Terms of Reference – EAST CREDIT Accommodation Review Committee

Background

The Board is responsible for fostering student achievement and well-being and ensuring effective stewardship of the Board’s resources. In this regard, the Board is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs. The Board may from time to time be required to consider school consolidations and school closures by undertaking an accommodation review process that is consistent with the Board’s Pupil Accommodation Review Policy and Operating Procedure. These are the terms of reference applicable to the Accommodation Review Committee (“ARC”) established for the:

EAST CREDIT REVIEW AREA

Mandate

1. The ARC is an advisory committee established by the Board that represents the school(s) affected by a pupil accommodation review and which acts as the official conduit for information shared between the Board and the affected school communities.

2. The ARC provides feedback with respect to Staff Report(s) and the options set out therein and may also present alternative accommodation option(s), including rationale for the option(s), recognizing the principles outlined in the Background section. The overall goal of the ARC is to provide the local perspective of stakeholders impacted by the decision of the Board of Trustees, and to provide constructive feedback to the Director of Education regarding the Initial Staff Report, School Information Profile (“SIP”), options, and preferred option.

3. The final decision regarding the future of a school or a group of schools rests solely with the Board of Trustees.

4. This ARC is formed with respect to the following eight (8) schools:

   - Our Lady of Good Voyage
   - St. Dunstan
   - St. Gregory
   - St. Raymond
   - St. Bernadette
   - St. Gertrude
   - St. Herbert
   - St. Valentine

Membership of the ARC

5. The members of the ARC will be:

   - at least one parent / guardian representative from each school under review and one alternate parent/guardian, chosen by the school community; and

   - such other persons as appointed by the Director of the Board.
6. Board staff from various areas of responsibility, such as School Superintendents, School Principal(s), and Finance, Facilities, Transportation and Planning staff members may be assigned to act as resources to the ARC.

Roles and Responsibilities of the ARC Members

7. The Chair of the ARC, appointed by the Director of Education, will facilitate the ARC process and will ensure it is consistent with the Board’s Policy and Operating Procedure.

8. ARC members are expected to attend working meetings and participate in the process.

   8.1. ARC members are expected to attend an orientation session. At the orientation session, ARC members will learn about the mandate, roles and responsibilities and procedures of the ARC.

Roles and Responsibilities of Resources to the ARC.

9. Board Staff from various areas of responsibility will assist as required with answering questions, providing clarification and will document and compile feedback for inclusion in Staff Reports.

Roles and Responsibilities of the ARC

10. The ARC will be provided with copies of the Initial Staff Report and the SIPs for each school under review.

11. The ARC will review the SIP for each school under review.

   11.1. A SIP is an orientation document with point-in-time data for each of the schools under a pupil accommodation review. The SIP is intended to help the ARC and the school community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.

   11.2. The ARC may request clarification with respect to information provided in the SIP.

   11.3. It is not the role of the ARC to approve the SIP.

12. The ARC will review the information provided and accommodation options proposed in the Initial Staff Report and will seek clarification, ask questions and provide feedback as necessary.

   12.1. The Initial Staff Report is drafted by Board staff. It identifies accommodation issues, sets out one or more options to address accommodation issues, identifies a recommended option if more than one is proposed, and includes proposed timelines for implementation.

   12.2. The ARC will provide feedback with respect to the options in the Initial Staff Report prior to the first Accommodation Review Public Meeting.

   12.3. The ARC may provide alternative option(s) to those set out in the Initial Staff Report. The ARC must provide supporting rationale for the alternative option(s).
13. ARC members are not required to reach consensus with respect to the comments and feedback that will be provided to the Board of Trustees.

14. The comments, feedback, and any alternative option(s) will be collected and compiled by Board staff in the form of meeting notes. This information will be included in the Community Consultation Section of the Final Staff Report presented to the Board of Trustees.

Meetings of the ARC

15. The ARC will hold at least three (3) working meetings (not including the orientation meeting) to discuss the pupil accommodation review. The ARC may choose to hold additional working meetings as deemed necessary within the timelines established by the Pupil Accommodation Review Policy and Operating Procedure, at the discretion of the ARC Chair.

16. At working meetings the ARC will review the materials presented to it by Board staff, may solicit input from the affected school communities, and will provide feedback to Board staff.

17. ARC working meetings will be open to the public, however, the public may not participate in such meetings, unless specifically requested by the ARC to provide input from the affected school communities.

18. ARC working meetings will be deemed to be properly constituted even if all members are not in attendance. There is no quorum required for an ARC working meeting.

19. The ARC will be deemed to be properly constituted even if one or more members resign or do not attend working meetings of the ARC.

20. Meeting notes of ARC working meetings will be prepared.

21. ARC members may attend the Accommodation Review Public Meetings, held by Board staff.

22. ARC working meeting dates will be established by the Chair in consultation with the ARC.