



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

PUPIL ACCOMMODATION REVIEW (Policy Statement: Pupil Accommodation Review)

Purpose

This Policy implements the Pupil Accommodation Review Guidelines released by the Ministry of Education on October 31, 2006. A copy of the Pupil Accommodation Review Guidelines, and the Ministry document entitled "Administrative Review of the Accommodation Review Process" along with this Policy will be posted on the website and will be made available at the head office of the Board.

References

The Education Act

Ministry of Education's Pupil Accommodation Review Guidelines (Oct. 31, 2006)

Procedures

1. The Preliminary Report

The Director or designate will present a preliminary report to the Board identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or major program relocation in respect of one or more schools.

A school or group of schools may be considered for study if one or more of the following conditions apply:

- The school or group of schools is unable to provide a suitable and equitable range of learning opportunities for students;
- The school or group of schools has experienced or will experience an adverse impact on learning opportunities for students due to declining enrolment;
- Reorganization involving the school or group of schools could enhance program and learning opportunities for students;
- Teaching/learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive;
- Under normal staffing allocation practices, it would be necessary to assign three grades to one class in one or more of the schools;

- One or more of the schools is experiencing higher building maintenance expenses than the average for the system and/or is in need of major capital improvements;
- In respect of one or more of the schools there are safety and/or environmental concerns attached to the building, the school site or its locality;
- The consolidation of schools is in the best interests of the overall school system;
- It has been no less than five years since the inception of a study of the school by an Accommodation Review Committee, except where extenuating circumstances warrant, such as an unexpected economic or demographic shift, or a change in a school's physical condition.

2. Establishing an Accommodation Review Committee

After reviewing the Preliminary Report, the Board may direct the formation of an Accommodation Review Committee ("ARC") for a group of schools or for a single school.

Parents/guardians, staff and school council members of the affected schools will be informed within one week, in writing, through their respective schools, of the Board's decision to form an ARC and the decision will be posted on the Board's website.

2.1 The Mandate of the ARC

The ARC will study, report and make recommendations on the accommodation options respecting the group of schools or single school referred to it in the manner set out below and will express a preference if possible.

2.2 Composition of the ARC

The ARC will consist of the following persons:

- One or more Trustees, at least one of whom represents the area under study;
- School Superintendent or designate;
- From each affected school:
 - the school principal or designate
 - one teacher
 - one non-teaching staff member
 - at least one parent, one of whom will be the school council chair or designate

Once the ARC is constituted, it will invite a municipal councillor or delegate and a member of the business community to join the ARC. The ARC will be deemed to be properly constituted whether or not all of the listed members are willing and able to participate.

The ARC has the authority to co-opt additional members.

2.3 Operation of the ARC

The Board will appoint a Trustee who does not represent the area under study, to Co-Chair the ARC with a School Superintendent. The Co-Chairs will convene and chair meetings,

and will ensure that the ARC successfully carries out its obligations under this Policy.

The Controller of Plant and Planning Services or designate will function as secretary and resource person responsible for facilitating the work of the Accommodation Review Committee.

Other resource personnel can be requested to provide information to the ARC including employees or consultants for third party private and public bodies such as municipalities, post-secondary institutions and coterminous school boards.

2.4 Meetings of the ARC

The ARC will complete its work within the timelines in this Policy.

The ARC Co-Chairs will call the first public meeting of the ARC no earlier than sixty (60) days after the date of its appointment, excluding from the calculation school holidays such as summer vacation, Christmas break and Spring break.

The ARC will meet as often as required.

Prior to the first public meeting, the ARC will customize the Board's Generic School Valuation Framework included in the Appendix for application to the schools under review. The ARC may add factors, but may not subtract or alter factors. The ARC will make the customized School Valuation Framework public prior to its public meetings.

The ARC will hold at least four public meetings in accessible facilities:

- At the first public meeting, the ARC will describe its mandate, outline the Pupil Accommodation Review process under this Policy, and give the public a briefing on the data and issues to be addressed. The ARC will also describe how the Generic School Valuation Framework has been customized. The ARC will receive community input.
- At the second public meeting, the ARC will present its draft school-specific valuation reports under the customized Generic School Valuation Framework for the schools under consideration to the public and will receive community input.
- At the third public meeting, the ARC will receive community input on the accommodation options to be considered.
- At the fourth public meeting, the ARC will present its draft School Valuation Report to the public and will receive community input. The ARC may make changes to the Report based on feedback at the meeting.

Public notice of the public meetings will be provided through school newsletters, letters to the school community, the Board's website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and number. Notice of the first public meeting will be provided no less than sixty (60) days in advance of the meeting, excluding from the calculation school holidays such as summer vacation, Christmas break and Spring break. A minimum of two weeks notice will be provided in respect of the other public meetings.

Meetings of the ARC will be open to the public.

Detailed minutes will be kept of the ARC meetings and will be posted on the Board's website.

The ARC will provide information to the affected school communities on an ongoing basis.

2.5 The Work of the ARC

As noted above, the Algonquin and Lakeshore Catholic District School Board is committed to providing the best educational opportunities for its resident pupils. Active curriculum and programming decisions that might require school consolidation, closure or program relocation must take into account the needs of all of the students in all of the schools in a particular group, recognizing that the schools form a community and have a common set of interests. The Board encourages ARC's to work actively against any inclination for individual school communities to divide into adversarial groups.

Attention should first be paid to the current educational situation in the school or group of schools and how it is likely to evolve if things are left as they are. Attention should then be paid to the potential for enhancing the learning environment for students. The questions set out below are intended to help the ARC to focus on common issues in order to reach a constructive and positive outcome. It is not possible, however, to avoid the assessment of individual schools.

In carrying out its mandate the ARC will weigh the value of the schools to the student above the other factors to be assessed.

2.6 The ARC School Valuation Report

In respect of the school or group of schools being studied, the ARC will prepare a School Valuation Report addressing the questions set out below and those that it chooses to add.

In answering these questions, the ARC will consider the Generic School Valuation Framework in the Appendix, both in respect of the existing organization of the schools and any proposed organization, and may add factors to be addressed.

1. Does the school or group of schools currently provide the range of mandatory programs required to meet the Ministry of Education policies and ensure program quality for all the students of the District School Board who reside in the catchment area?
2. Does the school or group of schools currently provide the range of optional programs required to ensure an appropriate education and program quality for all the students? What optional programs cannot be offered currently that are available in other District School Board schools?
3. Is the operation of the schools or size of schools supported by the funding guidelines of the Funding Model or are there other sustainable sources of revenue to support the operation?
4. Do enrolment projections and development plans indicate that the enrolments will

be high enough for the next five years to keep the current organization educationally and financially viable?

5. Is there a proposed organization of all or some of the existing schools that could result in each remaining school being able to provide the range of mandatory programs required to meet the Ministry of Education policies and ensure program quality for the Board's students who reside in the existing or proposed catchment area, and that could result in each remaining school being able to provide the range of optional programs required to ensure an appropriate education and equity for all the students? What optional programs could be offered in the proposed organization that are available in other District School Board schools?
6. Can the proposed school organization result in an equivalent or improved environment for the students from a health and safety perspective?
7. What bussing would be required under the proposed organization? If there are increased bussing costs, can these be offset by reduced operating and administrative resource costs?
8. What are the financial benefits of the proposed school organization that would enable the Board to maintain or improve the student learning environment? Would the operation of the proposed school organization be supported by the funding guidelines of the Funding Model or are there other sustainable sources of revenue to support the operation of this organization?
9. What are the capital requirements of the proposed school organization be in terms of renewal, additions, new schools or program enhancements? Would they be supported by the funding guidelines of the Funding Model or are there other sustainable sources of revenue to support the capital requirements, such as the shared use of a building or site?
10. Do alternative organizations of all or some of the schools offer better long term opportunities to provide quality educational services and accommodation for students within current fiscal realities?
11. What effects would the proposed organization have on community activities of social, educational, cultural or recreational nature?
12. What are the possible alternative uses for any building recommended for consolidation or closure?

In answering these questions, the ARC will also ensure that the following issues are addressed:

- The implications for the program for students both in the school under consideration for consolidation, closure or program relocation and in the school(s) where programs may be affected.
- The effects of consolidation, closure or program relocation on the following:
 - The attendance area defined for the schools
 - Attendance at other schools
 - The need and extent of bussing

- The financial effects of consolidating or not consolidating the school, including any capital implications.
- Revenue implications as a result of the consolidation, closure or program relocation.
- Savings expected to be achieved as a result of the consolidation, closure or program relocation
 - School operations (heating, lighting, cleaning, routine maintenance)
 - Expenditures to address school renewal issues which will no longer be required
- Additional expenditures, if any, at schools which will accommodate students displaced as a result of a consolidation, closure or program relocation decision taken by the Board
 - School operations (heating, lighting, cleaning, routine maintenance)
 - School administration
 - School renewal
 - Transportation
- Net savings/costs associated with:
 - Teaching staff
 - Paraprofessionals
 - Student transportation
- The possible alternative use or disposition of an empty building.

The ARC will deliver its School Valuation Report to the Director of Education not earlier than ninety (90) days, and not later than one hundred and twenty (120) 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.

2.7 Information and Documentation

An information package necessary to permit the ARC to carry out its mandate will be provided no later than at the commencement of the ARC's first public meeting.

The package will include the following with plain language explanations, which will also be made available to the public via posting on the Board's website and in print format at the head office of the Board:

- The most recent Long Term Capital Plan of the Board to provide a context for the accommodation review;
- Background information regarding the schools located within the area of the accommodation review. This information is to include, but not necessarily be limited to, the following:
 - Organization and programming information for each school under study
 - Maps of area
 - Enrolment and capacity information for each school in the review area;
 - Information outlining where students attending each school in the review area reside;
 - Demographic projections concerning future enrolments at schools within the review area;
 - Information on transportation

- Floor plans of schools under study
 - Site plans of schools under study
 - Data on portables
 - Expenditures and revenues for each school in the review area with particular emphasis on school operations (i.e. heating, lighting, cleaning, routine maintenance), school administration;
 - Information regarding renewal needs of each school in the review area; and
 - Information regarding the current community use of each school in the review area.
 - tenant information/agreements and other relevant information.
- Alternate accommodation plans for the students in the schools located within the area of the accommodation review including suggestions as to where the students could be accommodated, what changes to existing facilities might be required, what programs could be available to the students, and associated transportation requirements.

Board Staff will respond to reasonable requests for additional information from the ARC and will append responses to the minutes of the meetings at which the questions prompting the responses were raised, and will post the responses on the Board's website.

3. CONSIDERATION OF THE ARC SCHOOL VALUATION REPORT

3.1 Staff's Report to the Board

Senior Administration will review the ARC's School Valuation Report and prepare a report to the Board.

Staff's report will include as appendices the ARC's School Valuation Report, the information package provided to the ARC, minutes of the ARC meetings and any material received by the ARC or the Board from the public.

The recommendation accompanying Staff's report will be one or more of the following:

- To maintain the schools and to continue to monitor them;
- To reorganize the schools, their programs or their grade structures;
- To change the boundaries of the schools;
- To consolidate and/or close one or more of the schools.

Staff'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 School Valuation Report was delivered to the Director of Education.

3.2 Board Meeting for Public Input

The Board will hold a meeting for public input no sooner than thirty (30) days after Staff's report and recommendations are presented to the Board in public session, in order to provide an opportunity for the public to make formal presentations to the Board concerning Staff's

report and the matters that are addressed in it and in the ARC School Valuation Report. The public meeting may be scheduled as part of one of the Board's regularly scheduled meetings. On the date that the Board schedules the Meeting for public input, it will also schedule the Board meeting to consider school accommodation referred to in s. 3.4 of this Policy.

A minimum of two weeks' notice of the public Board meeting for input will be provided via school newsletters, letters to the school community, the Board's website and advertisements in local community newspapers and will include date, time, location, purpose, contact name and number.

The public may provide written input to the Director of Education at any time.

3.3 Staff's Follow-Up Report to the Board

Following the Board meeting for public input, Staff will prepare a report to the Board in which it will report on and respond to the representations made by the public, for the next regularly scheduled Board meeting. Staff may revise its earlier recommendations to the Board.

Staff'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.

Staff's follow-up report will be released publicly and be posted on the Board's website.

3.4 Board Meeting to Consider School Accommodation

The Board will make its decision regarding the school accommodation recommendations in the ARC's School Valuation Report, Staff's Report and Staff's Follow-up Report to the Board at a regularly scheduled meeting, which will not occur sooner than sixty (60) days after the presentation of the Staff's Report, thirty (30) days after the Board meeting for public input and fifteen (15) days after the Staff's Follow-up Report is released publicly.

Public notice of the meeting at which the Board will make its decision regarding the school accommodation will be provided through school newsletters, letters to the school community, the Board's website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and number at least sixty (60) days prior to the date of the Board meeting, excluding from the calculation school holidays such as summer vacation, Christmas break and Spring break.

Parents/Guardians, Staff and School Council members will be informed within one week, in writing, through their respective schools, of the Board's decision, which will also be posted on the Board's website.

The Board may make any accommodation decision that it deems advisable in relation to the schools under review by an ARC despite an ARC recommendation to the contrary.

If the Board decision is consolidation, closure or program relocation, the following school year will be used to plan for and implement the Board's decision, except where the Board and the affected community believe that earlier action is required. The Board decision will set clear timelines.

3.5 Administrative Review of the Accommodation Review Process

An administrative review of an accommodation review process undertaken by the Board may be available under the Ministry document entitled "Administrative Review of the Accommodation Review Process" posted on the Board website and available at the head office of the Board.

4. THE SCHOOL INTEGRATION PROCESS

It is important the integration of students and staff into their new school(s) is achieved in a way that is positive and supportive for the students and parents of the respective school communities. This process of integration should be carried out in consultation with parents and staff. The Director will establish this committee immediately following the final decision to close a school.

4.1 Mandate of the Integration Committee

The Integration Committee will plan for and implement the positive integration of students and staff affected by consolidation, closure or program relocation into their new school environment.

4.2 Composition of the Integration Committee

The Integration Committee will consist of the following persons:

- The appropriate School Superintendent;
- From each affected school:
 - the school principal
 - the school council chair or designate

The Committee has the authority to co-opt additional members.

4.3 Operation of the Integration Committee

The Chair of the Board will appoint one Trustee as the Chair of the Integration Committee.

The Superintendent will function as secretary and resource person.

Other resource personnel can be called to assist the Integration Committee.

4.4 Meetings of the Integration Committee

The Integration Committee will operate within the timelines in this Policy and will meet as often as required.

4.5 School Closing Ceremony & Funding

The Integration Committee will determine whether a school closing ceremony is appropriate. If a closing ceremony is recommended, the Committee will design the format and program.

4.6 Timelines

The Integration Committee will report to the Director and through the Director to the Board no later than February of the final year of a school on the progress of integration planning, and again no later than after six months after the implementation of the consolation decision.

TABLE OF TIMELINES

<i>Action</i>	<i>By Whom</i>	<i>When</i>	<i>Provision</i>
Presentation of the Preliminary Report to the Board	Director	Discretion	1
Board decision to establish an ARC	Board	Discretion	2
Notice of Board decision to establish an ARC	Principals	Within one week of decision	2
Notice of first ARC Public Meeting	ARC	At least 60 days prior to the meeting*	2.4
Delivery of Information Package to ARC	Staff	No later than ARC's first public meeting	2.7
First ARC Public Meeting	ARC	As scheduled by ARC	2.4
Notice of second ARC Public Meeting	ARC	At least two weeks prior to the meeting	2.4
Second ARC Public Meeting	ARC	As scheduled by ARC	2.4
Notice of third ARC Public Meeting	ARC	At least two weeks prior to the meeting	2.4
Third ARC Public Meeting	ARC	As scheduled by ARC	2.4
Notice of the fourth ARC Public Meeting	ARC	At least two weeks prior to the meeting	2.4
Fourth ARC Public Meeting	ARC	As scheduled by ARC	2.4
Delivery of ARC School Valuation Report	ARC	Not earlier than 90 days after the beginning and not later than 120 days after the beginning of ARC's first public meeting*	2.6
Staff's Report and recommendations	Staff	Not less than 30 days after the ARC report was delivered to the Director of Education	3.1

<i>Action</i>	<i>By Whom</i>	<i>When</i>	<i>Provision</i>
Board sets dates for Board meeting for public input, and for Board meeting to decide accommodation	Board	As scheduled by the Board	3.2
Notice of Board Meeting for Public Input	Board	A minimum of two weeks notice of the Public Meeting	3.2
Board Meeting for Public Input	Board	As scheduled by the Board but not sooner than 30 days after Staff's Report and recommendations are presented to the Board in public session	3.2
Staff's follow-up report on accommodation	Staff	Next regularly scheduled Board meeting	3.3
Notice of Board Meeting to decide accommodation	Board	60 days prior to the Board meeting*	3.4
Board Meeting to decide accommodation	Board	At a regularly scheduled meeting which will not occur sooner than 60 days after the presentation of Staff's Report, 30 days after the Board Meeting for public input and 15 days after Staff's Follow-Up Report as released publicly	3.4
Notice of decision on accommodation	Principals	Within one week of decision	3.4
Appointment of the Integration Committee	Director	Within one week of Board decision	4
First Integration Committee Report to the Director	Integration Committee	February of the school's last year of operation and consolidation occurs Board as determined by the Board	4.6
Consolidation occurs	Board	As determined by Board	3.4
Second Integration Committee Report to the Director	Integration Committee	Within six months of the implementation of the consolidation decision	4.6

* Excluding from the calculation school holidays such as summer vacation, Christmas break and Spring break.

Appendices

Appendix 1: School-specific Valuation Factors

Appendix 2: Ministry of Education Pupil Accommodation Review Guidelines

Appendix 3: Ministry of Education Administration Review of Accommodation Review Process

Forms

Approved: April 24, 2007