



REPORT

Special Committee – Facility Policy Development

- *Minutes of the Special Committee – Facility Policy Development meeting May 12 and May 28, 2015.*

Resolutions:

- *That the Rainy River District School Board approve the following policies for stakeholder consultation:
6.20 School Attendance Zones
6.50 Student Accommodation*
- *That the Rainy River District School Board receive the Notice of Intent to amend the Board's Procedural Bylaw, Section 8.2: Public Delegations to include Public Delegations for Student Accommodation Reviews.*



**Special Committee – Facility Policy Development Minutes
Education Centre
May 12, 2015 – 1:00 p.m.**

COMMITTEE MEMBERS PRESENT: Raymond Roy, David Kircher, Don McBride, Dianne McCormack, Michael Lewis

STAFF: Heather Campbell, Director of Education; Laura Mills, Superintendent of Business; Kathie Zatulsky, Recording Secretary

1. Call to Order

The meeting was called to order by Chair Raymond Roy.

2. Approval of Agenda

The agenda was approved as presented.

3. Confirmation of Minutes

The minutes of the May 4, 2015 meeting were approved.

4. Disclosure of Conflict of Interest

There was no conflict of interest disclosed.

5. Business Arising from the Minutes

a) School Programming Report

As requested by the Special Committee, Laura Mills, Superintendent of Business, provided a written report on school programming. The report included a calculation, based on current funding levels, of optimal school programming with cost effectiveness. Also included in the report was a summary of enrolment projections and facility utilization for the schools. It was noted that this information was also used for the Board's Facility Master Plan. Laura Mills spoke about the typical programming for both elementary and secondary schools which meets Ministry of Education requirements and collective agreements. At the elementary level, 213 students would provide a minimum 12 teachers to permit cost effectiveness to support programming needs. It was also noted that space must be available for community partners, and Board specialized teaching programming.

In reviewing secondary schools, it was reported that a secondary school size of 215 will provide a minimum of 14 teachers and would provide base programming. It was noted that this includes the allocation of the Remote and Rural Grants to the funding. Laura Mills also spoke about the school space that must be available to support secondary programming such as specialized teaching and community partners and system staff to meet with students and parents.

During the discussion about school space, the Committee agreed that the use of portables on school sites is not an ideal solution.

There was further discussion to address questions by the Committee. Laura Mills clarified the definition of the Supported Schools Grant and that the change in eligibility criteria for enhanced top-up negatively impacts the Board.

The Committee reviewed the Enrolment Projections and Facility Utilization summary as part of the report. It was noted that when the enrolment is higher, it is easier to program and to attract staff with the appropriate qualifications.

In discussion, the Committee agreed that programming should be the focus in the policy along with transportation and facility.

b) Policy Review

Policy 6.50, Student Accommodation

The Committee reviewed Policy 6.50, Student Accommodation, including the policy statement, rationale, implementation, and guidelines, and changes were noted.

Policy 6.20, School Attendance Zones

It was noted that the rationale statement was changed at the last Committee meeting and was provided to the Committee for reference purposes.

6. Next Meeting – The Committee will be contacted to determine the date and time of the next meeting.
7. The meeting adjourned at 3:30 p.m.



**Special Committee – Facility Policy Development Minutes
Education Centre
May 28, 2015 – 1:00 p.m.**

COMMITTEE MEMBERS PRESENT: Raymond Roy, David Kircher, Don McBride, Dianne McCormack, Michael Lewis

STAFF: Heather Campbell, Director of Education; Laura Mills, Superintendent of Business; Kathie Zatulsky, Recording Secretary

1. Call to Order

The meeting was called to order by Chair Raymond Roy.

2. Approval of Agenda

The agenda was approved as presented.

3. Confirmation of Minutes

The minutes of the May 12, 2015 meeting were approved.

4. Disclosure of Conflict of Interest

There was no conflict of interest disclosed.

5. Business Arising from the Minutes

a) Policy Review

Policy 6.50, Student Accommodation

The Committee reviewed Policy 6.50, Student Accommodation, including the policy statement, rationale, implementation, and guidelines, and changes were noted.

The Committee recommended that Policy 6.50, Student Accommodation be presented for stakeholder consultation.

Policy 6.20, School Attendance Zones

The Committee reviewed Policy 6.20, School Attendance Zones and the rationale statement was changed.

The Committee recommended that Policy 6.20, School Attendance Zones be presented for stakeholder consultation.

6. Next Steps

A draft School Information Profile template will be brought to the next Special Committee meeting.

It was agreed by the Committee that the Board Bylaw should be amended to include Public Delegations for Student Accommodation Reviews. A Notice of Intent to amend the Bylaw will be presented at the June Board meeting for approval.

- 7.** The meeting adjourned 3:19 p.m. The next meeting will be held at the end of June.

<i>Rainy River District School Board</i>	SECTION 6 <i>Facilities</i>
SCHOOL ATTENDANCE ZONES	6.20

POLICY

The Rainy River District School Board will designate a separate and distinct school attendance zone for each of its elementary and secondary schools.

RATIONALE

Attendance zones for schools are established in order to maintain a viable academic program for students while ensuring the effective and efficient use of Board resources.

IMPLEMENTATION

As per Procedure 6.20 School Attendance Zones

GUIDELINES

1.0 School Attendance

1.1 Under most circumstances, students are expected to attend school within the school attendance zone in which they permanently reside.

2.0 Attendance Outside of School Attendance Zone

2.1 In consultation with senior administration, and at the discretion of the principals of the home and receiving schools, a student may be granted permission to attend a school outside of his/her school attendance zone based on the following considerations:

- Student well-being;
- Physical capacity of the receiving school and the home school, including minimum and maximum occupancy levels;
- Current staffing and/or collective agreements;
- The ability of the receiving and home schools to offer viable academic programs;
- Additional costs that may be incurred by the Board.

2.2 Out of zone attendance may be granted at the beginning of the year or semester, for academic programming, or during the school year for the benefit of student well-being.

2.3 When parents/guardians move from one zone to another during the school year, a student may be allowed to complete the school year at the original home school.

FEEDBACK TO BE RECEIVED BY
JUNE 22, 2015

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Policy and Procedure 6.50 Student Accommodation	<u>Board Motion</u>	<i>Education Act 149-6</i>
Joint Transportation Policy	<u>Review Prior to</u>	

<i>Rainy River District School Board</i>	SECTION 6 <i>Facilities</i>
STUDENT ACCOMMODATION	6.50

POLICY

The Rainy River District School Board will endeavour to provide educational programs and services of the highest quality. In doing so, the Board will exercise its responsibility to determine the number and kinds of schools to be established and maintained, and the attendance zones for each school, in a manner which is open to community input and consultation.

RATIONALE

In order to fulfil its mandate of student achievement and well-being, the Rainy River District School Board must provide a fiscally responsible and equitable range of learning opportunities which reflect the curriculum and program needs of all students.

IMPLEMENTATION

As per Procedure 6.50, Student Accommodation, Procedure 6.05, Facility Partnerships, Policy and Procedure 6.20, School Attendance Zones, Joint Transportation Policy, and in accordance with the Ministry of Education's *Pupil Accommodation Review Guideline* (2015) and *Community Planning and Partnerships Guideline* (2015).

In its capital and accommodation review and planning, the Rainy River District School Board will be guided by the following principles:

- The Rainy River District School Board is committed to providing and maintaining quality learning and teaching environments that support student achievement and well-being, with an emphasis on meeting the needs of students in the 21st century.
- The Board's schools will have flexible learning environments and an array of programs and pathways that afford students with the highest quality learning opportunities.
- The schools exist for students, but also enhance the surrounding communities in providing neighbourhood and community access that supports the well-being of students and their families.

GUIDELINES

1.0 Facility Planning

1.1 In its Facility Master Plan, the Rainy River District School Board forecasts the viability of academic programming for students while ensuring the effective and efficient use of all Board resources.

1.2 The Rainy River District School Board will examine student accommodation giving

FEEDBACK TO BE RECEIVED BY
JUNE 22, 2015

consideration to:

- the viability of programming and services;
- student enrolment;
- student transportation ride times;
- utilization of space within a school.

Based on this examination, the Board may initiate an attendance zone review, facility partnerships, and/or a student accommodation review.

2.0 School Attendance Zone Review Process

- 2.1 Administration's analysis of the criteria outlined in 1.2 will be presented to the Finance Committee, which may make a recommendation to the Board to initiate a school attendance zone review.
- 2.2 If the Board approves the recommendation, a School Attendance Zone Review Committee will be established, acting as an official conduit for information between the school community or communities and the Board.
- 2.3 The School Attendance Zone Review Committee will include a principal/designate, school council/parent representative(s) and community representative(s), from each school affected by the review.

The Student Attendance Zone Review Committee will be chaired by the Director Education/designate.

- 2.4 There will be a minimum of one community consultation, no sooner than 30 business days after the Board resolution to conduct a School Attendance Zone Review.
- 2.5 The Finance Committee will examine the final administrative report and make a recommendation to the Board no later than the end of April, with any changes to existing attendance zones coming into effect at the beginning of a school year.

3.0 Facility Partnerships

- 3.1 Facility partnerships strengthen the role of communities and schools.
- 3.2 Based on administration's analysis of the criteria outlined in 1.2, the Board will identify facilities for potential partnerships and hold a minimum of one community consultation a year to share these opportunities.
- 3.3 The Board will consider potential partnerships which:
 - ensure the health and safety of students;
 - do not compromise the Board's student achievement strategy;
 - are appropriate for the school setting;
 - are non-profit or for profit entities, in compliance with local by-laws;
 - do not compete with educational services.

- 3.4 The rent and/or fees charged to partners should cover the operations and capital cost of improvements.
- 3.5 Partnerships approved by the Board, and where required, Ministry of Education, will be defined by a legal agreement between the Board and the partner.

4.0 Student Accommodation Review Process

- 4.1 Based on administration's analysis of the criteria outlined in 1.2, the Board may initiate a student accommodation review.
- 4.2 The Board is not obligated to undertake an accommodation review under circumstances identified in Section XV, Exemptions, of the *Ministry of Education's Pupil Accommodation Review Guidelines*.

The Student Accommodation Review Committee

- 4.3 A Student Accommodation Review Committee(s) will be established for the school(s) under review to act as an official conduit for information between the school community or communities and the Board.
- 4.4 The Student Accommodation Review Committee will include principal/designate, school council/parent representative(s), and community representative(s), and may include a First Nation community representative, from each school affected by the review.

The Student Accommodation Review Committee will be chaired by the Director of Education/designate.

- 4.5 The Student Accommodation Review Committee(s) will review the initial administrative report and the School Information Profile(s), holding as many working meetings as is deemed necessary within the timelines established for the process.

Community Consultation

- 4.6 Following the Board resolution to conduct a student accommodation review, there will be an initial consultation with affected municipalities, potential community partners, and directors of education of coterminous school boards. All feedback from this initial consultation must be received prior to the final community consultation.
- 4.7 After this consultation with municipalities and community partners, the Board will hold a minimum of two community consultations on the initial administrative report.
- 4.8 The first of these community consultations shall occur no sooner than 30 business days after the Board resolution to initiate this process, with a minimum of 40 business days between the first and final consultations.

- 4.9 These consultations will be announced and advertised publicly by the Board. All relevant information will be made available to the committee(s) and to the community/communities.

Completing the Student Accommodation Review Process

- 4.10 A final administrative report shall be submitted to Trustees and posted to the Board's website no less than 10 business days after the last community consultation.
- 4.11 The Board will provide an opportunity for members of the community to provide feedback on the final administrative report through public delegations as per Board bylaw. This shall occur no less than 10 business days from the posting of the final administrative report.
- 4.12 No less than 10 business days after the public delegations, the Board of Trustees will examine the final administrative report, including the compiled feedback from the public delegations, and make its final decision on the student accommodation review.
- 4.13 The Board of Trustees may approve the recommendation(s) of the final administrative report as presented, modify the recommendation(s) of this report, or approve a different outcome.

5.0 Modified Student Accommodation Review Process

- 5.1 The Board may choose to undertake a modified student accommodation review process where two or more of the following factors occur:
- the distance to the nearest available accommodation is 10 km or less;
 - the utilization rate of the facility is 50% or less;
 - the minimum number of students enrolled at the school is 25 (elementary) or 150 (secondary); or
 - the Board plans the relocation (in any school year or over a number of school years) of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment.
- 5.2 The modified student accommodation review process follows the same steps of the regular process, however, with the following changes:
- A minimum of one public meeting will be held for community consultation, after responses have been received from municipalities and community partners. This meeting will be held no sooner than 30 business days from the Board of Trustees' approval to proceed with the review.
 - The final administrative report must be publicly posted no less than 10 business days after the final public meeting.
 - No less than ten business days after the posting of the final administrative report, public delegations will provide feedback on the report to the Board of Trustees as per Board bylaw.
 - The Board of Trustees will make a decision on the student accommodation review no sooner than 10 business days after the public delegations.

6.0 Ministry of Education Appeal Process

6.1 The Board's decision may be appealed to the Ministry of Education on the grounds of process as per the Ministry of Education's Administrative Review of the Student Accommodation Review Process.

7.0 Transition Planning

7.1 As a result of a Student Accommodation Review or School Attendance Zone change, the transition of students and/or school staff will be carried out in consultation with parents/guardians, staff and administration.

Definitions:

Accommodation Review is a process as outlined in this policy undertaken by the Board to determine the future of a school or group of schools.

Accommodation Review Committee is an advisory committee, established by the Board, which includes membership drawn from the community. The Accommodation Review Committee is appointed by the Board to act as an official conduit for information shared between the Board and the affected school communities.

An **Accommodation Review Committee Working Meeting** involves a meeting of Committee members to discuss the student accommodation review, including a meeting held by the Committee to solicit feedback from the affected school communities.

A **Business Day** is a calendar day that is not a weekend or statutory holiday. This also does not include calendar days that fall within the Board's Christmas, spring, and summer breaks.

A **Community Representative** is an individual residing in the school catchment area, but not a parent or guardian or an elected municipal official.

A **First Nation Community Representative** is an individual residing on a First Nation, where 15% of the school's population is under an Education Services Agreement with the Board. The First Nation Community Representative cannot be an elected official.

Facility Condition Index (FCI) is 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.

Facility Master Plan is a comprehensive planning document illustrating the condition and utilization of current facilities, and possible accommodation solutions designed to support and enhance student achievement and well-being.

On-the-ground (OTG) capacity is 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.

School Information Profile is a set of criteria based on the Ministry of Education guidelines. The profile provides the Accommodation Review Committee with information about each school in the review area based on its value to the students and to the system.

Terms of Reference are objectives and criteria prepared by the Director of Education or designate(s) that:

- clarify the mandate of the Accommodation Review Committee;
- describe the parameters and criteria that will guide the feedback on the accommodation options;
- explain the roles and responsibilities of the Accommodation Review Committee members; and
- provide details of the Accommodation Review Committee process.

Underutilized Space, as defined by the Ministry of Education’s *Community Planning and Partnership Guide (2015)* are facilities that have been 60 percent utilized or less for two years and/or have 200 or more unused pupil places.

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Procedure 6.05 Facility Partnerships	<u>Board Motion</u>	Ministry of Education, <i>Community Planning and Partnership Guideline (March 2015)</i>
Procedure 6.50 Student Accommodation	<u>Review Prior to</u>	Ministry of Education, <i>Pupil Accommodation Review Guideline (March 2015)</i>
Policy and Procedure 6.20 School Attendance Zones		<i>Education Act, s.150-6</i>
Joint Transportation Policy		Ontario Regulation 444/98



RAINY RIVER DISTRICT SCHOOL BOARD

**NOTICE OF INTENT TO AMEND THE
PROCEDURAL BYLAW FOR THE
RAINY RIVER DISTRICT SCHOOL BOARD**

The Rainy River District School Board will consider the proposed amendment to review Section 8.2, Public Delegations to include Public Delegations for Student Accommodation Reviews. This motion will be considered at the next Regular Board meeting scheduled for September 1, 2015.

For further information please contact Heather Campbell, Director of Education.

Submitted – June 2, 2015
Regular Board Meeting