Accommodation Review Committee (ARC)
Terms of Reference

Committee Procedures

Membership:
The Accommodation Review Committee (ARC) may be composed of:

Voting Members:
- Up to 2 parents from the school, or schools under consideration
- Review area municipal representation
- Up to 2 community representatives

Non-voting members:
- The principal or designate from each school in the review
- The school area Superintendent(s) of Education
- Facilities staff (Planning)

Other support staff may be called on as deemed appropriate. If circumstances warrant, and a majority of the abovementioned ARC members vote in favour, additional members may be added to the ARC.

Appointments to the ARC will be for the duration of the accommodation review; a minimum of 90 calendar days, excluding summer vacation, Christmas break, Spring break, including adjacent weekends.

Purpose:
The purpose of the ARC is to conduct an accommodation review of a particular school or schools within a given planning area of the Board in order to advise and provide recommendations that will inform the final decision made by the Board of Trustees on whether a school or schools should be either closed or consolidated.

Chair:
The ARC Chair will be selected by the members at the first meeting of the ARC.

If the Chair is a voting member, the Chair is entitled to vote.

Decisions:
Decisions of the ARC will be determined by consensus whenever possible; when a consensus cannot be reached, a vote will determine the decision under consideration.

Should the ARC decide that decisions will be made by a majority vote instead of consensus; a majority will consist of 50 percent plus 1 of all the voting members present at the meeting the day the vote is held. A quorum consists of 50 percent of the voting members of the ARC

A reconsideration vote requires assent of the reconsidered decision by a 2/3 majority of the voting members.

Responsibilities:
Review Objectives
Prior to developing accommodation options, the ARC will set Review Objectives which aim address the issues identified by the Board and the ARC and to provide benchmarks to evaluate the accommodation options.

School Information Profile(s)
ARCs are to discuss and consult about the School Information Profile(s) prepared by Board administration for the school(s) under review and modify the Profile(s) where appropriate.

Public Information and Access
The Board and the ARC are to ensure that all information relevant to the accommodation review, as defined by the ARC, is made public by posting it in a prominent location the Board's website or making it available in print upon request.

Accommodation Options
The ARC may create alternative accommodation options, which should be consistent with the objectives and Reference Criteria. Board administration will provide necessary data to enable the ARC to examine options. This analysis will assist the ARC in finalizing the Accommodation Report.

Community Consultation and Public Meetings
The ARC must ensure that a wide range of school and community groups is invited to participate in the consultation. These groups may include the school(s)' councils, parents, guardians, students, school staff, the local community and other interested parties.

The ARC will consult about the customized School Information Profile prepared by Board administration and may make changes as a result of the consultation. The ARC will also seek input and feedback about the accommodation options and the ARC's Accommodation Report to the Board.

ARC Accommodation Report to the Board
The ARC will produce an Accommodation Report that will make accommodation recommendation(s) consistent with the Review Objectives and Reference Criteria. The ARC's Accommodation Report will support the Board's educational

and accommodation objectives in undertaking the accommodation review and the Board's strategy for supporting student achievement. Staff will prepare the Draft Report on behalf of the ARC. The Final Report will be considered and approved by the ARC.

The ARC will deliver its Report and recommendations to the Director of Education and Secretary of the Board, and present the document to the Board of Trustees.

Reference Criteria:

Where possible, accommodation options should take into consideration:

Grade Configuration
- when the opportunity arises, JK-8 is preferred over JK-6 and congregated 7/8 program; however, the Board currently operates schools JK-5, JK-6, JK-8, 6-8, and 7-8 (refer to Board Policy 3002)

School utilization
- maximize the use of existing facilities and minimize the number of students in portables or temporary structures
- maximize the number of facilities that adequately meet student and community needs for accessibility
- consider the equity of facilities, site, size and program standards
- all facilities should provide safe and secure learning environments for all students and staff (refer to Board Policy 6000)

Program offerings
- maximize access to and equity of program offerings (i.e. Music, French Immersion, Special Education, etc.)
- minimize the number of combined grades at a school (Consider the Good Schools Standing Committee Report: Elementary School Size and Configuration, May 14, 2007)
- maintain the Ministry's target for Primary Class Sizes (PCS)
- consider the impact of program changes (e.g. Full day learning for 4 and 5 year olds) on facilities

Transportation
- maximize the number of students within a school boundary who are within walking distance (refer to Board Policy 4009 and the Active Transportation Charter), minimizing the need for transportation and annual operating costs

New facilities/Site selection
- where new construction is proposed, refer to the Board's site selection criteria for site size, frontages, shapes, locations, topography, services and other preferences

ARC Meeting Procedures:

An initial meeting schedule will be established by staff; changes to meetings including adding or cancelling may be made by the ARC.

ARC meetings are not public meetings. Non-members may attend meetings provided they are invited by the ARC.

Minutes and secretarial support for the ARC will be provided by the Board's Planning Department. Minutes will be taken at each meeting and approved at subsequent ARC meetings.

Minutes and presentation materials will be posted on the Board's website (specific link for each accommodation review area).