

TERMS OF REFERENCE –TEMPLATE Accommodation Review Committees

1.0 Mandate

The Board of Trustees has asked an Accommodation Review Committee to conduct a school closure review of _____ (review area). The ARC, as an advisory committee to the Board of Trustees, will analyze School Information Profiles and other relevant data, develop alternative accommodation scenarios and make recommendations to the Board of Trustees that meet the educational and operational objectives of the Waterloo Catholic District School Board.

2.0 Reference Criteria

The reference criteria include educational and accommodation criteria for examining schools under review and accommodation options. The reference criteria define the parameters of the ARC discussion and will be used by that ARC to fulfill its mandate. The reference criteria include, but are not limited to, the following.

2.1 Board Parameters

- All elementary schools are JK-8.
- All secondary schools are Grade 9-12.
- Facilities should not limit students from fully experiencing the curriculum.
- Facilities should have a relationship with the community.
- Physical accessibility in new and existing facilities should be maximized.
- All capital projects (i.e. new schools, additions) require Ministry and Board approval.
- Creative financing options and private sector partnerships should be explored where appropriate.

2.2 Board-wide Accommodation Review Goals

- Provide the highest quality learning environment possible.
 - Consider program environments and how they support student achievement.
- Ensure an efficient use of system resources by balancing enrolment and facilities.
 - Maximize the use of Board owned facilities over the long term.
 - Minimize the use of non-permanent accommodation (portables) as a long-term strategy while recognizing that it may be a good short-term solution.
- Provide a long-term (5 years +) accommodation solution.
- Create boundaries that maximize the number of students that can walk to school.
 - Consider the Board's existing transportation policy and how it may be impacted by or limit accommodation scenarios.
- Consider the impact on parish boundaries.
- Provide logical attendance boundaries.
 - Follow logical divides such as major roads, physical barriers, etc.
 - Recognize existing neighbourhoods wherever possible.
- Reduce operating costs (e.g. maintenance, operations, transportation, etc.)

- Develop accommodation options with consideration for Ministry of Education capital funding formulas and the Board's long term capital plan.

2.3 Review Goals

[This section will be customized to the individual review prior to distributing the terms of reference to the review committee. The review goals are those created to address issues or concerns specific to the individual review area.]

3.0 Roles and Responsibilities

An ARC has been appointed by the Board, in accordance with Board policy, to carry out the accommodation review process. ARC members can expect approximately 10-12 ARC meetings over an 8 month period. A minimum of 4 public consultation sessions will also be held. Throughout the process the committee will be assisted by various board staff members in the collection, presentation and evaluation of data, organizing both committee and public consultation sessions, generating options and preparing reports. The outline below illustrates the relative division of responsibilities between the committee and staff.

	ROLE OF THE ARC	ROLE OF BOARD STAFF
Agendas & Minutes	<ul style="list-style-type: none"> • Approve minutes of each ARC meeting. • Ensure the accuracy of meeting minutes. 	<ul style="list-style-type: none"> • Prepare meeting agendas. • Record minutes. • Post minutes on the Board website.
Materials, Support and Analysis	<ul style="list-style-type: none"> • Review information prepared by staff • Request additional information as necessary. 	<ul style="list-style-type: none"> • Prepare a timeline outlining tasks, milestones and deadlines according to APF008. • Organize school tours for the ARC. • Prepare, distribute and present information to the ARC and public. • Attend meetings as a resource to the ARC. • Provide any additional information requested by the ARC.
School Information Profile (SIP)	<ul style="list-style-type: none"> • Review and discuss the School Information Profiles. • Consult with the public regarding the SIP. • Request changes to the SIP as necessary. 	<ul style="list-style-type: none"> • Prepare a School Information Profile for each school in the review.
Alternative Accommodation	<ul style="list-style-type: none"> • Develop accommodation options consistent with the 	<ul style="list-style-type: none"> • Prepare accommodation options.

Scenarios/Options	<p>Reference Criteria.</p> <ul style="list-style-type: none"> Analyze and evaluate accommodation options. Consider the needs of all students at all of the schools objectively and fairly. 	<ul style="list-style-type: none"> Prepare data to support the evaluation of options. Advise the ARC on legislative requirements, Board policy and budget implications.
Community Consultation	<ul style="list-style-type: none"> Hold a minimum of four public consultation sessions. Ensure that all relevant information is made available to the public. Consider public comments when making decisions and recommendations [where possible provide written notations of actions taken for each comment]. 	<ul style="list-style-type: none"> Prepare presentation materials for public consultation sessions. Advertize meetings in accordance with Board policy Post all relevant information on the Board's website. Ensure that the ARC and Board of Trustees receive all written public comments
Recommendations & Final Report	<ul style="list-style-type: none"> Develop a preferred option. Develop implementation recommendations. Prepare a Final Report containing the preferred options and implementation recommendations. Ensure that the report accurately reflects the process and discussions of the committee. 	<ul style="list-style-type: none"> Prepare the Final Report on behalf of the ARC. Post the Final Report on the Board's website. Respond to public inquiries regarding the review. Present the final report recommendations to the Board of Trustees.
Meeting Conduct	<ul style="list-style-type: none"> The chair shall guide the meeting according to the agenda. ARC members are expected to treat each other and board staff with respect. The goal is to work toward consensus on key issues. Where this is not possible a vote will be held. Only voting members of the ARC will be allowed to vote. The vote will be successful only if the majority (50% + 1) of ARC members present at time of the vote are in favour. ARC members are expected to attend every ARC meeting where feasible. At least one parent representative from each school should be in attendance at every meeting. ARC members are expected to attend public consultation sessions. The role of the ARC terminates once the Final Report and recommendations have been submitted to the Director of Education. 	