

# YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> <b>Facilities</b>	<i>Policy Number</i> <b>713</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 19</b>
<i>Original Approved Date</i> <b>June 17<sup>th</sup>, 2008</b>	<i>Subsequent Approval Dates</i> <b>October 27, 2015</b>

**POLICY TITLE: PUPIL ACCOMMODATION REVIEW OF SCHOOLS**

## **SECTION A**

### **1. PURPOSE**

This Policy outlines the process York Catholic District School Board (the Board) will undertake to complete a pupil accommodation review or a modified pupil accommodation review of a school or schools.

The Board recognizes its responsibility to provide effective and appropriate accommodation in support of student achievement and well-being for all students of the Board while utilizing the resources entrusted to it in an efficient and accountable manner. Furthermore, it is the responsibility of the Board to approve the most appropriate pupil accommodation arrangements for the delivery of its elementary and secondary programs aligned with the Board's Mission, Vision and Strategic Commitments.

There may be times when the Board of Trustees must consider undertaking pupil accommodation reviews that may lead to school consolidations and closures. Wherever practical, pupil accommodation reviews will include a school or schools to facilitate the development of viable solutions for pupil accommodation.

The Board welcomes the opportunity for the public and affected school communities to be heard with respect to pupil accommodation reviews. The Board shall share relevant information with those affected by the *Pupil Accommodation Review* process.

### **2. POLICY STATEMENT**

A pupil accommodation review of a school or schools shall only occur in the context of the Board's long-term capital and accommodation planning process and only after the necessary assessment of the options for the school(s) in accordance with that process. Therefore, it is the policy of the York Catholic District School Board that reviews of pupil accommodation conform with Board policy made pursuant to the *Community Planning and Partnership Guideline* issued by the Ministry of Education.

This Policy and its related guidelines are established by the Board in accordance with the Ministry of Education's *Pupil Accommodation Review Guideline, 2015* (the "**PARG**") and applies to schools of the Board offering elementary and/or secondary programs.

The Board of Trustees will make the final decision regarding any pupil accommodation review.

### 3. PARAMETERS

The following parameters align with the Board's Mission, Vision and Strategic Commitments for student achievement and well-being, and support the Board's financial viability and sustainability. These parameters apply to all pupil accommodation reviews conducted pursuant to this Policy. All decisions under this policy will take into account the Board's *Long-Term Accommodation Plan* and comply with the following parameters:

3.1 The ***Pupil Accommodation Review*** process shall consist of the following:

- 3.1.1 Preparation and submission of an Initial Staff Report (Report 1);
  - 3.1.2 Preparation and submission of the School Information Profile(s);
  - 3.1.3 Approval of the Board of Trustees to undertake a pupil accommodation review process or a modified pupil accommodation review process as defined in parameter 3.4;
  - 3.1.4 Establishment of the Pupil Accommodation Review Committee (PARC), including its Terms of Reference;
  - 3.1.5 Consultation with Local Municipal Governments and Community Partners;
  - 3.1.6 Pupil Accommodation Review Public Meetings;
  - 3.1.7 Preparation and submission of a Final Staff Report with Community Consultation (Report 2);
  - 3.1.8 Public Delegations to the Board of Trustees;
  - 3.1.9 Preparation and submission of a Final Staff Report with Public Delegations Addendum (Report 3);
  - 3.1.10 Decision by the Board of Trustees; and,
  - 3.1.11 Establishment of a Transition Committee.
- 3.2 Schools shall be subject to a pupil accommodation review only once in a five (5) year period, unless special circumstances as determined by the Board necessitate a review, such as a significant change in enrolment.
- 3.3 A ***Modified Pupil Accommodation Review*** process may be approved and initiated by the Board where **two (2) or more** of the following factors are present:
- 3.3.1 Distance to the nearest available accommodation is 5 kilometers or less;
  - 3.3.2 Utilization rate of the facility is equal or below 50%;
  - 3.3.3 Number of students enrolled at the school is 126 or fewer;
  - 3.3.4 When the Board is planning the relocation of a program (in any school year or over a number of school years), in which the enrolment constitutes more than or equal to fifty percent (50%) of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of schools years);
  - 3.3.5 There are no more than three (3) schools subject to the pupil accommodation review process; or,
  - 3.3.6 The entire student population (and boundary) of a school that is subject to a pupil accommodation review process can be accommodated in another school.

- 3.4 The ***Modified Pupil Accommodation Review*** process consists of the following steps:
- 3.4.1 Preparation and submission of an Initial Staff Report (Report 1);
  - 3.4.2 Preparation and submission of the School Information Profile(s);
  - 3.4.3 Approval by the Board of Trustees to undertake a modified pupil accommodation review process;
  - 3.4.4 Consultation with Local Municipal Governments and Community Partners;
  - 3.4.5 One Pupil Accommodation Review Public Meeting;
  - 3.4.6 Preparation and submission of a Final Staff Report with Community Consultation (Report 2);
  - 3.4.7 Public Delegations to the Board of Trustees;
  - 3.4.8 Preparation and submission of a Final Staff Report with Public Delegations Addendum (Report 3);
  - 3.4.9 Decision by the Board of Trustees; and,
  - 3.4.10 Establishment of a Transition Committee.

### 3.5 **EXEMPTIONS**

- 3.5.1 The Board of Trustees is **not** obligated to undertake a *Pupil Accommodation Review* in any of the following circumstances:
- 3.5.1.1 Where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary, as identified by the Board;
  - 3.5.1.2 Where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary **and** the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified by the Board;
  - 3.5.1.3 When a lease for the school is terminated;
  - 3.5.1.4 When the Board is planning the relocation of grades or programs, (in any school year or over a number of school years in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
  - 3.5.1.5 When the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
  - 3.5.1.6 Where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair; or,
  - 3.5.1.7 Where there are no students enrolled at the school at any time throughout the school year.
- 3.5.2 Board staff shall ensure that school communities are informed about proposed accommodation plans for students before a decision is made by the Board of Trustees to consolidate, close or move a school or students in accordance with an exemption to the *Pupil Accommodation Review* process.
- 3.5.3 Board staff shall prepare a report to the Board of Trustees setting out the circumstances supporting the exemption to the *Pupil Accommodation Review* process in respect of the school or schools under consideration for such exemption.

- 3.5.4 Where an exemption under 3.5.1 results in the consolidation, closure or relocation of a school Board staff shall, no fewer than five (5) business days after the Board of Trustees make a decision that such exemption applies, provide written notice to the following:
- 3.5.4.1 Each of the affected single and upper-tier municipalities through the Clerks' Departments (or equivalent);
  - 3.5.4.2 Other community partners that expressed an interest prior to the exemption (as defined above);
  - 3.5.4.3 The coterminous school boards in the areas of the affected school(s) through the Director of Education; and,
  - 3.5.4.4 The Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.
- 3.6 The Board shall develop and implement a transition plan following any Board decision to consolidate, close or move a school or students, or pursuant to an exemption to the *Pupil Accommodation Review* process.
- 3.7 This Policy must be applied in conjunction with related Guidelines and Schedules. The Guidelines and any Schedules may be amended from time to time in accordance with the PARG and this Policy. In all cases, any minimum timelines set out in the PARG will be followed by the Board.
- 3.8 A copy of this Policy, Guidelines and Schedules, together with the *Pupil Accommodation Review Guidelines* and *Administrative Review of Pupil Accommodation Review Process* issued by the Minister of Education shall be available to the public at the Board office, and posted on the Board's website.

#### **4. RESPONSIBILITIES**

##### **4.1 Board of Trustees**

- 4.1.1 To approve recommendations in accordance with the Ministry of Education's *Pupil Accommodation Review Guideline (PARG)* and all other relevant Board policies or procedures.

##### **4.2 Director of Education**

- 4.2.1 To oversee compliance with the Pupil Accommodation Review policy and guidelines.

##### **4.3 Senior Administration overseeing Long Term Accommodation Planning**

- 4.3.1 To oversee the ongoing implementation and management of the Pupil Accommodation Review policy and guidelines.

##### **4.4 Superintendents of Education and/or Senior Managers**

- 4.4.1 To assist the Senior Manager of Administrative Services with the implementation of the Pupil Accommodation Review policy and guidelines as required or requested.

## **4.5 Principals**

4.5.1 To assist with the verification of information contained within the School Information Profile (SIP).

## **5. DEFINITIONS**

### **5.1 Business Day**

A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within the Board's Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five (5) calendar days or longer is not a business day.

### **5.2 Community Partner**

For the purpose of this policy an external individual(s) or organization who expresses an interest to the Board as part of the Community Planning and Partnership process.

### **5.3 Consultation**

The sharing of relevant information, as well as, providing the opportunity for municipalities and other community partners, the public and affected school communities to seek clarification and/or give feedback for consideration.

### **5.4 Facility Condition Index (FCI)**

A building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.

### **5.5 Final Staff Report with Community Consultation (Report 2)**

A report drafted by Board staff to the Board of Trustees with respect to a *Pupil Accommodation Review* process or a *Modified Pupil Accommodation Review* process that also incorporates information obtained during community consultations. This Final Staff Report may, or may not, include the same option(s) as contained in the Initial Staff Report related to a pupil accommodation review process.

### **5.5 Final Staff Report with Public Delegations Addendum (Report 3)**

The Final Staff Report drafted by Board staff that also incorporates information obtained from public delegations (and any staff response to such information) as an addendum.

### **5.6 Initial Staff Report (Report 1)**

A report drafted by Board staff containing option(s) and identifying a preferred option with a recommendation to Trustees with respect to a school or schools that should be subject to a pupil accommodation review process or a modified pupil accommodation review process.

### **5.7 On-The-Ground Capacity (OTG)**

The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

### **5.8 Public Delegation**

A presentation by an individual or a group of individuals to the Board of Trustees at a meeting of the Board, made in accordance with Board policies and procedures in respect to public delegations, which permits the individual or group of individuals to have their concerns heard directly by the Board of Trustees.

**5.9 Pupil Accommodation Review**

A process described in Board Policy and related Guidelines undertaken by the Board to determine the future of a school or group of schools.

**5.10 Pupil Accommodation Review Committee (PARC)**

An advisory committee established by the Board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the Board and the affected school communities.

**5.11 Pupil Accommodation Review Public Meeting**

An open meeting held by Board staff to gather broader community feedback on a pupil accommodation review.

**5.12 Pupil Accommodation Review Committee (PARC) Working Meeting**

A meeting of PPARC members to discuss a pupil accommodation review, including the gathering of feedback from the affected school communities of a pupil accommodation review.

**5.13 School Information Profile (SIP)**

An orientation document with point-in-time data for each of the schools considered for a pupil accommodation review.

**6. CROSS REFERENCES**

- YCDSB Policy 101            Meta Policy
- YCDSB Policy 106        Delegations to the Board and Input to Agenda Items
- YCDSB Policy 704        Community Planning and Partnerships
- YCDSB Policy 706        Alternative Accommodation Arrangements
- Ministry of Education    *Community Planning and Partnerships Guideline (CPPG)*
- Ministry of Education    *Pupil Accommodation Review Guideline (PARG)*
- Ministry of Education    *Administrative Review of the Pupil Accommodation Review Process*
- YCDSB Long Term Accommodation Plan
- YCDSB Multi-Year Strategic Plan

<b>Approval by Board</b>	<b>October 27, 2015</b> _____
	<i>Date</i>
<b>Effective Date</b>	<b>October 28, 2015</b> _____
	<i>Date</i>
<b>Revision Date(s)</b>	<b>October 27, 2015</b> _____
	<i>Date</i>
<b>Review Date</b>	<b>October 2020</b> _____
	<i>Date</i>

# PUPIL ACCOMMODATION REVIEW OF SCHOOLS

## SECTION B: GUIDELINES

These guidelines are designed in conjunction with Policy 713: *Pupil Accommodation Review* and are aligned with Policy 704: *Community Planning and Partnerships*. They are consistent with the legal framework outlined in the *Education Act* regarding pupil accommodation arrangements for the delivery of its elementary and secondary programs that support student achievement and well-being, and ensure the effective stewardship of the Board's resources.

The Board of Trustees may consolidate or close schools in accordance with policies established by the Board. These Guidelines are made in compliance with the Ministry of Education's *Pupil Accommodation Review Guideline* [the PARG] (2015).

A copy of YCDSB Policy 713 and these Guidelines, together with the PARG and *Administrative Review of Pupil Accommodation Review Process* issued by the Minister of Education, are available to the public at the board office and are posted on the Board's website.

These Guidelines incorporate the following Appendices:

- Appendix A- Pupil Accommodation Review Timeline and Checklist
- Appendix B- Modified Pupil Accommodation Review Timeline and Checklist
- Appendix C- Template for School Information Profile
- Appendix D- Template for Terms of Reference of the Pupil Accommodation Review Committee

These Guidelines and related Appendices may be amended from time to time, so long as such amendments are made in accordance with the PARG and YCDSB Policy 713.

These Guidelines provide direction to staff when considering a pupil accommodation review and support the application of the Ministry of Education's *Pupil Accommodation Review Guideline* as defined in the following areas:

**Part A: Pupil Accommodation Review Guidelines and Processes (Appendix A)**

**Part B: Modified Pupil Accommodation Review Guidelines and Processes (Appendix B)**

### PART A: PUPIL ACCOMMODATION REVIEW GUIDELINES AND PROCESSES

#### 1. Initial Staff Report (Report 1)

Board staff will prepare and submit to the Board of Trustees an Initial Staff Report and a School Information Profile (*SIP*) for each school that may be subject to review.

1.1 The Initial Staff Report will identify accommodation issue(s) and will contain:

1.1.1 One or more options to address the accommodation issue(s) with supporting rationale;

1.1.2 A recommended option if more than one option is presented;

1.1.3 Proposed timelines for implementation of each option; and,

1.1.4 Information about actions taken by Board staff prior to recommending a pupil accommodation review process and supporting rationale as to any actions taken or not taken.

1.2 The option(s) included in the Initial Staff Report must address the following:

1.2.1 A summary of accommodation issue(s) for the school(s) under review;

1.2.2 Where students would be accommodated;

1.2.3 If proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;

1.2.4 Identify any program changes as a result of the proposed option;

- 1.2.5 How student transportation would be affected if changes take place;
  - 1.2.6 If new capital investment is required as a result of the pupil accommodation review, how the Board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available;
  - 1.2.7 Any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space; and,
  - 1.2.8 A timeline for implementation.
- 1.3 The Initial Staff Report and School Information Profiles will be available to the public at the schools subject to the pupil accommodation review and on the Board's website following the decision to proceed with a pupil accommodation review by the Board of Trustees.

## **2. School Information Profile (SIP) (Appendix C)**

- 2.1 Board staff is required to develop SIPs as orientation documents to help the Pupil Accommodation Review Committee (*PARC*) and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.
- 2.2 For comparison purposes a SIP will be completed at the same point-in-time by Board staff for each of the schools considered for review.
- 2.3 Contains data requirements and required criteria to be considered.
- 2.4 Additional items that reflect local circumstances and priorities which may help to further understand the school(s) considered for review may be introduced.

## **3. Pupil Accommodation Review Committee (PARC)**

Following consideration of the Initial Staff Report and approval to proceed, but prior to the first Pupil Accommodation Review Public Meeting, the Board will establish a Pupil Accommodation Review Committee (*PARC*) that represents the school(s) under review. The *PARC* provides feedback to the Board on behalf of the affected school communities and acts as an official conduit for information shared between the Board and the school communities.

- 3.1 The members of the *PARC* will be:
  - 3.1.1 At least one parent/guardian representative from each school under review and one alternate parent/guardian, chosen by the school community; and,
  - 3.1.2 Such other persons as appointed by the Director of Education of the Board.
- 3.2 The Director of Education will appoint the Chair of the *PARC*. The Board will provide the *PARC* with Terms of Reference that describe the following:
  - 3.2.1 Mandate of the *PARC*
  - 3.2.2 Membership of the *PARC*
  - 3.2.3 Role and Responsibilities of the *PARC*
  - 3.2.4 Meetings of the *PARC*
- 3.3 A template for the Terms of Reference is set out in Appendix D.
- 3.4 The Board will invite *PARC* members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the *PARC*.
- 3.5 Board staff from various areas of responsibility, such as School Superintendents, School Principal(s), and Finance, Facilities, Transportation and Planning staff members may be assigned to act as resources to the *PARC*.

#### **4. Consultation with Local Municipal Governments and Community Partners**

- 4.1 Within five (5) business days of the decision of the Board of Trustees to conduct a pupil accommodation review, Board staff will provide written notice of the decision and include an invitation for a meeting to discuss and comment on the option(s) in the Initial Staff Report to the following, to be held before the Final Pupil accommodation review Public Meeting:
  - 4.1.1 Affected single and upper-tier municipalities through the Clerks' Departments (or equivalent); and,
  - 4.1.2 Community partners.
- 4.2 The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response, if any, on the recommended option(s) in the Initial Staff Report before the Final Pupil Accommodation Review Public Meeting.
- 4.3 Board staff will document their efforts to meet with the affected single and upper-tier municipalities, as well as the community partners, as described above.
- 4.4 The Board will provide advance notice of when the Final Pupil Accommodation Review Public Meeting is scheduled to take place.

#### **5. Notice to Co-Terminous School Board(s) and the Ministry of Education**

Within five (5) business days of the Board of Trustees' decision to conduct a pupil accommodation review, Board staff will provide written notice of the decision to the following:

- 5.1 The Directors of Education for the coterminous boards; and,
- 5.2 The Ministry of Education, Office of the Assistant Deputy Minister of Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.

#### **6. Pupil Accommodation Review Public Meetings**

- 6.1 The Board will hold two (2) Pupil Accommodation Review Public Meetings to gather broader community feedback on the Initial Staff Report. The Board may, at its discretion, hold additional Pupil Accommodation Review Public Meetings. Board staff will facilitate the Pupil Accommodation Review Public Meetings.
- 6.2 For greater clarity, the Pupil Accommodation Review Public Meetings are not meetings of the Board of Trustees. In addition, PARC members may attend Pupil Accommodation Review Public Meetings, however, a Pupil Accommodation Review Public Meeting will continue if PARC members do not attend.
- 6.3 The Pupil Accommodation Review Public Meetings will be announced and advertised publicly by the Board through a range of communication methods.
- 6.4 First Pupil Accommodation Review Public Meeting
  - 6.4.1 The First Pupil Accommodation Review Public Meeting will be held no fewer than thirty (30) business days after the Board of Trustees' decision to conduct a Pupil Accommodation Review.
  - 6.4.2 At a minimum, the First Pupil Accommodation Review Public Meeting must include the following:
    - 6.4.2.1 An overview of the PARC orientation session;
    - 6.4.2.2 The Initial Staff Report with recommended option(s); and
    - 6.4.2.3 A presentation of the SIPs.
- 6.5 Final Pupil accommodation review Public Meeting
  - 6.5.1 The Final Pupil Accommodation Review Public Meeting will be held at least forty (40) business days from the date of the First Accommodation Review Public Meeting.

#### **7. Final Staff Report with Community Consultation (Report 2)**

- 7.1 Board staff will post the Final Staff Report on the Board's website no fewer than ten (10) business days from the Final Pupil Accommodation Review Public Meeting. The Interim Staff Report will be also available to the public.
- 7.2 In addition, the Final Staff Report will be submitted to the Board of Trustees.
- 7.3 The Final Staff Report will include all information provided in the Initial Staff Report as well as the following:
  - 7.3.1 Modifications to proposed and preferred options, including proposed accommodation plans and implementation timelines, previously identified in the Initial Staff Report, if required;
  - 7.3.2 PARC feedback;
  - 7.3.3 Public feedback;
  - 7.3.4 Information and feedback obtained from municipalities and other community partners; and,
  - 7.3.5 A summary of Board staff's efforts to meet with the affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the Pupil Accommodation Review;
- 7.4 The Final Staff Report to the Board of Trustees will be available to the public a minimum of ten (10) business days prior to a meeting of the Board of Trustees to receive public delegations.

## **8. Public Delegations to the Board of Trustees**

- 8.1 Members of the public will be given the opportunity to provide feedback on the Final Staff Report (Report 2) through public delegations to the Board of Trustees at a meeting of the Board of Trustees no fewer than ten (10) business days from the posting of the Final Staff Report (Report 2).
- 8.2 A meeting of the Board of Trustees to receive public delegations will be announced and advertised publicly by the Board through a range of communication methods and will be posted on the Board's website.

## **9. Final Staff Report with Public Delegations Addendum and Decision by the Board of Trustees (Report 3)**

- 9.1 At the conclusion of the *Pupil Accommodation Review* process, and no fewer than ten (10) business days from the public delegations, Board staff will present the Final Staff Report, including information from the public delegations and any staff response to such information, to the Board of Trustees.
- 9.2 The Board of Trustees has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report, or to approve a different outcome.
- 9.3 The Board of Trustees will make a decision regarding the Pupil Accommodation Review.

## **10. Transition Planning**

- 10.1 The transition of students will be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the Board will establish a separate committee to address the transition for students and staff that will work in consultation with parents/guardians and staff.
- 10.2 Terms of Reference will be established for the Transition Planning Committee.
- 10.3 The Transition Planning Committee will determine whether a school closing ceremony is appropriate. If a school closing ceremony is recommended, the Committee will design the format and program in consultation with the Communications Department.

## **PART B: MODIFIED PUPIL ACCOMMODATION REVIEW GUIDELINESS AND PROCESSES**

In the circumstances defined within this policy the Board of Trustees may undertake a Modified Pupil Accommodation Review process.

### **1. Initial Staff Report and SIP's (Report 1)**

- 1.1 Board staff will prepare an Initial Staff Report. In addition to the components of the Initial Staff Report specified above, the Initial Staff Report will, based on the factors set out in this policy, identify the relevant factors considered and provide the rationale used to recommend the *Modified Pupil Accommodation Review* process be used for the identified school(s).
- 1.2 Board staff will also prepare SIPs for each of the schools that may be subject to the *Modified Pupil Accommodation Review*. Board staff will provide the Initial Staff Report and the SIPs to the Board of Trustees.
- 1.3 The decision to proceed with a *Modified Pupil Accommodation Review* will be at the sole discretion of the Board of Trustees. The Initial Staff Report will explain the rationale for exempting the school(s) from the standard *Pupil Accommodation Review* process, in accordance with this Policy.

### **2. Pupil Accommodation Review Committee (PARC)**

- 2.1 The formation of a PARC is not required under the *Modified Pupil Accommodation Review* process.

### **3. Notice and Consultation Requirements**

- 3.1 Following the decision of the Board of Trustees to proceed with a *Modified Pupil Accommodation Review*, the Initial Staff Report and SIPs will be made available to the public through a range of communication methods and will be posted on the Board's website.
- 3.2 Within five (5) business days of the decision of the Board of Trustees, Board staff will provide written notice of the decision and include an invitation for a meeting to discuss and comment on the option(s) in the Initial Staff Report to the following:
  - 3.2.1 Affected single and upper-tier municipalities through the Clerks' Departments (or equivalent); and,
  - 3.2.2 Community partners.
- 3.3 Within five (5) business days of the decision of the Board of Trustees, Board staff will provide written notice of the decision to:
  - 3.3.1 The Directors of Education for the Co-Terminous Boards; and,
  - 3.3.2 The Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.
- 3.4 Municipalities and community partners who were provided with notice must provide their responses, if any, before the Pupil Accommodation Review Public Meeting (or, if more than one Pupil Accommodation Review Public Meeting is convened, prior to the Final Pupil Accommodation Review Public Meeting).

### **4. Pupil Accommodation Review Public Meetings**

- 4.1 Board staff will convene and facilitate a Pupil Accommodation Review Public Meeting no fewer than thirty (30) business days from the date on which the Board of Trustees decide to hold a Modified Pupil Accommodation Review. Board staff, at their discretion, may convene more than one Pupil Accommodation Review Public Meeting.

- 4.2 For greater clarity, the Pupil Accommodation Review Public Meeting is not a meeting of the Board of Trustees.
  - 4.3 A Pupil Accommodation Review Public Meeting will be announced and advertised through a range of communication methods.
  - 4.4 Board staff will record feedback from the community at the Pupil Accommodation Review Public Meeting.
- 5. Final Staff Report with Community Consultation (Report 2)**
- 5.1 No fewer than ten (10) business days after the Pupil accommodation review Public Meeting, or, if more than one Pupil Accommodation Review Public Meeting is held, after the Final Pupil Accommodation Review Public Meeting, Board staff will submit the Final Staff Report to the Board of Trustees and will post the Final Staff Report on the Board's website.
  - 5.2 The Final Staff Report will include all information provided in the Initial Staff Report as well as the following:
    - 5.2.1 Modifications to the proposed and preferred options, including the proposed accommodation plans and implementation timelines in the Initial Staff Report, if required;
    - 5.2.2 Feedback from any public consultations; and
    - 5.2.3 Any relevant information obtained from municipalities and other community partners prior to and during the *Modified Pupil Accommodation Review*.
- 6. Public Delegations**
- 6.1 Members of the public will be given the opportunity to provide feedback on the Final Staff Report through public delegations to the Board of Trustees at a meeting of the Board of Trustees no fewer than ten (10) business days after the Final Staff Report is publicly posted.
  - 6.2 A meeting of the Board of Trustees to receive public delegations will be announced and advertised publicly by the Board through a range of communication methods. Delegations will be received in accordance with the Board's policy on public delegations. After the public delegations, Board staff will compile feedback from the public delegations.
- 7. Final Staff Report with Public Delegations Addendum and Decision by the Board of Trustees (Report 3)**
- 7.1 Board staff will present the Final Staff Report, which will include an addendum of compiled feedback from the public delegations to the Board of Trustees and any staff response to such feedback, no fewer than ten (10) business days from the public delegations.
  - 7.2 The final decision regarding the *Modified Pupil Accommodation Review* shall be made by the Board of Trustees. The Board of Trustees has the discretion to approve the recommendations in the Final Staff Report as presented, modify the recommendations, or approve a different outcome.
  - 7.3 A Terms of Reference will be established for the Transition Planning Committee.
- 8. Transition Planning**
- 8.1 The transition of students will be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the Board will establish a separate committee to address the transition for students and staff that will work in consultation with parents/guardians and staff.
  - 8.2 Terms of Reference will be established for the Transition Planning Committee.
  - 8.3 The Transition Planning Committee will determine whether a school closing ceremony is appropriate. If a closing ceremony is recommended, the Committee will design the format and program in consultation with the Communications Department.



# “Standard” Pupil Accommodation Review (PAR) Flow Chart (Including Ministry Timelines) Chart v2: 10/07/15

**Strategic Commitments**

- Innovation of Our Catholic Faith
- Continuous Improvement of Student Achievement
- Effective Use of Our Resources
- Engaging Our Community

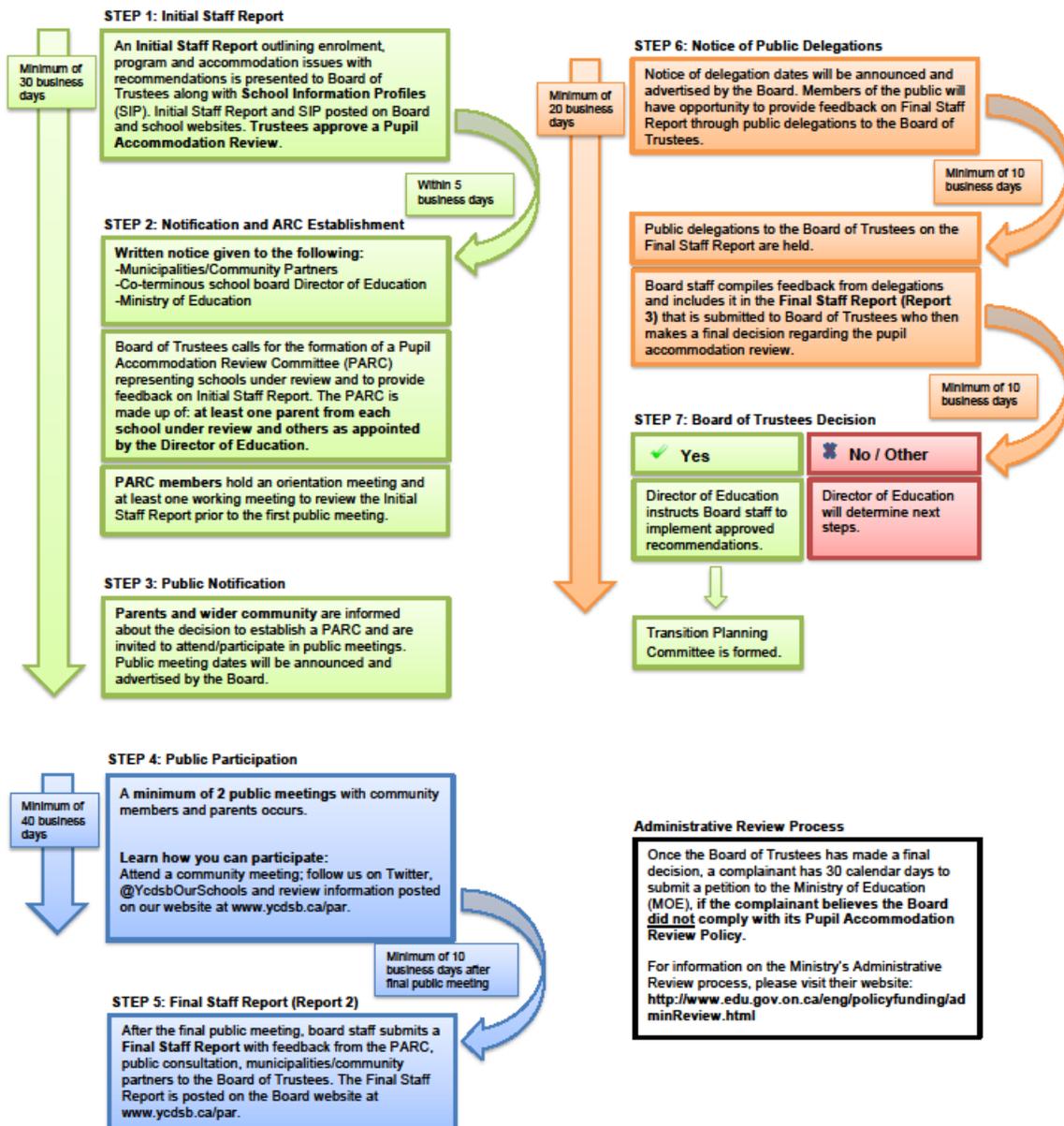
The York Catholic District School Board’s (YCDSB) Multi-Year Strategic Plan 2014-2018 outlines the Board’s priorities and direction for the future. There are **four** strategic commitments within the plan, one being the **Effective Use of Our Resources**.

Our commitment to the *Effective Use of Our Resources* was a guiding force, along with Ministry of Education expectations, in the development of the Board’s **Long Term Accommodation Plan (LTAP) 2015-2020**. The LTAP helps the board to target and identify sustainable solutions to address enrolment and demographic trends and financial pressures while continuing to offer the high standard of program excellence that our students deserve and that our parents expect now and into the future.

There are a number of accommodation initiatives in the LTAP including Accommodation Reviews which evaluates a school or schools where accommodation issues have been identified. There are two types of accommodation reviews: “Standard” **Pupil Accommodation Review (PAR)** and **Modified Pupil Accommodation Review (MPAR)**.

In its revised guideline for **Pupil Accommodation Reviews (PAR)**, the Ministry of Education sets out a very specific process and timeline that school boards must follow when assessing its long term accommodation needs. The flow chart below explains the steps the Board must follow if a standard Pupil Accommodation Review (PAR) is approved by the Board of Trustees.

## “STANDARD” PUPIL ACCOMMODATION REVIEW (PAR) PROCESS





### Modified Pupil Accommodation Review (MPAR) Flow Chart (Including Ministry Timelines) Chart v2: 10/7/15

**Strategic Commitments**

- Enrichment of Our Schools Path
- Continuous Improvement of Student Achievement
- Preservation of Our Resources
- Engaging Our Communities

The York Catholic District School Board's (YCDSB) Multi-Year Strategic Plan 2014-2018 outlines the Board's priorities and direction for the future. There are **four** strategic commitments within the plan, one being the **Effective Use of Our Resources**.

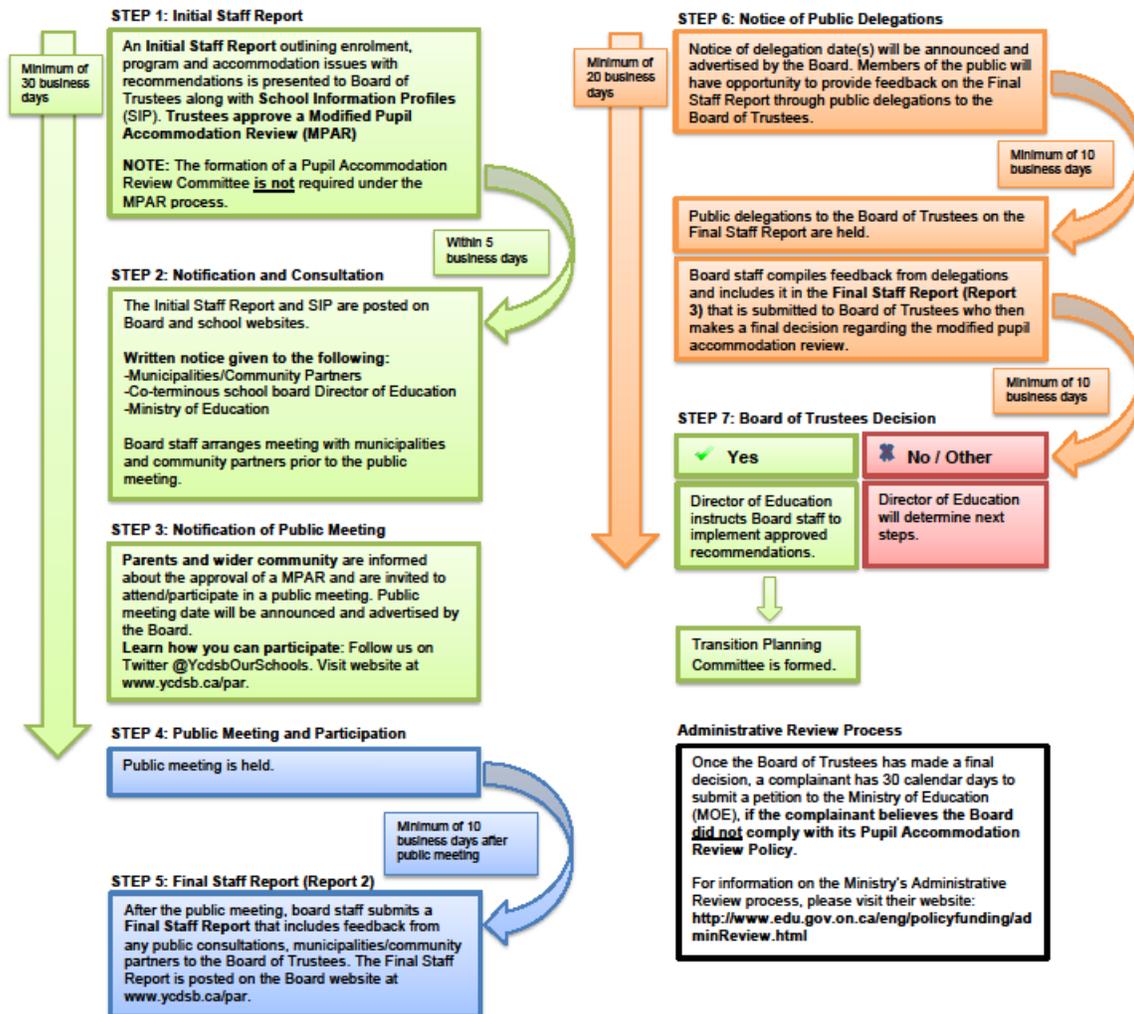
Our commitment to the **Effective Use of Our Resources** was a **guiding force, along with Ministry of Education expectations, in the development of the Board's Long Term Accommodation Plan (LTAP) 2015-2020**. The LTAP helps the board to target and identify sustainable solutions to address enrolment and demographic trends and financial pressures while continuing to offer the high standard of program excellence that our students deserve and that our parents expect now and into the future.

There are a number of accommodation initiatives in the LTAP including Accommodation Reviews which evaluates a school or group of schools where accommodation issues have been identified. There are two types of accommodation reviews: "Standard" **Pupil Accommodation Review (PAR)** and **Modified Pupil Accommodation Review (MPAR)**. According to the Board's **Pupil Accommodation Review Policy #713**, a modified accommodation review process may be approved where two (2) or more of the following factors are present:

1. Distance to the nearest available accommodation is 5 kilometres or less;
2. Utilization rate of the facility is equal or below 50%;
3. Number of students enrolled at the school is 126 or fewer;
4. When the Board is planning the relocation of a program (in any school year or over a number of school years), in which the enrolment constitutes more than or equal to fifty percent (50%) of the school's enrolment;
5. There are no more than three (3) schools subject to the pupil accommodation review process; or,
6. The entire student population (and boundary) of a school that is subject to a pupil accommodation review process can be accommodated in another school.

In its revised guideline for **Pupil Accommodation Reviews (PAR)**, the Ministry of Education sets out a very specific process and timeline that school boards must follow when assessing its long term accommodation needs. The flow chart below explains the steps the Board must follow if a modified Pupil Accommodation Review (MPAR) is approved by the Board of Trustees.

### MODIFIED PUPIL ACCOMMODATION REVIEW (MPAR) PROCESS





## York Catholic District School Board

### Template for School Information Profile (SIP)

The following are the minimum data requirements and factors that are to be included in the SIP:

#### **Facility Profile:**

1. School name and address.
2. Site plan and floor plan(s) (or space template) of the school with the date of school construction and any subsequent additions.
3. School attendance area (boundary) map.
4. Context map (or air photo) of the school indicating the existing land uses surrounding the school.
5. Planning map of the school with zoning, Official Plan or secondary plan land use designations.
6. Size of the school site (acres or hectares).
7. Building area (square feet or square metres).
8. Number of portable classrooms.
9. Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g., science lab, tech shop, gymnasium, etc.).
10. Area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g., tracks, courts for basketball, tennis, etc.).
11. Ten-year history of major facility improvements (item and cost).
12. Projected five-year facility renewal needs of school (item and cost).
13. Current Facility Condition Index (FCI) with a definition of what the index represents.
14. A measure of proximity of the students to their existing school, and the average distance to the school for students.
15. Percentage of students that are and are not eligible for transportation under the school board policy, and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
16. School utility costs (totals, per square foot, and per student).
17. Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.
18. Measures that the school board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e., barrier-free).
19. On-the-ground (OTG) capacity, and surplus/shortage of pupil places.

#### **Instructional Profile:**

1. Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school.
2. Describe the course and program offerings at the school.
3. Describe the specialized service offerings at the school (e.g., cooperative placements, guidance counseling, etc.).
4. Current grade configuration of the school (e.g., junior kindergarten to Grade 6, junior kindergarten to Grade 12, etc.).
5. Current grade organization of the school (e.g., number of combined grades, etc.).
6. Number of out of area students.
7. Utilization factor/classroom usage.

8. Summary of five previous years' enrolment and 10-year enrolment projection by grade and program.
9. Current extracurricular activities.

**Other School Use Profile:**

1. Current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery.
2. Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
3. Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
4. Availability of before and after school programs or services (e.g., child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.
5. Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
6. Description of the school's suitability for facility partnerships.



## York Catholic District School Board

### Template for Terms of Reference of the Pupil Accommodation Review Committee

#### Background

The Board is responsible for fostering student achievement and well-being and ensuring effective stewardship of the Board's resources. In this regard, the Board is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs. The Board may from time to time be required to consider school consolidations and school closures by undertaking an accommodation review process that is consistent with the Board's Pupil Accommodation Review Policy and Operating Procedure. These are the terms of reference applicable to the Pupil Accommodation Review Committee ("**PARC**") established for the **[identify accommodation review]**.

#### Mandate

1. The PARC is an advisory committee established by the Board that represents the school(s) affected by a pupil accommodation review and which acts as the official conduit for information shared between the Board and the affected school communities.
2. The PARC provides feedback with respect to Staff Report(s) and the options set out therein and may also present alternative accommodation option(s), including rationale for the option(s), recognizing the principles outlined in the Background section. The overall goal of the PARC is to provide the local perspective of stakeholders impacted by the decision of the Board of Trustees, and to provide constructive feedback to the Director of Education regarding the Initial Staff Report, School Information Profile ("**SIP**"), options, and preferred option.
3. The final decision regarding the future of a school or a group of schools rests solely with the Board of Trustees.
4. This PARC is formed with respect to the following school(s):

**[Insert List of Schools]**

#### Membership of the PARC

5. The members of the PARC will be:
  - 5.1 at least one parent / guardian representative from each school under review and one alternate parent/guardian, chosen by the school community; and
  - 5.2 such other persons as appointed by the Director of the Board.
6. Board staff from various areas of responsibility, such as School Superintendents, School Principal(s), and Finance, Facilities, Transportation and Planning staff members may be assigned to act as resources to the PARC.

#### Roles and Responsibilities of the PARC Members

7. The Chair of the PARC, appointed by the Director of Education, will facilitate the PARC process and will ensure it is consistent with the Board's Policy and Operating Procedure.

8. PARC members are expected to attend working meetings and participate in the process.
  - 8.1 PARC members are expected to attend an orientation session. At the orientation session, PARC members will learn about the mandate, roles and responsibilities and procedures of the PARC.

#### **Roles and Responsibilities of Resources to the PARC.**

9. Board Staff from various areas of responsibility will assist as required with answering questions, providing clarification and will document and compile feedback for inclusion in Staff Reports.

#### **Roles and Responsibilities of the PARC**

10. The PARC will be provided with copies of the Initial Staff Report and the SIPs for each school under review.
11. The PARC will review the SIP for each school under review.
  - 11.1 A SIP is an orientation document with point-in-time data for each of the schools under a pupil accommodation review. The SIP is intended to help the PARC and the school community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.
  - 11.2 The PARC may request clarification with respect to information provided in the SIP.
  - 11.3 It is not the role of the PARC to approve the SIP.
12. The PARC will review the information provided and accommodation options proposed in the Initial Staff Report and will seek clarification, ask questions and provide feedback as necessary.
  - 12.1 The Initial Staff Report is drafted by Board staff. It identifies accommodation issues, sets out one or more options to address accommodation issues, identifies a recommended option if more than one is proposed, and includes proposed timelines for implementation.
  - 12.2 The PARC will provide feedback with respect to the options in the Initial Staff Report prior to the first Accommodation Review Public Meeting.
  - 12.3 The PARC may provide alternative option(s) to those set out in the Initial Staff Report. The PARC must provide supporting rationale for the alternative option(s).
13. PARC members are not required to reach consensus with respect to the comments and feedback that will be provided to the Board of Trustees.
14. The comments, feedback, and any alternative option(s) will be collected and compiled by Board staff in the form of meeting notes. This information will be included in the Community Consultation Section of the Final Staff Report presented to the Board of Trustees.

#### **Meetings of the PARC**

15. The PARC will hold at least three (3) working meetings (not including the orientation meeting) to discuss the pupil accommodation review. The PARC may choose to hold additional working meetings as deemed necessary within the timelines established by the Pupil Accommodation Review Policy and Operating Procedure, at the discretion of the PARC Chair.
16. At working meetings the PARC will review the materials presented to it by Board staff, may solicit input from the affected school communities, and will provide feedback to Board staff.
17. PARC working meetings will be open to the public, however, the public may not participate in such meetings, unless specifically requested by the PARC to provide input from the affected school communities.

18. PARC working meetings will be deemed to be properly constituted even if all members are not in attendance. There is no quorum required for an PARC working meeting.
19. The PARC will be deemed to be properly constituted even if one or more members resign or do not attend working meetings of the PARC.
20. Meeting notes of PARC working meetings will be prepared.
21. PARC members may attend the Accommodation Review Public Meetings, held by Board staff.
22. PARC working meeting dates will be established by the Chair in consultation with the PARC.

**[Insert Public Meeting Dates]**