



Dufferin-Peel Catholic District School Board

REGULATION

PUPIL ACCOMMODATION REVIEW PROCESS

The Regulation relating to Pupil Accommodation Review with respect to school closure and consolidation review will consist of three stages, namely:

- I Identification
- II Review and Analysis
- III Implementation

The Board will undertake the Pupil Accommodation Review Process in accordance with the process and timelines outlined in this regulation. The Superintendent of Planning and Operations and the Superintendent of Schools for the schools subject to review under the Pupil Accommodation Review process will coordinate the facilitation of the regulation outlined below.

STAGE 1 - IDENTIFICATION:

1. The Superintendent of Planning and Operations, in cooperation with the Superintendents of Schools, shall undertake an analyses of all schools to determine whether there are factors that indicate that consolidation or boundary changes should be considered to ensure that schools can offer appropriate academic programs and educational experiences for students. The analyses should include an assessment of short and long term enrolments, capacities, size of schools and school facility conditions. The factors to be considered in the analyses are as follows:
 - a) schools where enrolment is less than **50% of PARC capacity;**
 - b) where the enrolment projections indicate a **continued decline over the long term** (5 to 10 years) in student population levels;

- c) elementary schools where the enrolment is less than 250 students and secondary schools where the enrolment is less than 500 students;
- d) where the Long Term Plan indicates that there is excess capacity in an Education Service Area and identifies that pupil place reductions are required.

The Planning Department shall undertake a review of all schools on the basis of the above mentioned factors and prepare an analyses for the Superintendent of Planning and Operations. The Board's Long Term Plan should be considered in the analyses. The Planning Department's analyses will identify whether the Pupil Accommodation Review Process should be initiated in any part of the Board's jurisdiction. The Planning Department will identify which groups of schools should be included in the Pupil Accommodation Review Process. The Superintendent of Planning and Operations will consult with the appropriate Superintendents of Schools regarding schools identified in the analyses.

It is the intent of this regulation that any one of the factors identified above or any combination of the factors may cause the Superintendent of Planning and Operations and the Superintendent of Schools to initiate the Pupil Accommodation Review Process. In lieu of initiating the Pupil Accommodation Review Process, the Superintendent of Planning and Operations may recommend that boundary changes, other accommodation options or further monitoring of demographic trends should be considered for schools identified in the Planning Department's analyses.

2. The Superintendent of Planning and Operations will prepare a report, in consultation with the affected Superintendents of Schools, to Executive Council identifying schools that should be considered under the Pupil Accommodation Review Regulation.
3. The Superintendent of Planning and Operations will prepare a report to the Administration and Finance Committee that identifies schools that should be considered under the Pupil Accommodation Review Regulation. The report will identify the groups of schools which should be analyzed in the Pupil Accommodation Review process. The group of schools will be identified on the basis of geographic proximity, major physical features, community relationships, school capacity and enrolment factors and other pertinent factors. The group of schools will be established as the Accommodation Review Area. The report will recommend that Accommodation Review Committees be established for each of the Accommodation Review Areas.
4. Subsequent to consideration of this report, the Board of Trustees will approve the Accommodation Review Areas and appoint the Accommodation Review Committees.

STAGE II - REVIEW AND ANALYSIS:

1. The Accommodation Review Committee will conduct the review process in accordance with the guidelines and timelines outlined in this regulation. The Accommodation Review Committee will include the following representatives from the Board and community:

Superintendent of Schools – Chairperson
Superintendent of Planning and Operations or Manager of Planning
Area Planner
Principal of each school under review
School Council Chairperson of each school under review or designate
One Teacher Representative of each school under review*
Parish Representative from each Parish
Municipal Representative
Student Council President/Chairperson of each secondary school under review

* Teacher representatives to be appointed by OECTA

2. The Accommodation Review Committee will customize the School Valuation Framework to assess the schools under review. The Accommodation Review Committee will utilize the School Valuation Framework attached as Appendix A to this Regulation as the basis for developing the customized School Valuation Framework. The Accommodation Review Committee will take local factors and concerns in the community into consideration in preparing the customized School Valuation Framework.
3. The Accommodation Review Committee and appropriate Board staff will facilitate the preparation of the data as outlined in the customized School Valuation Framework for each of the schools in the Accommodation Review Area.
4. The Planning Department will prepare alternate accommodation plans for the Accommodation Review Area for consideration of the Accommodation Review Committee.
5. Within three months of being appointed, the Accommodation Review Committee will provide copies of the customized School Valuation Framework for each of the schools and alternate school accommodation plans to Executive Council of the Board and all trustees for information.
6. Within three months of being appointed, the Accommodation Review Committee will undertake the following steps prior to initiating the public consultation process:
 - a) inform the parents of the students and the staff in the designated schools in writing that their school is the subject of consideration under the Pupil Accommodation Review process;

- b) inform the Clerk and Commissioner of Planning of the local municipality of the schools subject to consideration under the Pupil Accommodation Review process;
 - c) inform the local parish(es) and all landowners who live within 300 feet of a designated school of a possible change in the school organization in the area;
 - d) inform all parties that the Ministry of Education Pupil Accommodation Review Guidelines, the Board's Pupil Accommodation Review Policy and Regulation, the customized School Valuation Framework and the Board's Long Term Plan are available on the Board's website. Written copies shall also be available upon request.
7. Within four months of being appointed, (unless a later date is approved by the Board of Trustees) the Accommodation Review Committee will provide a minimum of 60 days notice of the first public meeting to be convened in conjunction with the Pupil Accommodation Review process. The notice will be sent to all parents, students and staff in the impacted schools, the local parish(es), the Clerk and Commissioner of Planning of the local municipality, residents within 300 feet of the impacted schools, Executive Council and all trustees. The Accommodation Review Committee will also provide notice of the public meeting in the local newspaper and on the Board's website.
8. Provided a minimum of 60 days notice has been provided (excluding summer, March Break and Christmas vacation), the Accommodation Review Committee will convene the first public meeting.
9. The public meetings convened by the Accommodation Review Committee will be conducted in accordance with the following practices:
- The meetings will be convened in one of the impacted schools or an alternate facility within the local community;
 - the public meetings convened by the Accommodation Review Committee will be open meetings that all members of the community may attend.
 - Attendees at the public meetings will be given the opportunity to ask the Accommodation Review Committee questions, to request additional information and to express their comments to the Committee;
 - The Accommodation Review Committee will compile a list of all attendees at the public meetings;
 - Minutes of the Accommodation Review Committee meetings will be taken by an administrative staff person from the School Board and will be published on the Board's website following the meeting. Copies will also be available upon request;
 - additional information requested at the public meetings will either be included on the agenda of a subsequent public meeting of the Accommodation Review Committee or appended to the minutes of the meeting.

10. At the first public meeting, the Accommodation Review Committee will review the following information with the community:
 - Ministry of Education guidelines and timelines;
 - School Board Policy, Regulation, and School Valuation Framework
 - Customized School Valuation Framework
 - Data profile and completed Customized School Valuation Framework for each school in the Accommodation Review Area
 - proposed accommodation and closure recommendations.

11. The Accommodation Review Committee will convene three additional public meetings to secure input from the community. At the final public meeting, the Accommodation Review Committee will provide the community with their School Valuation Report which will include their recommendations for school accommodation and school closures in the Accommodation Review Area. The public consultation process shall adhere to the following guidelines:
 - Beginning with the first public meeting, the public consultation period must be no less than 90 days, excluding school holidays such as summer vacation, Christmas break and Spring break;
 - Unless otherwise approved by the Board of Trustees, the Accommodation Review Committee will conduct the public meetings within a period of 120 days following the first public meeting;
 - At the final public meeting, the Accommodation Review Committee will advise the community of the recommendations that they will submit to the Board of Trustees for consideration.

12. Within 30 days of the final public meeting, the Accommodation Review Committee shall submit their final School Valuation Report including recommendations regarding school accommodation and closures to Executive Council of the School Board. The Superintendent of Planning and Operations shall distribute the final School Valuation Report to all Trustees and make the report available to the public.

13. The Superintendent of Planning and Operations and the Superintendent of Schools shall review and analyze the final School Valuation Report and prepare a report to the Administration and Finance Committee of the Board of Trustees. The report will present the findings of the School Valuation Report and the recommendations of the Accommodation Review Committee. The report will also provide staff analyses and staff recommendations related to school accommodation, school closures and timelines for school closures.

14. The Superintendent of Planning and Operations shall provide notice that the Administration and Finance Committee of the Board of Trustees will be considering a report regarding the Pupil Accommodation Review and that the public may register to delegate the Administration and Finance Committee to provide Trustees

with their comments regarding the Pupil Accommodation Review. The notice shall also advise that the Administration and Finance Committee will be receiving the report at the meeting and will not be adopting recommendations at this meeting. The notice will be sent to all parents, students and staff in the impacted schools, the local parish(es), the Clerk and Commissioner of Planning of the local municipality, residents within 300 feet of the impacted schools, Executive Council and all trustees.

15. Subsequent to receipt of the report at the Administration and Finance Committee, the Superintendent of Planning and Operations will provide a minimum of 60 days notice of the Board meeting at which the Board of Trustees will vote on recommendations related to the Pupil Accommodation Review. The notice will be sent to all parents, students and staff in the impacted schools, the local parish(es), the Clerk and Commissioner of Planning of the local municipality, residents within 300 feet of the impacted schools, Executive Council and all Trustees. The notice will also be advertised in the local newspaper and on the Board's website. The notice will advise the public that they may register to delegate the Board of Trustees regarding the Pupil Accommodation Review.
16. If the Board of Trustees adopts a resolution to close a school, the Board shall identify a timeline for the closure of the school. The following guidelines should be taken into consideration in determining a timeline for the school closure:
 - (a) if there is sufficient school accommodation available in a neighbourhood school identified through the Pupil Accommodation Review, the Board may provide the community with a minimum of 60 days notice that a school will be closed;
 - (b) if the Board of Trustees determines that alterations should be undertaken at the receiving school prior to consolidation of the schools, the Board of Trustees shall determine an alternate date for the closure of the school under consideration.

STAGE III - IMPLEMENTATION:

1. If the Board of Trustees adopts a resolution to close a school, the Superintendent of Planning and Operations will provide notice that the school is to be closed. The notice will identify the timeline for the closure of the school, the alternate school location for students impacted by the school closure and information regarding transfer of student records. The notice will be sent to all parents, students and staff in the impacted schools, the local parish(es), the Clerk and Commissioner of Planning of the local municipality, residents within 300 feet of the impacted schools, Executive Council and all Trustees. The notice will also be advertised in the local newspaper and on the Board's website.

2. If the Board of Trustees adopts a resolution to close a school, the Superintendent of Employee Relations will communicate with the impacted staff and union representatives.
3. If the Board of Trustees adopts a resolution to close a school, the Superintendent of Schools will establish a Consolidation Committee, to be comprised of:
 - Superintendent of Schools
 - Principal of the school to be closed
 - Principal of the receiving school
 - One teacher from the school to be closed
 - One teacher from the receiving school
 - School Council Chairperson and one parent of the school to be closed
 - School Council Chairperson and one parent of the receiving school
4. (i) The Consolidation Committee will be formed for the purpose of:
 - involving parents and staff in the implementation of the recommendation
 - reviewing the academic, spiritual, social and emotional welfare of students and staff
 - discussing the concerns of pupils, parents and staff(ii) The Superintendent of Schools shall provide the school to be closed with an allocation of \$500 to cover school closure expenditures;
5. If the Board of Trustees adopts a resolution to close a school, the Superintendent of Planning and Operations will be responsible for the physical closure of the school facility and ensuring the security of the facility. The Superintendent of Planning and Operations will subsequently prepare reports to Executive Council and the Board of Trustees regarding the disposition of the facility.