

1. **Mandate:**

The pupil Accommodation Review Committee (the “ARC”) serves as an advisory body to the Board of Trustees of the Hamilton-Wentworth District School Board. The mandate of this committee, acting in accordance with the Board’s Pupil Accommodation Review Policy, is to produce a report to the Board that encompasses the following:

(a) **Accommodation**

- Develop recommendations to maximize the utilization (enrolment as a percentage of Ministry “on-the-ground capacity”) of Board facilities in the review area with a target of 100% utilization for a future ten-year period achieved through accommodation changes including, but not limited to, school closures, new school construction, permanent additions, (i.e. Bricks and Mortar structure), Non-permanent additions (i.e. portables or portapaks), and partial decommissions (i.e. the demolition or shut-down of part of a building).

(b) **Facility Condition**

- Develop recommendations for capital improvements (i.e. repairs, renovations or major capital projects such as new construction) into existing facilities and sites along with a funding strategy to pay for those improvements.

(c) **Program**

- Develop recommendations around the strategic locations of Secondary School programs, including, but not limited to, Regular, Vocational, Programs of Choice, Specialist High Skills Majors, French Immersion, Community and Continuing Education, Special Education, Alternative Education, Supervised Alternative Learning for Excused Pupils, Gateway, Care Treatment and Correctional Programs. An overview of these programs can be found in Appendix “A”.
- Take into consideration the Secondary Education of the Future report.

(d) **Transportation**

- Develop recommendations that address the implications of other recommendations on pupil transportation.

(e) **Funding**

- Develop a funding strategy to address any capital works that are contemplated in the recommendations above.

(f) **Implementation**

- Develop recommendations for implementation timeframes for any of the above recommended changes.

(g) **Scope**

- The Committee’s work (i.e. discussion and recommendations) applies only to the following schools: Ancaster High, Highland, Parkside and Westdale.

(h) **Timeline**

- The ARC will complete its work and submit its report to the Director of Education by January 19, 2012.

2. Reference Criteria

The key criteria that will be used by the ARC to fulfill its mandate include, but are not limited to, the following:

(a) Facility Utilization

- Facility Utilization is defined as enrolment as a percentage of “on-the-ground” capacity. The goal is to maximize the use of Board owned facilities over the long-term.

(b) Permanent and Non-permanent Accommodation

- Permanent accommodation refers to “bricks and mortar” while non-permanent construction includes structures such as portables and portapaks. The goal is to minimize the use of non-permanent accommodation as a long-term strategy while recognizing that it may be a good short-term solution.

(c) Program Offerings

- The ARC must consider program offerings, each with their own specific requirements, at each location. Program offerings include, but are not limited to, Regular, Vocational, Programs of Choice, Specialist High Skills Majors, French Immersion, Community and Continuing Education, Special Education, Alternative Education, Supervised Alternative Learning for Excused Pupils, Gateway, Care, Treatment and Correctional Programs, etc...

(d) Quality Teaching and Learning Environments

- The ARC should consider the program environments and how well they are conducive to learning. This includes spaces such as Science Labs, gymnasiums, other speciality rooms, etc...

(e) Transportation

- The ARC should consider the Board's existing Transportation policy and how it may be impacted by or limit proposed Accommodation Scenarios.

(f) Partnerships

- As a requirement of the Policy and Ministry guidelines, the ARC should also consider opportunities for partnerships.

(g) Equity:

- The ARC should consider the Board's Equity Policy, specifically as it relates to accessibility, both in terms of the physical school access as well as transportation and program environments.

3. Membership

(a) Role of Members

- In accordance with Board's Pupil Accommodation Review Policy, the ARC is expected to work toward consensus on recommendations and the overall Direction of the report to Board.
- The role of voting members is to provide direction in cases where consensus cannot be achieved.
- Non-voting members bring expertise to the table and provide their opinions on issues and recommendations.
- Board staff (other than those included in the membership) act as a resource to the ARC. Staff from various departments will be in attendance at meetings to present data, strategies, other information and to respond to inquiries. These staff do not have a role in approving the ARC's recommendations or providing opinions.

(b) Committee Composition:

- The table in Appendix "B" identifies the individual's that form the ARC:
- The ARC will be deemed to be properly constituted whether or not all the listed members are willing and able to participate.
- Alternates: Should a member miss two consecutive meetings, the Chair of the ARC may invite an alternate member in accordance with the Board's Pupil Accommodation Review Policy, Section 4.5(f).

4. Operating Procedures

(a) Meeting Dates

- The ARC is scheduled to meet on the following dates from 6pm to 9pm at location(s) to be determined.
- Dates and/or Times may be subject to change depending on ARC member's availability. Date or Time changes are subject to the ARC's approval, either by consensus or through a vote as done per the Board's Pupil Accommodation Review Policy.
- In the case that a meeting date falls on a Board identified Key Holy Day, the meeting shall be rescheduled on an alternative date subject to member's availability per the date and time changes clause above.
 - Tuesday, January 18, 2011
 - Tuesday, February 8, 2011
 - Tuesday, March 1, 2011 – Public Meeting #1
 - Tuesday, March 29, 2011
 - **Thursday**, April 14, 2011
 - Tuesday, May 10, 2011 – Public Meeting #2
 - Tuesday, May 31, 2011
 - **Thursday**, June 16, 2011
 - Tuesday, September 20, 2011
 - Tuesday, October 11, 2011 – Public Meeting #3
 - Tuesday, November 1, 2011
 - Tuesday, November 22, 2011
 - Tuesday, December 13, 2011 – Public Meeting #4
 - Tuesday, January 17, 2012

(b) Agendas and Minutes

- Agendas and minutes from the previous meeting will be circulated to all ARC members at least 24 hours prior to the ARC meeting.
- Minutes will be approved by the ARC prior to being made available to the general public.
- The ARC shall have the opportunity to add or remove items from the agenda by consensus or vote if necessary and done per the Board's Policy. This shall only be done at the start of the meeting.

(c) Meeting Conduct

- The chair of the ARC shall guide the meeting in accordance with the agenda and scheduled ending time.
- A "speakers list" approach shall be used during discussions, question and answer periods and any other time deemed appropriate by the Chair.
- The goal is to always work toward consensus on key issues. At times when it is clear that consensus cannot be achieved, the Chair may call a vote. In this case, only voting members are eligible to vote.
- The Chair will also endeavour to ensure that all ARC member's voices have an opportunity to be heard. At times, this may require a time limit on individual member's speaking time.
- Meetings shall be adjourned at the scheduled time except if a minimum two-thirds majority of the ARC agree to extend the ending time.

(d) Materials, Support and Analysis

- Board staff will be on hand at meetings to present data, information, strategies, analysis, recommendations and/or to answer questions as required under the Board's Policy.

- The ARC may request additional information from Board staff through consensus of the ARC or by vote if required. Board staff will endeavour to provide requested information at the next meeting and where this is not possible, will provide an reasonable estimated date when the information will be available.

(e) Voting Procedures

- A vote is to be called only when a quorum of the voting members is present. When a vote is called only the voting members present will cast their vote. Should there be a tie vote the motion/recommendation is defeated. Quorum shall be defined as fifty percent (50%) plus one of the number of voting members on the ARC. The definition of consensus and the determination of voting procedures (e.g. by ballot or show of hands) is to be established by the ARC at its first meeting.

(f) Accommodation Review Process: School Information Profile

- The ARC will discuss and consult about the School Information Profile(s) prepared by Board administration for the school(s) under review and modify the Profile(s) where appropriate. This discussion is intended to familiarize the ARC members and the community with the school(s) in light of the objectives and Reference Criteria outlined in the Terms of Reference. The final School Information Profile(s) and the Terms of Reference will provide the foundation for discussion and analysis of accommodation options.

(g) Accommodation Review Process: Accommodation Options

- Board administration 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.
- The ARC may also create alternative accommodation options, which should be consistent with the objectives and Reference Criteria outlined in the Terms of Reference. Board administration will provide necessary data to enable the ARC to examine options. This analysis will assist the ARC in finalizing the Accommodation Report to the Board.
- The ARC may recommend accommodation options that include new capital investment. In such a case, Board administration will advise on the availability of funding. Where no funding exists, the ARC with the support of Board administration will propose how students would be accommodated if funding does not become available.
- As the ARC considers the accommodation options, the needs of all students in schools of the ARC are to be considered objectively and fairly, based on the School Information Profile and the objectives and Reference Criteria outlined in the Terms of Reference.

(h) Accommodation Review Process: Community Consultation, Public Information and Access

- Public consultation is to be at the heart of the accommodation review process. A minimum of four public meetings, structured to encourage an open and informed exchange of views, are to be held by the ARC. If possible the meetings are to be held at the school(s) under review, or in a nearby facility if physical accessibility cannot be provided at the school(s).
- The ARC is responsible to ensure that a wide range of local groups is consulted.
- These groups may include the School Council of the schools in the review area, parents, guardians, students, teachers, the local community and other interested parties.

- The ARC is responsible to ensure that public meetings are well publicized, well in advance of the scheduled meeting date. The School Board and ARC are to ensure that all information relevant to the accommodation review, as defined by the ARC, is made public by posting it in a prominent location on the school Board's website or making it available in print upon request. Where relevant information is technical in nature, it is to be explained in plain language.
- Once an accommodation review has been initiated, the ARC must ensure that a wide range of school and community groups is invited to participate in the consultation. These groups may include the school(s)' councils, parents, guardians, students, school staff, the local community, and other interested parties.
- As indicated above, the ARC will consult about the customized School Information Profile prepared by Board administration and may make changes as a result of the consultation. The ARC will also seek input and feedback about the accommodation options and the ARC's Accommodation Report to the Board. Discussions will be based on the School Information Profile(s) and the ARC's Terms of Reference.
- Public meetings must be well publicized, in advance, through a range of methods and held at the school(s) under review, if possible, or in a nearby facility if physical accessibility cannot be provided at the school(s). Public meetings are to be structured to encourage an open and informed exchange of views. All relevant information developed to support the discussions at the consultation is to be made available in advance.
- At a minimum, ARCs are required to hold four public meetings to consult about the School Information Profile, the accommodation options, and the ARC Accommodation Report.
- Minutes reflecting the full range of opinions expressed at the meetings are to be kept, and made publicly available. ARCs and Board administration are to respond to questions they consider relevant to the ARC and its analysis, at meetings or in writing appended to the minutes of the meeting and made available on the Board's website.

(i) Accommodation Review Process: Accommodation Report to Board

- The ARC will produce an Accommodation Report that will make accommodation recommendation(s) consistent with the objectives and Reference Criteria outlined in the Terms of Reference. It will deliver its Accommodation Report to the Board's Director of Education, who will have the Accommodation Report posted on the Board's website. The ARC will present its Accommodation Report to the Board of Trustees. Board administration will examine the ARC Accommodation Report and present the administration analysis and recommendations to the Board of Trustees. The Board of Trustees will make the final decision regarding the future of the school(s). If the Board of Trustees votes to close a school or schools, the Board must outline clear timelines around when the school(s) will close.
- The Board of Trustees will hold the following public meetings in order to complete the decision-making process regarding the closure of a school or schools:
 - A meeting to receive the report of the ARC (to be presented by the ARC's chair or delegate) and the Staff report (to be presented by the Associate Director or delegate). Following this meeting both reports will be made available to the public on the Board's website.
 - A meeting to receive public input on the ARC report and the Staff Report.
 - A meeting for the Board of Trustees to make the final decision regarding the future of the schools. As part of any resolution to close a school, the Board will outline anticipated timelines for the school closure. The ARC is to submit its final report to the Superintendent of Business who shall direct Board staff to analyze the ARC's report and prepare their proposals and recommendations regarding the future of the schools for the Board of Trustees.

Appendix “A”: Program Definitions

Alternative Education - Programs to address the needs of students who require an alternative setting to achieve success in attaining secondary school credits. Five programs are currently available for secondary school students in the Hamilton-Wentworth District School Board: Phoenix, STRIVE, James Street, N-Gage and Turning Point.

Care Treatment and Correctional Programs – programs that are funded by the Ministry of Education to allow school boards to deliver educational services to young people who are unable to attend regular community schools because they are either in care facilities (ie., hospitals), treatment facilities (i.e., children’s mental health centres) or correction/custody facilities (ie., detention centres, open custody group homes).

Community and Continuing Education - specially designed programs for learners of any age such as Credit Upgrades, English as a Second Language (ESL), International Languages, Independent study, Literacy and basic skills, Employability training

French Immersion – Students take a minimum of ten French Immersion courses in order to qualify for Certificate of French Immersion.

Gateway – a Safe & Caring Schools program for students who are on suspension for 6 to 20 days or who have been expelled from all HWDSB schools. Students are able to continue their education through homework completion and independent study.

Programs of Choice - a number of alternative programs that focus on one of the following areas: Sports, Academics, Science, Arts and languages

Self-Directed, Self-Paced – programs where students are encouraged and required to take responsibility for their own learning to work through their credit course in sequence and at their own pace.

Special Education – educational programming for students with special needs.

Specialist High Skills Majors – customized high school education to fit with career interests in one of the following areas: Arts & Culture, Aviation and Aerospace, Construction, Health and Wellness, Horticulture and Landscaping, Hospitality and Tourism, Manufacturing

Supervised Alternative Learning for Excused Pupils – programs offered under Regulation 308, a committee considers applications made by guardians to have their children participate in supervised alternative learning programs, or SALEP. Alternative programs could consist of academic credits, work, work skills, independent life/personal skills, alternative learning experiences, volunteer work and/or any other activity considered to be “directed towards the pupil’s needs and interests”. The pupil is excused from attendance at their home school on a full or part-time basis.

Vocational – programs that focus on workplace preparation as a School to Work Transition program with a strong emphasis on the development of literacy, numeracy, personal life management and employability skills. Students participate in experiential learning through job shadowing, work experience and co-operative education.

Appendix "B": Committee Membership

Position (per Policy)	Name
Chair	<i>To be determined by Exec Council</i>
Voting Members	
One Principal <i>(not directly associated with any of the schools in the review area)</i>	<i>To be appointed by the Principal's Association</i>
One Teacher <i>(not directly associated with any of the schools in the review area)</i>	<i>To be appointed by the Teacher Union Executive</i>
Two Student Leaders <i>(from outside the review area)</i>	<i>To be appointed by Student Senate</i> <i>To be appointed by Student Senate</i>
Two Public School Supporter Community Leaders <i>(not directly associated with any of the schools in the review area)</i>	<i>To be appointed by the Parent Involvement Committee</i> <i>To be appointed by the Parent Involvement Committee</i>
Two Parent Reps from Ancaster High	<i>To be appointed by School Council</i> <i>To be appointed by School Council</i>
Two Parent Reps from Highland	<i>To be appointed by School Council</i> <i>To be appointed by School Council</i>
Two Parent Reps from Parkside	<i>To be appointed by School Council</i> <i>To be appointed by School Council</i>
Two Parent Reps from Westdale	<i>To be appointed by School Council</i> <i>To be appointed by School Council</i>
Non-Voting Members	
Area Superintendents of Education	<i>All Superintendents with a school under their responsibility</i>
Area Trustees	<i>All Trustees with a school in their ward</i>
Area Ward Councillors	<i>All Councillors with a school in their ward</i>
Principal from Ancaster High	<i>School Principal as of January 1, 2011</i>
Principal from Highland	<i>School Principal as of January 1, 2011</i>
Principal from Parkside	<i>School Principal as of January 1, 2011</i>
Principal from Westdale	<i>School Principal as of January 1, 2011</i>
Teacher from Ancaster High	<i>To be appointed by School Teaching peers</i>
Teacher from Highland	<i>To be appointed by School Teaching peers</i>
Teacher from Parkside	<i>To be appointed by School Teaching peers</i>
Teacher from Westdale	<i>To be appointed by School Teaching peers</i>
Non-Teaching Staff from Ancaster High	<i>To be appointed by School Non-teaching staff members</i>
Non-Teaching Staff from Highland	<i>To be appointed by School Non-teaching staff members</i>
Non-Teaching Staff from Parkside	<i>To be appointed by School Non-teaching staff members</i>
Non-Teaching Staff from Westdale	<i>To be appointed by School Non-teaching staff members</i>