



Pupil Accommodation Review

Date Approved: 2015

Projected Review Date: 2019

Page 1 of 6

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) ensures that where decisions are made by the Board of Trustees regarding the future of a school, the decision is made with the involvement of an informed local community.

These decisions are made by HWDSB Trustees in the context of carrying out their primary responsibilities of fostering student achievement and well-being, and ensuring effective stewardship of school board resources.

HWDSB is responsible for providing schools and facilities for students and for operating and maintaining these schools and facilities as effectively as possible to support student achievement.

The Pupil Accommodation Review Policy meets and exceeds the Pupil Accommodation Review Guideline established by the Ministry of Education.

GUIDING PRINCIPLES:

Prior to a pupil accommodation review, HWDSB is committed to doing the following:

- Investigate accommodation strategies that support the key criteria listed below - such as:
 - boundary reviews, grade reorganizations and program reallocation to effectively fill underutilized instructional space;
 - removal of sections of schools to reduce operating costs;
- Pursue community facility partners who can meet HWDSB partnership criteria requirements
- Advocate for fair and equitable funding from the Ministry of Education to support quality teaching and learning environments;
- Pursue creative initiatives to generate operating dollars or reduce operating costs; and
- Maintain an up-to-date Long-Term Facilities Master Plan (LTFMP).

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

- Student achievement and the conditions that support student achievement
- School board financial viability/sustainability
- Student well-being
- The [Guiding Principles](#) as defined in HWDSB's LTFMP

INTENDED OUTCOMES:

- The current and projected enrolment aligns with the utilization rate within the LTFMP, which allows for the offering of a wide range of programs and efficient operation of the school.



Pupil Accommodation Review

Date Approved: 2015

Projected Review Date: 2019

Page 2 of 6

- Improve the physical condition of the school to enhance equitable access to programs.
- Provide purpose built spaces as they relate to Ministry benchmarks.
- System learning as an outcome of the accommodation review.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Advisory Committee (Pupil Accommodation): A committee made up of community members empowered to provide the Board with advice through the process of discussions and inquiries on HWDSB staff options and information provided to them in the *Initial Staff Report*.

Family of Schools: A group of schools that may be included as part of the accommodation review process based on their ability to address the overall accommodation issues.

Final Staff Report: A staff report capturing the accommodation review process, staff recommendations, and consultations and feedback to the Board of Trustees for their review and decision.

Initial Staff Report: A report to the Board of Trustees, including staff recommendations and the rationale and scope of the accommodation review.

Long-Term Facilities Master Plan (LTFMP): A comprehensive planning document illustrating the condition and utilization of current facilities, and possible accommodation solutions designed to enhance student achievement.

Modified Accommodation Review Process: In certain circumstances, where potential pupil accommodation options are deemed by the Trustees to be less complex, Trustees may find it appropriate to undertake a modified pupil accommodation review process.

Pupil Accommodation Review Terms of Reference: Outlines the mandate, role, membership, operating procedure, reference criteria and meetings of the Advisory Committee.

School Information Profile: An orientation document with data for each of the schools under a pupil accommodation review to help the Advisory Committee and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.

Identified Community Partners: A list of potential and existing partners of HWDSB, which consists of business, labour, community and government agencies.



Pupil Accommodation Review

Date Approved: 2015

Projected Review Date: 2019

Page 3 of 6

ACTION REQUIRED:

In order to assist and prepare the Advisory Committees for their role as conduits to the local community, Board staff will maintain operating procedures that outline, but are not limited to:

- The mandate of the Advisory Committee
- How a pupil accommodation review is initiated
- Initial information provided to the Advisory Committee
- The *Final Staff Report* to the Board of Trustees
- Transition Planning

Based on this policy, staff will implement the *Pupil Accommodation Review Terms of Reference (TOR)* to guide the Advisory Committees. The *TOR* will include:

- Mandate and Role of the Advisory Committee
- Membership of the Advisory Committee
- Operation of the Advisory Committee
- Working meetings
- Public meetings
- Capital planning objectives and partnership opportunities

Mandate of the Advisory Committee

The Advisory Committee's mandate is to ensure that the Board of Trustees decision and the information to support staff's option, regarding an accommodation review, is developed with the involvement of an informed local community and is based on a broad range of criteria regarding the quality of the learning experience for students.

The Advisory Committee is empowered to provide advice, through the process of discussions and inquiries on HWDSB staff options and information provided to them in the *Initial Staff Report*.

Composition of the Advisory Committee

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;



Pupil Accommodation Review

Date Approved: 2015

Projected Review Date: 2019

Page 4 of 6

- One (1) community member with no child/ward currently attending HWDSB schools (at a minimum one per advisory committee). Staff at the board level endeavour to select members that are reflective of the communities where these school(s) reside.

Pupil Accommodation Review Timelines

- HWDSB staff will meet with the City of Hamilton and community members upon annual Board of Trustee approval of the next year's accommodation review schedule of the LTFMP and prior to the creation of an *Initial Staff Report*;
- Trustees will approve, through the *Initial Staff Report*, the start of an accommodation review, the schools under review and the composition of the Advisory Committee
- The *Initial Staff Report* and *SIP* will be made available to the public and posted on the Board's website.
- Following the date of the Board of Trustees' approval to launch a pupil accommodation review, HWDSB will provide written notice of the Board of Trustees' decision within five business days to the City of Hamilton and other identified community partners;
 - The written notice will include an invitation for a meeting to discuss and comment, as well as the opportunity to provide a written response, on the recommended option(s) in the school board's *Initial Staff Report* before the final public meeting;
 - HWDSB will notify the Director(s) of Education of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division;
- Beginning with the date of the Board of Trustees' approval to conduct a pupil accommodation review, there must be no fewer than 30 business days before the first public meeting is held;
- There must be a minimum period of 40 business days to a maximum of 60 business days between the first and final public meetings;
- The *Final Staff Report* must be presented to Trustees at the earliest available board meeting, but no fewer than 10 business days after the final public meeting;
- The *Final Staff Report* must be posted to the Board Website upon trustees receiving it;
- From when the *Final Staff Report* is presented at a Board meeting, there must be no fewer than 10 business days before the public delegations;
- There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

Modified Accommodation Review

The Ministry's *Pupil Accommodation Review Guideline* state, "In certain circumstances, where the potential pupil accommodation options available are deemed by Trustees to be less complex," HWDSB may undertake a *Modified Pupil Accommodation Review* process – see *Ministry Pupil Accommodation Review Guideline, March 2015* for details.



Pupil Accommodation Review

Date Approved: 2015

Projected Review Date: 2019

Page 5 of 6

Exemptions from the Accommodation Review Process

The following are **not** actions to which the Pupil Accommodation Review Policy applies:

- where a replacement school is to be rebuilt by the Board on the existing site, or rebuilt or acquired within the existing school attendance boundary as identified through the Board's existing policies;
- 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 through the Board's policy;
- when a lease is terminated;
- when the Board is planning the relocation (in any school year or over a number of school years) of grades or programs, 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);
- 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;
- 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
- where there are no students enrolled at the school at any time throughout the school year.

PROGRESS INDICATORS:

Intended Outcome	Assessment
The current and projected enrolment aligns with the utilization rate within the LTFMP, which allows for the offering of a wide range of programs and efficient operation of the school.	Data related to program offerings and enhancements presented within the post-transition report. Data related to current and projected enrolment presented annually within the LTFMP Data related to utilization rate presented annually within the LTFMP
Improve the physical condition of the school to enhance equitable access to programs	Data related to any improvements of the school Data related to equity of programs as presented in the Equity Report.
Provide purpose built spaces as they relate to Ministry benchmarks	Presented through the annual update of the LTFMP by comparing spaces against Ministry benchmarks.



Pupil Accommodation Review

Date Approved: 2015

Projected Review Date: 2019

Page 6 of 6

Intended Outcome	Assessment
System learning as an outcome of the accommodation review	Post transition committee feedback of their experience through the accommodation review process.

REFERENCES:

Government Documents

Administrative Review of Accommodation Review Process, Ministry of Education
 Community Planning and Partnership Guideline, Ministry of Education (March 2015)
 Pupil Accommodation Review Guideline, Ministry of Education (March 2015)

HWDSB Documents

Long-Term Facilities Master Plan