

# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

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**Section: Business and Administrative Services**

## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

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**Section: Business and Administrative Services**

- **Administrative Operation**

**Policy: PUPIL ACCOMMODATION REVIEW:  
SCHOOL CLOSURE/CONSOLIDATION – continued**

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### **2. Criteria for Identifying an Accommodation Review in the Capital Needs Assessment**

2.1 Administration shall bring to the attention of the Board, through the Capital Needs Assessment update in the annual enrolment and accommodation needs report, those schools that fall under one or more of the following categories:

#### *2.1.1 Program Viability*

Any school, or group of schools, which is deemed not able to offer a viable program in terms of enrolment, class sizes and/or grade configurations. This includes schools that under the normal staffing allocation would require the assignment of more than two grades to one class in elementary schools and multigrade/level/subjects to one class in secondary schools. Schools that are unable to provide an equitable range of learning opportunities for students will also be identified.

#### *2.1.2 Overcrowded*

Any school, or group of schools whose Average Daily Enrolment (ADE) exceeds, or is projected to exceed its pupil places as designated by the On The Ground Capacity allocation by 15% or more shall be identified.

#### *2.1.3 Operating/Maintenance Costs*

Any school, or group of schools, which is/are deemed to have extraordinary operating and maintenance costs which affect efficiency within the grants provided by the Ministry to the Board. Any school that is experiencing higher building maintenance expense than the average for the system and/or is in need of major capital improvements shall be identified.

#### *2.1.4 Underutilized*

Any school, or group of schools whose Average Daily Enrolment (ADE) falls, or is projected to fall below 85% of the pupil places as designated by the On The Ground Capacity allocation.

#### *2.1.5 Other*

Any school, group of schools or area which, in the opinion of administration should be considered due to exceptional circumstances. Such exceptional circumstances can include but are not limited to:

2.1.5.1 the school is destroyed by fire or other catastrophe;

2.1.5.2

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5.2.4 The committee shall use the School Information Profile(s) and the information received during the public meetings as well as any other information it deems pertinent to provide input to the final staff report.

5.2.5 The committee is dissolved by Board motion.

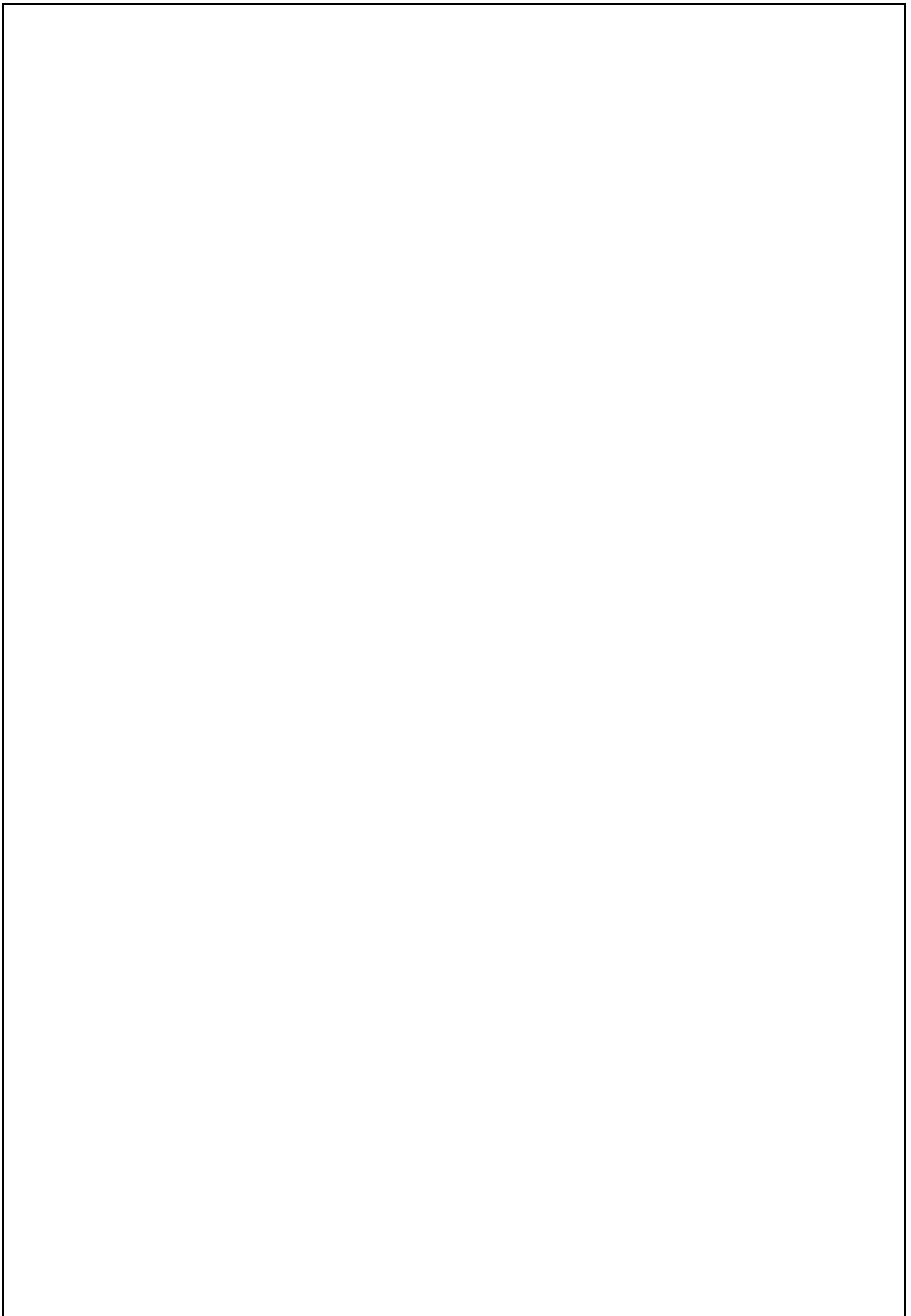
### 5.3 Membership

The composition of the committee shall be determined by the Board and shall include, at least:

5.3.1 two senior staff, one being the appropriate supervisory officer for the identified school(s) and one, or both, of whom will act as chairperson(s) of the committee;

5.3.2 two school council representatives selected by the school council of each identified school(s);

5.3.3 two secondary students, when the review involves secondary schools, as selected by the principal in consultation with the student leadership group in the identified school and staff; ideally, these students would be identified through a selection process and be representative of a cross-section of the student population for each school identified for the review process.



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5.4.3 Emerging questions that arise before, during and after the Accommodation Review Committee process will be addressed in the following manner:

5.4.3.1 A section of the Board website will be created for emerging/frequently asked questions from the Accommodation Review Committee.

5.4.3.2 Questions that arise during Accommodation Review Committee meetings from Accommodation Review Committee members and the public will be recorded and answered in a timely manner utilizing the Board website. The responses to the questions will also be provided to all Accommodation Review Committee members individually.

5.4.4 Unless the Board decides otherwise, where any person appointed to the committee is unable or unwilling to participate in the work of the committee, or where the school council of the identified school is unable or unwilling to appoint one or more of its representatives in accordance with sections above, the committee shall continue to act and perform its duties under this policy despite the absence of that member(s), and no act or duty performed by the committee shall be deemed invalid by reason only of the absence of that member(s).

5.4.5 Administration will meet with representatives of the affected federations and unions and issue a statement before the process begins, clarifying the roles of staff during the accommodation review and after the Board has made its decision.

5.5 Meeting Framework

5.5.1 The Accommodation Review Committee shall meet on a minimum of two, maximum of three occasions for the purpose of seeking input and community feedback to consider options for accommodating students who may be affected by a school closure or consolidation. Working meetings of the Accommodation Review Committee may also be held. These working meetings of the committee will not entertain delegations but will be public. (\*A maximum of one working meeting is permissible following the last meeting at which public delegations to the committee are received.)

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5.5.2 A pre-Accommodation Review Committee orientation session will be scheduled prior to the first Accommodation Review Committee meeting. This session will be led by the chairperson(s) of the committee. The meeting will address Board policy, any preliminary questions about the mandate of the Accommodation Review Committee, the rules of engagement during the Accommodation Review Committee's deliberations and the general content, format and timetable of the process. Other background information will be provided including the expectations of applicable provincial guidelines.

5.5.3 Where appropriate space allows, meetings of the committee will be held in the school(s) affected by the review.

5.5.4 A minimum of 14 calendar days' notice of the date and location of all public meetings shall be given to the community. The secretary of the committee shall ensure that notification of the public meetings is posted on the Board's website and may determine if further notice should be given.

### 5.6 Meeting Agenda and Protocols

The Accommodation Review Committee will use the procedures outlined in the administrative regulations supporting this policy for meetings.

## 6. School Accommodation Review Procedures

6.1 Accommodation reviews may be introduced at any time during the year, however, timelines and procedures will be determined as outlined in the administrative regulation accompanying this policy.

6.2 Trustees will review the final staff report which will include a Community Consultation section that contains feedback from the Accommodation Review Committee 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. School board staff may choose to amend their proposed option(s) included in the initial staff report. The recommended option(s) must also include a proposed accommodation plan, prepared for the decision of the Board of Trustees, which contains a timeline for implementation. Public delegations will be received at the next Board meeting following the posting of the final staff report on the Board's website. Input from these delegations will be compiled and presented along with the final staff report at the



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next Board meeting. Decisions by the Board concerning the recommendations outlined in the final staff report shall be made at that meeting of the full Board in open session.

- 6.3 Where the Board decides to close the identified school(s), the closure shall usually be effective as of September 1 of the next school year in which the Board makes such decision, unless the Board, in its sole discretion, determines otherwise.
- 6.4 Where a school has been identified for the review process pursuant to this policy and where any step remaining in the process contemplated by this policy has been prevented by reason of any extraneous circumstances or other events, such that the school cannot be closed by September 1 of the next school year in which it was identified for review leading to closure, the Board may decide, in its sole discretion, to continue the process in the subsequent school year and, in that event, the Board may decide, in its sole discretion, not to repeat any step in the process already conducted; provided that all steps contemplated by this policy shall be completed before the closure of the school.
- 6.5 Where the Board decides to close the identified school(s), notice of the Board's decisions shall be released to the media and notice given to:
- 6.5.1 the principal(s), staff, students and parents of the identified and receiving school(s);
- 6.5.2 the chairperson(s) of the school council(s) of the identified and receiving school(s); and
- 6.5.3 the community, by posting a notice on the Board's website, and by such other means, as the Director or designate deems appropriate.
- 6.6 Where the Board decides to close the identified school(s), the Board will authorize a Transition Committee consisting of a local trustee, local superintendent, principal(s), teachers, students of s71.15 Td [(s)-1 (up)-2 (e)4 t08y4 (B-2 (nt)4 (

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### **7. School Closure in Extreme Circumstances**

Despite any other provision in this policy or any policy of the Board, in unusual and extreme circumstances such as problems with safe use of a facility, the Board may close a school and forthwith advise the public of its decision and the reasons therefore.

### **8. Miscellaneous**

8.1 Where the time limited by this policy for doing anything expires or falls on a school holiday within the meaning of Regulation 304 of the Revised Regulations of Ontario, 1990, the time so limited extends to the next day following that is not a school holiday. When calculating the timeframe for the review process, December/Christmas, March breaks and summer holidays shall not be included in the calculations.

8.2 The Board may decide to extend any time period prescribed by this policy on such terms as it deems appropriate, by formal motion.

8.3 Secondary schools identified for closure may need to remain open for a year in addition to the above due to the schedules for the completion of option sheets and collective agreement staffing data.

8.4 A copy of this policy shall be posted on the Board's website along with the Ministry of Education Pupil Accommodation Review Guidelines and Administrative Review of Accommodation Review Process.

8.5 It would be expected, in normal circumstances, that once a school was reviewed, it would not be reviewed again for five years.

**9.** When a school that has no identifiable school community is to be identified for review, an Accommodation Review Committee will be formed consisting of:

9.1 two senior staff, one being the appropriate superintendent; and

9.2 an attempt will be made to include members of the former school community as well as business and municipal leaders.



