

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	MISCELLANEOUS	
<i>Policy Name</i>	PUPIL ACCOMMODATION	905
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<i>February 20, 2001</i>		

1.0 Pupil Accommodation Review and Facility Organization Procedures

1.1 Purpose

The pupil accommodation review and facility organizational procedures have been developed to provide the framework for school organizational plans, boundary adjustments, to conduct pupil accommodation reviews for schools or groups of schools within the context of fiscal accountability and support for student learning.

The review should take into account any opportunities for partnerships with other school boards and appropriate public organizations that are financially sustainable, safe for students and protect the core values and objectives of the school board.

“Accommodation Review Area” one or more educational facilities and/or schools which are identified for study, by geographic proximity, major physical and arterial divisions or type and/or organization.

“Accommodation Review Committee (ARC)” appointed by the board to act in an advisory role and will provide recommendations that will inform the final decision made by the Board of Trustees.

“Associations” local school associations including School Councils, Home and School and Parent Teacher Associations.

“Community” the school attendance area(s) of the school(s) under review by the ARC.

“Full-Time Equivalent” the sum of all part-time and full-time students as defined by the Ministry of Education and Training.

“Operating Costs – School Operations and Maintenance” all expenditures related to the daily operation of instructional buildings and sites, such as custodial services, food services, security services, building systems, building and ground maintenance, utilities and property, and related liability insurance; includes all expenditures related to the periodic work performed to maintain instructional buildings and sites in a good state of repair.

“Operating Costs – School Program” all salary, supply and services, and operational costs related to school administration, clerical and custodial support, and the day-to-day operation of the school.

“School” a prescribed number of classes functioning as an educational unit.

“School Information Profile” the set of considerations and factors outlined in Appendix A used by an ARC to assess the value of a school being considered in the Accommodation Review process and such other factors determined at the commencement of the Accommodation Review circumstances and priorities of the schools being considered in determining the value of a school.

“Superintendent of Education” appointed to organize agendas, meetings, and to ensure that resource personnel are advised and requested to attend.

2.0 Introduction

- 2.1 The primary goal of these procedures is to ensure that any recommendation concerning pupil accommodation is based upon a process that assesses the value of schools. The Board recognizes the need to utilize public facilities to their greatest potential while exercising fiscal responsibility.
- 2.2 The Board also recognizes economic constraints related to the operation of its schools require the Trustees to examine the feasibility of modifying facilities, the construction of new facilities, altering attendance boundaries, the use of time, alternate calendar schedules and the continuing operation of very small schools with large areas of vacant space.
- 2.3 In addition, the Board affirms that these procedures comply with the Ministry direction on grants for school operation and new pupil places. These procedures reflect the policies of the Ministry of Education related to Pupil Accommodation Review Guidelines (Education Act paragraph 8 (1) 26 and Regulations).

3.0 Pupil Accommodation Reviews

3.1 Purpose

- 3.1.1 The Board may from time to time need to undertake a public review of its facilities and the learning opportunities for students.
- 3.1.2 In order to facilitate these public reviews the Board may undertake this through the establishment of an Accommodation Review Committee (ARC).

4.0 Procedure for Establishment of an Accommodation Review Committee

- 4.1 In order for the Board to provide for quality educational programs it may be necessary to undertake an Accommodation Review to ensure that students have access to facilities which meet their educational needs.
 - 4.1.1 An ARC may be considered if one or a combination of the following criteria apply to a potential Accommodation Review Area when:
 - a) the potential exists within the Accommodation Review Area to accommodate the resident students in fewer educational facilities based on the capacities of the schools within the defined Accommodation Review Area.

- b) the operating costs of one or more schools negatively impacts on the Board's ability to operate all its schools within the grants available for school operation.
 - c) the general state of repair of one or more of the educational facilities (i.e. mechanical condition, fire safety, general standards) requires immediate attention.
- 4.1.2 The board shall, provide the ARC with a Terms of Reference that describes the committee's mandate. The mandate will refer to the board's educational and accommodation objectives in undertaking the review and reflect the board's strategy for supporting student achievement.
- 4.1.3 The board will develop a School Information Profile to help the ARC and the communities understand how well school(s) meets the objectives and the Reference Criteria outlined in the Terms of Reference.
- 4.1.4 The Superintendent of Education shall ensure that the School Councils, Associations and groups affected, as well as the public, are informed, so that the representatives can be appointed, and shall call the first meeting of the ARC.
- 4.1.5 School boards must present to the ARC at least one alternative accommodation option that addresses the objectives and Reference Criteria outlined in the Terms of Reference. The option(s) will address where students would be accommodated; what changes to existing facilities may be required; what programs would be available to students; and transportation. If the option(s) require new capital investment, board administration will advise on the availability of funding, and where no funding exists, will propose how students would be accommodated if funding does not become available.

5.0 Aims of Accommodation Review Committee

- 5.1 An ARC is established to review information affecting the future of the Accommodation Review Area and to identify needs related to the specific school(s) and the students. The ARC shall consider appropriate alternatives on such matters as program changes, repairs to the educational facility, additions to facilities and the closure of a school(s) where appropriate.
- 5.2 The ARC shall provide the focus for liaison and communication among the community, parents and the board. The ARC shall provide a means for the collection and distribution of input information and community feedback on options for accommodating students who would be affected by a school closure prior to making its recommendation to the board administrative staff.
- 5.3 An ARC provides an opportunity for parents, educators, board officials, business and municipal leaders, and trustees to assess a school's ability to provide an effective opportunity for students to attain their fullest potential at a cost that is reasonably consistent within the system.

- 5.4 In order to identify needs of all students in the Accommodation and Review Area, the ARC shall objectively and fairly review with respect to each school in the Accommodation Review Area and report on:
- a) the value of each school using the customized School Valuation Framework in a School Information Profile,
 - b) what changes are recommended to be made to a school(s) including whether it (they) should be closed,
 - c) alternate accommodation plans for the students of the school(s) including:
 - i) where the students would be accommodated;
 - ii) what changes to existing facilities may be required in order to implement the recommended changes;
 - iii) what programs would be available to students;
 - iv) transportation proposals.

6.0 *Membership for an Accommodation Review Committee*

6.1 The following members are:

- a) One parent representative from the School Council from each school.
- b) One citizen from each school attendance area considered in the Pupil Accommodation Review, appointed by each school community at meetings called by the Principal of each school for that purpose.
- c) One business representative from each municipality having a connection with the Accommodation Review Area.
- d) One municipal leader from each municipality having a connection with the Accommodation Review Area.

6.2 The following are considered to be support available of the ARC:

- a) Superintendent of Business.
- b) Superintendent of Education.
- c) School Principal(s) of the affected area(s).

7.0 *Rules of Procedure for an Area Accommodation Review Committee*

- 7.1 The rules of procedure for committees as set down in the By-Laws of the Board shall apply.
- 7.2 Required office and secretarial assistance shall be supplied to the ARC by the board office.
- 7.3 All meetings shall be open to the public. The terms of reference of the ARC shall exclude personnel, property and legal matters.

- 7.4 The first meeting of the ARC shall be an orientation meeting for the purpose of explaining the aims and objectives of the ARC to ensure that effective communication will occur during the life of the Committee. The Superintendent of Education will carry out this function. The ARC will be supplied with appropriate information including related policies and procedures.
- 7.5 At the first meeting of the ARC, it shall fix the time lines for the Pupil Accommodation Review process. These shall include:
- a) setting dates for the first public consultation meeting which shall occur no earlier than 60 days subsequent to the first meeting of the ARC.
 - b) setting dates for at least three more public consultation meetings subsequent to the first public consultation meeting such that at least 90 days elapses between the first public consultation meeting and the last public consultation meeting.
- 7.6 Between its first meeting and the first public consultation meeting, the ARC shall review, if necessary, the Framework and customize the criteria.
- 7.7 During the public consultation meetings, the ARC shall seek input and community feedback to assist it in determining:
- a) the value of each school to the students, community, the Board and the local economy; and
 - b) options for accommodating students who would be affected by a school closure.
- 7.8 The ARC will prepare a School Information Profile for each of the schools under review reflecting their current status and for each of the schools which would continue in service, should the proposed changes be implemented by the Board. (i.e., The ARC will be able to consider the impact on pupils of implementing the changes proposed).
- 7.9 Within 30 days of completing a School Information Profile for each school reviewed and a final report incorporating the findings of each School Information Profile, the ARC shall hold a public meeting where it will share its findings. The ARC shall consider any public input from the meeting and may make changes to its School Information Profile.
- 7.10 Once the ARC has finalized its School Information Profile, it shall submit the report(s) and recommendations to the school board administration.
- 7.11 Upon receipt of the School Information Profile and the recommendations, the board administration shall review and analyze the School Information Profile and recommendations. The board administration shall present the findings and recommendations of the School Information Profile along with its proposals and recommendations to the Trustees at a meeting of the board.
- 7.12 The board shall consider final recommendations and shall give 60 days notice of its intentions to vote upon the final recommendations.

- 7.13 If part of the board's resolution is to close a particular school or schools, the board must outline clear time lines as to when the closing of the school(s) will take place.
- 7.14 After the ARC's final report has been received and acted upon by the board, the ARC shall be informed as soon as possible in writing of the action approved by the board.
- 7.15 The ARC shall not be discharged by the board until the report has been received by the board.
- 7.16 School holidays, including summer vacation, Christmas break and Spring break, shall not be included in calculating the time requirements set out in subsections 2.2.4 (f) and 2.2.4 (l).
- 7.17 All information to be made available to the public pursuant to the Pupil Accommodation Review process shall be posted on the board's website, which information shall include:
- a) notice that a Pupil Accommodation Review process shall take place and outline the Accommodation Review Area to be considered,
 - b) notice of ARC member selection,
 - c) notice of meeting dates and locations and information to be used at meetings,
 - d) minutes of all meetings,
 - e) answers to unanswered questions which arose at public meetings,
 - f) the School Information Profile and recommendations of the ARC,
 - g) board administration proposals and recommendations,
 - h) board resolutions,
 - i) timelines for school(s) closure(s).

The above information shall be made available in print upon request.

- 7.18 Meeting locations shall be determined by the ARC at its first meeting and shall be located at a school or schools in the Accommodation Review Area or such other facility as necessary to ensure physical accessibility.
- 7.19 Notices of all meetings shall be given by way of:
- a) posting on the board website,
 - b) through handouts to students to be taken home to parents,
 - c) such other methods of notification, including advertising in the local media as the ARC deems necessary to ensure the receipt of input from the school community and local community as a whole.

- 7.20 Minutes of all meetings held during the Pupil Accommodation Review process shall be posted on the board's website and made publicly available on the said website.
- 7.21 Unanswered questions from the public meetings shall be answered as soon as possible by board administrative staff and posted on the board's website.

8.0 *Community Liaison and Orientation Subsequent to a School Closure*

- 8.1 It is essential that close liaison occur between communities in the event that a school is closed by the board. The ARC together with the school principal shall provide the organizing focus for this communication.
- 8.2 School principals shall carry out orientation and shall assist the ARC in the following ways by ensuring that:
- a) full information is provided on the educational program in the receiving school, including accommodation patterns, extracurricular programs, staffing patterns and any other factors affecting the education of the children.
 - b) open house or orientation programs are provided for pupils and parents from the closed school; and
 - c) efforts are made to integrate any School Council, Home and School and/or Parents' Association.

SCHOOL INFORMATION PROFILE

School boards are required to develop a School Information Profile to help the ARC and the communities understand how well school(s) meet the objectives and the reference criteria outline in the Terms of Reference. The School Information Profile includes data for each of the following four considerations about the school(s):

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

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

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

Value to the Student

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

Value to the School Board

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

Value to the Community

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

Value to the Local Economy

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