirements as outlined within the Ministry of Education's Revised Pupil Accommodation Guideline issued March 26, 2015. The following table of contents outlines the areas to be addressed and the relevant page number within the SIP document.

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School name

Part 1 – Facility Information

1.1 General Information

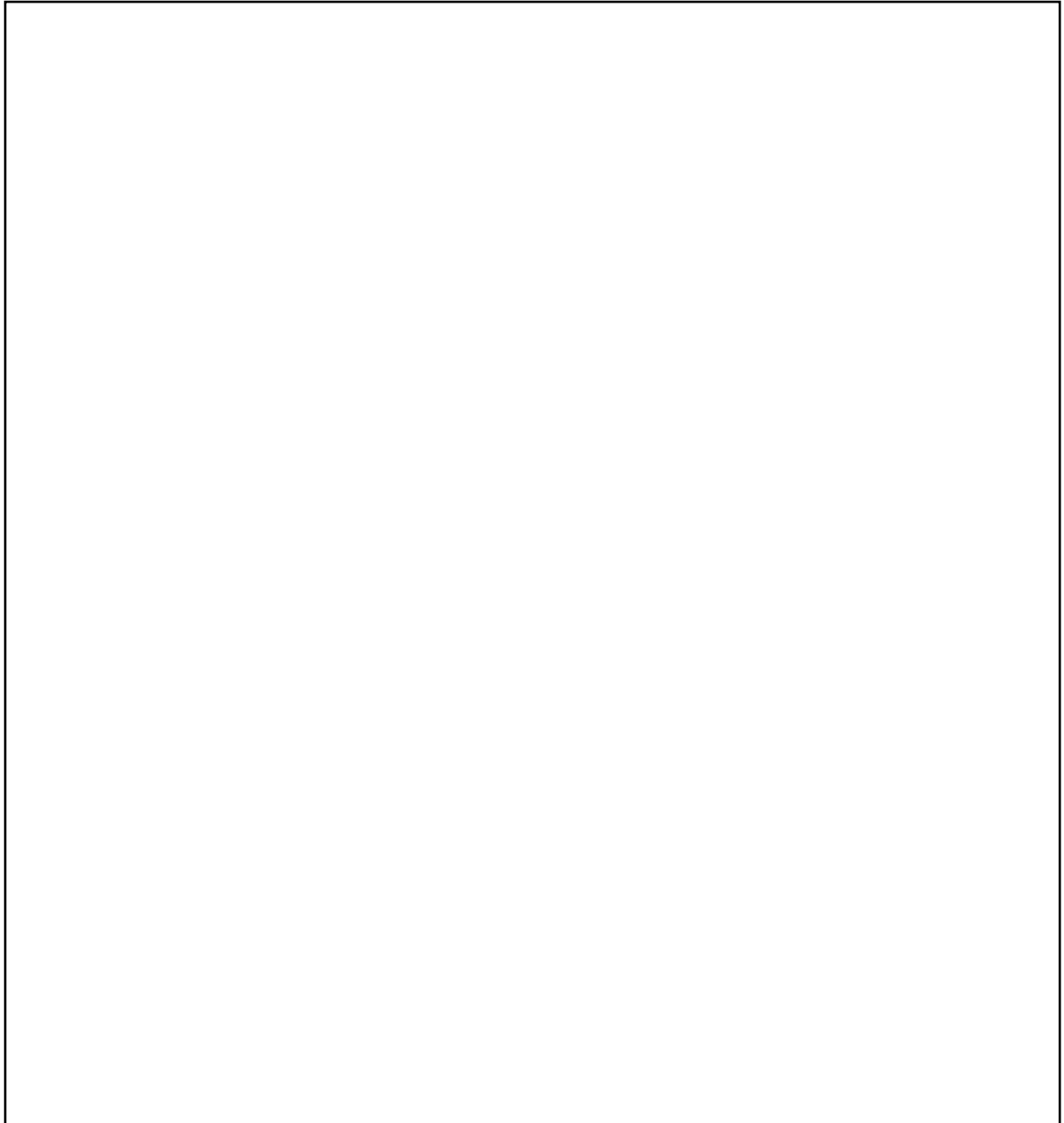
The following table provides general information from the School Information profile for the particular school. Data contained in this table will be replaced with the actual data for each school.

School Name	
Address	Municipal address for the school
Panel	Elementary, Secondary, or both
Grades Served	i.e. JK-8, 9-12, JK-6, 7-12
Ministry On-the-Ground Capacity (OTG)	
Current Enrolment as of October 31	
Is school owned or leased?	
If leased, lease termination date	
If leased, annual lease costs	
Current Utilization Rate	
Building Area (sq. ft.)	
Site Area (Acres)	
Date(s) of Construction	Original Construction plus dates of additions to school
Hard surface play area (sq. ft.)	
Number of parking spaces	
Number of Portable Classrooms	
Child Care on Site	Yes or No
Name of Child Care Provider	
Type of Child Care	Before and After, Child Care Centre, etc
Child Care Capacity	Current licensed capacity by age group
Child Care Enrolment and Ages served	Number of children by age group

School name

1.2 Site Plan

The following provides a map showing the school site, the location of the building, the parking areas, driveways, pick up and drop off areas for busses and cars, existing portables, outdoor play areas, kindergarten play areas, building entrances, child care entrances, child care centres or licensed discrete space uses



School name

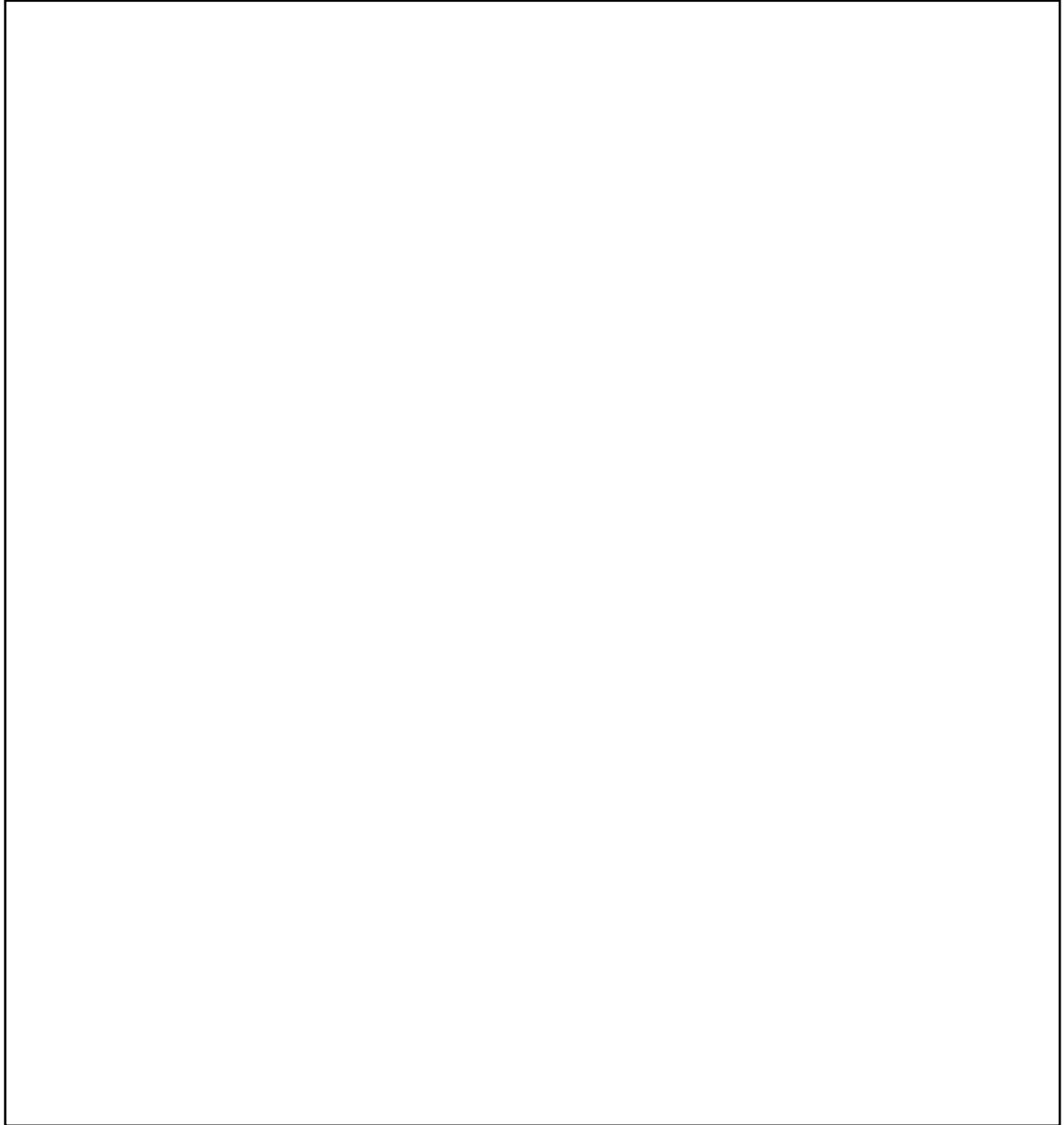
Assessment of Parking, Pick-Up and Drop-Off Areas

Provide a written assessment of the Parking, Pickup and Drop Off Areas as outlined on the site plan above, and any required improvements or studies that should be undertaken to improve the site.

School name

1.3 Aerial Photo

The following provides an aerial photo showing the school site, the property outline of the school and adjacent land uses.



School name

1.4 Room Summary from SFIS

The following is a sample room loading template which is provided for the purposes of illustration. The actual template will be submitted for each affected school

DATE

SFIS ID and Name

Room Dashboard

Room Number	Space Type	Current Use	Loading	Loading FC	Comments
203	Art Room	Art	23.0000	23.0000	
102	Classroom	Classroom	23.0000	23.0000	
103	Classroom	Classroom	23.0000	23.0000	
104	Classroom	Classroom	23.0000	23.0000	
105	Classroom	Classroom	23.0000	23.0000	
106	Classroom	Classroom	23.0000	23.0000	
200	Classroom	Classroom	23.0000	23.0000	
205	Classroom	Classroom	23.0000	23.0000	
206	Classroom	Classroom	23.0000	23.0000	
207	Classroom	Classroom	23.0000	23.0000	
208	Classroom	Classroom	23.0000	23.0000	
210	Classroom	Classroom	23.0000	23.0000	
211	Classroom	Classroom	23.0000	23.0000	
212	Classroom	Classroom	23.0000	23.0000	
213	Classroom	Classroom	23.0000	23.0000	
214	Classroom	Classroom	23.0000	23.0000	
107	General Purpose Room	General Purpose Room	0.0000	0.0000	
100	Kindergarten	Junior / Senior Kinderg.	26.0000	26.0000	
101	Kindergarten	Junior / Senior Kinderg.	26.0000	26.0000	
109	Library Resource Centre	Library Resource	0.0000	0.0000	
209	Music Rm (Instrumental)	Music (Instrumental)	0.0000	0.0000	
204	Science Room	Science	23.0000	23.0000	
108	Seminar Room	Resource-General	0.0000	12.0000	
201	Special Ed.	Special Education	9.0000	9.0000	
202	Special Ed.	Special Education	9.0000	9.0000	
215	Staff Work Rm./Lounge	Staff Work/Lounge	0.0000	0.0000	

School name

1.5 Space Template for Elementary or Secondary Proposed School

The following is a blank space template which is provided for the purposes of illustration. The actual template will be created and submitted for each planned replacement or consolidation school impacted by the Accommodation Review. Where the Accommodation Review does not result in a planned replacement or consolidation school this section will be left blank.

Elementary School Space Template	
School Board	42 – Durham Catholic District School Board
Grade Range	
Program	
School Name	

		Size		Floor Area			
Rooms	#	m ²	ft ²	m ²	ft ²	Load	OTG

Total GFA and OTG of Instructional Area			
---	--	--	--

		Size		Floor Area	
Operational Space (non-classroom areas)	#	m ²	ft ²	m ²	ft ²

Total Operational Area		
Total Instructional (from above)		
Total Operational and Instructional		

Gross Up Added			
Gross Floor Area			

Area Per Pupil		
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School name

Secondary School Space Template	
School Board	42 – Durham Catholic District School Board
Grade Range	
Program	
School Name	

		Size		Floor Area			
Instructional/Labs/Arts/ Technical Classrooms	#	m ²	ft ²	m ²	ft ²	Load	OTG

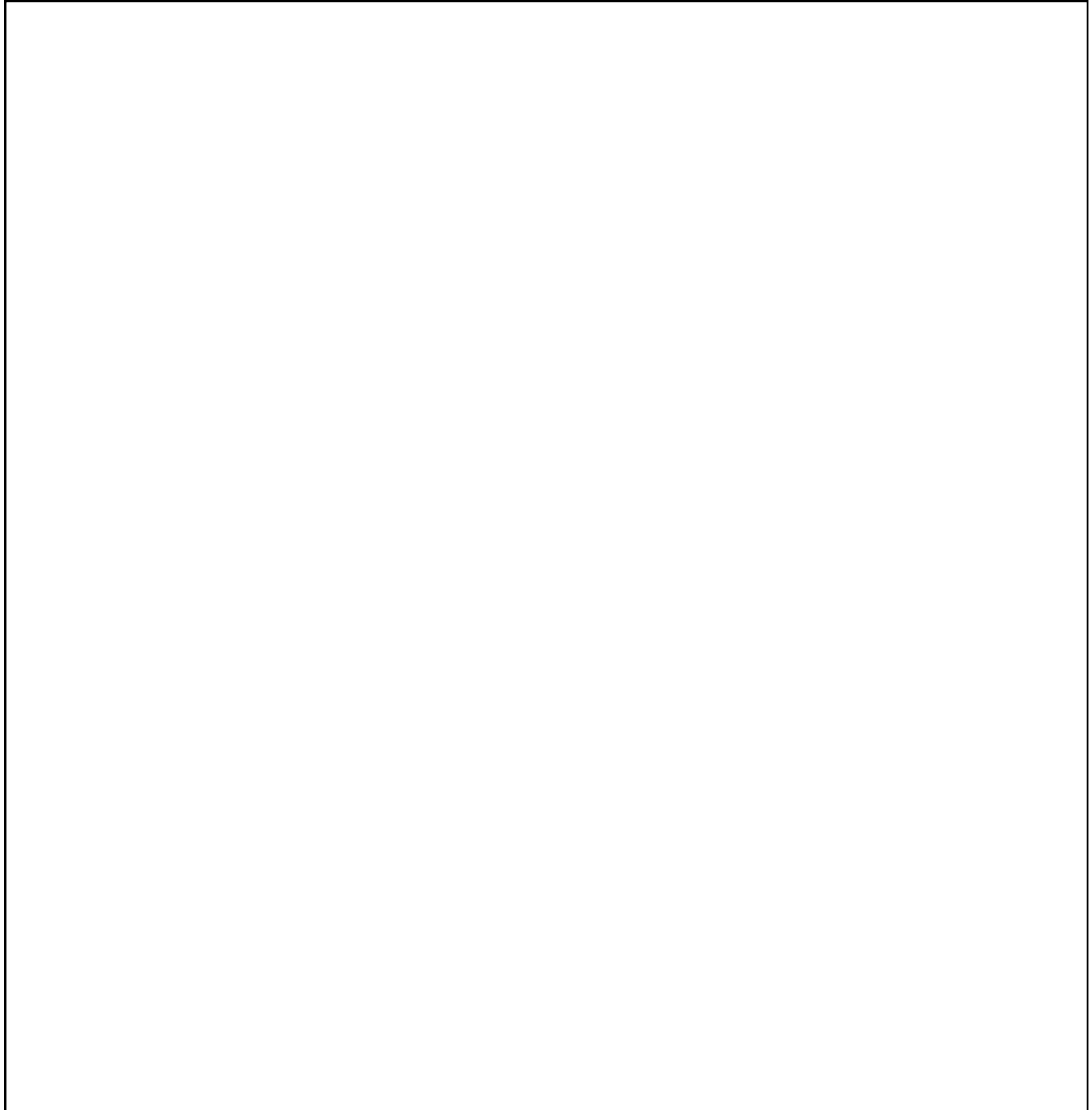
		Size		Floor Area			
Non-Classroom Areas, Gymnasium, Operational and Other	#	m ²	ft ²	m ²	ft ²	Load	OTG

Total GFA and OTG of Instructional Area				
---	--	--	--	--

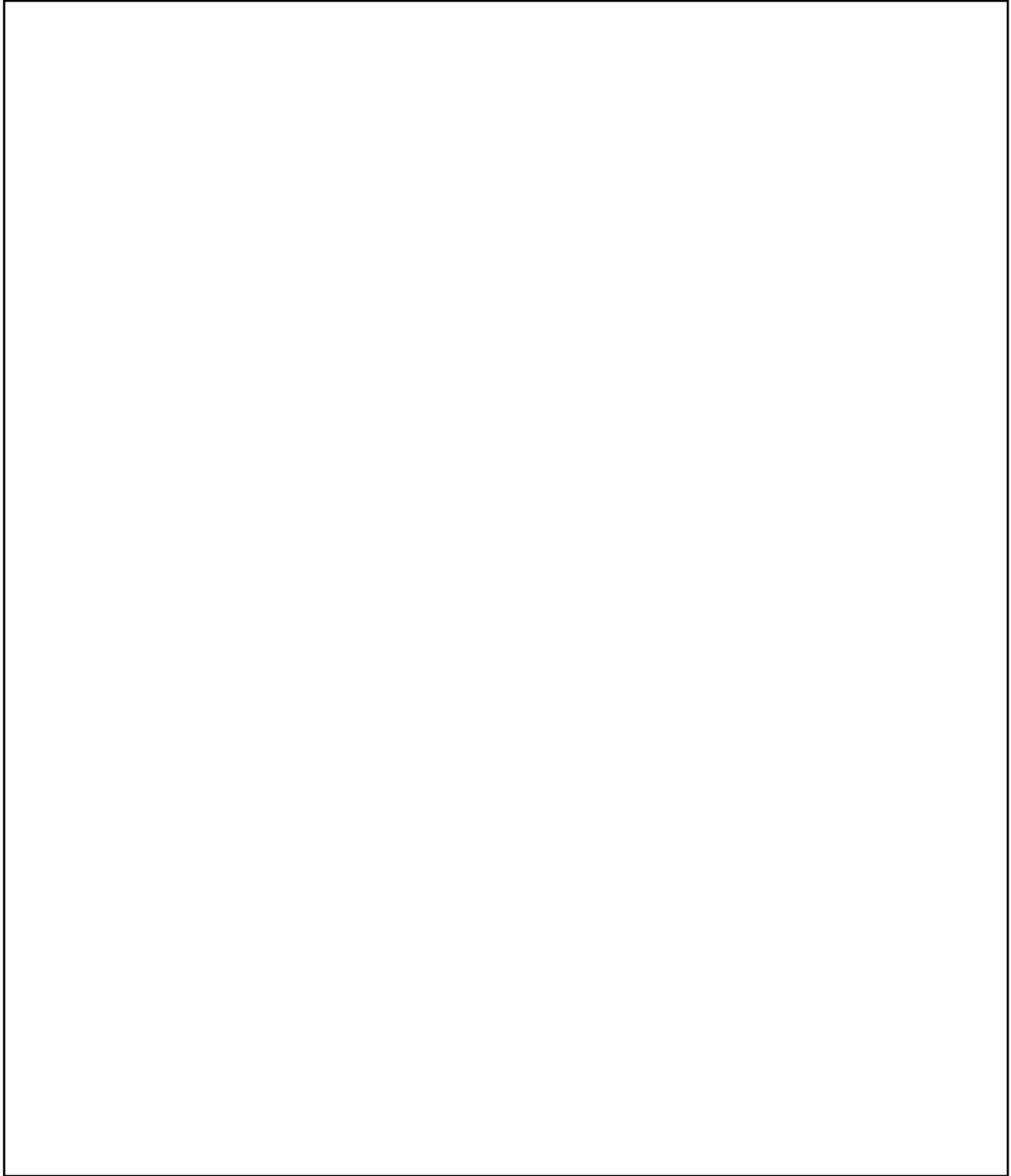
School name

1.6 Floor Plan(s)

The following provides a school floor plan for each floor of the school. Where a school has two or more floors, the first floor will be on the first page, the second floor on the second etc.

A large, empty rectangular box with a thin black border, intended for drawing a school floor plan. The box is oriented vertically and occupies the majority of the page below the introductory text.

School name

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for a drawing or a detailed response.

School name

1.7 Boundary Map

The following provides a map showing the school location and the boundary for the school for each program. Where a school serves both a regular track and French program, the regular track boundary will be on the first page, and the French program boundary(s) will be shown on subsequent pages.



School name

1.8 Official Plan

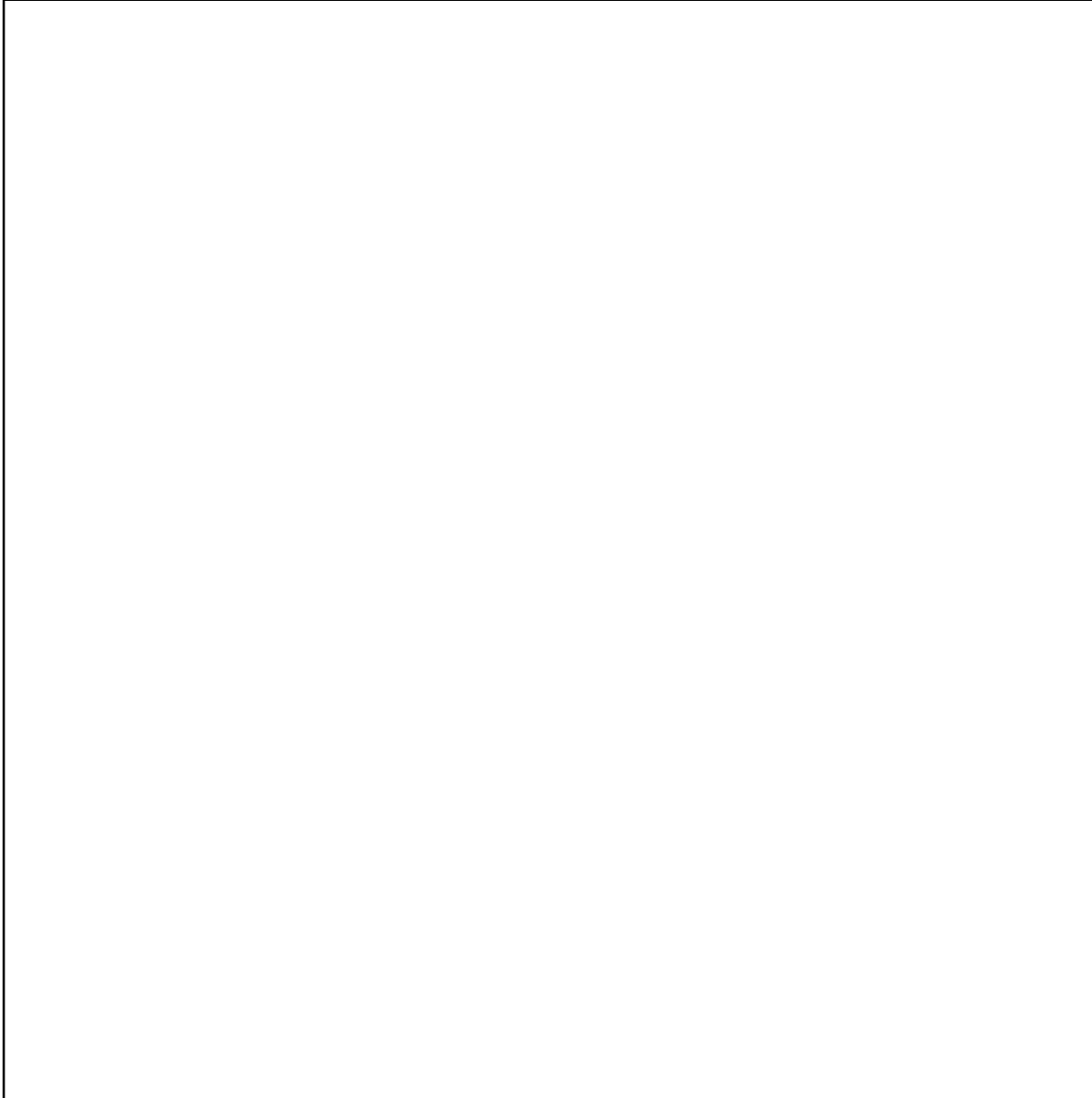
The following provides a map showing the school site, the current official plan or secondary plan designation from the municipality for the school site and adjacent lands. The official plan description is added below the map or on an adjacent page



School name

1.9 Zoning Map

The following provides a map showing the school site, the current zoning from the municipality for the school site and adjacent lands, and any dual or underlying zoning on the property. The zone description is added below the map or on an adjacent page



School name

Part 2 – Facility Condition

2.1 Facility Condition Index

The Facility Condition Index (FCI) is the building condition as determined by the Ministry of Education by calculating the five-year renewal needs and the replacement value for each facility.

School Name	
Replacement Value (A)	
5 Year Renewal Needs (B)	
Facility Condition Index	(B) / (A)

2.2 10 Year Renewal History

The 10 year renewal history lists those major repairs at the school which are captured by the TCPS data base. The summary includes the year undertaken, the specific renewal item (e.g., Roof Replacement), the value of that repair and a cumulative value of all repairs undertaken within the 10 year time frame. The table excludes routine maintenance and other items not considered as renewal under the Tangible Capital Assets guide

Year	Renewal Item	Cost	Cumulative Cost
	Total		

School name

2.3 5 Year Renewal Requirements

The 5 year renewal requirements lists those major repairs which are captured by the TCPS data base and listed with by priority. The summary includes the year to be undertaken, the specific renewal item (e.g., Roof Replacement), the value of that repair and a cumulative value of all proposed renewal projects.

Year	Renewal Item	Priority	Cost	Cumulative Cost
	Total			

2.4 School Utility Costs

The utility cost data will be reported for the last complete year available and includes the costs for Natural Gas, Water, and Electricity as billed by the local utility. The total cost represents the cost for the year including the costs for portables or other licensed or leased facilities within the school (i.e., child care centre).

Utility Costs for Year	
Natural Gas	
Water	
Hydro	
Total	
Building Area - Permanent (A)	
Building area - Non Permanent (B)	
Total building Area (A+B)	
Cost per square foot	

Notes on Utility Costs

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School name

2.5 School Accessibility Measures

The school accessibility measures represents the current accessibility Inventory for the school as calculated by the Facilities Services Department.

School Name	
Number of Storeys	
Accessible Entrance	
Door Operator	
Front	
Other	
Lift Devices	
Elevator	
Stage Lift	
Other Lift	
Barrier Free Washroom	
Accessibility to Instructional Areas	

Notes on Accessibility

--

School name

Part 3 – Student Data

3.1 Enrolment History (5 Years)

The historical enrolment is provided on a grade by grade basis for the last 5 years including the current year as of October 31st of the year. Any changes to grade configuration or programming will be noted below the table along with an explanation of the phasing in of the decision(s).

Year	JK	SK	1	2	3	4	5	6	7	8	9	10	11	12	Total	Utilization

3.2 Enrolment Projection (10 Years)

The projected enrolment is provided on a grade by grade basis for the next 10 years (excluding the current year) for the school. This projected enrolment assumes that approved changes in the grade or program structure can continue (i.e. phasing in a French Immersion program)

Year	JK	SK	1	2	3	4	5	6	7	8	9	10	11	12	Total	Utilization

School name

3.3 Student Proximity

Student proximity measures the distance from the student's home address to the school using straight line distance. The data is aggregated by grade division and expressed as both a total number of students and as a percentage of the current year enrolment based on October 31.

Division	<800 metres	800-1600 metres	1600-3200 metres	>3200 metres
Primary JK-3				
Junior 4-6				
Intermediate 7-8				
Secondary 9-12				
Students				
% of Total				

Average Distance to School In km

3.4 Out of Area Students

Out of Area students are calculated using home address of the student as compared to the current school boundary.

Division	In Area Students	Out of Area Students	% Out of Area
Primary JK-3			
Junior 4-6			
Intermediate 7-8			
Secondary 9-12			
Total			

School name

3.5 Student Transportation

Student transportation data is calculated for the current year as of October 31st. The students entitled to transportation are those identified by DSTS by virtue of distance to school, by identified impediments to safe access to school (i.e. road conditions) or by identification from student services.

Division	Entitled to Transportation	Not Entitled to Transportation	% Not Entitled to Transportation
Primary JK-3			
Junior 4-6			
Intermediate 7-8			
Secondary 9-12			
Total			

For Transported Students	
Shortest bus ride (in minutes)	
Longest bus ride (in minutes)	
Average bus ride (in minutes)	

Notes on Transportation

[illegible]

School name

Part 4 – Instructional Data

4.1 Staff Allocation to School

The staff allocation to school includes the current year teaching and non-teaching staff allocation to the school. The staff values are expressed to two decimal places.

Teaching Staff Allocation	Number
Classroom Teachers	
Program Support	
Prep Time (JK-3)	
FSL (4-8)	
Extra Prep Time	
Prep for FI	
Library	
Principal	
Vice Principal	
ECE	
Total	

Non-Teaching Staff Allocation	Number
Secretary	
EA's	
Custodians	
Other	
Total	

Total Staff	
--------------------	--

4.2 Specialized Courses and Programs

Please indicate if the school has any of the following programs and the grades served by these programs. If the program is not listed here, please insert a line and add the program.

Programs	Yes/No	Grades
French Immersion		
Extended French		
Early Intervention Program		
Transition Program		
SHSM		
OYAP		
Advanced Placement		

School name

4.3 Grade Organization Elementary Schools Only

For the elementary school please indicate the number of students by grade and the organization for each class using the data from the Staffing Plus system. The teacher's names should not appear. Where schools have a French program please indicate the staffing and class composition for this as well.

[illegible]

Number of Classes	
Number of combined classes	
% of Combined Classes	%

School name

4.4 Course and Program Offerings Secondary Schools Only

Provide data for the secondary school by program area summarized by credit count and number of sections for each of the program areas listed below. All SHSM programs and number of students should be recorded in the adjacent table.

Program Area	Credits	Sections
Arts		
Business		
Civ/Car		
Computers		
English		
French		
Family Studies		
Guidance		
Geography		
Hist		
Humanities		
Law/Politics		
Languages		
Religion		
Other		
Math		
Phys Ed		
Sciences		
Tech		
Grand Total		

[illegible]

Notes

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School name

Section Data by program can also be provided for the current year as of October 31st. The data in this table will aggregate up to the summary table above.

Grade						
Program Code	0	9	10	11	12	Grand Total

4.5 Extra-Curricular Activities

Provide a list of all extra-curricular activities including athletic teams, clubs, performing arts, community outreach and other school sponsored events that have been run within the last year. For each activity indicate the number of participants or teams

Extracurricular Activity	Participants

Part 5 – Other Data

5.1 Non School Programs and Services

This section describes the current non-school programs or services located at the school as well as any revenue from these non-school programs or services.

Program or User Group	Room(s) Used	Revenue From Current Year	Cost Recovery

School name

5.2 Facility Partnerships

This section describes the current facility partnerships located at the school as defined by the Community Planning and Partnership Guidelines as well as the revenue received from these partners.

Facility Partner	Room(s) Used	Revenue From Current Year	Cost Recovery

Is the school suitable for Facility partnerships? Please provide comments on suitability.

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5.3 Community Use of Schools

Provide the details for the Community Use of Schools for the current year including all permits up to the end of June that are in the current system. Indicate the category from the Community Use of Schools procedure, the number of hours used annually by the group and the days of the week that the permit user operates on.

Community Use Group	Category	Hours Used Annually	Days Used

Notes

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School name

5.4 Child Care

Please provide details regarding the Child Care programs at the school which are licensed under the Day Nursery Act. This information will include the Child Care Operator, the licensed program capacity and the current number of children enrolled.

Child Care Operator		
Program	Licensed Capacity	Current Enrolment
Infant		
Toddler		
Pre-School		
Nursery School		
School Aged		

Please indicate the square footage of the discrete space child care and the shared space child care areas as indicated on the child care license for the current year.

Licensed Spaces at School	
Discrete Space Area	
Shared Space Area	
Number of Rooms	
Annual Revenue Received from Child Care	

All Child Care centres are run on a cost recovery basis and are operated as not-for-profit entities

5.5 Continuing Education

Please list all continuing Education programs at the school that operate at the school and the number of students served by the programs

Continuing Education Programs	Yes/No	Students
Adult day School		
LINC Program		
LBS Program		
Night School		
Summer School		
International Language		
General Interest Courses		

Notes

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School name

Part 6 – Faith Formation/Parish Information

Provide information regarding the breadth of the faith formation programs available at the school and all programs run in conjunction with the parish on an annual basis in the current year.

Faith Formation Programs

Religion and Family Life Programs	
Sacramental Preparation	
Catholic Social Teachings	
Liturgical Celebrations	
Involvement with Parish	
Catholic Graduate Expectations, Curriculum Maps and Virtues	
Associated Parish(es)	
Distance to Parish	

[illegible]

Notes