

Terms of Reference for Pupil Accommodation Review Committees

TDSB's Education and Accommodation Objectives

School boards in Ontario are responsible for providing schools and facilities for their students and for operating and maintaining their schools in a fiscally-responsible, effective, and efficient manner to support student achievement.

The Board is committed to providing excellent educational programs. To the extent possible, the Board shall provide fair and reasonable access to programs, staff, resources, and school, taking into consideration student population, program needs, policies established by the Board, the preferences of parents and communities, and available resources.

Establishment of a Pupil Accommodation Review

The Board shall approve the establishment of a pupil accommodation review for a group of schools, a single school or other permutations as deemed appropriate by the Board.

A pupil accommodation review shall be established where changes under consideration include consolidation of two or more schools; closure of a school; or relocation of a grade, grades, or program where the change would affect more than 50% of the enrolment of a school at one time or over a period of time.

Mandate of the Pupil Accommodation Review Committee

Board administration shall develop at least one alternative accommodation option for consideration by the Pupil Accommodation Review Committee at the beginning of the review. The Committee may also develop alternative accommodation options which should be consistent with TDSB's educational and accommodation objectives. Board administration shall provide necessary data to enable the Committee to examine options.

The Pupil Accommodation Review Committee shall assume an advisory role and provide a report to the Director of Education that will inform the final decision made by the Board of Trustees. The Committee shall make its recommendations about long-term pupil accommodation in a report that includes the reasons and evidence for each recommendation.

The Pupil Accommodation Review Committee's mandate focuses on the long-term pupil accommodation needs of students does not include making recommendations about the future use of a school (surplus/sale).

Membership of the Pupil Accommodation Review Committee

The composition of the membership of the Committee shall be consistent for all small-area reviews. Each Committee shall include members from the school community and

the broader community. The size of the Committee for a small-area review shall not normally exceed 30 members.

The selection process shall be coordinated by the superintendent of education leading the Committee.

Membership shall include:

- Superintendent(s) of education for the schools named in the review;
- Up to four parents from each school named in the review (appointed by the School Council in collaboration with the principal; cannot be TDSB staff or related to staff);
 - In order to ensure consistency and fairness, there shall be agreement among all named schools to ensure each school has the same number of parent/community representatives. For example, if one school has parent representation of three, then all schools within the review shall be limited to three parents. If a parent is unable to fulfill the obligations during the review process, a replacement can be appointed by the Superintendent of Education.
 - If the number of interested parent/community representatives exceeds five, the parent/community representatives for each school shall be chosen by a lottery coordinated by the superintendent of education.
- Two secondary school students (for a review involving elementary schools); two secondary school students from each school in a review (for a review involving one or more secondary schools);
- Community person for each school named in the review (must be independent meaning he/she cannot be staff or related to staff; cannot have children or grandchildren attending the schools included in the review; and must be public school supporter – appointed by the Director of Education or a designate);
- Principal of each school named in the review;
- Principal from outside the area of schools named in the review (appointed by the Toronto School Administrators' Association); and
- Local trustee(s) for schools included in the review.

Members are expected to attend all meetings. Substitutes cannot be sent to Committee meetings to represent absent members.

Others who participate as part of a support pool to the Committee as required but are not Committee members include:

- A facilitator;
- Central board staff to provide information, analysis, and resource support; and
- Any other support deemed appropriate by the chair.

Role and Responsibilities of the Pupil Accommodation Review Committee

The Committee shall:

- Review the Terms of Reference prepared by Board administration;
- Review the School Information Profile(s) prepared by Board administration for the school(s) under review and modify the Profile(s) where appropriate;
- Review, analyze and comment on the accommodation option(s) presented by Board administration;
- Determine whether to consider alternative accommodation options which should be consistent with the objectives and Reference Criteria outlined;
- Seek cost estimates from Board administration regarding facility upgrades associated with different accommodation options and also provide options if limited or no provincial financial funding is available to specifically support these upgrades;
- Ensure all information relevant to the accommodation review, as identified by the Committee, is made public by posting it in a prominent location on the school board's website or making it available in print upon request; and
- Adhere to the Ministry of Education's Pupil Accommodation Review guideline.

Role of Voting Members

To actively participate in all discussions that lead to consensus.

At the call of the chair, when consensus cannot be reached, only the named voting members shall be charged with the responsibility of determining the final outcome of a question or position required to move the Committee forward.

Role of Non-Voting Members

To actively participate in all discussions that lead to consensus.

Role of Board Administration

Board administration shall act in a support role for the Committee by providing background data and analysis, administrative support, and communication support to parents, staff, and the school community.

Board administration shall review the Committee's recommendations and provide its recommendations to the Board of Trustees. These recommendations may differ from those of the Committee.

Meetings of the Pupil Accommodation Review Committee

The Committee shall complete its work within the timelines as prescribed in the Ministry's Pupil Accommodation Review Guideline. That is, after the intention to conduct and accommodation review of a school or schools has been announced by the Board, there must be no less than 30 calendar days notice prior to the first of a minimum of four public meetings. Beginning with the first public meeting, the public consultation period must be no less than 90 calendar days.

Public meetings must be well publicized, in advance, through a range of methods and held at one of the schools under review, if possible, or in a nearby facility if physical accessibility cannot be provided at the school(s). Public meetings shall be structured to encourage an open and informed exchange of views.

Meeting notes reflecting the full range of opinions expressed at the meetings shall be kept and made publicly available. The Committee shall respond to questions they consider relevant to its analysis at meetings or in writing appended to the minutes of the meeting notes and made available on the board's website.

Pupil Accommodation Review Criteria

TDSB has established a vision that shall guide the work of the Pupil Accommodation Review Committee. The following criteria are to be referenced during the review process.

Minimal grade transitions

- Aim for no transitions from JK-8, where opportunities arise in local revitalization processes;
- Where JK-8 configurations are not practical, local processes will devise solutions that will minimize transitions.

School Size

- Aim for a minimum size of 450. In general, a larger school of 450 to 650 students receives more staffing and is therefore more likely to have the ability to assign specialty teachers than a smaller school.

Utilization

- Aim to achieve between an 80% and 90% utilization rate for reorganized schools (based on Ministry standards).

Pupil Accommodation Review Committee Deliverables

The Committee shall write a report that includes accommodation recommendation(s) consistent with the objectives and Reference Criteria as outlined in this Terms of Reference.

The Committee shall submit its report to the Director of Education. The Director of Education shall make the report public by posting it on the TDSB's website, and shall make it available in hard copy upon request.

Board administration shall review the Committee's report and make its recommendations and include them in a report presented to the Board of Trustees. The Board of Trustees shall make the final decision regarding the future of the school(s).

Reference Documents

Accommodation and Program Review Policy P068

Accommodation Review Procedure PR598

Ministry of Education's Pupil Accommodation Review Guideline