CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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Appendix A – Pupil Accommodation Review Committee (ARC) Terms of reference

The Terms of Reference were developed in accordance with the Ministry's Pupil Accommodation Review Guidelines (March 2015).

1.0 Mandate of the Pupil Accommodation Review Committee (ARC)

1.1 The Pupil Accommodation Review Committee's mandate is to ensure that the Board of Trustee decisions, and the information to support staff options, regarding an accommodation review are with the involvement of an informed local community and is based on a broad range of criteria regarding the quality of the learning experience for students.

1.2 The ARC is empowered to provide input, through the process of discussions and inquires on CDSBEO staff options and information provided to them in the Initial Staff Report.

1.0 Role of the ARC

1.1 The ARC's role is to act "as the official conduit for information shared between the school board and the school communities" with respect to a school or group of schools being reviewed for the Board of Trustees' consideration and decision.

1.2 The ARC shall review accommodation options and supporting data identified in the Initial Staff Report, communicate the information to their community, capture the community voice and relay the information back to the ARC and CDSBEO staff, and provide local content to the accommodation review process.

1.3 The ARC "may comment on the Initial Staff Report and may, throughout the pupil accommodation review process, seek clarification of the Initial Staff Report."

1.4 The ARC "members do not need to obtain consensus regarding the information provided to the Board of Trustees."

1.5 The ARC is charged to act as the official conduit for information shared between the school board and the school communities with reviewing information for the following schools:

[Insert List of School(s)]

2.0 Membership of the ARC

2.1 The ARC should consist, at minimum, of the following persons:

- School superintendent(s) whose schools are in the area under review;

- The school principal(s) or designate(s) of the school(s) under review;
- One (1) representative from the teaching staff of the school(s) under review;
- One (1) representative from the non-teaching staff of the school(s) under review;
- One (1) parent/guardian from the school(s) under review, chosen by the respective Catholic School Council.

2.2 The ARC may include one (1) student leader from each secondary school under review to participate.

2.3 Resource appointments to the ARC may consist of the following:

- The Pastor(s) of the parishes in which the affected schools are located;
- Staff from the Planning and Facilities Department ;
- Other administrative staff as necessary.

2.4 The ARC membership will be deemed to be properly constituted whether or not all of the listed members are able to participate.

2.5 Written invitation (letters to Catholic School Council, letters sent home with students) to participate on the ARC will be issued following the Board of Trustees' consideration of the Initial Staff Report but prior to the first public meeting. There will be a deadline date for acceptance. No response by that date will be considered non-acceptance.

2.6 CDSBEO will invite ARC members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the ARC.

2.7 ARC membership may be adjusted so that the Committee may function effectively.

2.8 Recognizing the value of the ARC's contribution to the Board's ability to provide quality educational opportunities for its students, ARC members must be prepared to make a commitment to attend all, or nearly all of the working meetings and public meetings.

2.9 In the event than an ARC member is unable to commit to attending all, or nearly all the meetings, the ARC Chair has the authority to address the attendance issue and recommend a solution.

2.10 If the ARC Chair sees a need for additional expertise or if additional expertise is requested by the ARC, guest ARC resources may be invited to attend specified meetings (i.e. students, CDSBEO staff, community leaders) as agreed by the ARC.

3.0 Operation of the Advisory Committee

3.1 The Board will appoint the Chair of the ARC. The ARC Chair is responsible for:

- Convening and chairing ARC meetings;
- Managing the development of the process according to the ARC mandate and the Terms of Reference; and
- Coordination of the activities of the ARC, requesting support, resources and information relevant to the ARC's mandate from the CDSBEO staff.

3.2 A School Information Profile (SIP), as part of the Initial Staff Report, for each affected school necessary to permit the ARC to carry out its mandate will be provided to the ARC's first working meeting.

3.3 For each affected school, the SIP will include the information contained in Appendix B of the Pupil Accommodation Review Administrative Procedure.

3.4 The ARC will meet as often as required to review all pertinent data and prepare for public meetings – minimum of two (2) public meetings.

3.5 The ARC shall determine a schedule of dates, times and location of meetings as per the C8: Pupil Accommodation Review Policy and the Administrative Procedure.

3.6 Working meetings of the ARC may be held regardless of all members being present.

3.7 The ARC will complete its work within the timelines outlined in the Pupil Accommodation Review Administrative Procedure.

3.8 Board staff will respond to reasonable requests for additional information that has been requested by the ARC.

3.9 Requests for information, in keeping with the ARC's mandate for the school(s) under review will be provided by ARC resource staff in a timely manner for the ARC's use. It may not always be possible to obtain responses to requests for information in time for the next scheduled meeting. If this occurs, ARC resource staff will provide an estimated availability time.

3.10 All ARC meetings will be structured to encourage an open and informed exchange of views.

4.0 Working Meetings

4.1 Through working group meetings, the ARC shall review accommodation options and supporting data identified in the Initial Staff Report, communicate the information to their community, capture the community voice and relay the information back to the ARC and CDSBEO staff, and provide local content to the accommodation review process. Additionally, the ARC will assist on how the information is prepared and presented at each of the minimum of two (2) public meetings. The materials prepared will support the objectives of this Terms of Reference.

4.2 The ARC may hold as many working meetings as is deemed necessary within the timelines established in CDSBEO's Pupil Accommodation Review Administrative Procedure.

4.3 Resource staff will work with the ARC to prepare all working meeting and public meeting agendas and materials. Meeting agendas and materials are to be made available by e-mail to the ARC members and posted on the Board's website when possible at least 24 hours in advance of the scheduled meeting.

4.4 Resource staff will ensure that accurate minutes are recorded. These minutes are to reflect the discussions that take place at working meetings and at public meetings. ARC meeting minutes will be posted to the Board's website after the minutes have been reviewed by the ARC. Both working and public meeting minutes will be included in the Final Staff Report to the Board of Trustees.

4.5 All information provided to the ARC is to be posted on the Board's website and made available in hard copy if requested.

5.0 Public Meetings

5.1 In addition to ARC working meetings, CDSBEO resource staff will facilitate a minimum of two (2) public meetings. Public meetings will occur in one of the schools under review, provided the school is in an accessible facility, or at an alternate facility within the local community. These meetings will be organized as follows:

At the first public meeting, resource staff will, at a minimum, present:

- An overview of the ARC's orientation session – the ARC's role; outline how the ARC will operate; the data they received; and how they receive community input;
- The Initial Staff Report with recommended option(s); and
- The School Information Profile(s) (SIPs)

At the second and/or final public meeting, resource staff will present to the public, a draft of the Final Staff Report with its interim accommodation recommendation(s) and receive community input. Resource staff may make changes to the report based upon feedback at this meeting.

5.2 Senior administration will call the first public meeting no earlier than thirty (30) business days after the date of approval to launch a pupil accommodation review (by the Board of Trustees) and as established in CDSBEO's Pupil Accommodation Review Administrative Procedure.

5.3 Notice of the public meetings will be announced and advertised publicly by CDSBEO staff through an appropriate range of media.

6.0 Facility Partnership Opportunities

6.1 Facility planning objectives will take into account opportunities for partnerships in accordance with the Community Planning and Partnership Guideline (March 2015). Planning information and imminent accommodation review proposals will be shared with community partners and the municipalities as appropriate and in accordance with the Board's Community Planning and Facility Partnership Policy and Administrative Procedure.

6.2 The Board is to inform the ARC of such known or reasonably anticipated partnership opportunities, or lack thereof, at the beginning of the ARC process and captured in the Initial Staff Report.