

POLICY

It is the policy of the Board to review its schools' accommodation capacities on a regular basis. The review process shall consider the Board's approved Capital Plan Schedule and shall address changing enrolment patterns, school accommodation requirements and school facility utilization. Based on the review process, the Board will take appropriate action including: changing school attendance area boundaries, relocating programs, and consolidating or closing schools.

Administrative Detail

1. It is the responsibility of the Superintendent responsible for Operations to administer this policy.
2. This policy shall be implemented in accordance with the Ministry's Pupil Accommodation Review Guidelines and the Board's Accommodation Review Procedures Manual 305-A. The definitions of terms and the contents of the reports outlined in this policy are contained in the Accommodation Review Procedures Manual 305-A.
3. The normal process for an Accommodation Review is illustrated in the Accommodation Review Process Outline 305-1.
4. The normal process for a Boundary Review is illustrated in the Boundary Review Process Outline 305-2.
5. Where possible, Accommodation Reviews will consider a logical grouping of schools in a Board defined planning area and wherever possible schools will be subject to an Accommodation Review only once in a five year period.
6. The Board's generic School Valuation Framework 305-3 will be used by the Accommodation Review Committee to assess each of the following four considerations about the school(s) being reviewed:
 - a) Value to the student;
 - b) Value to the community;

- c) Value to the school Board, and
 - d) Value to the local economy.
7. This policy operates in conjunction with relevant legislation and regulations and Policy #311 Disposal of Board Property and Policy #501 Out Of Area Attendance.

A. CRITERIA FOR ACCOMMODATION REVIEW

The administration shall bring to the attention of the Board, through the Annual Identified Schools Report, those schools that fall under one or more of the following categories:

1. Underutilized

Any school whose Average Daily Enrolment (ADE) falls, or is projected to fall below its minimum facility occupancy level, based on the On The Ground Capacity.

2. Overcrowded

Any school whose ADE exceeds, or is projected to exceed its maximum facility occupancy level, based on the On the Ground Capacity.

3. Program Viability

Any school which is deemed not able to offer a viable program in terms of enrolment, class sizes and/or grade configurations.

4. Physical Condition

Any school which is in such a physical condition that it is deemed to be prohibitive to repair (at a cost within the renewal resources provided by Ministry grants to the Board).

5. Operating/Maintenance Costs

Any school which is deemed to have extraordinary operating and maintenance costs which affect efficiency within the grants provided by the Ministry to the Board.

6. Capital Plan Schedule

Any school, group of schools or area scheduled for review as outlined in the Board's Capital Plan Schedule, or as set by the Board from time to time.

7. Other

Any school, group of schools or area which, in the opinion of the administration, should be reviewed.

8. Under the following circumstances where a full Accommodation Review is not required, the Board can chose to undertake an abridged process and will at least provide appropriate notice of decisions that would affect students:

- a) replacement schools on the same site or within the attendance area boundary;
- b) lease termination;
- c) program relocation (where the enrolment in the grade or grades, or program constitutes less than 50% of the enrolment of the school);
- d) renovation (major) of buildings; or
- e) relocation of students holding in temporary school accommodation.

B. ACCOMMODATION REVIEW PROCESS

1. Accommodation Analysis

- a) The Board shall prepare and regularly update a Capital Plan Schedule.
- b) In the spring of each school year, the administration shall undertake an Accommodation Analysis and prepare Staff Report #1 for the Business Operations Committee to be presented to the Board.
- c) Upon receipt of Staff Report #1, the Board shall determine whether it wishes to conduct an Accommodation Review, Boundary Review or maintain the status quo.

2. Staff Steering Committee

- a) If an Accommodation Review is to be conducted, a Staff Steering Committee shall be established immediately.

- b) The Staff Steering Committee shall be comprised of:
 - i. the Manager of Planning (Chair),
 - ii. the appropriate Superintendent(s) of Education and Operations,
 - iii. two Principals, one from the local Family of Schools and one from another Family of Schools,
 - iv. Senior Planner, and
 - v. additional resource staff as required.
- c) The Staff Steering Committee shall:
 - i. undertake the necessary data collection and analysis prior to the commencement of the public review process and assist in the preparation of background material and alternate accommodation options for Staff Report #2;
 - ii. present Staff Report #2 to the Board and the Accommodation Review Committee;
 - iii. present the Final School Valuation Report to Trustees as submitted by the ARC, along with an analysis of the Report and staff recommendations, and
 - iv. the Staff Steering Committee shall disband following the final decision(s) by the Board.

3. Timelines

- a) Normally, the public portion of the Accommodation Review process will take place over one school year (see Accommodation Review Process Outline 305-1).
- b) The public portion of the review process will commence not later than December in the school year, and end not later than June of the same school year.

- c) The presentation of Staff Report #2 to the Board by administration commences the public portion of the review.
 - d) An Accommodation Review will take a minimum of seven (7) months to complete:
 - i. after the receipt of Staff Report # 1 and a decision by the Board to conduct an Accommodation Review, there must be no less than sixty (60) days notice prior to the first of the public meetings conducted by the ARC;
 - ii. beginning with the first public meeting held by the ARC, the public consultation period must be no less than ninety (90) days, and
 - iii. after the ARC submits the Final School Valuation Report to the Staff Steering Committee, there must be no less than sixty (60) days notice prior to the meeting where Trustees will vote on the recommendations.
 - e) Under exceptional circumstances, the Board may modify these time lines within the Ministry's Pupil Accommodation Review Guidelines.
4. Accommodation Review Committee (ARC)
- a) Following the presentation of Staff Report #1 and a decision by the Board to conduct a review, an Accommodation Review Committee shall be established.
 - b) The Accommodation Review Committee (ARC) shall be comprised of the following:
 - i. one non-local Trustee (Co-Chair);
 - ii. external facilitator (Co-Chair);
 - iii. a minimum of two additional Trustees appointed by the Board;
 - iv. the appropriate Superintendent of Education;

- v. Board planning staff as resources to the ARC;
 - vi. two parents, one of whom will be the School Council Chair or designate from each of the schools involved;
 - vii. one local business representative;
 - viii. one local Municipal representative;
 - ix. one student from each secondary school involved;
 - x. Principals of the schools involved to act as resources to the Committee, and
 - xi. others as deemed necessary by the ARC.
- c) The role of the Accommodation Review Committee is to:
- i. customize the Board's generic School Valuation Framework to the school(s) under review and make the Customized School Valuation Framework public prior to the first public meeting conducted by the ARC;
 - ii. schedule and conduct a minimum of four (4) public meetings;
 - iii. meet as necessary to review and consider Staff Report #2 and to gather community input with respect to school valuation and alternate accommodation options;
 - iv. analyze the results of the public meetings as summarized in the Accommodation Review Committee's Draft School Valuation Report;
 - v. present the Draft School Valuation Report to the Community at the last Public Meeting;
 - vi. prepare the Final School Valuation Report including recommendations to the Board and submit the Report to the Staff Steering Committee, and

vii. keep minutes reflecting the full range of opinions expressed at the meeting and make them publicly available.

- d) The ARC will make every attempt to reach decisions by consensus.
- e) The Accommodation Review Committee will disband following submission of the Final School Valuation Report to the Staff Steering Committee.

5. Public Consultation

- a) The Accommodation Review Committee shall be responsible for undertaking the public consultation process.
- b) The public consultation process shall include a minimum of four (4) public meetings.
- c) Additional public meetings may be held as deemed necessary by the Accommodation Review Committee prior to the presentation of the Final School Valuation Report.
- d) The first public meeting shall be for information purposes only to present the Draft Customized School Valuation Framework and Staff Report #2 to the community.
- e) The second, third and any additional public meetings will be held to clarify issues and hear delegations from the community.
- f) The final public meeting will be held to present the Draft School Valuation Report, to be presented, by the ARC to the community.
- g) The Accommodation Review Committee shall ensure that all information relevant to the Accommodation Review is made public and available in advance.
- h) The Accommodation Review Committee shall establish the process for members of the community to appear as delegations to the public meetings.
- i) The Accommodation Review Committee will ensure that all Reports and Minutes of their meetings are made available to the community.

6. Delegation Information for the Business Operations Committee and Board
- a) Following submission of the Final School Valuation Report to the Staff Steering Committee, individuals and groups wishing to have input into the process may appear before the Business Operations Committee or the Board as delegations. Delegations shall apply in writing to the Chairperson of the Board and shall present the letter of application on or before 12:00 noon of the Wednesday before the meeting.
 - b) Written information to support the delegation's position may be presented with the letter of application or at the Operations Committee or Board meeting (as per Board Bylaw #1).
 - c) The letter of application from a delegation shall state the matter on which the submission is to be made, the individual, organization or interested parties to be represented, and the authority of the spokesperson(s).
 - d) Not more than two persons may be designated to act as spokespersons for each delegation. The length of the presentation(s) shall be limited to a total of twenty (20) minutes, comprised of ten (10) minutes for presentation and ten (10) minutes for questions from Trustees.

7. Abridged Process

Under certain circumstances the normal process may be abridged by the Board, but under no circumstances shall the process be conducted in less than seven (7) months.

C. IMPLEMENTATION - BOARD DECISIONS ON RECOMMENDATIONS

- 1. At the regular monthly meeting of the Board in April of the school year during an Accommodation Review, the Board will consider Motions of Intent arising from the recommendations from the ARC's Final School Valuation Report and the final Staff Report # 3.
- 2. Motions of Intent could include but are not limited to school closures, consolidations, boundary changes and new construction projects.

3. Normally, decisions to change school attendance area boundaries, relocate programs or consolidate or close schools will be effective as of June 30th of the next school year.
4. Under exceptional circumstances the Board may alter these implementation timelines.

D. DEFINITIONS USED UNDER THIS ADMINISTRATIVE PROCEDURE

1. Attendance Area means the geographical area, the boundaries of which is designated by the Board to provide for the educational needs of the children of the area.
2. Consolidation means the combination of two (2) or more schools or units in one facility to create a new or enlarged school or unit.
3. Facility means the physical components of a school or unit.
4. Identification is the process of determining whether a school or unit falls into one of the criteria for Accommodation Review as set out in Section A of this policy.
5. Maximum Facility Occupancy Level is one hundred and ten percent (110%) of the On The Ground Capacity.
6. Minimum Facility Occupancy Level is eighty percent (80%) of the On The Ground Capacity.
7. On The Ground Capacity is the student loading capacity of the school as reported annually to the Ministry of Education for grant purposes.
8. School means the body of elementary school pupils or secondary school pupils that is organized for educational purposes under the jurisdiction of the Board.
9. Review Area may include a review area as identified in the Capital Plan Schedule, individual school or group of schools, family of schools, municipality or any other appropriate geographic area.
10. Unit means the separate physical plant that is provided for a school in a different geographic location.

11. Viabile program for secondary education means, in the opinion of the Board, the ability to provide and support a reasonable range of sustainable courses as determined by Ministry of Education "Ontario Curriculum" documents.
12. Viabile program for elementary education means, in the opinion of the Board, the ability to provide and support the required curriculum within a balanced organizational structure.

E. TRANSITIONAL POLICY

1. Where the Board has initiated a consultation process prior to February 17, 2005, the Accommodation Review Committee will be reconvened to:
 - a) prepare the Draft School Valuation Report, taking into consideration the value to the students, the value to the community, the value to the Board, and the value to the local economy;
 - b) conduct a public meeting to seek community input, add revisions to the Draft School Valuation Report as well as to share the Draft School Valuation Report with the community affected by the Accommodation Review, and
 - c) prepare the Final School Valuation Report including recommendations to the Board and submit the Report to the Staff Steering Committee.
2. Staff will present the ARC's Final School Valuation Report and the final Staff Report # 3 with recommendations no less than sixty (60) days prior to the meeting where Trustees will vote on the recommendations.
3. The Board will consider Motions of Intent arising from the recommendations from the ARC's Final School Valuation Report and the final Staff Report # 3. Motions of Intent could include but are not limited to school closures, consolidations, boundary changes and new construction projects.
4. Decisions to change school attendance area boundaries, relocate programs or consolidate or close schools will be effective as of June 30th of the next school year.

5. Under exceptional circumstances the Board may alter these implementation timelines.

F. ADMINISTRATIVE REVIEW PROCESS

A review of the Board's Accommodation Review Process may be sought if the process was not consistent with the Board's Accommodation Review Policy.

1. Anyone seeking an Administrative Review, must, within thirty (30) days of the Board's closure resolution:
 - a) submit a copy of the Board's Accommodation Review Policy highlighting how the process was not compliant;
 - b) 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 thirty percent (30%) of the affected school's student headcount. Parents/guardians of students and/or other individuals that participated in the accommodation review process are eligible to sign the petition, and
 - c) submit the petition and justification to the Board and the Minister.
2. The Board would be required to:
 - a) confirm to the Minister 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, and
 - b) prepare a response to the individual's or individuals' submission regarding the process and forward the Board's response to the Minister within thirty (30) days of receiving the petition.
3. 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 Board's Accommodation Review Process was undertaken in a manner consistent with the Board's Accommodation Review Policy within thirty (30) days of receiving the Board's response.

G. REPORT CONTENTS

STAFF REPORT # 1 (Starts Process and Establishes ARC)

1. Classification: Decision
2. Prepared by: Staff
3. Presented to: Business Operations Committee (for the Board)
4. Recommendations could include:
 - a) commencement of an Accommodation Review under normal process;
 - b) commencement of a review with abridged Boundary Review process and timelines, or
 - c) no action at this time.
5. Terms of Reference For a Review:
 - a) identification of the review area;
 - b) timelines (normal or abridged);
 - c) process (Accommodation Review or Boundary Review);
 - d) identification of key stakeholders;
 - e) composition of Staff Steering Committee;
 - f) composition of Accommodation Review Committee;
 - g) rationale for review process proposed;
 - h) generic School Valuation Framework 305-3, and
 - i) review contacts – ARC contact and staff contact.

CUSTOMIZED SCHOOL VALUATION FRAMEWORK

1. Classification: Information
2. Prepared by: Accommodation Review Committee
3. Presented to: Community at first public meeting
4. Contents may include:
 - a) Customization of Generic School Valuation Framework to address additional unique values of the community under review.
 - b) Valuation Framework considers value of the school to:
 - i) student;
 - ii) community;
 - iii) school Board, and
 - iv) the local economy.
 - c) Customized Framework developed by ARC, two representatives per school under review and external facilitator.

STAFF REPORT # 2 (Background Data, Accommodation Options)

1. Classification: Information
2. Prepared by: Staff Steering Committee
3. Presented to: Business Operations Committee (for the Board) and Accommodation Review Committee
4. Contents may include:
 - a) Background (rationale for review);
 - b) review area profile (social, economic, demographic, employment, etc.);

- c) individual school profiles;
- d) attendance areas;
- e) enrolment distribution (current);
- f) residential development potential;
- g) identification of Municipal issues/initiatives;
- h) projected enrolment (5 and 10 year distributions);
- i) school facility condition reports;
- j) transportation service in review area;
- k) school organizations and program offerings;
- l) data and information on Municipal initiatives;
- m) staff-developed accommodation alternatives, and
- n) Draft Customized School Valuation Framework as prepared by the ARC (as a separate appendix to Staff Report # 2).

DRAFT SCHOOL VALUATION REPORT

1. Classification: Information
2. Prepared by: Accommodation Review Committee
3. Presented to: Community at the last Public Meeting
(NOT LATER THAN 2nd Week of February)
4. Contents may include:
 - a) summary of issues raised at public meetings;
 - b) written submissions from school communities;
 - c) feedback on staff accommodation alternatives;

- d) summary of public proposals for new scenarios;
- e) identification of significant issues and questions to be considered by the ARC;
- f) preliminary school valuations, and
- g) preliminary accommodation scenarios.

FINAL SCHOOL VALUATION REPORT

- 1. Classification: Information
- 2. Prepared by: Accommodation Review Committee
- 3. Presented to: Staff Steering Committee
- 4. Contents may include:
 - a) school valuations;
 - b) identification of final preferred option, and
 - c) full rationale for preferred option.

STAFF REPORT # 3 (Final Staff Analysis and Recommendation Report)

- 1. Classification: Decision
- 2. Prepared by: Staff Steering Committee
- 3. Presented to: Business Operations Committee
- 4. Contents shall include:
 - a) analysis of Final School Valuation Report prepared by ARC;
 - b) identification of final preferred option;
 - c) recommendations and full rationale for preferred option, and

- d) if closure(s) is proposed, presentation of procedures and requirements identified in O.R. 444/98 "Disposition of Real Property", e.g. Operating and Transportation costs, program implications, etc.

NOTE: The Business Operations Committee will make recommendations to the Board for final decisions.