

## **Terms of Reference for Pupil Accommodation Review Committees**

### **TDSB's Education and Accommodation Objectives**

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

The TDSB is committed to providing excellent educational programs. To the extent possible, it provides 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 funding sources.

### **Establishment of a Pupil Accommodation Review**

The Board of Trustees approves 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 is 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.

TDSB staff presents an initial report with a recommendation and supporting rationale. The report includes actions taken prior to the review process and supporting rationale explaining why these actions were not considered viable. Once approved by Board, the report is shared with the Pupil Accommodation Review Committee that has been established.

### **Role of the Pupil Accommodation Review Committee (PARC)**

The role of the Pupil Accommodation Review Committee is advisory and the committee is a conduit for information sharing between the TDSB and the community.

The work of the Pupil Accommodation Review Committee is done during committee meetings. The public has an opportunity to participate during public meetings.

If the Pupil Accommodation Review Committee is unable or unwilling to fulfill its role for any reason, Board administration has the discretion to extend the timeline or terminate

the working of the committee. If the work of the committee has been terminated, the review is completed by central staff.

## **Membership of the Pupil Accommodation Review Committee**

Membership includes:

- 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, all schools included in the review must agree 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 must be limited to three parents.
  - If the number of interested parent representatives exceeds four or if the maximum number as determined by the school with the fewest number of members is exceeded, the parent representatives for each school will 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;
- Principal from each school named in the review; and
- Principal from outside the review area (appointed by the Toronto School Administrators' Association).

As per the Ministry guideline, the local Trustee is an ad hoc member of the Pupil Accommodation Review Committee.

Members are expected to attend all meetings. Substitutes cannot be sent to Committee meetings to represent absent members. If parents or students resign from the committee, replacements may be sought using the same selection criteria.

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.

### **Responsibilities of the Pupil Accommodation Review Committee**

- Review reference documents including the Ministry of Education Pupil Accommodation Review Guideline, TDSB's Program and Accommodation Review Policy P068, TDSB's Pupil Accommodation Review Procedure PR598, this Terms of Reference, and the School Information Profiles;
- Adhere to the Ministry of Education's Pupil Accommodation Review Guideline;
- Review, analyze and comment on the accommodation recommendation presented by Board staff;
- Determine whether to consider an alternative accommodation option which should be consistent with the objectives and Reference Criteria outlined; and
- Develop supporting rationale for any options developed.

### **Pupil Accommodation Reference Criteria**

TDSB has established program and accommodation drivers that are included in the Long-Term Program and Accommodation Strategy. These drivers must be considered in any options that may be developed by the Pupil Accommodation Review Committee.

#### **Program Drivers**

- Program Choice - Offer a variety of program choices to all learners including adults
- Equity - Provide equity of opportunity and access to programs
- Fair Access to Specialized Programs and Schools - Achieve a fair and equal distribution of specialized programs and specialized schools

- Viability - Ensure viability of program

#### Accommodation Drivers

- Good Distribution of Schools - Maintain a distribution of elementary schools within walking distance and secondary schools with good access to public transit and eliminate redundancy (schools in close proximity)
- Minimal Transitions - Minimize school transitions for students
- Minimal Use of Portables - Minimize the use of portables (three is acceptable if space allows)
- Service Integration - Integrate services in schools (wherever possible)
- Good Utilization - Target utilization rates of 80% to 90% (review schools at 65% or less and schools over 100% utilization rate)
- Distinct Attendance Areas - Avoid shared attendance boundaries and split attendance areas
- Efficient Use of Space – Use existing space in school efficiently to balance enrolments

#### **Role of Central School Board Staff**

Central Board staff acts 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.

Staff will include any options with supporting rationale developed by the Committee in the report with staff's final recommendations that is presented to the Board of Trustees.

#### **Meetings of the Pupil Accommodation Review Committee**

The Committee completes its work within the timelines as prescribed in the Ministry's Pupil Accommodation Review Guideline. That is, after the intention to conduct a Pupil 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 two public meetings. Beginning with the first public meeting, the public consultation period must be no less than 40 calendar days.

Public meetings are 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 are structured to encourage an open and informed exchange of views.

Meeting notes reflecting the full range of opinions expressed at the meetings are taken and made publicly available.

### **Reference Documents**

Accommodation and Program Review Policy P068

Pupil Accommodation Review Procedure PR598

Ministry of Education's Pupil Accommodation Review Guideline