

### PUPIL ACCOMMODATION REVIEW PROCEDURE

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#### RATIONALE:

The Ministry of Education's *Pupil Accommodation Review Guideline* recognizes that "pupil accommodation reviews include a school or group of schools to facilitate the development of viable solutions for pupil accommodation that supports the (Ministry) guiding principles." Hamilton-Wentworth District School Board's elementary schools are generally organized in groups and linked to a secondary school, referred to as a Family of Schools. The goal of providing a suitable and equitable range of learning opportunities in a school or a group of schools requires monitoring and active curriculum and programming decisions. Decisions that might require consolidation, closure or major program relocation should take into account the needs of all the students in all of the schools in a particular group. However, there may be circumstances in which a single school should be studied for closure.

The *Pupil Accommodation Review Guideline* states that, "School boards may proceed to establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s)" and that this planning be "informed by any relevant information obtained from local municipal governments and other community partners" through the *Community Planning and Partnership Guideline* (March 2015). Any decisions under this policy should, therefore, take into account HWDSB's Long Term Facilities Plan (LTFP).

#### 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.

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

**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 Plan (LTFP):** A comprehensive planning document illustrating the condition and utilization of current facilities, and possible accommodation solutions designed to enhance student achievement.

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**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.

### **PROCEDURES:**

#### **1.0 Initiation of a Pupil Accommodation Review**

- 1.1 As described in the Community Planning & Partnership Guidelines (CPPG), “School boards are expected to have capital plans that address the future needs of their students.” For HWDSB, capital planning is captured through the LTFP. The CPPG describes parameters on capital plans.
- 1.2 HWDSB staff will meet with the City of Hamilton and community members upon the annual approval of the LTFP and prior to the creation of an Initial Staff Report.
- 1.3 The process for determining whether to bring forth an Initial Staff Report for approval to initiate an accommodation review will begin with a review of the Board’s existing accommodations. The review should be undertaken by the Senior Facilities Officer in collaboration with Manager of Planning, Accommodation and Rentals in accordance with the Board’s most recent LTFP. Further consultation with Executive Council will be included.
  - 1.3.1 The review is to consider, at a minimum:
    - 1.3.1.1 That the current and projected enrolment aligns with the utilization rate within the LTFP, which allows for the offering of a wide range of programs and efficient operation of the school.
    - 1.3.1.2 Any improvements to the physical condition of the school to enhance equitable access to programs.
    - 1.3.1.3 Purpose built spaces as they relate to Ministry benchmarks.
    - 1.3.1.4 System learning as an outcome of the accommodation review.
- 1.4 In the event that a review of the Board’s existing accommodations indicates an accommodation review may be required, an Initial Staff Report shall be brought forward,

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through the Director, to the Board of Trustees. The Initial Staff Report will include approval to launch an accommodation review, the schools under review, and the composition of the Advisory Committee.

- 1.4.1 The Initial Staff Report, “must contain one or more options to address the accommodation issue(s).” The option(s) must address the following:
  - 1.4.1.1 summary of accommodation issue(s) for the school(s) under review,
  - 1.4.1.2 where students would be accommodated,
  - 1.4.1.3 if proposed changes to existing facility or facilities are required as a result of the pupil accommodation review,
  - 1.4.1.4 identify any program changes as a result of the proposed option,
  - 1.4.1.5 how student transportation would be affected if changes take place,
  - 1.4.1.6 if new capital investment is required as a result of the pupil accommodation review, how the school board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available,
  - 1.4.1.7 relevant information obtained from the City of Hamilton and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.
- 1.4.2 Each recommended option must also include a timeline for implementation.
- 1.4.3 The Initial Staff Report and SIP will be made available to the public and posted on the Board’s website.
- 1.4.4 HWDSB will invite potential Advisory Committee members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the Advisory Committee.

### **2.0 Initiation of a Modified Pupil Accommodation Review**

- 2.1 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.

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### **3.0 Information to the Advisory Committee**

- 3.1 HWDSB shall provide the Advisory Committee with a copy of this Procedure, the Pupil Accommodation Review Policy and the Pupil Accommodation Review Terms of Reference, which describes its mandate.
- 3.2 Prior to the commencement of any Advisory Committee, Board staff may revise the Terms of Reference if such revisions are warranted.
- 3.3 In accordance with the Pupil Accommodation Review Guideline, a School Information Profile (SIP) will be prepared by Board staff for each of the school(s) under review. The SIP(s) are orientation documents 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.

The SIP will include data that addresses the following two considerations about the school(s) under review:

  - 3.3.1 Value to the Student; and
  - 3.3.2 Value to the Board.
- 3.4 The completed SIP(s) will be provided to the Advisory Committee prior to its first working meeting. The SIP will include the following:
  - 3.4.1 Information profiling the school(s) located within the area of the accommodation review. The profiles address the facility, instructional and school use.
- 3.5 The Advisory Committee will review the completed SIP(s) and have the opportunity to request clarification on the SIP(s) should they require it. If there are multiple schools under review, the framework of the SIP will be the same for each school under review.
- 3.6 Staff may introduce additional items to SIPs that could be used to reflect local circumstances

### **4.0 The Final Staff Report**

- 4.1 Board staff will prepare a report (Final Staff Report) for the Director of Education, which will be presented to the Board of Trustees in public session at a regularly scheduled meeting or a special meeting as identified in Section 7.0 – Timelines.
- 4.2 As per the Pupil Accommodation Review Guideline, the Final Staff Report “must include a Community Consultation section that contains feedback from the Advisory Committee and any public consultations as well as any relevant information obtained from

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municipalities and other community partners prior to and during the pupil accommodation review”.

### **5.0 Delegations to the Board of Trustees**

- 5.1 In addition to the public input sought through the work of the Advisory Committee, the Board of Trustees allows an opportunity for members of the public to provide feedback on the Final Staff Report through public delegations.
- 5.2 Notice of the public delegation opportunities will be provided based on HWDSB policy.
- 5.3 Delegations will be presented to the Board of Trustees in public session at a regularly scheduled meeting or a special meeting as identified in Section 7.0 – Timelines.
- 5.4 Board staff will compile feedback from delegations and present them to the Board of Trustees.

### **6.0 Decision of the Board of Trustees**

- 6.1 As per the Pupil Accommodation Review Guideline, “The Board of Trustees has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report, or to approve a different outcome”.

### **7.0 Timelines**

<b>Action</b>	<b>Timeline</b>
Board Accommodations (LTFMP)	Annually
Presentation of the <i>Initial Staff Report</i> to Board	As a result of the review of Board LTFMP
Decision to establish an Advisory Committee	As a result of the approval of the <i>Initial Staff Report</i>
Establishment of the membership of the Advisory Committee	Following the decision to approve the <i>Initial Staff Report</i> and commence an accommodation review
Municipality and community partner notice of Board decision to establish an accommodation review	Within five (5) business days of decision* of Trustee approval of the <i>Initial Staff Report</i>
First Working Group Meeting	As scheduled by HWDSB Senior Administration
First Public Meeting	Not before a minimum of 30 business days* from the date of the approval of the <i>Initial Staff Report</i>

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Final Public Meeting	Minimum of 40 business days, and maximum of 60 business days, between first public meeting and final
Additional Public Meeting/s (if required)	As scheduled by the Advisory Committee
Delivery of <i>Final Staff Report</i> to Board of Trustees	Earliest available Board meeting, but not before 10 business days after final public meeting
Public Delegations	Not before 10 business days after the report is presented at a Board meeting
Notice of decision by Trustees on School Accommodation Review	Not before 10 business days after public delegations

\*Calendar days that are not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring and summer break.

**8.0 Transition Planning**

- 8.1 If the Board of Trustees' decision is consolidation, closure or major program relocation, the following school year will be used to plan for and implement the Board's decision, except where the Board in consultation with the affected community, decides that earlier action is required. The Board decision will set clear timelines regarding consolidation, closure or major program relocation. A transition plan will be communicated to all affected school communities within the school board. A separate advisory group will be established to address the transition for students and staff of the affected schools.

**9.0 Administrative Review of the Accommodation Review Process**

- 9.1 An individual or group may seek a review of the Board's accommodation review process in accordance with the Ministry's document entitled Administrative Review of Accommodation Review Process which is appended to this Policy as Appendix - C and posted on the Board's website and available at the Education Centre upon request.
- 9.2 In accordance with the Administrative Review of Accommodation Review Process, an individual or group seeking a review of the Board's accommodation review process is required to demonstrate the support of a portion of the school community through the completion of a petition signed by a number of supporters' equal to at least 30% of the affected school's student headcount (e.g., If the headcount is 150, then 45 signatures would be required). Parents/Guardians of students and/or other individuals that participated in the accommodation review process are eligible to sign the petition.

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### **APPENDIX A: Pupil Accommodation Review – Terms of Reference**

The Terms of Reference were developed in accordance with the Ministry's Pupil Accommodation Review Guidelines (March 2015).

#### **1.0 Mandate of the Advisory Committee**

- 1.1 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.
- 1.2 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.

#### **2.0 Role of the Advisory Committee**

- 2.1 With school valuation as its focus and the Board's strategy for supporting student achievement, the Advisory Committee role is to act "as the official conduit for information shared between the school board and the school communities" with respect to a school or group of schools being reviewed for the Board of Trustees' consideration and decision.
- 2.2 The Advisory Committee shall review accommodation options and supporting data identified in the Initial Staff Report, communicate the information to their community, capture the community voice and relay the information back to the Advisory Committee and HWDSB Staff, and provide local context to the accommodation review process.
- 2.3 The Advisory Committee "may comment on the Initial Staff Report and may, throughout the pupil accommodation review process, seek clarification of the Initial Staff Report."
- 2.4 The Advisory Committee "may provide other accommodation options than those in the Initial Staff Report; however, it must include supporting rationale for any such option."
- 2.5 The Advisory Committee "members do not need to achieve consensus regarding the information provided to the Board of Trustees."
- 2.6 The Advisory Committee is charged to act as the official conduit for information shared between the school board and the school communities with reviewing information for the following schools:[Insert List of School(s)].

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### **3.0 Composition of the Advisory Committee**

- 3.1 The Advisory Committee should include, at a minimum, the following positions:
  - 3.1.1 One (1) parent/guardian representative from each of the schools under review, chosen by their respective School Council and/or Home & School Association;
  - 3.1.2 One (1) employee representative from each school under review;
  - 3.1.3 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.
- 3.2 The Advisory Committee will include one (1) student leader from each school under review to participate (only applicable to secondary accommodation reviews).
- 3.3 The Advisory Committee membership will be deemed to be properly constituted whether or not all of the listed members are able to participate.
- 3.4 Written invitation (letters to school council, letters sent home with students) to participate on the Advisory Committee will be issued following the Board of Trustees' consideration of the Initial Staff Report but prior to the first public meeting. There will be a deadline date for acceptance. No response by that date will be considered as non-acceptance.
- 3.5 HWDSB will invite potential Advisory Committee members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the Advisory Committee.
- 3.6 Recognizing the value of the Advisory Committee's contribution to the Board's ability to provide quality educational opportunities for its students, Advisory Committee members must be prepared to make a commitment to attend all or nearly all of the working meetings and public meetings.
- 3.7 In the event that an Advisory Committee member is unable to commit to attending all, or nearly all of the meetings, the Advisory Committee Chair has the authority to address the attendance issue and recommend a solution.
- 3.8 The Advisory Committee will have resource support available to provide information when requested or to provide expertise not already within the Advisory Committee. The following people are available resources:
  - 3.8.1 The Advisory Committee Chair as appointed by Executive Council;
  - 3.8.2 The Trustee(s) of each school(s) under review;



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- 3.8.3 The Trustee(s) of associated schools;
- 3.8.4 The Superintendent(s) of Student Achievement for each school(s) under review;
- 3.8.5 The Principal from each school under review;
- 3.8.6 Administrative support for minute taking;
- 3.8.7 By way of invitation, the local City Councillor (or designate), of each school under review;
- 3.8.8 Dedicated resource staff to enable the Advisory Committee to understand the issues that exist and to provide:
  - 3.8.8.1 Support to ensure compliance with the Board's policy and procedure;
  - 3.8.8.2 Information relevant to the mandate of the Advisory Committee as requested by the Advisory Committee; and
  - 3.8.8.3 Information relevant to the mandate of the Advisory Committee to support community questions or requests.
- 3.8.9 If the Advisory Committee Chair sees a need for additional expertise or if additional expertise is requested by the Advisory Committee, guest Advisory Committee resources may be invited to attend specified meetings (i.e. students, HWDSB staff, community leaders) as agreed by the Advisory Committee members.

### **4.0 Operation of the Advisory Committee**

- 4.1 Executive Council will be responsible for appointing the Chair of the Advisory Committee.
- 4.2 The Advisory Committee Chair is responsible for:
  - 4.2.1 Convening and chairing Advisory Committee meetings;
  - 4.2.2 Managing the development of the process according to the Advisory Committee mandate and the Terms of Reference; and
  - 4.2.3 Coordination of the activities of the Advisory Committee, requesting support, resources and information relevant to the Advisory Committee's mandate from the HWDSB staff.
- 4.3 A School Information Profile (SIP), as part of the Initial Staff Report, for each affected school necessary to permit the Advisory Committee to carry out its mandate will be provided prior to the Advisory Committee's first working meeting.

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- 4.4 For each affected school, the SIP will include the following and will be made available to the public via a posting on the Board's website and in print format at the Education Centre upon request:
  - 4.4.1 The section of the Board's most recent Long-Term Facilities Master Plan that deals with the area(s) under review; and
  - 4.4.2 At a minimum, facility, instructional and school use information as per the Ministry Pupil Accommodation Review Guideline (PARG) regarding the schools identified within the area under review – see Section VIII of the PARG.
- 4.5 The Advisory Committee will meet as often as required to review all pertinent data and prepare for public meetings – minimum of two (2) public meetings.
- 4.6 The Advisory Committee shall determine a schedule of the dates, times and location of meetings as per Pupil Accommodation Review Policy and the Procedure.
- 4.7 Working meetings of the Advisory Committee may be held regardless of all members being present.
- 4.8 The Advisory Committee will complete its work within the timelines outlined in the Policy.
- 4.9 In the event that a member is unable to fulfil his/her duties on the Advisory Committee, the Principal of the affiliated school(s) working with the Chair of the Advisory Committee, may co-opt another representative. If a replacement cannot be found, the Advisory Committee will continue to function.
- 4.10 Board staff will respond to reasonable requests for additional information that has been requested by the Advisory Committee.
- 4.11 Requests for information in keeping with the Advisory Committee's mandate and in keeping with the schools under review will be provided by Advisory Committee Resource staff in a timely manner for the Advisory Committee's use. It may not always be possible to obtain responses to requests for information in time for the next scheduled meeting. If this occurs, Advisory Committee Resource staff will provide an estimated availability time.
- 4.12 All Advisory Committee meetings will be structured to encourage an open and informed exchange of views.

### **5.0 Working Meetings**

- 5.1 Through working group meetings, the Advisory Committee shall review accommodation options and supporting data identified in the Initial Staff Report, communicate the information to their community, capture the community voice and relay the information

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back to the Advisory Committee and HWDSB Staff, and provide local content to the accommodation review process. Additionally, the Advisory Committee will assist on how the information is prepared and presented at each of the minimum two (2) public meetings. The materials prepared will support the objectives of this Terms of Reference.

- 5.2 The Advisory Committee may hold as many working meetings as is deemed necessary within the timelines established in HWDSB's Pupil Accommodation Review Policy.
- 5.3 Resource staff will work with the Advisory Committee to prepare all working meeting and public meeting agendas and materials. Meeting agendas and materials are to be made available by e-mail to the Advisory Committee members and posted on the Board's website when possible at least 24 hours in advance of the scheduled meeting.
- 5.4 Resource staff will ensure that accurate minutes are recorded. These minutes are to reflect the discussions that take place at working meetings and at public meetings. Advisory Committee meeting minutes will be posted on the Board's website after the minutes have been reviewed by the Advisory Committee. Both working and public meeting minutes will be included in the Final Staff Report to the Board of Trustees.
- 5.5 All information provided to the Advisory Committee is to be posted on the board's website and made available in hard copy if requested.
- 5.6 Working Meetings of the Advisory Committee shall be open to observation by the public.

### **6.0 Public Meetings**

- 6.1 In addition to Advisory Committee working meetings, HWDSB resource staff will facilitate a minimum of two (2) public meetings. Public meetings will occur in one of the schools under review, provided the school is an accessible facility, or at an alternate facility within the local community. These meetings will be organized as follows:
  - 6.1.1 At the first public meeting, resource staff will, at a minimum, present:
    - 6.1.1.1 an overview of the Advisory Committee orientation session - the Advisory Committee's role; outline how the Advisory Committee will operate; the data they received; and how they receive community input;
    - 6.1.1.2 the Initial Staff Report with recommended option(s); and
    - 6.1.1.3 the SIPs.
  - 6.1.2 At the second and/or final public meeting, resource staff will present to the public, a draft of the Final Staff Report with its interim accommodation recommendation(s) and receive community input. Resource staff may make changes to the report based upon feedback at this meeting.

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- 6.2 Senior administration will call the first public meeting no earlier than thirty (30) business days after the date of approval to launch a pupil accommodation review (by the Board of Trustees) and as established in HWDSB's Pupil Accommodation Review Policy.
- 6.3 Notice of the public meetings will be announced and advertised publicly by HWDSB staff through an appropriate range of media.

### **7.0 Capital Planning Objectives and Facility Partnership Opportunities**

- 7.1 HWDSB staff is to outline its capital planning objectives for the area under review in order to provide the Advisory Committee with context for the accommodation review processes.
- 7.2 Capital planning objectives and information will be captured through the Long Term Facilities Plan (LTFP). The LTFP addresses the future needs of HWDSB students. The Initial Staff Report will also address planning objectives and reflect HWDSB's strategy for supporting student achievement and well-being.
- 7.3 Capital planning objectives will take into account opportunities for partnerships in accordance with the Community Planning and Partnerships Guideline (March 2015). Planning information and imminent accommodation review proposals will be shared with community partners and the City of Hamilton staff prior to approval to commence with accommodation reviews.
- 7.4 The Board is to inform the Advisory Committee of such known or reasonably anticipated partnership opportunities, or lack thereof, at the beginning of the Advisory Committee process and captured in the Initial Staff Report.