



Adopted	November 2009
Last Revised	February 2016
Review Date	February 2021

ACCOMMODATION REVIEW COMMITTEE (ARC)

1) PURPOSE

Hastings and Prince Edward District School Board is committed to providing the best educational opportunities while ensuring fiscal responsibility and to enhancing the learning environment for all students.

From time to time the Board will consider the need to consolidate, close or relocate a school(s) due to changes in curriculum, program demands, student enrolment, community demographics and other factors. In some circumstances these considerations may result in the need to carry out an accommodation review for a school or group of schools.

The Board is committed to the following guiding principles:

- a) Student achievement and well-being.
- b) Effective stewardship of school board resources.
- c) Student curriculum and program needs, as well as funding and renewal needs, will drive facility planning.
- d) Upgrades to the condition of facilities will occur where feasible.
- e) The Board will comply with Ministry of Education guidelines for school consolidation and closure decisions.
- f) The Board will exemplify open decision-making, Board oversight and public participation in capital planning.

This procedure provides the terms of reference for the Accommodation Review Committee (ARC), a committee established in accordance with Policy 15: Student Enrolment/School Capacity – Pupil Accommodation Review.

2) MANDATE

- a) The ARC is a committee established by the school board that represents the affected school or group of schools of an accommodation review.
- b) The ARC acts as the official conduit for information shared between the school board and the affected school communities during the accommodation review.
- c) The ARC will review and provide feedback on accommodation option(s) presented by school board administration and may provide other accommodations options, with supporting rationale, for Board consideration.
- d) The final decision regarding the future of a school or groups of schools rests solely on the Board of Trustees.

3) MEMBERSHIP

- a) The ARC will consist of the following members from each affected school in the review area:
 - appropriate superintendent
 - principal or designate
 - one teacher
 - one non-teacher staff representative
 - school council chair or designate

- two parents/guardians (in addition to school council chair or designate)
- two municipal, business or community partners
- student from Grade 7 and above
- b) The ARC will be deemed properly constituted whether or not all of member positions are filled, but must include at least one member from the school community and one member from the broader community.
- c) School board trustees may attend the ARC meetings, to monitor the ARC process.
- d) School board officials may be assigned to act as resource support to the ARC.

4) ROLES / RESPONSIBILITIES

- a) ARC members will participate in an orientation session that will describe the mandate, roles and responsibilities, and procedures of the ARC.
- b) ARC members will attend working group meetings and participate in the public consultation process.
- c) The ARC will be provided with information and support materials necessary to carry out its mandate.
- d) The ARC may request administrative and resource personnel to present and/or provide additional information relevant to the review.
- e) The ARC will review, provide feedback and seek clarification on the information presented. The ARC will work collaboratively and cooperatively and may seek input from the affected school communities.
- f) The ARC may provide other accommodation options than those presented from school board administration but must include supporting rationale for any such option.
- g) The ARC does not need to achieve consensus or vote on feedback related to the accommodation option(s) presented by administration or the alternate options presented by the ARC for consideration.
- i) School board officials assigned to the ARC as resource support will compile feedback from the ARC, to be presented to the Board of Trustees with the final report from administration.

5) MEETINGS

- a) The school group superintendent will act as chair and facilitate the ARC process.
- b) Meetings dates will be established by the chair, in consultation with the ARC.
- c) The ARC will hold a minimum of two working meetings. Additional meetings may be scheduled at the discretion of the chair but must be held within the timelines specified in Policy 15: Student Enrolment/School Capacity – Pupil Accommodation Review.
- d) Meetings will be held in school(s) in the review area.
- e) Meetings will be structured to encourage open and informed exchange of views.
- f) Meetings will be conducted in accordance with board policies and procedures. Meetings will be open to the public. However, the public may not participate unless requested by the ARC to provide input from the affected communities.
- g) No quorum is required for ARC meetings. The ARC does not vote on information presented at the meeting or prepared for Board consideration.
- h) School board officials will attempt to respond to all reasonable questions relevant to the accommodation review during the ARC meetings. Questions that cannot be answered at a meeting will be addressed and posted on the school board website, and shared at a subsequent meeting.
- i) Agendas and supporting material will be posted on the school board website in advance of the meeting where possible.
- j) Meeting notes will be kept and attendance of all members will be recorded.

Legal references:

- [Ministry of Education Pupil Accommodation Review Guideline, March 2015](#)
- [Ministry of Education Guide to Pupil Accommodation Reviews, February 2016](#)
- [Ministry of Education Community Planning and Partnerships Guideline, March 2015](#)

Board references:

- Policy 15: Student Enrolment/School Capacity – Pupil Accommodation Review
- Policy 1: Board Mission and Goals
- Policy 3: Board Operations
- Policy 11: Committees of the Board
- Administrative Procedure 195: Board Code of Conduct and Student Codes of Conduct
- Administrative Procedure 570: Community Planning and Partnerships