



## School Attendance Zone Review Committee Riverview School/Sturgeon Creek School – Terms of Reference

### 1. **Mandate:**

The School Attendance Zone Review Committee has been established by the Rainy River District School Board to examine the initial options generated by administration and to have the opportunity to give feedback on the school attendance zones of Riverview School and Sturgeon Creek School.

The review committee includes membership drawn from the affected school communities which includes the following:

- Principal from each school
- School Council Member from each school
- Community Representation from each school
- Board Trustee
- Director of Education/Designate

Other Board staff may provide information during the process.

### **Role of the Committee**

- Review the options generated by administration.
- Offer suggestions and revisions or suggest new options to be considered.
- Operate according to Board By-laws.
- Provide public information and access (Board website).
- Coordinate community consultation/public meetings in order to gather input around the proposed options.
- Attend committee meetings and public consultations.

The review process will take a minimum of 60 days. At the conclusion of the review, the report of the Committee, with recommendations, will be forwarded to the Finance Committee. The Finance Committee will present the report to the Board of Trustees at the Board meeting on April 7, 2015.

### 2. **Reference Criteria**

The key criteria that will be used by the School Attendance Zone Review Committee to fulfill its mandate include, but are not limited to, the following:

- Balance of overall enrolment in each school in the review area to maximize student access to programs, resources, and extra-curricular opportunities.
- Continuity of placement and possible relocation of regional programs within the review area.
- Expansion and placement of new Ministry or Board programs.



## School Attendance Zone Review Committee Riverview School/Sturgeon Creek School – Terms of Reference

- Proximity to schools (walking distances, safe school routes, natural boundaries).
- Accommodation of students in permanent school facilities and minimal use of portable classrooms.
- Stable, long-term boundaries.
- Cost effectiveness of transportation.
- Fiscal responsibilities.
- The number of school moves students have experienced.
- Keeping cohorts together.
- Other criteria recommended by Committee or community members.

### **3. Membership**

#### **(a) Role of Members**

- In accordance with Board's School Attendance Zone Review Policy, the Committee is expected to work toward consensus on recommendations and the overall direction of the report to Board.
- The role of voting members is to provide direction in cases where consensus cannot be achieved.
- Non-voting members bring expertise to the table and provide their opinions on issues and recommendations.
- Board staff (other than those included in the membership) act as a resource to the Committee. Staff from various departments may be in attendance at meetings to present data, strategies, other information and to respond to inquiries. These staff do not have a role in approving the Committee's recommendations or providing opinions.
- The Board Trustee, Board administration, and school administration are non-voting members.

#### **(b) Committee Composition:**

- The table in Appendix A identifies the individuals that form the School Attendance Zone Review Committee.
- The School Attendance Zone Review Committee will be deemed to be properly constituted whether or not all the listed members are willing and able to participate.

### **4. Operating Procedures**

#### **(a) Meeting Dates**

- Meeting dates and times will be determined at the initial School Attendance Zone Review Committee meeting.
- Dates and/or times may be subject to change depending on Committee members' availability. Date or time changes are subject to the Committee's approval, either by consensus or through a vote, as per the Board's School Attendance Zone Review Policy.



**School Attendance Zone Review Committee  
Riverview School/Sturgeon Creek School – Terms of Reference**

**School Attendance Zone Review Committee Meetings**

January 12, 2015	Riverview School	7:00 – 9:00 p.m. (orientation meeting to give background information and discuss role)
March 24, 2015	Sturgeon Creek School	7:00 – 9:00 p.m. (to review information from public consultation sessions and make a recommendation to the Board)

**Public Consultations**

Tuesday, February 24, 2015	Riverview School	7:00 – 8:30 p.m.
Monday, March 9, 2015	Sturgeon Creek School	7:00 – 8:30 p.m.

**(b) Agendas and Minutes**

- Agendas and minutes from the previous meeting will be circulated to all Committee members at least 48 hours prior to the Committee meeting.
- Minutes will be approved by the Committee prior to being made available to the general public.
- The Committee shall have the opportunity to add or remove items from the agenda by consensus or vote if necessary as per the Board's School Attendance Zone Review Policy. This shall only be done at the start of the meeting.

**(c) Meeting Conduct**

- The meeting shall be chaired by the Superintendent of Business.
- The Chair of the Committee shall guide the meeting in accordance with the agenda and scheduled ending time.
- A "speakers list" approach shall be used during discussions, question and answer periods and any other time deemed appropriate by the Chair.
- The goal is to always work toward consensus on key issues. At times when it is clear that consensus cannot be achieved, the Chair may call a vote. In this case, only voting members are eligible to vote.
- The Chair will also endeavor to ensure that all Committee members' voices have an opportunity to be heard. At times, this may require a time limit on individual member's speaking time.
- Meetings shall be adjourned at the scheduled time except if a minimum two-thirds' majority of the Committee agree to extend the ending time.

**(d) Materials, Support and Analysis**

- Board staff may be on hand at meetings to present data, information, strategies, analysis, recommendations and/or to answer questions as required under the Board's Policy.
- The Committee may request additional information from Board staff through consensus of the Committee or by vote if required. Board staff will endeavor to provide requested information at the next meeting and where this is not possible, will provide a reasonable estimated date when the information will be available.



**School Attendance Zone Review Committee**  
**Riverview School/Sturgeon Creek School – Terms of Reference**

**(e) Voting Procedures**

- A vote is to be called only when a quorum of the voting members is present. When a vote is called only the voting members present will cast their vote. Should there be a tie vote the motion/recommendation is defeated. Quorum shall be defined as fifty percent (50%) plus one of the number of voting members on the Committee. The definition of consensus and the determination of voting procedures (e.g. by ballot or show of hands) is to be established by the Committee at its first meeting.

**(f) School Attendance Zone Review Process: Options**

- Board administration must present to the Committee at least one alternative option that addresses the objectives and Reference Criteria outlined in the Terms of Reference.
- The Committee may also create alternative options, which should be consistent with the objectives and Reference Criteria outlined in the Terms of Reference. Board administration will provide necessary data to enable the Committee to examine options. This analysis will assist the Committee in finalizing the School Attendance Zone Review Report to the Board.
- As the Committee considers the options, the needs of all students in schools of the School Attendance Zone Review are to be considered objectively and fairly, based on the objectives and Reference Criteria outlined in the Terms of Reference.

**(g) School Attendance Zone Review Process: Community Consultation, Public Information and Access**

- Public consultation is to be at the heart of the attendance zone review process. A minimum of two public meetings, structured to encourage an open and informed exchange of views, are to be held by the Committee. If possible the meetings are to be held at the school under review, or in a nearby facility, if physical accessibility cannot be provided at the school.
- The Committee is responsible to ensure that public meetings are well publicized, well in advance of the scheduled meeting date. The Rainy River District School Board and School Attendance Zone Review Committee are to ensure that all information relevant to the attendance zone review, is made public by posting it in a prominent location on the school Board's website or making it available in print upon request. Where relevant information is technical in nature, it is to be explained in plain language.
- Once an attendance zone review has been initiated, the Committee must ensure that a wide range of school and community groups is invited to participate in the consultation. These groups may include the school councils, parents, guardians, students, school staff, the local community, and other interested parties.
- At a minimum, it is required to hold two public meetings to consult about the School Attendance Zone Review. Public meetings must be well publicized, in advance, through a range of methods and held at the school under review. Public meetings are to be structured to



## **School Attendance Zone Review Committee Riverview School/Sturgeon Creek School – Terms of Reference**

encourage an open and informed exchange of views. All relevant information developed to support the discussions at the consultation is to be made available in advance.

- Minutes reflecting the full range of opinions expressed at the meetings are to be kept, and made publicly available. The School Attendance Zone Review Committee and Board administration are to respond to questions they consider relevant to the school attendance zone review and its analysis, at meetings or in writing appended to the minutes of the meeting and made available on the Board's website.

### **(h) School Attendance Zone Review Process: Report to Board**

- The School Attendance Zone Review Committee will produce a School Attendance Zone Review Report that will make recommendation(s) consistent with the objectives and Reference Criteria outlined in the Terms of Reference.
- The Committee Chair will deliver its Report to the Finance Committee. The Board will have the Report posted on the Board's website. Board administration will review and present administrative analysis and recommendation(s) to the Trustees at the Finance Committee. Trustees will make the final decision at a Regular Board of Trustee meeting.



**School Attendance Zone Review Committee  
Riverview School/Sturgeon Creek School – Terms of Reference**

Rainy River District School Board  
School Attendance Zone Review Committee  
Riverview School/Sturgeon Creek School

---

**Appendix A**

**Rainy River District School Board**

Laura Mills, Committee Chair	Superintendent of Business	<a href="mailto:laura.mills@mail.rrdsb.com">laura.mills@mail.rrdsb.com</a>
Dianne McCormack	Trustee	<a href="mailto:dianne.mccormack@mail.rrdsb.com">dianne.mccormack@mail.rrdsb.com</a>

**Riverview School**

Lucinda Meyers	Principal	<a href="mailto:lucinda.meyers@mail.rrdsb.com">lucinda.meyers@mail.rrdsb.com</a>
Kari Larson	Parent Council	<a href="mailto:joenkari@bell.net">joenkari@bell.net</a>
Patrick Giles	Community Representative	<a href="mailto:gilesp@tbaytel.net">gilesp@tbaytel.net</a>

**Sturgeon Creek School**

Kerri Tolen	Principal	<a href="mailto:kerri.tolen@mail.rrdsb.com">kerri.tolen@mail.rrdsb.com</a>
Colleen Jolicouer	Parent Council	<a href="mailto:colleen.jolicouer@reveraliving.com">colleen.jolicouer@reveraliving.com</a>
Jackie McCormick	Community Representative	<a href="mailto:jackie@ehscanada.com">jackie@ehscanada.com</a>