

The Director of Education shall ensure that decisions regarding student accommodations promote board-wide student achievement and well-being while managing capital assets in a fiscally viable and sustainable manner.

The Director of Education acknowledges that the Near North District School Board is committed to working with community partners when undertaking capital planning, including when the Board is beginning to develop options to address under-utilized space in its buildings. Further, the Board is committed to ensuring that decisions regarding student accommodations are made with the involvement of an informed local community and are based on a broad range of criteria regarding the quality of the learning experience for students.

There are specific circumstances where the Board is not obligated to undertake a pupil accommodation review. These include:

Where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary as identified through the Board's existing policies;

Where a replacement school is to be built by the 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 board's existing policies;

When a lease is terminated;

When the Board is planning the relocation of a grade(s), or a program(s) (in any school year or over a number of years), where 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 the Board is repairing or renovating a school and the school community must be temporarily relocated to ensure the safety of students during the renovations;



In the above circumstances, the Board will inform school communities and allow input about proposed accommodation plans for students before a decision is made by the Board of Trustees. The Board will also provide written notice no fewer than 5 business days after the decision to proceed with an exemption to:

each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent),
other community partners that expressed an interest prior to the exemption,
coterminous school boards in the areas of the affected school(s) through the Director of Education, and
the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division.

Further, a transition plan will be put into place following the Board of Trustees' decision to consolidate, close or move a school or students in accordance with this section.

Local communities will be consulted prior to adopting or amending the Board's student accommodation review policy contained herein.

A copy of the Board's student accommodation review policy, the government's *Partnerships for Growth* and the *Accommodation Review Policy* documents will be made available to the public upon request and will be posted to the Board's website.

The Board will adhere to all Ministry of Education requirements related to student accommodation, including alterations or additions, boundary changes, construction of new facilities, or closure of existing facilities.

The final decision regarding the future of a school or a group of schools will be solely made by the Board of Trustees.

The Board will establish and communicate clear timelines and a transition plan to all affected school communities regarding the closure of a school or group of schools.

Prior to an accommodation review, the Board will undertake long-term capital planning and accommodation planning that is informed by any relevant information from local municipal governments and other community partners, which takes into consideration long-term enrolment projections and planning opportunities for the effective use of space in all area schools as described in the policy *EL 15- Community Planning and Partnerships*.

A separate committee will be established to address the transition for staff and students following a decision to close or consolidate a school(s). Transition planning will be carried out in consultation with the parents/guardians of the affected school(s) and staff.

An initial staff report will be prepared for the Board of Trustees which contains one or more options to address the accommodation issue(s). The staff report must include



information on actions taken by Board staff prior to establishing a student accommodation review process and supporting rationale as to any actions taken or not taken. There must be a recommended option if more than one option is presented. Each option must include:

- a supporting rationale,
- a timeline for implementation,
- a summary of accommodation issue(s) for the school(s) under review, where students would be accommodated,
- proposed changes to existing facility or facilities are required as a result of the student accommodation review,
- identification of any program changes as a result of the proposed option,
- how student transportation would be affected if changes took place,
- if new capital investment is required, as a result of the student accommodation review, how the 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 by municipalities and other community partners prior to the commencement of the student accommodation review, including any confirmed interest in using the under-utilized space.

The initial staff report will be made available on the Board's website and a print copy will be available to the public upon request following the decision to proceed with an accommodation review by the Board of Trustees.

The Board will provide written notice of the decision and include an invite to attend a meeting to discuss and comment on the recommended option(s) the Board's initial staff report to:

- the Directors of Education of coterminous boards and the Ministry of Education through the Office of the Assistant Deputy Minister of the Financial Policy and Business Division; and,
- the affected single and upper-tier municipalities through the Clerk's Department (or equivalent) as well as other community partners that expressed an interest prior to the pupil accommodation review process.

Responses on the recommended option(s) in the Board's initial staff report must be expressed before the final public meeting.

The Board will document its efforts to _____ that expressed an interest prior to the student accommodation review.

The Accommodation Review Committee (ARC) will be formed following the Board of Trustees' consideration of the initial staff report but prior to the first public meeting.



The ARC has the opportunity to provide other accommodation options than those in the initial staff report, however the ARC must include supporting rationale for any such option



context map of the school indicating the existing land uses surrounding the school,
planning map of the school with zoning, Official Plan or secondary plan with land use designations,
size of the school site (acres or hectares),
building area (square feet or square metres),
number of portable classrooms,
number and type of instructional rooms as well as specialized classroom teaching spaces (e.g., science lab, tech shop, gymnasium, etc.),
area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g. tracks, courts for basketball, tennis, etc.)
ten-year history of major facility improvements (item and cost),
projected five-year facility renewal needs of school (item and cost),
current Facility Condition Index (FCI) with a definition of what the index represents,
a measure of proximity of the students to their existing school, and the average distance to the school for students,
percentage of students that are and are not eligible for transportation under the Board's policy, and the length of the bus ride to the school (longest, shortest, and average length of bus ride times),
school utility costs (totals, per square foot, and per student),
number of parking spaces on site at the school,



Other School Use Profile

current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery, current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery, community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery, availability of before and after school programs or services (e.g. child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery, lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery, description of the school's suitability for facility partnerships, and any additional items that could be used to reflect local circumstances and priorities.

A minimum of two public

on the recommended option(s) contained in the initial



Board's meeting(s) with the affected single and upper-

Our mission is to educate learners to their fullest potential in preparation for life-long learning.

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First public meeting	Not before a minimum of thirty (30) business days from the date of the Trustee’s decision to establish an ARC.
Working Committee Meetings	Before the final public meeting.
Final public meeting	Minimum of forty (40) business days and a maximum of sixty (60) business days between the first public meeting and the final public meeting.
Delivery of the Final Staff Report to the Board of Trustees and posting to the Board website	Earliest available Board meeting but not before ten (10) business days after the final public meeting.



The initial staff report and the SIPs will be posted on the Board's website and print copies will be made available to the public upon request.

Affected single and upper-tier municipalities, as well as other community partners that



Presentation of the Initial Staff Report for a Modified Student Accommodation Review to the Board of Trustees	As a result of the annual review of the Capital Plan.
Decision to establish a Modified Student Accommodation Review	Following the approval of the Initial Staff Report.
Municipality and community partner notice of Board decision to establish a Modified Student Accommodation Review	Within five (5) business days of Board of Trustee's decision to establish a modified student accommodation review.
Meeting of municipal and community partners	As scheduled by the Board but before the first public meeting.
Public meeting(s)	Not before a minimum of thirty (30) business days from the date of the Trustee's decision to establish a modified

