

**HWDSB**

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# 2016/2017 Advisory Committee Orientation Session

November 29, 2016  
Education Centre

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# Welcome and Introductions

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# Why are we here today?

Todd White, Chair  
Board of Trustees

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## Overview of Info Session

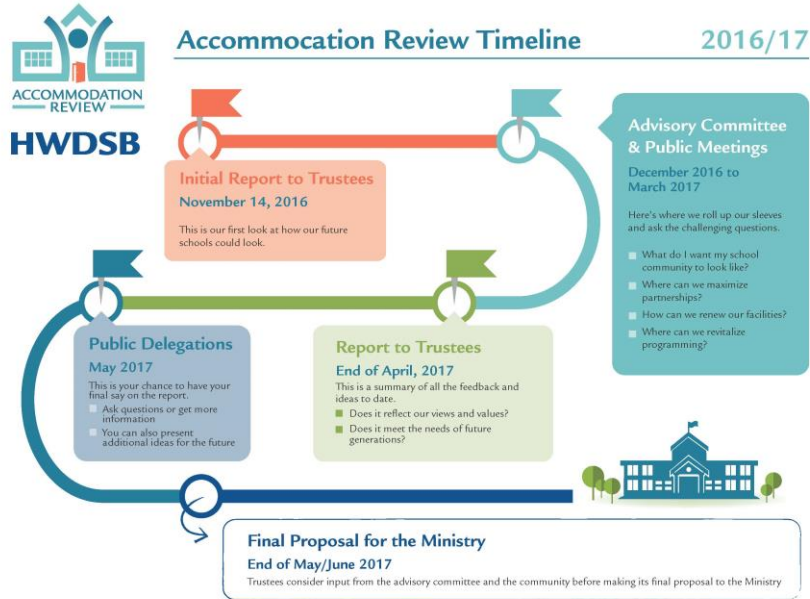
### Review:

- Purpose of accommodation review
- Key documents
- Decision making criteria
- Advisory committee composition, mandate and role
- Role of resource staff
- Meeting types and timeline
- Binders
- Next Steps

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## HWDSB Purpose of Accommodation Reviews

- Schools under review have served us well for decades and it's time to renew them for future generations.
- We have an opportunity to revitalize our programs, renew our facilities and maximize our partnerships.
- We are looking at school sites in a 'big picture way to plan for the future and create the best environments for students.
- Our communities will play an important part in creating great schools for the future.

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# HWDSB Purpose of Accommodation Reviews

- The Ministry of Education recognizes that for school boards to effectively and efficiently manage their excess capacity, they will need to, in some cases, adjust their capital footprint.
- Capital funding is available to school boards to support projects that address underutilized/aged schools.
- Ministry of Education funding is allocated on a project by project basis for:
  - New schools;
  - Retrofits; and
  - Additions.

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## Key Documents

- Ministry Pupil Accommodation Review Guidelines
  - Released March 2015
  - <http://www.edu.gov.on.ca/eng/funding/1516/2015B9appenAEN.pdf>
- HWDSB Pupil Accommodation Review Policy
  - Approved November 2015
  - <http://www.hwdsb.on.ca/wp-content/uploads/2012/05/Pupil-Accommodation-Review.pdf>
- HWDSB Pupil Accommodation Review Directive
  - Approved November 2015
  - <http://www.hwdsb.on.ca/wp-content/uploads/2012/05/Pupil-Accommodation-Review-Directive-Terms-of-Reference.pdf>

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The key criteria of accommodation reviews include, but are not limited to:

- Student achievement and the conditions that support student achievement
- Student well-being
- School board financial viability/sustainability
- The Guiding Principles as defined in HWDSB's Long Term Facilities Master Plan (LTFMP)

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The LTFMP Guiding Principles provide the framework for the development and implementation of the accommodation strategies contained within the plan. The Guiding Principles include:

- Facilities supporting quality teaching and learning
- Optimal school utilization rates – 90%-110%
- Alignment with our Program Strategy
- Alignment with transportation and accessibility policy
- School facilities meeting the needs of 21<sup>st</sup> century learning
- Ensuring neighbourhood and community access to facilities
- Creating flexible learning space reflecting student voice
- School size, organization, and site size optimal standards

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# Accommodation Review Advisory Committee

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## HWDSB Advisory Committee Composition

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The Advisory Committee should include, at a minimum, the following positions:

- One (1) parent/guardian representative from each of the schools under review, chosen by their respective School Council and/or Home & School Association;
- One (1) employee representative from each school under review; and
- One (1) community member with no child/ward currently attending HWDSB schools (at a minimum one per advisory committee).

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# HWDSB Advisory Committee Mandate

A committee made up of community members empowered to provide HWDSB Trustees with community input through discussions and inquiries regarding the initial and/or alternative option(s) and information provided in the Initial Report.

Ensure that where accommodation review decisions are made by the Board of Trustees it is with the involvement of an informed local community.

In the event that a member is unable to fulfill his/her duties on the Advisory Committee, the Principal of the affiliated school(s) working with the Chair of the Advisory Committee, may appoint another representative. If a replacement cannot be found, the Advisory Committee will continue to function.

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# HWDSB Advisory Committee Role

- Official conduit for information shared between the school board and the school communities
- Review accommodation options and supporting data identified in the Initial Report
- Communicate the information to community
- Relay the information back to the Advisory Committee and HWDSB Staff, and provide local context to the accommodation review process.

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## Resource Support

- The Advisory Committee Chair (Superintendent(s) of Student Achievement for each school(s) under review)
- The Trustee(s) of the school(s) under review;
- The Principal from each school under review;
- By way of invitation, the local City Councillor (or designate), of each school under review;
- Administrative support for minute taking, scheduling and preparing meeting materials
- Planning and Accommodation resource staff
  - Provide clarification regarding the initial report and facility/planning data
  - Provide any reasonable data requests from the advisory committee

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## Meeting Types

### Working Group Meetings

- Review accommodation options and supporting data identified in the Initial Report.
- Comment/seek clarification on the Initial Report.
- Prepare information for public meetings.
- Request additional information from staff.
- Public may attend but cannot participate.
- Six planned meetings

### Public Meetings

- Review accommodation review process and accommodation options.
- Collect feedback from parents, staff and other stakeholders.
- Answer any questions regarding accommodation review process or accommodation options.
- Minimum two public meetings.

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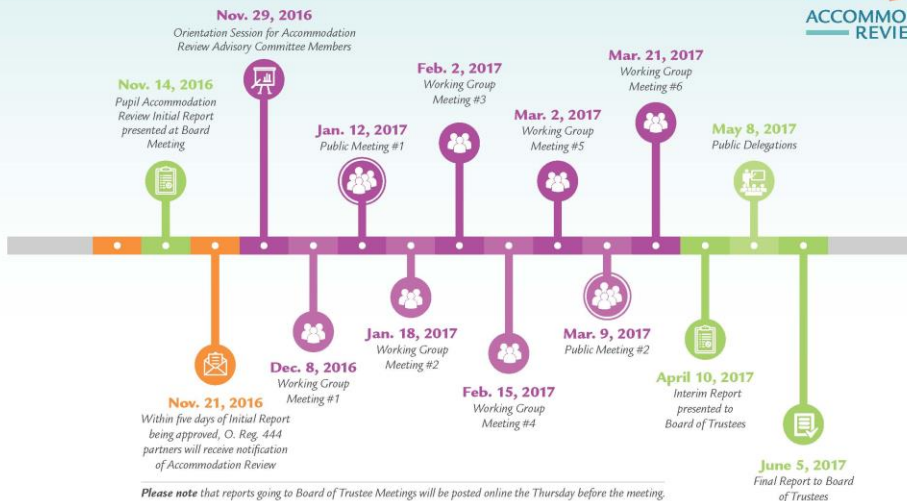
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## ANCASTER Accommodation Review Timeline and Communications



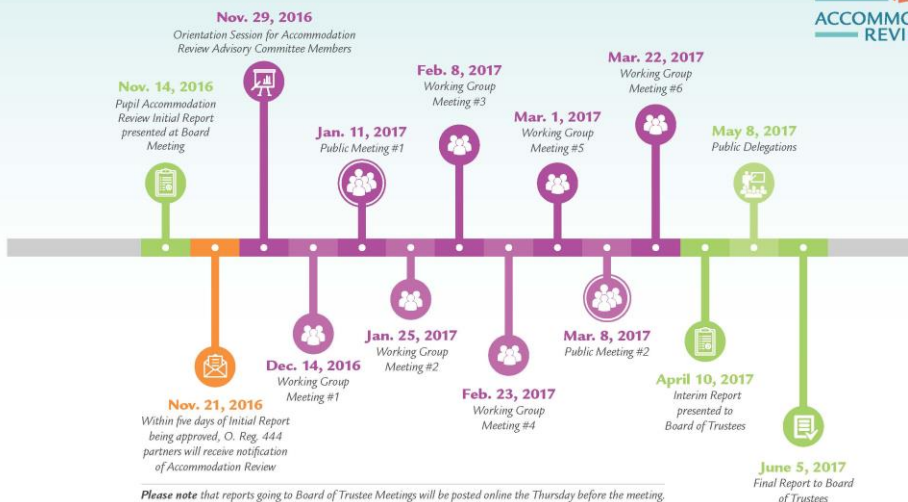
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## WEST HAMILTON Accommodation Review Timeline and Communications



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# HWDSB Accommodation Review Binders

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- Committee Membership
- Ministry of Education Pupil Accommodation Guidelines
- Timeline and Schedule
- Initial Report
- Policy and Terms of Reference
- School Information Profiles
- Feasibility Reports
- Additional Options

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## Next Steps

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### Prepare for Working Group Meeting #1:

- Review Binders
- Identify any questions or comments regarding the binders, the process, etc.
- Ancaster– Thursday December 8<sup>th</sup> – 6:00 pm, Ancaster Senior
- West Hamilton City– Wednesday December 14<sup>th</sup> – 6:00 pm, Dr Davey

### Prepare for Public Meeting #1

- Ancaster– Thursday January 12<sup>th</sup> – 6:00 pm, Ancaster HS
- West Hamilton City– Wednesday January 11<sup>th</sup> – 6:00 pm, SJAM

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