

Policy Statement

The Catholic District School Board is committed to providing the best educational opportunities and to enhancing the learning environment in its schools for the elementary and secondary school age residents of Stormont, Dundas, Glengarry, Prescott, Russell, Lanark, Leeds and Grenville area. Changes beyond the control of the Catholic District School Board of Eastern Ontario, such as demographics and student enrolment, immigration and migration patterns, government policies and initiatives, curriculum, program demands and other factors may result in the need to consolidate, close or relocate one or more schools. In keeping with Ministry of Education directives, decisions about school accommodation will be based primarily on curriculum and program considerations.

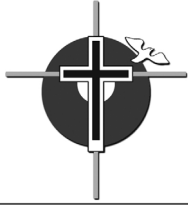
Procedures

1.0 Initiation of a School Accommodation Review

Under the Director of Education, staff shall prepare a report for consideration by the Board of Trustees identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or program relocation in respect of one or more schools.

A school or group of schools may be considered for study if one or more of the following conditions apply:

- a) The school or group of schools is unable to provide a suitable and equitable range of learning opportunities for students;
- b) The school or group of schools has experienced an adverse impact on learning opportunities for students due to declining enrolment;
- c) Reorganization involving the school or group of schools could enhance program and learning opportunities for students;
- d) Teaching/learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive;
- e) Under normal staffing allocation practices, it would be necessary to assign three grades to one class in one or more of the schools;
- f) One or more of the schools is experiencing higher building maintenance expenses than the average for the system and/or is in need of major capital improvements;
- g) One or more of the schools is operating in a leased facility;



- h) In respect of one or more of the schools, there are safety and/or environmental concerns related to the building, the school site or its locality;
- i) The consolidation of schools is in the best interests of the overall school system;
- j) It has been less than five years since the inception of a study of the school by an Accommodation Review Committee, except where extenuating circumstances warrant, such as an unexpected economic or demographic shift, or a change in a school's physical condition.

2. Establishing an Accommodation Review Committee (ARC)

After considering, the Director of Education's report, the Board may approve the establishment of an ARC for each area approved for accommodation review. Parents/guardians, staff and school council members of the affected schools may be informed through their respective schools, of the Board's decision to form an ARC, and the decision shall be posted on the Board's website.

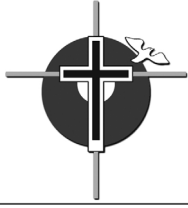
2.1 Overall Mandate of the ARC

The mandate of each ARC established is to lead the public review of a school or group of schools. Each 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 a particular group. There may, however, be circumstances in which a single school should be studied for closure or relocation. ARCs are required to follow the procedures set out in this Policy.

2.2 Composition of the ARC

Each ARC is appointed by the Board and must include membership drawn from the school community and the broader community. It is recommended that the ARC include parents/guardians, educators, Board officials, and business and municipal leaders.

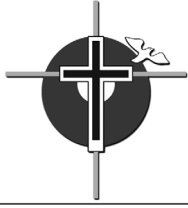
- a) The following people shall be invited to participate as members of the ARC:
 - i) Two Trustees, at least one of whom represents the area under study.
 - ii) School Superintendent(s) whose schools are in the area under study.
 - iii) From each school affected:
 - the school principal or designate
 - one representative from the teaching staff
 - one representative from the non-teaching staff



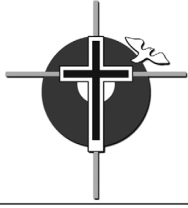
- three parents, one of whom will be the School Advisory Council Chair or designate
 - one student representative from each secondary school under review
- b) Resource appointments to the ARC may consist of the following:
- i) the Pastor(s) of the parishes in which the affected schools are located
 - ii) staff from the Planning and Facilities Superintendency
 - iii) other administrative staff as necessary
- c) The ARC shall invite a municipal councilor or delegate and a member of the business community to join the Committee.
- d) The ARC will be deemed to be properly constituted whether or not all the listed members are willing and able to participate.
- e) The Chair of the Board shall appoint the Trustee who does not represent the area under study as Chair of the ARC.
- f) The School Superintendent(s) shall function as secretary and in a resource capacity.

2.3 Roles and Responsibilities of the ARC

- a) School Valuation Framework
- The generic School Valuation Framework shall be customized for use by the ARC to assess the value of each of the schools under consideration.
 - The customized School Valuation Framework shall be made public by the ARC prior to public consultations
 - The School Valuation Framework shall include all four components: value to the student, community, school board and local economy.
- b) Public Information and Access
- i) ARCs shall ensure that all information relevant to the accommodation review is made public and available in advance of public consultations by posting it on the School Board website or making it available in print upon request.
 - ii) ARCs shall provide information to the affected school communities on an ongoing basis.
 - iii) ARCs shall ensure that information that is technical in nature be provided/explained in plain language.



- iv) ARCs shall be provided with all relevant data in the possession of the Board in order to carry out its mandate. This shall include background information regarding the schools located within the area of the accommodation review. This information is to include, but not necessarily be limited to, the following:
- organization and programming information for each school under review;
 - maps of the area;
 - enrolment and capacity information for each school in the review area;
 - information outlining where students attending each school in the review area reside;
 - demographic projections concerning future enrolment at schools within the review area;
 - information on transportation;
 - floor plans of schools under review;
 - site plans of schools under review;
 - data on portables;
 - expenditures and revenues for each school in the review area with particular emphasis on school operations (i.e. heating, lighting, cleaning and routine maintenance) and school administration;
 - information regarding renewal needs of each school in the review area; and
 - information regarding the current community use of each school in the review area (tenant information/agreements and other relevant information).
- v) Board staff will respond to requests for additional information from the ARC.
- c) Community Consultation and Public Meetings
- i) ARCs shall ensure that a wide range of school and community groups are consulted, such as school councils, parents/guardians, school staff/administration, students of secondary schools, and the local community.
 - ii) ARCs shall base consultations and seek input and community feedback on the customized School Valuation Framework.
 - iii) ARCs shall operate within the timelines in this Policy and shall hold a minimum of 4 public meetings for consultation. These meetings shall be open to the public.
 - iv) ARCs shall provide advance notice of public meetings using different methods of notification. Public meetings should be held at the schools under review, or at a nearby facility if physical accessibility cannot be provided at any of the schools under review.
 - v) ARCs shall keep detailed minutes reflecting the full range of opinions expressed

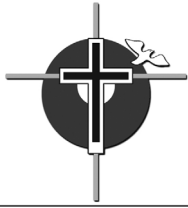


at the public meetings and shall make these minutes available to the public.

vi) ARCs shall ensure that there is a process in place to respond to questions raised at the meetings which could not be answered at the meetings.

d) ARC Report and Recommendations

- i) ARCs shall prepare a report for each school reviewed, using the customized School Valuation Framework, and make recommendations regarding the future of the school(s) under consideration. The needs of all students attending schools under review shall be considered.
- ii) ARCs shall consider and address, among other matters which may arise, the following matters in their report:
 - The implications for the program for students both in the school under consideration for consolidation, closure or program relocation and in the school(s) where programs may be affected by the schools being consolidated.
 - The effects of consolidation, closure or program relocation on the following:
 - the attendance area defined for the schools;
 - attendance at other schools;
 - the need and extent of bussing.
 - The financial effects of consolidating or not consolidating the school, including any capital implications.
 - Savings expected to be achieved as a result of the consolidation, closure or program relocation:
 - 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 program relocation decision taken by the Board.
 - school operations (heating, lighting, cleaning, routine maintenance)
 - school administration
 - school renewal



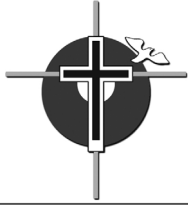
- transportation
- Net savings/costs associated with:
 - teaching staff
 - paraprofessionals
 - student transportation
- The possible alternative use or disposition of any empty building.
- ARCs shall present and share their report with the community at one of its public meetings, and consider changes to the report based on feedback at the meeting.
- ARCs shall submit the report to the Director of Education for review, and make the completed report and recommendations available to the public.

2.4 Timelines for an Accommodation Review Process

- i) ARCs shall provide a minimum of 60 days notice prior to the first of four public meetings, after the Board has approved and announced an accommodation review.
- ii) The public consultation period shall be a minimum of 90 days, beginning with the first public meeting.
- iii) After the ARC has submitted its report to the Director of Education, a minimum of 60 days notice must be provided prior to the Board meeting at which Trustees will vote on the recommendations.
- iv) Extended school holidays such as spring and summer break, and Christmas, shall not be considered part of the 60 or 90 day notice periods.

3.0 Application of Accommodation Review Guidelines

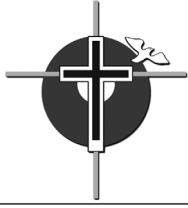
- a) The Guidelines shall apply to schools offering elementary or secondary regular day school programs.
- b) The pupil Accommodation Review Guidelines shall not apply under the following circumstances:
 - i) Replacement school to be built on the same site or on a site located within the existing school attendance boundary.
 - ii) When a lease is terminated.



- iii) Relocation of one or more grades or programs, where the enrolment in such grade(s) or program accounts for less than 50% of the school enrolment.
- iv) Temporary accommodation of school enrolment off-site while a school is being repaired or renovated.
- v) Facilities which serve as a holding school for a school community whose permanent school is under construction or repair.

4.0 Consideration by the Board of the ARC Report and Recommendations

- a) After receiving the ARC's report and recommendations, the Director of Education shall prepare a report for consideration by the Board of Trustees in public session at a regularly scheduled meeting, regarding the ARC's findings and recommendations, as well as staff comments and recommendations.
- b) The Director of Education's report shall be made publicly available and posted on the Board's website in advance of the Committee meeting at which it is to be considered.
- c) The following material shall be included as appendices to the Director of Education's report:
 - i) ARC report and recommendations;
 - ii) Information package provided to the ARC;
 - iii) Minutes of ARC meetings;
 - iv) Submissions received by the ARC from the public.
- d) The recommendation(s) contained in the Director of Education's report shall consist of one or more of the following:
 - i) to maintain the schools and to continue to monitor them;
 - ii) to reorganize the schools, their programs or their grade structures;
 - iii) to change the boundaries of the school(s);
 - iv) to consolidate and/or close one or more of the schools.
- e) Opportunity for public input regarding both the ARC's and Director of Education's Reports shall be provided at a Board meeting, which will receive and hear public delegations as well as consider written submissions.



The Director of Education shall prepare a further report for consideration in the public session, regarding and responding to public input received and representations made at the previous Board meeting.

Recommendations made in the Director of Education's previous report may be revised, if necessary.

The report shall include a copy of: the representations and submissions from the previous meeting, minutes of the previous meeting and the complete ARC package.

The Director of Education's report shall be made publicly available and posted on the Board's website in advance of the Committee meeting at which it is to be considered

- f) The Board shall make a decision regarding the school(s) under review at a regularly scheduled meeting and shall notify the school community(ies) in writing of the Board's decision, and shall have the decision posted on the Board's website. The Board may decide to close a school despite an ARC recommendation not to close.
- g) Any Board decision to consolidate or close a school(s), or relocate program(s), shall be planned for and implemented the following school year.

5.0 Administrative Review of Accommodation Review Process

If a 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.