

Peel District School Board Pupil Accommodation Review ***Planning together for secondary schools south of the 401*** **Terms of Reference**

Background

School boards in Ontario are responsible for providing schools and facilities for their students, and for operating and maintaining their schools in a fiscally responsible, effective and efficient manner to support student achievement.

The Peel District School Board (PDSB) is committed to supporting student achievement and well-being by providing excellent educational programs and opportunities for students in Brampton, Caledon and Mississauga. To the extent possible, the PDSB shall provide fair and reasonable access to programs, staff, resources and schools, taking into consideration student population, program needs, policies, the input of parents and communities, and available resources. In this regard, the PDSB is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs.

The PDSB may, from time to time, be required to consider school consolidations and school closures by undertaking a Pupil Accommodation Review (PAR) process that is consistent with the PAR Policy and Operating Procedure. These are the Terms of Reference applicable to the Accommodation Review Committee (ARC) established for the review of five secondary schools located south of the 401 in Mississauga.

Mandate

- This ARC is formed with respect to the following schools: Glenforest, Gordon Graydon Memorial, Lorne Park, TL Kennedy and The Woodlands secondary schools.
- The ARC is an advisory committee established to represent schools identified in a Pupil Accommodation Review.
- The overall goal of the ARC is to serve as a conduit for the school community to communicate with the PDSB.
- The ARC provides feedback with respect to the Initial Staff Report and the options set out therein, and may also present alternative accommodation option(s), including the rationale for the option(s).
- The final decision regarding the future of a school or a group of schools rests solely with the PDSB Board of Trustees.

Reference Criteria

- Support student achievement by ensuring adequate student populations to support appropriate secondary school course offerings.
- Improve program offerings for students in the Autism Spectrum Disorder (ASD), Enhanced, Graphic and Design Management, International Business and Technology, and Vocational programs.
- Where possible, consider equity of access to programs and take into consideration the home location of students and/or transportation options.
- Ensure an efficient use of system resources by balancing enrolment and facilities while considering the values and beliefs outlined in the “Background” section above.

Membership

The membership of the ARC will include:

- one (1) parent/guardian representative from each of the schools under review.
- one (1) alternate parent/guardian. This alternate is expected to attend the orientation meeting and may only attend subsequent meetings if the main parent/guardian representative is unable to attend.
- two (2) Superintendents of Education whose schools are involved in the review
- principals (or principal-appointed designate) of all identified schools
- a municipal representative from the City of Mississauga’s Planning department
- local Trustees, who will serve as ad hoc members to monitor the ARC’s progress (optional).

The ARC will be led by a Superintendent of Education who will serve as the ARC Chair. This position will be appointed by the Director’s Office of the PDSB.

The ARC will be deemed to be properly constituted whether or not all of the members listed above are willing and able to participate. Quorum is not required for ARC meetings.

As appropriate, PDSB staff may act as a resource for the ARC.

Roles and Responsibilities

- The Chair of the ARC will facilitate the PAR process and will ensure it is consistent with the PDSB’s PAR Policy and Operating Procedure.
- ARC members are expected to attend an orientation session. At the orientation session, members will learn about the mandate, roles and responsibilities and procedures of the ARC.
- ARC members are expected to attend ARC meetings and to fully participate in the process. ARC members are encouraged to attend public meetings related to the PAR.

ARC Procedures

- The ARC will review the School Information Profile (SIP) for each school under review.
- PDSB staff will prepare agendas, materials and minutes for ARC meetings.
- Correspondence received by the PDSB regarding the PAR will be made available to ARC members at ARC meetings.
- The ARC will review the information provided and accommodation options proposed in the Initial Staff Report and will seek clarification, ask questions, communicate the information to their community and relay the community feedback back to the ARC and PDSB staff, ultimately providing local content to the accommodation review process.
- The ARC will determine whether to consider alternative accommodation options and will develop the rationale for any alternate proposals.
- The comments, feedback and any alternate option(s) will be collected and compiled by PDSB staff in the form of meeting notes. This information will be included in the Community Consultation Section of the Final Staff Report presented to the PDSB Board of Trustees.
- ARC members do not need to achieve consensus regarding the information provided to the PDSB Board of Trustees.
- Minutes of the ARC meetings will be made available on the PDSB's public website.

Meeting Conduct

- The Chair shall guide the meeting according to the agenda.
- ARC members are expected to treat each other and PDSB staff with respect and to participate in keeping with established meeting norms.

Meetings

The ARC will meet a minimum of four times. Meetings are scheduled on the following dates:

- May 12, 2016
- May 19, 2016
- June 16, 2016
- Nov. 9, 2016

Public meetings will be held on June 2, 2016, and Nov. 23, 2016.