



REGULATIONS

Subject: Pupil Accommodation

INTRODUCTION

School boards are responsible for managing their school capital assets in an effective manner. They must respond to changing demographics and program needs while ensuring continued student achievement and well-being, and the financial viability/sustainability of the school board.

School boards are responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of their elementary and secondary programs. These decisions are made by school board trustees in the context of carrying out their primary responsibilities of fostering student achievement and well-being, and ensuring effective stewardship of school board resources. In some cases, to address changing student populations, this requires school boards to consider undertaking pupil accommodation reviews that may lead to school consolidations and closures.

1. Annually the Director of Education will present a Pupil Accommodation Report to the Board. The report and all supporting documents will be posted on the Board's website.
2. The Pupil Accommodation Report should include such items as:
 - (a) the current and projected enrolments in each school;
 - (b) the relationship of current and projected enrolments to school capacities;
 - (c) the number of out-of-area students in attendance at each school;
 - (d) the location of and enrolment in special programs which attract students from other parts of the system;
 - (e) the status of the physical plants and the identification of current and future use including capital projects and potential partnerships;
 - (f) the number and location of portable or temporary classrooms;
 - (g) financial data including the costs of capital work and replacement costs of the LKDSB schools;
 - (h) information from the Annual Community Planning and Partnership Meeting;
 - (i) other information that the Director of Education may deem to be relevant.
3. The Director may decide to present an Initial Staff Report(s) outlining the need to conduct an accommodation review of one or more schools and recommend the establishment of an Accommodation Review Committee. The Initial Staff Report, using the Ministry approved template, will include:
 - o a recommended scenario and at least two alternative scenarios, which could include the status quo, to address the accommodation issues(s);
 - o the recommended and alternative scenarios must address the following four impacts:
 - impact on student programming;
 - impact on student well-being;
 - impact on school board resources; and
 - impact on local community
 - o information on actions taken by the LKDSB staff prior to establishing a pupil accommodation review process and supporting rationale as to any actions taken or not taken
 - o if one of the schools included in the pupil accommodation review is eligible to receive support from the Rural and Northern Education Fund (RNEF) at any time, an impact on the local economy must be completed using the Ministry approved template.

- the following factors should be included for each accommodation scenario:
 - 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 recommended and alternative scenarios;
 - 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 school 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 from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space;
 - each recommended and alternative accommodation scenario will include a timeline for implementation.
4. Following the date of the Board's approval to conduct a pupil accommodation review, Administration will notify the Director(s) of Education of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.
 5. Following the Board's approval to undertake a pupil accommodation review, Administration will provide written notice of the Board's decision within 5 business days to each of the affected single, lower and upper-tier municipalities through the Mayor, Chair, Warden, Reeve or equivalent, and to the Chief Administrative Officer, City Manager or equivalent other community partners that expressed an interest prior to the pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended and alternative scenarios in the Board's Initial Staff Report. The meetings must take place prior to the first public meeting.
 6. The Accommodation Review Committee (ARC) will function according to the Terms of Reference outlined in this Regulation.
 7. Once the Board announces its intention to conduct an accommodation review, Senior Administration will hold a minimum of three public accommodation review meetings.
 - a) There can be no fewer than 40 business days notice prior to the first public accommodation review meeting.
 - b) There can be no fewer than 60 business days between the first and final public accommodation review meetings.
 8. The first public accommodation review meeting must include the following:
 - a) an overview of the ARC orientation session;
 - b) a presentation of the Initial Staff Report with recommended and alternative scenarios;
 - c) a presentation of the School Information Profile(s) (SIP).
 9. Individuals may apply to present at the public accommodation review meetings by completing the attached request form. Approved presenters will be provided 5 minutes. Request forms must be received electronically or hard copy at the Sarnia or Chatham Education Centre by 4:00 p.m. seven days prior to the public accommodation review meeting.
 10. Additionally, individuals may pose questions in accordance with the following procedure:
 - a) the questioner shall submit the question either orally or in writing to the Facilitator,
 - b) the Facilitator or a member of Senior Administration shall answer the question if the information is immediately available
 - c) the questioner may ask a follow-up question for clarification.The meeting Facilitator may limit the number of questioners as he/she deems appropriate.

11. The ARC shall hold at least two working meetings within the timeframe outlined in #7. Members of the public will be allowed to attend working meetings as observers.
12. Administration will provide ARC members with School Information Profiles (SIP) for the school(s) involved in the ARC at the orientation session. Each school under review will have a SIP completed during the current school year. School board staff are required to develop School Information Profiles (SIPs) as orientation documents to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a Pupil Accommodation Review. The SIP provides an understanding of and familiarity with the facilities under review. Senior Administration will provide detailed explanations of the FCI including Ministry terminology and calculations when presenting the SIP to the ARC members.

The SIP is expected to include data for each of the following four considerations about the school(s) under review:

- impact on student programming;
 - impact on student well-being;
 - impact on school board resources; and
 - impact on the local community
13. The affected single, lower and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their input in regard to the Initial Staff Report in writing to the Director of Education on the recommended option(s) in the school board's Initial Staff Report before the final public meeting. School boards must provide them with advance notice of when the final public meeting is scheduled to take place.
 14. Administration must document their efforts to meet with the affected single, lower and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from this meeting as part of the Final Staff Report to the Board of Trustees.
 15. At the conclusion of the pupil accommodation review process, the Director will submit a Final Staff Report to the Board which will be available to the public and posted on the LKDSB website. The Final Staff Report must include:
 - a Community Consultation section that contains feedback from the ARC and any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.
 - A section that summarizes secondary school student feedback for pupil accommodation reviews involving one or more secondary school.
 - Elementary student feedback will be obtained where appropriate.Board staff may choose to amend their recommended and alternative scenarios included in the Initial Staff Report. The recommended and alternative scenarios must also include a proposed accommodation plan which contains a timeline for implementation.

The Final Staff Report will be publicly posted no fewer than 10 business days after the final ARC public meeting.

If a new school closure is introduced as part of any recommended or alternative accommodation scenario in the Final Staff Report, then an additional public meeting must be held not fewer than 20 business days from the posting of the Final Staff Report. If there is an additional public meeting, there must be no fewer than 10 business days before the public delegations.

16. Once the Director submits the Final Staff Report to the Board, the Board will allow members of the public to provide feedback on the Final Staff Report through public delegations to the Board at a Board Meeting as per LKDSB By-Laws. From the posting of the Final Staff Report, there must be no fewer than 10 business days before the public delegations. Following the public delegations to Board, LKDSB staff will compile information presented by the public delegations which will be presented to the Board as an Addendum to the Final Staff Report.
17. The Board will be provided with the Final Staff Report and the Addendum including the compiled feedback from the public delegations, when making its final decision regarding the pupil accommodation review. The Board 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.

There will be an opportunity for members of the public to delegate to the Board no fewer than 10 business days prior to the final decision of the Board of Trustees. Delegations related to the pupil accommodation review which is being voted upon at a specific Board Meeting will not be received at that same Board Meeting.

18. If the Board passes a motion to close a school, Administration will outline clear timelines around when the school(s) will be closed and provide opportunity for public input on boundary revisions as part of the pupil accommodation process.
19. The Board will establish a Transition Committee to address the transition of students and staff.
20. The naming of a new school or consolidated school will be done in accordance with the Board's policy and regulations on *Naming and Renaming of Board Facilities*.
21. The approved changes will be implemented by the Director of Education, in accordance with Ministry Regulations/Guidelines and the Board Administrative Procedures, prior to the commencement of the next school year or at a time approved by the Board.
22. The following outlines circumstances where school boards are not obligated to undertake an accommodation review in accordance with the Ministry of Education's Pupil Accommodation Review Guidelines.
 - where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary, as identified through the school board's policy;
 - where a replacement school is to be built by the school 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 school board's policy;
 - when a lease for the school is terminated;
 - when a school 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 a school 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.

In the above circumstances, the Director will inform school communities about proposed accommodation plans for students before a decision is made by the Board. The Board will also provide written notice to each of the affected single, lower and upper-tier municipalities through the Clerks Department (or equivalent), as well as other community partners that expressed an interest prior to the exemption, and their coterminous school boards in the areas of the affected school(s) through the Director of Education, and to the Ministry of Education through the Assistant Deputy Minister of the Capital and Business Support, no fewer than 5 business days after the decision to proceed with an exemption.

Accommodation Review Committee (ARC) Terms of Reference

Mandate:

The Accommodation Review Committee (ARC) represents the school(s) under review and acts as the official conduit for information shared between the school board and the school communities. The ARC may comment on the Initial Staff Report and may, throughout the pupil accommodation review process, seek clarification of the Initial Staff Report. The ARC may provide other accommodation scenarios than those included in the Initial Staff Report; however, it must include supporting rationale for any such scenario.

Membership

The Accommodation Review Committee (ARC) membership includes the following from each affected school:

- 1 to 3 students
- 1 to 3 parents/guardians (an equal number to the number of students),
- a school administrator,
- a community representative
- a First Nations representative if appropriate.

The Director or designate facilitates and chairs ARC meetings. Trustees are encouraged to attend as observers.

Process

1. Once the Board has announced its intention to conduct an accommodation review of a school or schools, the ARC shall hold at least two working meetings. Members of the public will be allowed to attend working meetings as observers.
2. Administration will provide an orientation session for ARC members prior to the first public meeting.
3. Administrative staff will complete a School Information Profile (SIP) for each school under review and provide it to the ARC at the orientation session. The ARC may request clarification about information provided in the SIP; however, it is not the role of the ARC to approve the SIP.
4. Each ARC working meeting agenda will be posted on the LKDSB website.
5. A secretary will keep minutes/Record of Action of the meetings which will be posted on the LKDSB website.
6. The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.
7. Administration will compile feedback from the ARC in the Community Consultation section of the Final Staff Report.

Pupil Accommodation Review Timelines

| Item | | Timeline |
|------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| A | Pupil Accommodation Report/Initial Staff Report Board Establishes ARC(s) | Annually at a Board Meeting |
| B | Notify Municipal partners and invite them to meet/discuss Initial Staff Report with staff | Within 5 business days of the Board establishing an ARC (Item A) |
| C | ARC Orientation Session | To be determined prior to the first public ARC Meeting |
| D | From the Announcement of the ARC to the first public ARC Meeting. | Not less than 40 business days after the Board establishes an ARC (Item A) |
| E | From the first public ARC Meeting to the final public ARC Meeting | Not less than 60 business days |
| F | Final Staff Report to be presented to Board and posted on Board website (may include information from the municipalities and/or ARC) | Not less than 10 business days after the Final Public ARC Meeting (Item E) |
| G | Public delegations to a Board Meeting | Not less than 10 business days after the Final Staff Report is presented to Board (Item F) |
| H | Final Staff Report with possible amendments presented to Trustees at a Board Meeting for final decision | Not less than 10 business days after public delegations to a Board Meeting (Item G) |

Implementation Date: May 13, 1998 (original)
 Revised: October 8, 2002, March 27, 2007, September 15, 2009, March 27, 2012
 June 23, 2015, August 30, 2016, May 22, 2018

Reference: Board Policy Pupil Accommodation
 Board Policy & Regulations Community Planning and Partnerships
 Board Policy & Regulations Naming and Renaming of Board Facilities
 Ministry of Education Pupil Accommodation Review Guideline
 Ministry of Education Community and Planning Partnership Guideline

Request to Delegate at a Public Pupil Accommodation Review Meeting

Applicant's Name: _____

Contact Information: _____

Organization/Affiliation: _____

Names of those making delegation: _____

Topic of Delegation and Outline: _____

NOTE:

Delegations will be limited to five minutes in length and a copy of the presentation must be provided to the Facilitator of the Meeting at the time of the request to delegate.

Requests to delegate at a Public Pupil Accommodation Review Meeting must be received electronically or in hard copy at the Sarnia or Chatham Education Centre by 4:00 p.m. seven days prior to the public accommodation review meeting. Requests are to be submitted to arc@lkdsb.net