



## **PUPIL ACCOMMODATION AND REVIEW**

### **1.0 Rationale**

The Ministry of Education revised the *Pupil Accommodation Review Guidelines* and the *Administrative Review of Accommodation Review Process* on March 26, 2015 for the purpose of providing direction to the Board regarding public accommodation reviews undertaken to determine the future of a school or group of schools.

The Board is 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 of the school board.

This requires the Board's capital and accommodation planning review underutilized space and projections of enrolment into the future. This review of the capital will occur annually in the early fall.

This capital review may cause change to occur in discussions with the Board of Trustees, communities, parents and other school boards. The final decision regarding the future of a school or group of schools rests solely with the Board of Trustees.

### **2.0 Definitions**

**Accommodation review:** A process, as defined in the Board pupil accommodation review policy, undertaken by the Board to determine the future of a school or group of schools.

**Accommodation Review Committee (ARC):** A 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 school board and the affected school communities.

**ARC working meeting:** A meeting of ARC members to discuss a pupil accommodation review, and includes a meeting held by the ARC to solicit 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 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 regular meeting of the Board of Trustees where presentations by groups or individuals can have their concerns heard directly by the school board trustees.

**Public meeting:** An open meeting held by the school board to solicit broader community feedback on a pupil accommodation review.

**School Information Profile (SIP):** An orientation document with point-in-time data for each of the schools under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.

**Space template:** A Ministry of Education template used by the Board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within that school.

**Ad Hoc member:** One who participates in the process, gathers and receives presentations. The ad hoc members share the information with the Board. They do not make presentations to the public.

### 3.0 Policy

The following policy and procedures for Pupil Accommodation and Review will be used to effectively manage the school capital assets affected by changing demographics and for program needs for student achievement and well-being.