Report No: 76
Date: September 16, 2011

TO: Chair and Members of the
                 Superior-Greenstone District School Board

FROM: Nancy Petrick Superintendent of Education

SUBJECT: Pupil Accommodation Review – 2011

Background

1. The Superior-Greenstone District School Board aims to provide educational programs and services of the highest quality in facilities conducive to a stimulating learning environment. To do so these programs are aimed to provide long-term stability, make effective use of District facilities, and improve student access to viable programming and appropriate instructional resources within fiscal parameters.

2. In April 2011, the Superior-Greenstone District School Board reviewed and revised Board Policy 905 – Pupil Accommodation as a result of new provincial directives released in June 2009. This policy governs the process by which schools are to be identified and recommended for study and review. Any school or group of schools, impacted by the following criteria may be identified in an individual or group accommodation review.
    a. Program Viability\
    b. Operating/maintenance costs
    c. Altering attendance boundaries
    d. Large areas of vacant space within the building

Current Situation

Manitouwadge Public School and Manitouwadge High School currently have pupil places of 316 and 369 respectfully.

Manitouwadge Public School and Manitouwadge High School have been identified for a group accommodation review, possible closure(s) and/or restructuring based on the following criteria:
- Large areas of vacant space within the building
- Program viability
- Operating Costs – School Operations and maintenance

Next Steps

The following appendices have been attached for review:
Appendix A: Terms of Reference (TOR) – (Board Policy 905: Pupil Accommodation, Section 3.0 Terms of Reference, Sub-section 3.1)
Appendix B: School Information Profile Template
Appendix C: Provides a proposed critical path for the accommodation review process. This timeline has been created according to Board and Ministry guidelines required for school reviews.

Administrative Recommendation

1. That in accordance with Board Policy 905 – Pupil Accommodation the Superior-Greenstone DSB recommend the commencement of a group school accommodation study for Manitouwadge Public School and Manitouwadge High School.

Respectfully submitted by:

Nancy Petrick
Superintendent of Education

Superior-Greenstone District School Board

School Accommodation Study - Terms of Reference

Scope of this School Accommodation Study

The Accommodation Study will include the following schools:

List school(s) here.

Accommodation Review Mandate

<u>General Mandate</u>:

An Accommodation Review Committee will endeavor to develop recommendations to the Board which support the goal of improving student achievement through the provision of strong educational programming in safe, healthy, secure, and accessible learning environments. In doing so, the ARC should have regard for alternatives which, where possible, provide long-term accommodation stability to students and the larger community, make effective use of District facilities, and improve student access to viable programming and appropriate instructional resources.

<u>Study Mandate:</u>
_____
_____
_____

<u>Accommodation Review Committee Membership and Support</u>

The ARC is to include membership drawn from the study area community. It is recommended that the committee include parents/guardians, educators, District officials and community members. Wherever possible representation is to include:

- two representatives for each school in the study area
- up to three additional members of the community
- representation on the ARC should provide equitable support for each school community

In the event that an issue regarding equitable representation on the ARC is raised, the Chair of the ARC has the authority to address the issue and recommend a solution. District staff will provide resource support to the ARC:

- Project Leader, the Superintendent of Facilities or a designate, will provide project oversight while representing the interests of the Board and District
- Administrative support for minute taking
- Dedicated resource staff to provide:
    - Information relevant to the mandate of the ARC as requested by the ARC
    - information relevant to the mandate of the ARC to support community questions or requests
- If the Project Leader sees a need for additional expertise or if additional expertise is requested by the ARC, guest ARC Resource Staff may be invited to attend specified meetings

<u>ARC Procedures</u>

The ARC will consult with the community through a minimum of four public meetings. Other means of communication are encouraged and may take the form of e-mails, feedback forms, voice mail, faxes, web-based notification, etc.

During the consultation period, the ARC must ensure that a wide range of school and community groups are consulted to seek input and community feedback on options for accommodating students who would be affected by a change in accommodation. These groups may include the school(s) councils, parents, guardians, students, teachers, the local community and any other interested parties.

Once an ARC has been established, there must be a minimum of 30 calendar days public notice provided prior to the first public meeting. Notices for the remaining three public meetings are to be publicized no later than 7 calendar days in advance of each of the public meetings.

Consultation will take place regarding the customized School Information Profile completed by District staff and revised as necessary by the ARC. The SIP may be further revised based on input received from the consultation.

The ARC will also seek input and feedback from the community about the accommodation options and the development of the ARC's Accommodation Study Report to the Board. Discussions will be based on the SIP and the ARC's TOR.

To prepare for the required minimum four public meetings, the ARC is expected to schedule working meetings and all meetings will be conducted in an open, transparent and professional manner.

At the first working meeting of the ARC, it is expected that a Chair of the ARC be appointed from amongst the group membership. The Chair is responsible for:

- Managing the delivery of the project according to the ARC mandate, the Terms of Reference and the supporting School Information Profile.
- Coordination of the activities of the ARC, requesting support, resources, and information relevant to the ARC's mandate from District staff.
- Ensuring completion of the ARC's Accommodation Study Report to the Board.

Recognizing the value of the ARC's contribution to the District's ability to provide quality educational opportunities for its students, ARC members must be prepared to make a commitment to attend the majority of working meetings and public meetings.

In the event that an ARC member is unable to commit to attending all or the majority of meetings, the Chair of the ARC has the authority to address the attendance issue and recommend a solution.

Voting Structure of the ARC

All sitting members of the ARC, excluding ARC resource support, are voting members of the ARC. For greater certainty, Resource Support including the Project Leader are nonvoting members who have the ability to contribute to the ARC discussion as a means of informing the ARC.

The ARC is encouraged to work on a consensus basis. Where a consensus cannot be reached, a simple majority of those voting members in attendance will rule (50 percent plus 1).

Partnership Opportunities

District staff will inform the Accommodation Review Committee (ARC), at the beginning of the process, about partnership opportunities, or lack thereof, as identified as part of the long-term planning process. These opportunities should take into account possible 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 District.

Reference Criteria

The ARC is to examine the school or group of schools under review from the perspective of the following criteria as the criteria relates to the existing situation – both physical and pedagogical at the school or group of schools to better understand the rationale for the accommodation review.

The ARC is also to examine the school or group of schools under review from the perspective of the following criteria as it considers the impact of accommodation options that would improve the school experience for the students in the school or group of schools under review.

- the presence of low school enrolments (which may limit a student's educational and social opportunity);
- the presence of low program enrolments (which may impact the delivery and provision of a fulsome educational program);
- issues of student accessibility to programs (which may require the creation of a new program, the relocation of an existing program or the revision of an existing attendance area);
- significant changes to Board and/or Ministerial policy related to student program delivery;
- the absence of sufficient instructional space within a school or a group of schools (which may impact a student's access to programming and physical resources e.g., gym/library allocation);
- the presence of a significantly large amount of surplus instructional space within

a school or a group of schools (which impacts the District's use of limited
financial resources);
- issues related to the physical condition of a school or a group of schools (which may impact the provision of a safe and healthy learning student environment and may unduly impact the equitable distribution of District resources).

Accommodation Options

The ARC may develop alternative accommodation options consistent with the study mandate, list of schools, and Reference Criteria contained in the Terms of Reference and approved by Board.

Approval of the Board is required should the ARC wish to develop alternative accommodation options not consistent with the approved study mandate or desire the inclusion of a school (s) not listed in the approved Terms of Reference.

ARC Resource Staff will provide the necessary data to enable the ARC to examine the options proposed. This is necessary in order to assist the ARC in finalizing the Accommodation Study Report to the Board. Where the ARC recommends accommodation options that include new capital investment, the ARC Project Leader or Designate will advise the ARC on the availability of funding. Where no capital funding exists, the ARC will propose how students would be accommodated if funding does not become available.

Accommodation Study Report

The Accommodation Study Report which is a mandatory outcome of the ARC's work is to be submitted to the Board by the Chair of the ARC.

The Accommodation Study Report is to contain accommodation recommendation(s) consistent with the study mandate and the reference criteria in the TOR.

In the development of the Accommodation Study Report, the ARC is encouraged to consider the following factors supported by data contained in the SIP and local community knowledge:

1.   *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
- extra-curricular 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.

2.   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).

3.   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.

4.   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.

Meetings

The goal of the working meetings is to ensure that information is prepared for presentation at each of the minimum four public meetings. The materials prepared will be relevant to the study mandate and the reference criteria of this TOR. The materials prepared will support the ARC's development of its Accommodation Study Report.

The ARC Project Leader and ARC Resource staff will work with the ARC to prepare all working meeting and Public Meeting agenda and materials. Meeting agenda and materials are to be available by e-mail to the ARC members in advance of scheduled meetings and will be posted on the District's website.

Resource staff will ensure that accurate minutes are recorded. These minutes are to reflect the discussions that take place and decisions that are made at working meetings and at Public Meetings. ARC meeting minutes will be posted to the District's website.

Requests for information relevant to the ARC's study mandate and terms of reference will be provided by ARC Resource staff in a timely manner. The ARC will approve any requests for information received from an external party. The ARC acknowledges that it may not always be possible to obtain responses to requests for information in time for the next scheduled meeting. If this occurs, ARC Resource staff will provide an estimated availability time.

All information provided to the ARC is to be posted on the District's website and made available in hard copy if requested.

The purpose of the minimum four ARC Public Meetings is to consult about:
- The School Information Profile
- Accommodation Options developed or supported by the ARC that address the needs of the students in the schools under review
- The development of the ARC's Accommodation Study Report to the Board
- The Accommodation Study Report will contain the ARC's accommodation recommendations consistent with the study mandate and reference criteria outlined in the TOR.

School Information Profile (SIP)

District staff is required to develop a School Information Profile and complete the SIP for each school under review. The SIP is intended to ensure that the ARC and the community are well-informed about the schools under review. The data contained within the SIP is intended to support a consideration of the schools based on their value to the students, the Board, the community and the local economy. Each school's value to the student takes priority over other considerations about the school.

The ARC will discuss and consult about the SIP prepared by District staff for the schools under review and modify the profiles where appropriate. ARCs are encouraged to introduce other factors that could be used to reflect the local circumstances and priorities which may help to further educate the community about the schools.

This discussion is intended to familiarize the ARC members and the community with the schools in light of the objectives and reference criteria set out in the TOR. The final SIP and the TOR will provide the foundation for discussion and analysis of accommodation options.

School Name:	
School Address	
Program Offering	
Regular Track	
French Immersion	
Specialized (please provide type)	
Other (please specify)	

School Information	
Year Constructed	
Size of permanent structure in m2	
Site Size in hectares	
School Planning Capacity	
# of Portables on site used for instructional purposes	
Maximum # of Portables on Site	
Student drop-off and pick-up area on site (Y/N)	
Bus-loop (Y/N)	
Number of Classrooms	
List Specialized Spaces (i.e., Gym, Science Room, etc.)	

School Information	
Accessibility (provide information indicating areas of accessibility, i.e., ramps, washrooms for the disabled, etc.)	
List available outdoor play areas (i.e., soccer field, track, playground)	
Partnerships with Community Groups	
List Groups using the school or grounds	
List Community Tenants (i.e., Child Care Centre)	
# of students bussed	

# of students that walk	
# of out of boundary students	
List of course offerings available in addition to the Core	
Curriculum requirements	
What programs if any, does the school have to support student success	
Student achievement data: Provision of current EQAO reports and other measures (if applicable)	
What pathways does the school offer (i.e., independent living, work, apprenticeship, college, university)?	
What specialist high-skills majors does the school offer?	
List of extra-curricular activities available	
List of before and/or after school programs (i.e., Breakfast Club)	

Financial Analysis of School	*Cost*
Current per pupil cost to operate the school (administration, operating and maintenance)	
5-year projected per pupil cost to operate the school (administration, operating and maintenance)	
Current transportation cost	
Replacement Value of the School Building	
Current Facility Renewal Cost	
Current Facility Condition Index (FCI)	
Facility Renewal Cost over the next 5 years	
Projected Facility Condition Index (FCI) at end of 5-year period	

*5-Year Historic Enrolment by Program and summed to the school leve*l

Program	*Insert Year 1*	*Insert Year 2*	*Insert Year 3*	*Insert Year 4*	*Insert Year 5*
Total Enrolment:					
Utilization:					

Actual enrolment for current year and projected enrolment (5 years) by program and summed to the school level

Program	*Current Year*	*Insert Year 1*	*Insert Year 2*	*Insert Year 3*	*Insert Year 4*	*Insert Year 5*
Total Enrolment						
Utilization:						

Pupil Accommodation

Critical Path (Timelines for Accommodation Review)

Report to the Board.. September 16, 2011
- Identifying Pupil Accommodation Review

Once Board has resolved to establish an accommodation study,
there must be no less than 30 days notice prior to the
first of a minimum of (4) four public meetings.

✳*30 Days*✳

Accommodation Review Committee (ARC) .... November 2011
- Public consultation period begins

Public consultation period must be no less than 90 days.

✳*90 Days*✳

Accommodation Review Committee (ARC) ....April 2012
Final ARC Report
- Accommodation Study report to Director
- Director to post Accommodation study on Board's website
- ARC presents Accommodation Study Report at Special Board Meeting

Analysis & Recommendations .... May 2012
- Senior Administration develop a report with recommendations presented at Special Board Meeting

✳*60 Days*✳

Final Decision ....July 2012
- Final decision by the Board will be made at a public meeting no sooner than 60 days following Senior Administration's recommendation report (Special Board Meeting - May).

Please note:

 ~ Summer vacation, Christmas Break and Spring Break, including adjacent weekends, are not to be considered as part of the ✳30, 60 or 90✳ calendar days.