



Pupil Accommodation Reviews 2011

An Overview Of The Process



Accommodation Review Guidelines and Policy

Accommodation Reviews must conform to:

- Ministry Guidelines
- Board Policy
- Terms of Reference for each Committee



An 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 condition (repairs, renovations)
- Strategic locations 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
 - Administrative recommendations are prepared
 - Board approves ARC & Terms of Reference which define:
 - Mandate
 - Reference Criteria
 - Committee Membership
 - Operating Procedures (including meeting dates)



Committee Membership

Chair (One member of Executive Council)

Voting Members

- One Principal (from outside the review area)
- One Teacher (from outside the review area)
- Two Student Leaders (from outside the review area)
- Two Community Leaders
- Two Parent Reps from each school in the review area

Non-Voting Members

- Area Trustees
- Area Superintendents
- Area Ward Councillors
- The Principal of each school in the review area
- A teacher rep from each school in the review area
- A non-teacher rep from each school in the review area



Stages Of The ARC Process Continued

- Community Review Stage
 - Senior administration share recommendations for program delivery, school closures and facility improvements
 - ARC develops a set of recommendations that encompass the mandate in the Terms of Reference. Recommendations will be submitted to the Board.

Requirements:

- Minimum 90 days Minimum 4 public meetings
- HWDSB schedule includes: 10 working meetings and 4 public meetings - Schedule in Terms of Reference
- Customize and Review School Information Profiles
(Value of the school to the student, the Board, the community and the local economy)



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 administrations reviews the ARC reports and prepares a report with 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.

Board of Trustees makes the final decisions.

Administrative Review of A Board's Accommodation Review Process

- An application to review the Board's process may be sent to the Board and the Minister of Education if the Board did not comply with its policy.
- 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 not the decision made by Board of Trustees.



Keeping the Community Informed

- All information will be posted on the HWDSB Website: www.hwdsb.on.ca
- All meetings will be advertised.
- Public meetings will be held in the schools.