

POLICY TYPE: EXECUTIVE LIMITATIONS

EL-11 - Student Accommodation

Date Approved: May 22, 2007

Revised: September 22, 2009, June 28, 2016

The Director of Education shall ensure that decisions regarding student accommodations promote board-wide student achievement and well-being while managing capital assets in a fiscally viable and sustainable manner.

The Director of Education acknowledges that the Near North District School Board is committed to working with community partners when undertaking capital planning, including when the Board is beginning to develop options to address under-utilized space in its buildings. Further, the Board is committed to ensuring that decisions regarding student accommodations are made with the involvement of an informed local community and are based on a broad range of criteria regarding the quality of the learning experience for students.

1. Application of Policy

1.1. There are specific circumstances where the Board is not obligated to undertake a pupil accommodation review. These include:

- 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 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 existing policies;
- When a lease is terminated;
- When the Board is planning the relocation of a grade(s), or a program(s) (in any school year or over a number of years), where 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 under construction or repair; and,
- Where there are no students enrolled at the school at any time throughout the school year.

In the above circumstances, the Board will inform school communities and allow input about proposed accommodation plans for students before a decision is made by the Board of Trustees. The Board will also provide written notice no fewer than 5 business days after the decision to proceed with an exemption to:

- each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent),
- other community partners that expressed an interest prior to the exemption,
- coterminous school boards in the areas of the affected school(s) through the Director of Education, and
- the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division.

Further, a transition plan will be put into place following the Board of Trustees' decision to consolidate, close or move a school or students in accordance with this section.

1.2. Local communities will be consulted prior to adopting or amending the Board's student accommodation review policy contained herein.

1.3. A copy of the Board's student accommodation review policy, the government's *Pupil Accommodation Review Guideline* and the *Administrative Review of Accommodation Review Process* documents will be made available to the public upon request and will be posted to the Board's website.

1.4. The Board will adhere to all Ministry of Education requirements related to student accommodation, including alterations or additions, boundary changes, construction of new facilities, or closure of existing facilities.

1.5. The final decision regarding the future of a school or a group of schools will be solely made by the Board of Trustees.

1.6. The Board will establish and communicate clear timelines and a transition plan to all affected school communities regarding the closure of a school or group of schools.

1.7. Prior to an accommodation review, the Board will undertake long-term capital planning and accommodation planning that is informed by any relevant information from local municipal governments and other community partners, which takes into consideration long-term enrolment projections and planning opportunities for the effective use of space in all area schools as described in the policy *EL 15- Community Planning and Partnerships*.

1.8. A separate committee will be established to address the transition for staff and students following a decision to close or consolidate a school(s). Transition planning will be carried out in consultation with the parents/guardians of the affected school(s) and staff.

2. Initial Staff Report

2.1. An initial staff report will be prepared for the Board of Trustees which contains one or more options to address the accommodation issue(s). The staff report must include

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information on actions taken by Board staff prior to establishing a student accommodation review process and supporting rationale as to any actions taken or not taken. There must be a recommended option if more than one option is presented. Each option must include:

- a supporting rationale,
- a timeline for implementation,
- a summary of accommodation issue(s) for the school(s) under review,
- where students would be accommodated,
- proposed changes to existing facility or facilities are required as a result of the student accommodation review,
- identification of any program changes as a result of the proposed option,
- how student transportation would be affected if changes took place,
- if new capital investment is required, as a result of the student accommodation review, how the Board intends to fund this as well as a proposal on how students would be accommodated if funding does not become available, and,
- any relevant information obtained by municipalities and other community partners prior to the commencement of the student accommodation review, including any confirmed interest in using the under-utilized space.

2.2. The initial staff report will be made available on the Board's website and a print copy will be available to the public upon request following the decision to proceed with an accommodation review by the Board of Trustees.

3. Notice of Accommodation Review

3.1. The Board will provide written notice of the decision and include an invite to attend a meeting to discuss and comment on the recommended option(s) the Board's initial staff report to:

- the Directors of Education of coterminous boards and the Ministry of Education through the Office of the Assistant Deputy Minister of the Financial Policy and Business Division; and,
- the affected single and upper-tier municipalities through the Clerk's Department (or equivalent) as well as other community partners that expressed an interest prior to the pupil accommodation review process.

3.2. Responses on the recommended option(s) in the Board's initial staff report must be expressed before the final public meeting.

3.3. The Board will document its efforts to **meet with the affected single and upper-tier municipalities, as well as other community partners** that expressed an interest prior to the student accommodation review.

4. Accommodation Review Committee (ARC)

4.1. The Accommodation Review Committee (ARC) will be formed following the Board of Trustees' consideration of the initial staff report but prior to the first public meeting.

4.2. The ARC has the opportunity to provide other accommodation options than those in the initial staff report, however the ARC must include supporting rationale for any such option. The ARC does not need to achieve consensus regarding the information provided to the Board of Trustees.

4.3. In its membership, the ARC:

- must include parent/guardian representatives from each of the schools under review, chosen by their respective school communities;
- must include principals from the schools under review and the superintendent(s) responsible for the school(s);
- may include secondary school representation, First Nation representation if school(s) under review are in the catchment area; and,
- may include representation from the broader community
- may include ad hoc school board trustee members.

4.4. Board staff will provide the ARC with Terms of Reference that:

- describe the ARC's mandate, which will refer to the Board's education and accommodation objectives in undertaking an ARC;
- reflect the Board's strategy for supporting student achievement and well-being;
- describe the ARC's mandate, which will refer to the Board's education and accommodation objectives in undertaking the ARC;
- clearly outline the Board's expectations of the roles and responsibilities of the ARC;
- describe the procedures of the ARC; and,
- outline the minimum number of working meetings of the ARC to review materials presented by Board staff.

4.5. The Board will host an orientation for ARC members from the school(s) under review, to describe the mandate, roles and responsibilities, and procedures of the ARC.

4.6. Where information is technical in nature, it will be presented in plain language.

5. School Information Profiles

5.1. Prior to the commencement of a student accommodation review, the ARC will be provided with School Information Profiles (SIPs), completed at the same point-in-time by Board staff, for each of the schools under review that includes data that considers 1) value to the student and, 2) the value to the Board. SIPs are not subject to the approval by the ARC but the ARC can request clarification about the information provided in the SIP. SIPs will include the following data requirements:

Facility Profile

- school name and address,
- site plan and floor plan(s) (or space template) of the school with the date of school construction and any subsequent additions,
- school attendance area (boundary) map,

- context map of the school indicating the existing land uses surrounding the school,
- planning map of the school with zoning, Official Plan or secondary plan with land use designations,
- size of the school site (acres or hectares),
- building area (square feet or square metres),
- number of portable classrooms,
- number and type of instructional rooms as well as specialized classroom teaching spaces (e.g., science lab, tech shop, gymnasium, etc.),
- area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g. tracks, courts for basketball, tennis, etc.)
- ten-year history of major facility improvements (item and cost),
- projected five-year facility renewal needs of school (item and cost),
- current Facility Condition Index (FCI) with a definition of what the index represents,
- a measure of proximity of the students to their existing school, and the average distance to the school for students,
- percentage of students that are and are not eligible for transportation under the Board's policy, and the length of the bus ride to the school (longest, shortest, and average length of bus ride times),
- school utility costs (totals, per square foot, and per student),
- number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress,
- measures that the Board has identified and/or addressed for accessibility of the school for students, staff and the public with disabilities (i.e. barrier-free), and,
- On-the-Ground (OTG) capacity, and surplus/shortage of pupil spaces.

Instructional Profile

- describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school,
- describe the course and program offerings at the school,
- describe the specialized service offerings at the school (e.g. cooperative placements, guidance counselling etc.)
- current grade configuration of the school (e.g. Junior Kindergarten to Grade 6, Junior Kindergarten to Grade 12 etc.),
- current grade organization of the school (e.g. number of combined grades, etc.),
- number of out-of-zone students,
- utilization factor/classroom usage,
- summary of five previous years' enrolment and 10-year enrolment projection by grade and program, and
- current extracurricular activities.

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Other School Use Profile

- current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery,
- current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery,
- community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery,
- availability of before and after school programs or services (e.g. child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery,
- lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery,
- description of the school's suitability for facility partnerships, and
- any additional items that could be used to reflect local circumstances and priorities.

6. Public Meetings

- 6.1.** A minimum of two public **meetings, facilitated by Board staff, will be held for broader community consultation** on the recommended option(s) contained in the initial staff report, once the Board of Trustees has received the initial staff report and has approved the initiation of a student accommodation review.
- 6.2.** The public meetings will be announced and advertised publicly and well in advance through the Board website, a media release and through direct communication to the parents and guardians of the school(s) under review.
- 6.3.** The first public meeting will include an overview of the ARC orientation session, the initial staff report with recommended options(s), and a presentation of the SIPs.
- 6.4.** Board staff will meet directly with the staff(s) at each school(s) under review.

7. Final Staff Report

- 7.1.** At the conclusion of the student accommodation review process, Board staff will provide the Board of Trustees with a final staff report. The report may include amendments to the proposed option(s) set out in the initial staff report, should staff wish to make any amendments.
- 7.2.** The report will include a proposed accommodation plan for the recommended option(s), which contains a timeline for implementation.
- 7.3.** The report will include a community consultation section that contains feedback from the ARC, any public consultations and any relevant information received prior to or from the

Board’s meeting(s) with the affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the student accommodation review.

8. Public Meeting with Board of Trustees

8.1. The Board of Trustees will hold a public meeting to receive feedback from the public, either in writing or by public delegation, on the final staff report (once it has been submitted by staff to the Board of Trustees).

8.2. The opportunity for public delegations will be announced and advertised publicly and well in advance through the Board website, a media release and through direct communication to the parents and guardians of the schools under review.

8.3. Following the public meeting, Board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report.

9. Final Decision

9.1. The Board of Trustees will review the final staff report, including the compiled feedback from the public delegations and make a final decision that approves the recommendation(s) of the final staff report as presented, modifies the recommendation(s) of the final staff report or approves a different outcome.

9.2. If at all possible, the final decision will not take place during the summer holiday period (according to the Board’s approved School Year Calendar).

10. Minimum Timelines

ACTION	ARC TIMELINE
Presentation of the Initial Staff Report to the Board of Trustees	As a result of the annual review of the Capital Plan.
Decision to establish an ARC	Following the approval of the Initial Staff Report.
Municipality and community partner notice of Board decision to establish an ARC	Within five (5) business days of Board of Trustee’s decision to establish an ARC.
Meeting of municipal and community partners	As scheduled by the Board but before the first public meeting.
ARC Orientation	As scheduled by the Board but before first public meeting.

ACTION	ARC TIMELINE
First public meeting	Not before a minimum of thirty (30) business days from the date of the Trustee's decision to establish an ARC.
Working Committee Meetings	Before the final public meeting.
Final public meeting	Minimum of forty (40) business days and a maximum of sixty (60) business days between the first public meeting and the final public meeting.
Delivery of the Final Staff Report to the Board of Trustees and posting to the Board website	Earliest available Board meeting but not before ten (10) business days after the final public meeting.
Public Delegations	Not before ten (10) business days after the Final Staff Report is presented at a Board meeting.
Final decision of the Board of Trustees	Not before ten (10) business days after public delegations.

11. Modified Accommodation Review

11.1 In certain circumstances where the potential student accommodation options available are deemed by the Board of Trustees to be less complex and the Board finds it appropriate to undertake a student accommodation process that is a modified student accommodation review process. In order to undertake a modified accommodation review, at least two (2) or more of the following factors must be met:

- there is a distance of 10 km or less to the nearest school;
- the school has a utilization rate of 50% or less;
- the number of students enrolled in the school is less than 50 students; and,
- when the Board is planning the relocation (in any school year or over a number of school years) of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment (this calculation is based on the enrolment at the time of relocation, or the first phase of a relocation carried over a number of school years).

12. Initial Staff Report

12.1. The initial staff report will explain the rationale for exempting school(s) from the standard student accommodation review process.

12.2. The initial staff report and the SIPs will be posted on the Board's website and print copies will be made available to the public upon request.

12.3. Affected single and upper-tier municipalities, as well as other community partners that expressed interest prior to the modified student accommodation review, provide their response on the recommended option(s) in the Board's initial staff report before the final public meeting.

13. Public Meeting

13.1. A maximum of two public meetings will be held which will be announced and advertised publicly and well in advance through the Board website, a media release and through direct communication to the parents and guardians of the schools under review.

14. Final Staff Report

14.1. Following the public meeting, Board staff will submit a final staff report to the Board of Trustees. The report will include a community consultation section that contains feedback from any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the modified student accommodation review.

14.2. The final staff report will be posted on the Board's website and print copies will be made available to the public upon request.

15. Public Meeting with the Board of Trustees

15.1. The Board of Trustees will hold a public meeting to receive feedback from the public, either in writing or by public delegation, on the final staff report (once it has been submitted by staff to the Board of Trustees).

15.2. The opportunity for public delegations will be announced and advertised publicly and well in advance through the Board website, a media release and through direct communication to the parents and guardians of the schools under review.

16. Final Decision

16.1. The Board of Trustees will review the final staff report, including the compiled feedback from the public delegations and make a final decision that approves the recommendation(s) of the final staff report as presented, modifies the recommendation(s) of the final staff report or approves a different outcome.

16.2. If at all possible, the final decision will not take place during the summer holiday period (according to the Board's approved School Year Calendar).

17. Minimum Timelines

ACTION	MODIFIED ARC TIMELINE
Presentation of the Initial Staff Report for a Modified Student Accommodation Review to the Board of Trustees	As a result of the annual review of the Capital Plan.
Decision to establish a Modified Student Accommodation Review	Following the approval of the Initial Staff Report.
Municipality and community partner notice of Board decision to establish a Modified Student Accommodation Review	Within five (5) business days of Board of Trustee's decision to establish a modified student accommodation review.
Meeting of municipal and community partners	As scheduled by the Board but before the first public meeting.
Public meeting(s)	Not before a minimum of thirty (30) business days from the date of the Trustee's decision to establish a modified student accommodation review.
Delivery of the final staff report to the Board of Trustees and posting to the Board website	Earliest available Board meeting but not before ten (10) business days after the last public meeting.
Public Delegations	Not before ten (10) business days after the Final Staff Report is presented at a Board meeting.
Final decision of the Board of Trustees	Not before ten (10) business days after public delegations.

Monitoring:

Method: Internal

Frequency: Annually – March

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