



Policy Number LE-14

LEARNING ENVIRONMENT PUPIL ACCOMMODATION REVIEWS

This Policy and Procedure LE-14, and any amendments thereto, are established by the Board in accordance with the *Pupil Accommodation Review Guideline, 2015* (the “PARG”).

Policy Statement

The Board is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of its elementary and secondary programs. These decisions are made by the Board of Trustees in furtherance of its primary responsibility which aligns with the guiding principles of fostering student academic achievement and well-being, and ensuring effective stewardship of the resources of the Board, including the Board’s financial viability and sustainability. These guiding principles apply to any accommodation review conducted pursuant to this Policy, including one conducted under the modified accommodation review process.

Policy Parameters

1. In some cases, to address changing student populations, the Board of Trustees must consider undertaking pupil accommodation reviews that may lead to school consolidations and closures. Wherever practical, pupil accommodation reviews will include a school or group of schools to facilitate the development of viable solutions for pupil accommodation that support the guiding principles.
2. A pupil accommodation review of a school or schools will occur in the context of the Board’s long-term pupil accommodation planning process and after the necessary assessment of the options for the school(s) in accordance with that process.
3. This Policy outlines the process the Board undertakes to complete a pupil accommodation review process or a modified pupil accommodation review process.
4. This Policy applies to schools of the Board offering elementary and/or secondary programs. Wherever possible, schools will be subject to a pupil accommodation review only once in a five-year period, unless there are circumstances that necessitate a review, as determined by the Board, such as a significant change in enrolment.



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5. The Board welcomes the opportunity for the public and affected school communities to be heard with respect to pupil accommodation reviews. The Board will share relevant information with those affected by the process.
6. The Board of Trustees will make the final decision regarding any pupil accommodation review.
7. The pupil accommodation review process consists of the following:
 - Preparation and submission of an Initial Staff Report and School Information Profile(s);
 - Approval by the Board of Trustees to undertake a pupil accommodation review process;
 - Establishment of the Pupil Accommodation Review Committee (PARC) (including its Terms of Reference);
 - Consultation with Local Municipal Governments/Community Partners;
 - Pupil Accommodation Review Public Meetings;
 - Preparation and submission of an Final Staff Report, including a Community Consultation section;
 - Public Delegations to the Board of Trustees;
 - Preparation and submission of a Final Staff Report with Public Delegation Addendum;
 - Decision by the Board of Trustees; and,
 - Establishment of a Transition Committee.
8. A PARC may include students and representatives from the broader community, as provided in the Procedure.
9. A modified pupil accommodation review process may be initiated by the Board of Trustees where two (2) or more of the following factors are present:
 - distance to the nearest available accommodation is within five (5) kilometers of one another;
 - utilization rate of the facility is equal or below 50%;
 - number of students enrolled at the school is 100 or fewer)
 - 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



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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);

- there are no more than three (3) schools subject to the pupil accommodation review process; or
- the entire student population of a school that is subject to a pupil accommodation review process can be accommodated in another school without a boundary change.

10. The modified pupil accommodation review process consists of the following steps:

- Preparation and submission of an Initial Staff Report and School Information Profile(s);
- Approval by the Board of Trustees to undertake a modified pupil accommodation review process;
- Consultation with Local Municipal Governments/Community Partners;
- A Pupil Accommodation Review Public Meeting;
- Preparation and submission of an Final Staff Report, including a Community Consultation Section;
- Public Delegations to the Board of Trustees;
- Preparation and submission of a Final Staff Report with Public Delegation Addendum;
- Decision by the Board of Trustees; and,
- Establishment of a Transition Committee

11. The Board may decide not to undertake a pupil accommodation review in any of the following circumstances:

- 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 by the Board, including in its relevant 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 by the Board, including in its relevant policies;
- when a lease for the school is terminated;
- when the Board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which 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);



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- 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 is under construction or repair; or
 - where there are no students enrolled at the school at any time throughout the school year.
12. This Policy must be read together with Procedure and its Schedules. The Procedure, and any Schedules, may be amended from time to time in accordance with this Policy. In all cases the minimum timelines set out in the PARG will be followed by the Board.
13. A copy of this Policy and Procedure LE-14, together with the PARG and Administrative Review of Accommodation Review Process issued by the Minister of Education are available to the public at the Board office and on the Board's website.

References:

Education Act, R.S.O. 1990, c. E-2 s. 8(1)25.

Ministry of Education, Pupil Accommodation Review Guideline (March 2015).

Revised: Board Meeting #13 (Wednesday, November 04, 2015)



Policy Number LE-14
Procedure

LEARNING ENVIRONMENT PUPIL ACCOMMODATION REVIEWS

The Board may close schools in accordance with policies established by the Board. This Procedure is made in compliance with Board Policy LE-14 and the *Pupil Accommodation Review Guideline* (the “PARG”) (2015).

This Procedure has been designed to align with the guiding principles as set out in Policy LE-14. This Procedure applies to Pupil Accommodation Reviews in respect of schools of the Board offering elementary and/or secondary programs.

A copy of Board Policy LE-14 and this Procedure, together with the PARG and Administrative Review of Pupil Accommodation Review Process issued by the Minister of Education are available to the public at the Board Office and on the Board’s website.

This Procedure incorporates the following Schedules:

- Schedule A- School Information Profile
- Schedule B- Template Terms of Reference for the Pupil Accommodation Review Committee
- Schedule C- Pupil Accommodation Review Timeline and Checklist (Regular)
- Schedule D- Pupil Accommodation Review Timeline and Checklist (Modified)

This Procedure and any Schedules may be amended from time to time, so long as such amendments are made in accordance with the PARG and Board Policy LE-14.

DEFINED TERMS

Pupil Accommodation Review: A process, described in the Board Policy and this Procedure, undertaken by the Board to determine the future of a school or group of schools.

Pupil Accommodation Review Committee (PARC): An advisory committee established by the Board that represents the affected school(s) of a Pupil Accommodation Review, which acts as the official conduit for information shared between the Board and the affected school communities.



Pupil Accommodation Review Public meeting: An open meeting held by Board staff to gather broader community feedback on a Pupil Accommodation Review.

PARC working meeting: A meeting of PARC members to discuss a Pupil Accommodation Review, including the gathering of feedback from the affected school communities of a Pupil Accommodation Review.

Business day: A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within the Board's Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five (5) calendar days or longer is not a business day.

Consultation: The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

Facility Condition Index (FCI): A building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.

On-the-ground (OTG) capacity: The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Public delegation: A group of individuals making a presentation to the Board of Trustees at a Regular Meeting of the Board in accordance with Board policies.

Initial Staff Report (Report 1): A report drafted by Board staff containing option(s) and identifying a preferred option with a recommendation to Trustees with respect to a school or schools that should be subject to a Pupil Accommodation Review process or a modified Pupil Accommodation Review process.

Final Staff Report (Report 2): A report drafted by Board staff to the Board of Trustees with respect to a Pupil Accommodation Review process or a modified Pupil Accommodation Review process that also incorporates information obtained during community consultations. The Final Staff Report may, or may not, include the same option(s) as contained in the Initial Staff Report related to a Pupil Accommodation Review process.



Final Staff Report with Public Delegation Addendum (Report 3): The Final Staff Report drafted by Board staff that also incorporates information obtained from public delegations (and any staff response to such information) as an addendum.

School Information Profile (SIP): An orientation document with point-in-time data for each of the schools under a Pupil Accommodation Review.

THE PUPIL ACCOMMODATION REVIEW PROCESS

1. Initial Staff Report

- 1.1 Board staff will prepare and submit to the Board of Trustees an Initial Staff Report and a School Information Profile (“**SIP**”) for each school that may be subject to review.
- 1.2 The Initial Staff Report will identify accommodation issue(s) and will contain:
 - one or more options to address the accommodation issue(s) with supporting rationale;
 - a recommended option if more than one option is presented;
 - proposed timelines for implementation of each option; and information about actions taken by Board staff prior to recommending a Pupil Accommodation Review process and supporting rationale as to any actions taken or not taken.
- 1.3 The option(s) included in the Initial Staff Report must address the following:
 - summary of accommodation issue(s) for the school(s) under review;
 - where students would be accommodated;
 - if proposed changes to existing facility or facilities are required as a result of the Pupil Accommodation Review;
 - identify any program changes as a result of the proposed option;
 - how student transportation would be affected if changes take place;
 - if new capital investment is required as a result of the Pupil 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;



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- any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil Pupil Accommodation Review, including any confirmed interest in using the underutilized space; and
- a timeline for implementation.

1.4 The Initial Staff Report and School Information Profiles (“SIPs”) will be available to the public at the schools subject to the Pupil Accommodation Review and on the Board’s website following the decision to proceed with a Pupil Accommodation Review by the Board of Trustees.

2. School Information Profile

- 2.1 Board staff are required to develop SIPs as orientation documents to help the Pupil Accommodation Review Committee (“PARC”) and the community understand the context surrounding the decision to include the specific school(s) in a Pupil Accommodation Review.
- 2.2 Board staff will complete a SIP, at the same point-in-time, for each of the schools under review.
- 2.3 Schedule A provides an outline of the SIP including the minimum data requirements and required criteria to be considered.
- 2.4 The Board may introduce additional items that reflect local circumstances and priorities which may help to further understand the school(s) under review.

3. Pupil Accommodation Review Committee

- 3.1 Following consideration of the Initial Staff Report and approval to proceed but prior to the first Pupil Accommodation Review Public Meeting, the Board will establish a Pupil Accommodation Review Committee (PARC) that represents the school(s) under review. The PARC provides feedback to the Board on behalf of the affected school communities and acts as an official conduit for information shared between the Board and the school communities.
- 3.2 The members of the PARC 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.

A Trustee(s) may participate on the Committee as ad hoc member(s).

3.3 The Director of Education will appoint the Chair of the PARC. The Board will provide the PARC with Terms of Reference that describe the following:

- i. Mandate of the PARC
- ii. Membership of the PARC
- iii. Role and Responsibilities of the PARC
- iv. Meetings of the PARC

3.4 A template for the Terms of Reference is set out as Schedule B.

3.5 The Board will invite PARC members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the PARC.

3.6 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 PARC.

4. Consultation with Local Municipal Governments/Community Partners

4.1 Within five (5) business days of the Board of Trustees' decision to conduct a Pupil Accommodation Review, Board staff will provide written notice of the decision and include an invitation for a meeting to discuss and comment on the option(s) in the Initial Staff Report to the following, to be held before the Final Accommodation Review Public Meeting:

- i. Affected single and upper-tier municipalities through the Clerks' Departments (or equivalent); and
- ii. Community partners.

4.2 The affected single and upper-tier municipalities, as well as other community partners that expressed an



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interest prior to the Pupil Accommodation Review, must provide their response (if any) on the recommended option(s) in the Initial Staff Report before the Final Pupil Accommodation Review Public Meeting.

- 4.3 Board staff will document their efforts to meet with the affected single and upper-tier municipalities, as well as the community partners, as described above.
- 4.4 The Board will provide advance notice of when the Final Pupil Accommodation Review Public Meeting is scheduled to take place.

5. Notice to Co-Terminous School Board(s) and the Ministry of Education

- 5.1 Within five (5) business days of the Board of Trustees' decision to conduct a Pupil Accommodation Review, Board staff will provide written notice of the decision to the following:
 - the Directors of Education for the coterminous boards; and
 - the Ministry of Education, Office of the Assistant Deputy Minister of Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.

6. Pupil Accommodation Review Public Meetings

- 6.1 The Board will hold two (2) Pupil Accommodation Review Public Meetings to gather broader community feedback on the Initial Staff Report. The Board may, at its discretion, hold additional Pupil Accommodation Review Public Meetings. Board staff will facilitate the Pupil Accommodation Review Public Meetings.
- 6.2 For greater clarity, the Pupil Accommodation Review Public Meetings are not meetings of the Board of Trustees. In addition, PARC members may attend Pupil Accommodation Review Public Meetings, however, a Pupil Accommodation Review Public Meeting will continue if PARC members do not attend.
- 6.3 The Pupil Accommodation Review Public Meetings will be announced and advertised publicly by the Board through a range of media.



i. First Pupil Accommodation Review Public Meeting

6.4 The First Pupil Accommodation Review Public Meeting will be held no fewer than thirty (30) business days after the Board of Trustees' decision to conduct a Pupil Accommodation Review.

6.5 At a minimum, the First Pupil Accommodation Review Public Meeting must include the following:

- an overview of the PARC orientation session;
- the Initial Staff Report with recommended option(s); and
- a presentation of the SIPs.

ii. Final Pupil Accommodation Review Public Meeting

6.6 The Final Pupil Accommodation Review Public Meeting will be held at least forty (40) business days from the date of the First Pupil Accommodation Review Public Meeting.

7. Final Staff Report

7.1 Board staff will post the Final Staff Report on the Board's website no fewer than ten (10) business days from the Final Pupil Accommodation Review Public Meeting. The Final Staff Report will be also available to the public at the schools subject to the Pupil Accommodation Review. In addition, the Final Staff Report will be submitted to the Board of Trustees.

7.2 The Final Staff Report will include all information provided in the Initial Staff Report as well as the following:

- modifications to proposed and preferred options, including proposed accommodation plans and implementation timelines, previously identified in the Initial Staff Report, if required;
- PARC feedback;
- public feedback;
- information and feedback obtained from municipalities and other community partners; and
- a summary of staff's efforts to meet with the affected single and upper-tier municipalities, as well as



other community partners that expressed an interest prior to the Pupil Accommodation Review.

- 7.3 The Final Staff Report to the Board of Trustees will be available to the public a minimum of ten (10) business days prior to a meeting of the Board of Trustees to receive public delegations.

8. Public Delegations to the Board of Trustees

- 8.1 Members of the public will be given the opportunity to provide feedback on the Final Staff Report through public delegations to the Board of Trustees at a meeting of the Board of Trustees no fewer than ten (10) business days from the posting of the Final Staff Report.
- 8.2 A meeting of the Board of Trustees to receive public delegations will be announced and advertised publicly by the Board through a range of media. Delegations will be received in accordance with the Board's policy on Public Delegations.

9. Final Staff Report with Public Delegations Addendum and Decision by the Board of Trustees

- 9.1 At the conclusion of the Pupil Accommodation Review process, and no fewer than ten (10) business days from the public delegations, Board staff will present the Final Staff Report with Public Delegation Addendum, including information from the public delegations and any staff response to such information, to the Board of Trustees.
- 9.2 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.
- 9.3 The Board of Trustees will make a decision regarding the Pupil Accommodation Review.

10. Transition Planning

- 10.1 The transition of students will be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the Board will establish a separate committee to address the transition for students and staff that will work in consultation with parents/guardians and staff of affected schools.



10.2 A Terms of Reference will be established for the Transition Planning Committee.

MODIFIED PUPIL ACCOMMODATION REVIEW PROCESS

In the circumstances set out in Board Policy LE-14, the Board of Trustees may undertake a modified Pupil Accommodation Review process.

1. Initial Staff Report and SIPs

- 1.1 Board staff will prepare an Initial Staff Report. In addition to the components of the Initial Staff Report specified above, the Initial Staff Report will, based on the factors set out in Board Policy LE-14, identify relevant factors considered and provide the rationale used to recommend the modified process to the identified group of school(s).
- 1.2 Board staff will also prepare SIPs for each of the schools that may be subject to the modified Pupil Accommodation Review using the SIP template. Board staff will provide the Initial Staff Report and the SIPs to the Board of Trustees.
- 1.3 The decision to proceed with a modified Pupil Accommodation Review will be at the sole discretion of the Board of Trustees.

2. Pupil Accommodation Review Committee

- 2.1 The formation of a PARC is not required under the modified Pupil Accommodation Review process.

3. Notice and Consultation Requirements

- 3.1 Following the decision of the Board of Trustees to proceed with a modified Pupil Accommodation Review, the Initial Staff Report and SIPs will be made available to the public at the Board Office and will be posted on the Board's website.
- 3.2 Within five (5) business days of the decision of the Board of Trustees, Board staff will provide written notice of the decision and include an invitation for a meeting to discuss and comment on the option(s) in



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the Initial Staff Report to the following:

- affected single and upper-tier municipalities through the Clerks' Departments (or equivalent); and
 - community partners.
- 3.3 Within five (5) business days of the decision of the Board of Trustees, Board staff will provide written notice of the decision to:
- the Directors of Education for the co-terminous boards; and
 - the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.
- 3.4 Municipalities and community partners who were provided with notice must provide their responses, if any, before the Pupil Accommodation Review Public Meeting (or, if more than one Pupil Accommodation Review Public Meeting is convened, prior to the Final Pupil Accommodation Review Public Meeting).

4. Pupil Accommodation Review Public Meetings

- 4.1 Board staff will convene and facilitate a Pupil Accommodation Review Public Meeting no fewer than thirty (30) business days from the date on which the Board of Trustees decide to hold a modified Pupil Accommodation Review. Board staff, at their discretion, may convene more than one Pupil Accommodation Review Public Meeting.
- 4.2 For greater clarity, the Pupil Accommodation Review Public Meeting is not a meeting of the Board of Trustees.
- 4.3 A Pupil Accommodation Review Public Meeting will be announced and advertised through a range of media. Board staff will record feedback from the community at the Pupil Accommodation Review Public Meeting.



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5. Final Staff Report

- 5.1 No fewer than ten (10) business days after the Pupil Accommodation Review Public Meeting, or, if more than one Pupil Accommodation Review Public Meeting is held, after the Final Pupil Accommodation Review Public Meeting, Board staff will submit the Final Staff Report to the Board of Trustees and will post the Final Staff Report on the Board's website, or will make it available upon request at the Board office.
- 5.2 The Final Staff Report will include all information provided in the Initial Staff Report as well as the following:
- modifications to the proposed and preferred options, including the proposed accommodation plans and implementation timelines in the Initial Staff Report, if required;
 - feedback from any public consultations;
 - any relevant information obtained from municipalities and other community partners prior to and during the modified Pupil Accommodation Review.

6. Public Delegations

- 6.2 Members of the public will be given the opportunity to provide feedback on the Final Staff Report through public delegations to the Board of Trustees at a meeting of the Board of Trustees no fewer than ten (10) business days after the Final Staff Report is publicly posted.
- 6.3 A meeting of the Board of Trustees to receive public delegations will be announced and advertised publicly by the Board through a range of media. Delegations will be received in accordance with the Board's policy on public delegations.

7. Final Staff Report with Public Delegation Addendum and Decision by the Board of Trustees

- 7.1 Board staff will present the Final Staff Report with Public Delegation Addendum, which will include the compiled feedback from the public delegations to the Board of Trustees no fewer than ten (10) business days from the public delegations.



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- 7.2 The final decision regarding the modified Pupil Accommodation Review shall be made by the Board of Trustees. The Board of Trustees has the discretion to approve the recommendations in the Final Staff Report as presented, modify the recommendations, or approve a different outcome.
- 7.3 A transition plan will be put in place following the Board of Trustees' decision to consolidate and/or close a school.

8. EXEMPTIONS

- 8.1 The Board is not obligated to undertake a Pupil Accommodation Review in any of the following circumstances:
- 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 by the Board, including in its relevant 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 by the Board, including in its relevant policies;
 - when a lease for the school is terminated;
 - when the Board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which 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 is under construction or repair; or
 - where there are no students enrolled at the school at any time throughout the school year.
 - Board staff will ensure that school communities are informed about proposed accommodation plans for students before a decision is made by the Board of Trustees to consolidate, close or move a school or students in accordance with an exemption to the Pupil Accommodation Review process
 - Board staff will prepare a report to the Board of Trustees setting out the circumstances supporting



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the exemption to the Pupil Accommodation Review process in respect of the school or schools under consideration for such exemption.

8.2 Board staff will, no fewer than five (5) business days after the Board of Trustees make a decision that such exemption applies, provide written notice to the following:

- each of the affected single and upper-tier municipalities through the Clerks' Departments (or equivalent);
- other community partners that expressed an interest prior to the exemption (as defined above);
- the 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, unless the Ministry of Education has informed the Board to direct such notice to a different office.

8.3 Board staff will put a transition plan in place following the Board of Trustees' decision to consolidate, close or move a school or students pursuant to an exemption to the Pupil Accommodation Review process.

Revised: Board Policy Review Committee Meeting #06 (Wednesday, October 14, 2015)



Policy Number LE-14
Procedure - Schedule A

SCHEDULE A

School Information Profile

1. The School Information Profile (“SIP”) is an orientation document prepared by Board staff that contains point-in-time data for each school that is under a pupil accommodation review.
2. An accommodation review is a process undertaken by the Board to determine the future of a school or a group of schools.
3. The purpose of the SIP is to help the Pupil Accommodation Review Committee (the “PARC”) and members of the public understand the context surrounding the decision to include the school in a pupil accommodation review process and to allow easier comparison between each school in a pupil accommodation review process.
4. A PARC is a committee established by the Board that represents the affected school(s) of a pupil accommodation review and that acts as the official conduit for information shared between the Board and the affected school communities.
5. This SIP is established pursuant to and in compliance with the *Pupil Accommodation Review Guideline* (Ministry of Education, 2015), Board Policy LE-14, and the related Board Procedure.
6. Each SIP includes data about each of the school(s) under review, and includes considering the value to the student and the value to the school board.

The following are the minimum data requirements and factors that make up a SIP:



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 (or air photo) of the school indicating the existing land uses surrounding the school.
- Planning map of the school with zoning, Official Plan or secondary plan 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 school board policy, and the length of 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 school board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e., barrier-free).
- On-the-ground (OTG) capacity, and surplus/shortage of pupil places.

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 counseling, 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 area students.
- Utilization factor/classroom usage.
- Summary of five previous years' enrolment and 10-year enrolment projection by grade and program.
- Current extracurricular activities.

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.

Additional items may be added to the SIP to reflect local circumstances and priorities to further understand the school(s) under review.



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Procedure - Schedule B

SCHEDULE B

Template Terms of Reference of the Pupil 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 Procedure. These are the terms of reference applicable to the Pupil Accommodation Review Committee ("PARC") established for the [identify accommodation review].

Mandate

1. The PARC 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 communities.
2. The PARC 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 PARC 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, 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 PARC is formed with respect to the following school(s):

[Insert List of Schools]



Membership of the PARC

5. The members of the PARC will be comprised of:
- 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.

A Trustee(s) may participate on the Committee as ad hoc member(s).

6. Resources to the PARC shall be comprised of 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 PARC.

Roles and Responsibilities of the PARC

7. The Chair of the PARC, appointed by the Director of Education, will facilitate the PARC process and will ensure it is consistent with the Board's Policy and Procedure.
8. PARC members are expected to attend working meetings and participate in the process.
- 8.1 PARC members are expected to attend an orientation session. At the orientation session, PARC members will learn about the mandate, roles and responsibilities and procedures of the PARC

Roles and Responsibilities of Resources to the PARC.

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.
10. The PARC will be provided with copies of the Initial Staff Report and School Information Profiles for each school under review.



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- 10.1. The PARC will review the School Information Profile (“SIP”) for each school under review.
 - 10.1.1. 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 PARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.
 - 10.1.2. The PARC may request clarification with respect to information provided in the SIP.
 - 10.1.3. It is not the role of the PARC to approve the SIP.
- 10.2. The PARC 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.
 - 10.2.1. The PARC will provide feedback with respect to the options in the Initial Staff Report prior to the first Accommodation Review Public Meeting. The PARC may request clarification with respect to information provided in the Initial Staff Report. The PARC may provide alternative option(s) to those set out in the Initial Staff Report. The PARC must provide supporting rationale for the alternative option(s).
 - 10.2.2. 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.
11. PARC members are not required to reach consensus with respect to the comments and feedback that will be provided to the Board of Trustees.
12. 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 Reports presented to the Board of Trustees.

Meetings of the PARC

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



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School Board staff at the working meetings. PARC working meetings will be open to the public, however, the public may not participate in such meetings.

14. PARC working meetings will be deemed to be properly constituted even if all members are not in attendance. There is no quorum required for a PARC working meeting.
15. The PARC will be deemed to be properly constituted even if one or more members resign or do not attend working meetings of the PARC.
16. Meeting notes of PARC working meetings will be prepared.
17. PARC members may attend the Accommodation Review Public Meetings, held by Board staff.
18. PARC working meeting dates will be established by the Chair in consultation with the PARC.

[Insert Public Meeting Dates]



Policy Number LE-14
Procedure - Schedule C

SCHEDULE C

Pupil Accommodation Review Timeline and Checklist

**Note that the timeline is measured in business days from the date of the Trustees' decision to start the Process of a Pupil Accommodation Review ("PAR").*

Item	Additional Information	Timeline
Initial Staff Review and SIPs presented to Trustees	PAR approved	0
Written notice to municipality through Clerks' Departments (or equivalent) and to community partners who expressed an interest prior to the PAR	Include invitation to meeting to discuss and comment on options in Initial Staff Report	Within 5 business days of PAR approval
Written notice to Director of Education of co-terminous school boards		Within 5 business days of PAR approval
Written notice to Ministry of Education	Send to the office of the Assistant Deputy Minister of the Financial Policy and Business Decision	Within 5 business days of PAR approval
Form PARC	Boards may opt to do this within 5 business days of the PAR being approved. The PARC should be formed in time to permit the PARC orientation session to occur in advance of the First Public Meeting.	
Arrange meeting with municipalities and with community partner(s)	Log attempts to meet	Before First Public Meeting



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Item	Additional Information	Timeline
Announce and advertise First Public Meeting through range of media		
First Public Meeting		At least 30 business days after PAR approval
Provide notice to municipalities and community partners of Final Public Meeting		
Announce and advertise Final Public Meeting through range of media		
Receive response from municipalities and community partners		
Final Public Meeting		At least 40 business days after First Public Meeting
Final Staff Report to the Trustees	Must be available and accessible to the public	At least 10 business days after Final Public Meeting
Provide notice of date of public delegations		After Final Staff Report is available to the public, and at least 10 business days before the public delegations
Public delegations to Trustees		
Compile feedback from public delegations		
Present Final Staff Report with Public Delegations Addendum to Trustees		
Trustees to make final decision	Not to occur in the summer	At least 10 business days after public delegations
Constitute committee to address staff and student transitions		



Policy Number LE-14
Procedure - Schedule D

SCHEDULE D

Modified Pupil Accommodation Review Timeline and Checklist

**Note that the timeline is measured in business days from the date of the Trustees' decision to start the Process of a Modified Pupil Accommodation Review ("MPAR").*

Item	Additional Information	Timeline
Initial Staff Report and SIPs presented to Trustees	MPAR approved	0
Initial Staff Report and SIPs to be posted on the School Board's website and made publicly available		
Written notice to municipality through Clerks' Departments (or equivalent) and to community partners who expressed an interest prior to the MPAR	Include invitation to meeting to discuss and comment on options in Initial Staff Report	Within 5 business days of MPAR approval
Written notice to Director of Education of co-terminous school boards		Within 5 business days of MPAR approval
Written notice to Ministry of Education	Send to the office of the Assistant Deputy Minister of the Financial Policy and Business Decision	Within 5 business days of MPAR approval
Announce and advertise Public Meeting through range of media		
Arrange meeting with municipalities and with community partner(s)	Log attempts to meet	Before Public Meeting



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Item	Additional Information	Timeline
Receive response from municipalities and community partner(s), if any		Before Public Meeting
Public Meeting		At least 30 business days after MPAR approval
Final Staff Report to the Trustees	Must be available and accessible to the public	At least 10 business days after Public Meeting (or final Public Meeting if more than one is held)
Provide notice of date of public delegations		After Final Staff Report has been made available to the public, and at least 10 business days before the public delegations
Public delegation to the Trustees		
Compile feedback from public delegations		
Present Final Staff Report with Public Delegations Addendum to Trustees		
Trustees to make final decision	Not to occur in the summer	At least 10 business days after the public delegations
Put transition plan in place		

Time is measured in business days from the date the PAR is approved. "Business day" is defined as a calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.