

POLICY

It is the policy of the Upper Grand District School Board to review its schools' accommodation capacities on a regular basis to ensure that the efficient use of space positively impacts the Board's ability to deliver equitable and effective program offerings in environments across its jurisdiction. The Boundary Review process shall consider the Board's changing enrolment patterns, school accommodation requirements and school facility utilizations. The Board will assess existing school attendance area boundaries to determine whether a reconfiguration of boundaries would serve the best interests of the students and the Board over the long-term.

Administrative Detail

1. It is the responsibility of the appropriate Senior Official, designated by the Director, to administer this policy.
2. It is the responsibility of the Planning Department to implement this policy.
3. The process for a Boundary Review is set out in the School Boundary Review Procedures Manual 320-A.
4. Where possible, Boundary Reviews will consider a logical grouping of schools including proposed new construction in a Board-defined planning area.
5. This policy operates in conjunction with the Education Act, Ministry of Education Guidelines, and operating policies of the Board as applicable.

A. OVERVIEW

1. The Upper Grand District School Board is committed to improving and enhancing the learning environment in its schools and to supporting student achievement through a full range of educational opportunities.
2. The Board recognizes that various factors impacting program and/or accommodation, including changing demographic patterns, student enrolment, changes in curriculum, facility conditions, and initiatives introduced by the Ministry of Education may affect its ability to deliver educational services efficiently and effectively across its jurisdiction. One or a combination of these factors may trigger the need to undertake Boundary Reviews.

**B. CRITERIA USED IN THE DETERMINATION
OF THE NEED FOR A BOUNDARY REVIEW**

1. a) A Boundary Review is an administrative process involving a committee of school Board staff responsible for proposing solutions to identified accommodation issues. A Boundary Review may be undertaken when the Board identifies an accommodation issue from time to time.
- b) The committee is comprised of:
 - the appropriate Senior Official;
 - the Superintendent of Education for the schools in the area under review;
 - Planning Department representative(s);
 - Capital Department representative(s);
 - Principals of the schools impacted by the Boundary Review;
 - Transportation Consortium representative(s);
 - Communications Department representative(s), and
 - other staff as needed, i.e. Program Department representative(s).

2. One or more of the following criteria may be evident in order to initiate a Boundary Review.

a) Underutilization

Any school where the Full-Time Equivalent (FTE) Enrolment falls, or is projected to fall below its minimum facility occupancy level, as determined by the On-The-Ground-Capacity (80% utilization). This utilization analysis will consider a minimum of two (2) years prior to the current year, the current year and a minimum of the two (2) years of projected utilization following the current year.

b) Overcrowding

Any school where the FTE exceeds, or is projected to exceed its maximum facility occupancy level, as determined by the On-The-Ground-Capacity (110% utilization). This utilization analysis will consider a minimum of two (2) years prior to the current year, the current year and a minimum of the two (2) years of projected utilization following the current year.

c) Program

Any school where the program delivery or school operation requires a higher allocation of resources to maintain equitable programs when compared to the average allocation of resources jurisdiction-wide.

The review shall have regard for:

1. the impact on students and families of the Boards' students within the schools under review;
2. continued program delivery in the area under review;
3. the long-term and ongoing effective and efficient operation of the Boards' schools, and
4. student transportation.

C. BOUNDARY REVIEW PROCESS

A Boundary Review is initiated by the First Boundary Review Report. Three (3) reports shall be prepared and presented to the Board. The Final Boundary Review Report is to be presented to the Board for consideration within sixty (60) calendar days of the presentation of the Second Boundary Review Report. The review period is to exclude summer vacation, Christmas break and spring break, including adjacent weekends.

1. The First Boundary Review Report will be presented by Staff and shall include:
 - a) rationale for the need for a Boundary Review;
 - b) background information including goals, objectives and constraints;
 - c) Boundary Review Committee composition;
 - d) critical path setting out the timeline of the actual Boundary Review and the timeline for the resolution of the identified accommodation issues, and
 - e) a communication plan.
2. The Second Boundary Review Report shall include:
 - a) alternative scenarios to address the accommodation issues;
 - b) staff analysis of the alternative scenarios developed;
 - c) a list of recommended options including justification for the recommendations;
 - d) the proposed timeline for implementation of the Boundary changes, and
 - e) a communication plan.

Prior to presentation to the full Board, the Second Boundary Review Report with staff recommendation(s) will be shared with the local Trustee(s) for their review and consideration.

This report may be revised prior to presentation to the Board.

The Second Boundary Review Report and recommendation(s), forms the basis for public input.

3. Public Information Session
 - a) Following the presentation of the Second Boundary Review Report to the Board, a Public Information Session will be held. The affected school community(s) will have access to the First and Second Boundary Review Reports.
 - b) The intent of the Public Information Session is to seek input on the staff-recommended option(s).
 - c) The Boundary Review Committee will consider input received from the public prior to preparation of the Final Boundary Review Report.
4. The Final Boundary Review Report will be presented by staff and shall include:
 - a) a summary of information contained in the First and Second Boundary Review Reports;
 - b) a summary of input received from the public;
 - c) final staff recommendation(s) and justification for the recommendation(s);
 - d) the timeline for implementation of the recommended Boundary Change(s);
 - e) a critical path resolution of the identified accommodation issue, and
 - f) a communication plan.
5. At a Board meeting where the Board considers the Final Boundary Review Report and recommendation(s):
 - a) recommendation(s) may be accepted by the Board by resolution and the Boundary change(s) implemented as set out in the Final Boundary Review Report ,or

- b) recommendation(s) may be referred back to staff for additional action as directed by the Board, or
- c) a decision may be deferred for additional consideration by the Board.

D. COMMUNICATIONS

1. A Communications Plan will form an Appendix to the First, Second and Final Boundary Review Reports.
2. All Boundary Review Reports will be posted on the Board's website after presentation to the Board.
3. Information prepared by the Boundary Review Committee for presentation at the Public Information Session will be posted on the Board's website.
4. Comments received at the Public Information Session will be posted on the Board's website.
5. All reports, information and comments posted on the Boards' website will be available in accessible formats on request.