



Elementary Pupil Accommodation Review Committee

**Dalewood**  
Accommodation Review Committee  
Working Group Meeting #1

April 28, 2011



**Overview of the Process**

## Overview of the Process

- Accommodation Reviews must conform to:
  - Ministry of Education Guidelines
  - Board Policy
  - Terms of Reference

## Accommodation Review Committee (ARC)

- The ARC provides its advice to the Board of Trustees by preparing a report with recommendations for:
  - Accommodation changes (closures, new schools additions)
  - Improving facility conditions (repairs, renovations)
  - Strategic location of programs
  - Transportation implications
  - Funding strategy
  - Implementation timeframes

## Stages of the ARC Process

- Preparation Stage
  - Committee is appointed (voting and non-voting members)
  - Board staff prepares data and school profiles (SIP)
  - Administrative recommendations are prepared
  - Board approves ARC and Terms of Reference which defines
    - Mandate
    - Reference Criteria
    - Committee Membership
    - Operating Procedures (include meeting dates)

## Committee Membership

- Chair (member of HWDSB Executive Council)

Voting Members	Non-Voting Members
Principal Representative	Area Trustee
Teacher Representative	Area Ward Councillor
Student Leader Representative (x2)	Principal from each school
Public School Community Leader Representative (x2)	Teacher from each school
Parent Representative from each school (x2 per school)	Non-Teaching Representative from each school
	Area Superintendent of Education (Chair)

### Stages of the ARC Process (Continued)

- Community Review Stage
  - Senior Administration share recommendations for program delivery, school accommodation and facility improvements
  - ARC develops a set of recommendations that encompass the mandate in the Terms of Reference
    - Recommendation(s) will be submitted to the Board of Trustees through the Director of Education
  - Requirements
    - Minimum 90 days (4 public meetings)
    - Terms of Reference identifies 4 Public Meetings and 4 Working Group Meetings
    - Review and Customize the School Information Profiles (SIP)

### Stages of the ARC Process (Continued)

- Board Review Stage
  - ARC report is presented to the Director of Education and Secretary of the Board, who presents it to the Board of Trustees
  - Senior administration reviews the ARC report and prepares a report with their own accommodation recommendations
    - This report is also presented to the Board of Trustees
  - Both reports are reviewed by the Board of Trustees
  - There will be a 60 day consultation period before the Board of Trustees makes a final decision

### **Administrative Review**

- An application to review the Board's process may be submitted to the Board and Ministry of Education upon completion of the ARC process
- Requires a petition from 30% of the school's supporters
- Ministry of Education will appoint a facilitator to conduct the review
- It is a review of the process and not the final decision made by the Board of Trustees

### **Keeping the Community Informed**

- All information will be posted on the HWDSB website:  
[www.hwdsb.on.ca](http://www.hwdsb.on.ca)
- All public meetings will be advertised
- Public Meetings will be held at the schools
- Working Group Meetings will be held at the Board office

# Committee Operating Procedures and Meeting Norms

## Defining Consensus

- Suggested Method:
  - Consensus will be achieved if there is no stated dissent by any committee member when the chair asks if there is consensus*
- If consensus is not achieved the Chair will call for a vote which will only include the “voting members” of the ARC

### **Voting Procedure**

- Voting can be conducted by:
  1. Show of hands
  2. Ballot
- The committee must determine a voting method
- A vote can be called only when there is a quorum of voting members

### **Meeting Dates and Times**

- The meeting dates and times are defined in the Terms of Reference
- Meeting dates and times can be changed with the approval of the ARC

### **Committee Agendas and Minutes**

- The recording secretary will take minutes of every meeting
- The agenda and minutes will be circulated to committee members at least 24 hours in advance of meeting
- The agenda may be amended by the ARC at the start of the meeting
- Minutes will be approved by the ARC prior to being made available to the public

### **Alternate Representative**

- The Pupil Accommodation Review Policy (No. 12), Section 4.5 (f) states:
  - Should a member miss two consecutive meetings, the Chair of the ARC may invite an alternative member. The alternative member must meet the same criteria as outlined in parts (a), (b) or (c) above of the member being replaced (i.e. an alternative parent representative must be from the same school and be designated by the School Council of the member they are replacing)



## Meeting Norms

- A member shall promote a positive environment in which individual contributions are encouraged and valued
- A member shall treat all other members and guests with respect and allow for diverse opinions to be shared without interruption
- A member shall recognize and respect the personal integrity of each member of the committee, and of all persons in attendance at the meetings
- A member shall acknowledge democratic principles and accept the consensus and votes of the committee
- A member shall use established communication channels when questions or concerns arise
- A member speaks for themselves and not for the committee
- A member shall promote high standards of ethical practice at all times

## School Information Profiles (SIP)

- SIP is intended to be used as a tool by the ARC
  - Familiarize the ARC members and the community with the schools under review
  - Help ARC members and the community to understand how well the schools meet the objectives of the *Reference Criteria* as outlined in the *Terms of Reference*
  - Provide the foundation for discussion and analysis of accommodation options

- SIP includes data for each of the following considerations about the schools:
  - a) Value to the student
  - b) Value to the school board
  - c) Value to the community
  - d) Value to the local economy
- Value to the student takes top priority over other considerations
- SIP consists of 21 sections and addresses 182 items

- SIP template is included in the Board policy
  - Consistent with Ministry of Education Pupil Accommodation Review Guidelines (June 2009)
  - Completed by Board administration
  - Presented to the ARC
    - Discuss
    - Consult
    - Modify
    - Finalize

- Next Steps
  - Review the information contained within the SIP
  - ARC needs to answer (Section 15, Question #1):
    - “How extensively do members of the community make use of the school grounds for informal recreational activity?”
    - Scale 1-5 with 5= Very Extensively and 1=Never
  - Working Group Meeting #2 (June 8, 2011)
    - Review/ discuss each section
    - Add additional questions (if required)



# Questions