

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION 7: ADMINISTRATION**

STUDENT ACCOMMODATION & BOUNDARY REVIEW	POLICY 7.4
EFFECTIVE: 1999 12 08/ 2000 01 18/ 2000 12 01/ 2001 11 27/ 2002 05 28/ 2003 10 07/ 2007 06 26 / 2008 05 28 / 2010 02 23	

POLICY STATEMENT:

The St. Clair Catholic District School Board is committed to provide student accommodation in a responsible and organized manner, and to consult with the community.

POLICY GOALS:

The St. Clair Catholic District School Board acknowledges that the consolidation or closure of a school or schools and/or the revision of boundaries may be required in order to operate in an efficient and effective manner. The Board shall:

- a) provide a Catholic school system where the life and gospel of Christ are integrated into the entire curriculum and to seek a spirit of co-operation between the home, the school, and the Church
- b) provide adequate and appropriate accommodation for the students attending its schools pursuant to Ministry Guidelines and Regulations
- c) provide effective educational programs for all students through the efficient management of the Board's resources,
- d) communicate with parents and community concerning possible changes in the status of a school or schools or of school or schools boundaries.

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STUDENT ACCOMMODATION & BOUNDARY REVIEW	PROCEDURE 7.4.1
EFFECTIVE: 1999 12 08/ 2000 01 18/ 2000 12 01/ 2001 11 27/ 2002 05 28/ 2003 10 07/ 2007 06 26 / 2008 05 28 / 2010 02 23	

ADMINISTRATIVE PROCEDURES:

The Director of Education or designated Supervisory Officer shall make recommendations to the Board to review a school or schools for potential consolidation, closure and/or boundary review.

Wherever possible, accommodation reviews will focus on a group of schools within an area rather than examine a single school. Groupings of schools for review within a planning area will facilitate the development of viable and practical solutions for student accommodation.

1.0 Administrative Review

- a) The Director of Education shall designate Board staff to be responsible for maintaining information on school capacities, enrolments, boundaries, transportation and programs.
- b) A Board Supervisory Officer shall report, at least annually to the Director of Education, outlining accommodation utilization and identifying potential school consolidations, closures and/or reviews of school boundaries.
- c) The Director of Education, or designated Supervisory Officer, shall provide, in a report at a public meeting, recommendations to the Board identifying a potential school, or schools, for consolidation, closure and/or boundary review.
- d) When the Board names a school or schools to be reviewed for potential consolidation and/or closure, the Board shall instruct the Director of Education to establish an Accommodation Review Committee (ARC) and to notify the principals, school councils and wider communities of the identified schools.

2.0 Identification of Schools for Accommodation Review

Wherever possible, accommodation reviews will focus on a group of schools within an area rather than examine a single school. Groupings of schools for review within a planning area will facilitate the development of viable and practical solutions for student accommodation. There may however, be circumstances in which a single school should be studied for closure or consolidation.

The Director of Education may recommend to the Board the review of a school or schools for potential consolidation or closure if one or more of the following conditions apply:

- a) Enrolment in September is less than 85% of the Ministry rated On the Ground Capacity for a school or a grouping of schools. Grouping of schools will be determined by senior administration.
- b) Under normal staffing allocations, it would be necessary to assign three grades to one class.

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- c) The average cost per student is above the average cost per student for the system.
- d) The school or schools have experienced, or will experience, higher building maintenance costs than the average for the system and/or are in need of major capital improvements.
- e) The school or schools have experienced, or will experience, program changes because of declining enrolment.
- f) The school or schools are unable to provide a suitable range of learning opportunities for students.
- g) The school site or sites cannot accommodate an appropriate addition.
- h) In respect to one or more of the school or schools, there are safety and/or environmental issues related to the building, the school site or its location.
- i) The consolidation of the school or schools is in the best interest of the overall system.
- j) It has been at least five years since the previous study of the school or schools by an Accommodation Review Committee, except where extenuating circumstances warrant, such as an unexpected economic or demographic shift or a change in the school's or schools' physical condition.

3.0 Application of Accommodation Review Guidelines

The Guidelines shall apply to schools offering elementary or secondary regular day-school programs.

The Pupil Accommodation Review Guidelines shall not apply under the following circumstances:

- a) Where a replacement school is to be built 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.
- b) When a lease is terminated.
- c) When the Board is planning the relocation in any school year or over a number of school years, of a grade or grades, or a program, where the enrolment constitutes less than 50% of the enrolment of the school. This calculation is based on the enrolment at the time of the relocation, or the first phase of relocation, carried over a number of school years.
- d) 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.
- e) 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.

4.0 The Consultation, Information Gathering and Decision Making Process

- a) The Board will approve or set aside the Director of Education's recommendations identifying potential school or schools for consolidation, closure, and/or review of boundaries referred to in Section 1.0 (c).
- b) The Board's decisions will be made at a public meeting.

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- c) The Board shall instruct the Director of Education to establish an Accommodation Review Committee (ARC) for a planning area that has been defined and has met some or all of the identification criteria outlined in section 2.0. The following people will be invited to form the Accommodation Review Committee:

Voting Members of the Accommodation Review Committee:

- The Chair and two other table members of each affected Catholic School Community Council
- One member of the clergy of the affected deanery, in consultation with the Episcopal Vicar
- One member of the staff of the municipality – Catholic Ratepayer
- One member of the business community for the planning area – Catholic Ratepayer

Non-Voting Table Members of the Accommodation Review Committee:

- The Superintendent of Education – Chair of the ARC
- The Principal(s) of the affected school(s) – Resource(s) to the ARC

Resources to the ARC not seated at the table:

- Associate Director Corporate Services and Treasurer (as required)
- Planning personnel (as required)
- Facilities personnel (as required)
- Catholic curriculum consultants (as required)
- Special Education consultants (as required)

**Trustees are encouraged to attend public meetings as observers; but do not participate and are not members of the Accommodation Review Committee.

***The ARC will be deemed to be properly constituted whether or not all of the listed members are willing to participate.

- d) Terms of Reference for the ARC

At the first public meeting of the ARC, the Director of Education, or designate, will clearly state the problem that is being put before the committee for deliberation. The statement of the problem will reference the reasons that the school/schools have been identified for review, per section 2.0. As it leads the public review of a school or group of schools, the role of the ARC will be to work towards a solution to the problem, which meets the Board's overall goals with respect to supporting student achievement and fiscal responsibility.

The ARC shall review, report and make recommendations regarding the accommodation options affecting the school or group of schools under review. Decisions that might require consolidation, closure or program relocation shall take into account the needs of all the students in all of the schools in the identified grouping. There may, however, be circumstances in which a single school should be studied for closure or relocation.

The Director of Education, or designate, will inform the ARC at the beginning of the process about partnership opportunities, or lack thereof, as identified as part of the Board's long-term planning process.

ARCs are required to follow the process set out in these procedures.

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e) ARC Report and Recommendations

- ARCs shall prepare a report for the school/schools under review. The School Information Profile(s) and Terms of Reference will provide the foundation for the discussion and analysis of accommodation options. The needs of all students attending the school/schools under review shall be considered.
- The ARC report shall consider and address, among other matters which may arise, the following matters:
 - The program implications for students both in the school or schools under review and in the school or schools where programs may be affected by the school or schools under review.
 - The effects of consolidation, closure or program relocation on the following:
 - the attendance area defined for the school(s);
 - attendance at the schools;
 - the need and extent of bussing.
 - The financial effects of consolidating or not consolidating the school or schools, including any capital implications.
 - Savings expected to be achieved as a result of the consolidation, closure or program relocation related to:
 - school operations (heating, lighting, cleaning, routine maintenance);
 - expenditures to address school renewal issues which will no longer be required.
 - Revenue implications as a result of the consolidation, closure or program relocation.
 - Additional expenditures, if any, at schools which will accommodate students displaced as a result of a consolidation, closure or a program relocation decision taken by the Board, such as:
 - school operations (heating, lighting, cleaning, routine maintenance);
 - school administration;
 - school renewal;
 - transportation.
 - Net savings/costs associated with:
 - teaching staff;
 - paraprofessionals;
 - student transportation.
 - The possible alternative use or disposition of any empty building(s).
- ARCs shall present and share their report with the community at one of its public meetings, and consider changes to the report based on feedback at the meeting.

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- ARCs shall submit the report to the Director of Education. The Director shall make the completed report and recommendations available to the public and to the Board of Trustees.

- f) The Director of Education, or designate, is required to:
 - ensure all full committee meetings of the ARC are conducted in public - does not apply to working sub-committees, focus groups etc.;
 - provide thirty (30) days notice of the first meeting after the Board's decision to establish the review (excluding school vacations and holidays);
 - schedule meetings in the affected school(s);
 - keep notes of all public ARC meetings – the notes are to form part of the final report;
 - develop timelines that are in keeping with those established in the Ministry guidelines and Board policy;
 - schedule a minimum of four public meetings;
 - establish an attendance process – and make it known that accurate attendance records are integral to communities seeking a ministry review;
 - name the Superintendent for the schools being reviewed to act as Chair of all ARC meetings;
 - review the Ministry guidelines and the Board policy and process;
 - present to the ARC (at either the 3rd or 4th public meeting) at least one 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 any changes to transportation that would be required. If the option(s) require new capital investment, the Board's 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.
 - provide opportunity for questions from the floor and ensure through the Chair that all questions are relevant to the ARC process and its analysis – answers to questions shall be provided at the current meeting, or at the next meeting, or will be posted on the Board website;
 - ensure notes of the meeting and answers to questions are posted on the Board website;
 - provide public notice of the next meeting date two weeks in advance

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A School Information Profile will be provided to the ARC by staff. It will list a number of considerations, which may be used to value a school according to the following, in order of priority:

1. Value to the Student
2. Value to the Board
3. Value to the Community
4. Value to the Local Economy

If appropriate, the ARC may customize the Board's School Information Profile for each of the school(s). Customization will focus on the unique attributes of each school and will not attempt to provide a comparative analysis of all schools under consideration in the Review Area. The ARC may add factors to the generic School Information Profile, but may not subtract or alter factors. Any factors that are added by the ARC to the generic template, regarding either Value to the Student or Value to the School Board, will apply to the template for each school community.

This School Information Profile is useful as an organizer and summary of information. It is intended to help guide the thinking of individual ARC members. It also introduces a measure of accountability for views and opinions expressed by ARC members.

While consensus among ARC members is desirable, it is not required and conflicting views and recommendations may be presented to the Board of Trustees. If the ARC is unable to complete its work within the prescribed timelines, the Director of Education may extend the report deadline, if deemed appropriate. However, should the ARC be unable or unwilling to engage in the process, or to present any recommendations to the Board of Trustees, the Director of Education may dissolve the committee. In the event that the work of the ARC is suspended, the public consultation process would continue and any submissions from any members of the affected school communities would, along with the recommendations of the Director of Education and senior staff, inform the decision of the Board of Trustees.

5.0 School Boundaries

- a) The Board establishes the boundaries for all schools within its jurisdiction.
- b) Boundaries will be reviewed and revisions recommended to trustees by administration, as circumstances warrant. The Board may consult with affected parents prior to setting new boundaries.
- c) Boundary changes will be communicated to parents/guardians who may be affected.

6.0 Summary of School Accommodation Review Timelines

ACTION/STEPS		BY WHOM	WHEN	PROVISION
1.	Accommodation Utilization Report to Director of Education	Supervisory Officer	Discretion	1.0
2.	Recommendations to Board – Identifying Potential School or Schools	Director of Education	Discretion	1.0
3.	Board Decision Identifying School or Schools	Board of Trustees	Discretion	1.0 and 4.0

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4.	Notify Identified School or Schools and establish Accommodation Review Committees (ARC)	Director of Education	Ten (10) working days after Step 3	1.0 and 4.0
5.	First Public Meeting of the local ARC	ARC	Thirty (30) working days after Step 4 (excluding school vacations and holidays)	4.0
6.	Second Public Meeting of local ARC	ARC	During consultation period	4.0
7.	Third Public Meeting of ARC	ARC	During consultation period	4.0
8.	Fourth Public Meeting of ARC	ARC	During consultation period.	4.0
9.	ARC Report with recommendations and timelines made publicly available on the Board website.	ARC	After the recommendations are made at the last public ARC meeting.	4.0
10.	A Regular Meeting of the Board of Trustees will receive the recommendations of the ARC and the recommendations of Senior Administration in public session.	Director of Education and Chair of the Accommodation Review Committee	Following the ARC report being made public, at the final meeting of the Accommodation Review Committee.	4.0
11.	The Board will make its decision(s) at a Regular Board Meeting. Following the meetings described in Step 10.	Board of Trustees	Sixty (60) working days or more after Notice was given as per Step 10.	4.0

***The ARC consultation period is to be no less than ninety (90 school days and no more than 110 school days. Extensions must be requested of the Director of Education by the Chair of the ARC.*

8.0 Administrative Review of Accommodation Review Process

If an administrative review of the Board's accommodation review process is requested, the Board shall follow the requirements of the Ministry of Education's Administrative Review of Accommodation Review Process, which form part of the Pupil Accommodation Review Guidelines.

DEFINITIONS:

ARC *Accommodation Review Committee* – a committee formed by the Director of Education to examine issues pertaining to student accommodation

ARC Report the report developed by the ARC and submitted to the Director of Education for presentation to the Board of Trustees

Consolidation an action in which two or more schools are combined into one or more schools

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Closure	an action in which a school has been closed as the result of the consolidation process
ARC Mandate	the task of the ARC, as set out by the Director of Education
School Information Profile	an outline of information provided to the ARC by staff, which may assist ARC members in organizing and summarizing facts related to individual school communities
Staff Report	a report, authored by senior staff and presented to the Board of Trustees by the Director of Education, which recommends a course of action with respect to the accommodation review