



BULLETIN #8
LONG-TERM CAPITAL & ACCOMMODATION PLANNING

December 2016



Approved Accommodation Reviews

Accommodation reviews have been approved for the Belleville and Madoc areas, and a number of schools in Prince Edward County.

No other areas will be reviewed at this time.

Meeting Schedule

Accommodation reviews follow a very specific schedule for public and working group meetings.

Refer to the attached page for the timelines. Meeting dates will be established in the coming weeks then communicated through the school board website, Twitter and the local media.

Find Out More Online

More information about the accommodation review process is online at www.HPEschools.ca

Questions?

Please call (see below) or send an email to directors.office@hpedsb.on.ca

Understanding accommodation reviews

Now that the Board of Trustees has approved accommodation reviews for some schools in Belleville, Centre Hastings and Prince Edward County the big questions are *what's next?* and *how can I get involved?*

WHY ACCOMMODATION REVIEWS?

Accommodation reviews must occur prior to a decision to close or consolidate a school. They are mandated by the Ministry of Education. It is through an accommodation review that parents/communities/municipalities communicate to the school board their perspective on the educational needs of students and their views on the board's specific proposal for change.

The reviews follow a very specific schedule over about seven months.

WHAT IS AN ARC?

Once an accommodation review has been approved, the public input and

consultation process begins. A first step is to form an accommodation review committee—or ARC—with representation from each affected school. The ARC is the official conduit for information between the school board and school communities.

Members of an ARC include:

- The school principal or designate
- One teacher and one non-teaching staff member
- Three parents, one of whom is the school council chair or designate
- Two municipal/business/community members
- One intermediate or secondary student (Grade 7 to 12)

HOW TO GET INVOLVED

Please refer to the other pages in this bulletin for information about how to become a member of an ARC and the timelines.

Resources online at www.HPEschools.ca

- [2015-2020 Strategic Plan](http://www.hpedsb.on.ca/ec/aboutus/2015-2020StrategicPlan.html), <http://www.hpedsb.on.ca/ec/aboutus/2015-2020StrategicPlan.html>
- [Policy 15: Student Enrolment/School Capacity: Pupil Accommodation Review](#): About HPEDSB>Policies Procedures Resource Guides
- Ministry of Education [Guide to Pupil Accommodation Reviews](https://efis.fma.csc.gov.on.ca/faab/Memos/B2016/B1_EN_attach.pdf), https://efis.fma.csc.gov.on.ca/faab/Memos/B2016/B1_EN_attach.pdf

OUR VISION: All students prepared and empowered
for the possibilities of today and tomorrow.

www.HPEschools.ca
@HPEschools
information@hpedsb.on.ca
613.966.1170 • 1.800.267.4350



How to Become a Member of an Accommodation Review Committee

PLEASE NOTE: The process to become a member of an accommodation review committee (ARC) is directed by a school board policy which is based on Ministry of Education guidelines. The document is [Policy 15: Student Enrolment/School Capacity, Pupil Accommodation Review](#).

In addition, [Procedure 178: Accommodation Review Committee](#), describes the ARC mandate; membership; roles and responsibilities; and meeting process. Both of these documents are available online at www.HPEschools.ca > About HPEDSB > Policies, Procedures, Resource Guides.

Process for selecting ARC members (from section 7 c) from the above-noted Policy 15)

SELECTION OF PARENTS/GUARDIANS

The principal of the school will call a meeting of parents/guardians with students attending the school. The selection of the parents/guardians for the ARC will follow nomination and voting procedures with the successful selected parent(s)/guardian(s) being those who receive the greatest number of votes from those parents present.

SELECTION OF MUNICIPAL, BUSINESS AND COMMUNITY MEMBERS

Advertisements will be placed in the local media and on the school board website inviting municipal, business and community members within the municipalities included in the school's attendance area to apply through the director of education. The names of interested persons will be received up to a specified date.

Selection of persons for the ARC will consider the person's qualifications, knowledge of issues related to public education, knowledge of the community, expressed interest in serving on the ARC, and other factors as determined by the Student Enrolment/School Capacity Committee. The SE/SCC may request municipal councils to appoint a representative.

SELECTION OF STUDENT REPRESENTATIVES (SECONDARY AND INTERMEDIATE ONLY)

The student representative will be from Grade 7 and above. The student body will recommend a student representative to the principal for confirmation.

SELECTION OF STAFF

The selection of teaching and non-teaching staff representatives will be identified by each school included in the review and follow nomination and voting procedures.

FOR MORE INFORMATION, please contact

Director's Office at directors.office@hpedsb.on.ca or call 613.966.1170 or 1.800.267.4350, ext. 2201



Hastings and Prince Edward District School Board

Timeline for a Standard Accommodation Review in 2016-2017 As per Policy 15: Student Enrolment/School Capacity – Pupil Accommodation Review

	Action	Timeline	Date
1	Presentation of the initial reports and recommendations from administration to the Student Enrolment/School Capacity Committee (SE/SCC)	At the SE/SCC meeting	Monday, November 21, 2016
2	Decision by the Board of Trustees to conduct an accommodation review(s)	At the regularly scheduled Board meeting	Monday, November 21, 2016
3	Notice of the Board decision to conduct an accommodation review(s) to parents/guardians, schools(s), municipal and community partners	Within five business days of the Board's decision	By Monday, November 28, 2016
4	Formation of the accommodation review committee(s) (ARC)	Prior to Public Meeting #1	TBD
5	Consultation meetings with municipal and community partners	As required, prior to Public Meeting #2 (of 2)	TBD
6	Notice about the date of Public Meeting #1 (of 2) to the school(s) and broader community	At least 10 business days prior to the meeting	TBD
7	Public Meeting #1 (of 2)	No sooner than 30 business days following the Board's decision	Earliest is Monday, January 16, 2017
8	Information package prepared for the accommodation review committees (ARCs)	No later than the first working meeting of the ARC	TBD
9	ARC working meetings (minimum two, more can happen)	As scheduled by the ARC, after Public Meeting #1 and prior to Public Meeting #2	TBD
10	Notice about the date of Public Meeting #2 (of 2) to the school(s) and broader community	At least 10 business days prior to the meeting	TBD
11	Public meeting #2 (of 2)	No sooner than 40 business days following Public Meeting #1	Earliest is Tuesday, March 21, 2017
12a	Final report from administration posted online at www.HPEschools.ca	No less than 10 business days following Public Meeting #2	Earliest is Tuesday, April 4, 2017 Regularly scheduled SE/SCC meeting is Monday, April 10, 2017
12b	SE/SCC meeting to receive the report		
13	SE/SCC meeting for public delegations/input	No less than 10 business days following the presentation of the report from administration to the SE/SCC	Earliest is Wednesday, April 26, 2017 (based on an April 10, 2017 meeting from line 12b)
14	SE/SCC follow-up meeting to prepare a recommendation to the Board of Trustees	No less than 10 business days following the SE/SCC meeting for public input	Earliest is Wednesday, May 10, 2017 (based on an April 26, 2017 meeting from line 13)
15	Public Board meeting to determine accommodation recommendations	Regularly scheduled Board meeting (after the SE/SCC follow-up meeting (line 14) and prior to summer break)	Monday, June 19, 2017