



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### ADMINISTRATIVE REGULATIONS

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**Section:** Business and Administrative Services

• Administrative Operation

**Regulation Code:** BA-1.2.1

**Regulation:** PUPIL ACCOMMODATION REVIEW:  
SCHOOL CLOSURE/CONSOLIDATION

**Policy Code Reference:** BA-1.2  
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This administrative regulation is written in keeping with the Ministry of Education directives regarding accommodation review procedures and Board Policy No. [BA-1.2, Pupil Accommodation Review: School Closure/Consolidation](#).

#### 1. Timelines and Procedures for Conducting a School Accommodation Review

- 1.1 Administration prepares and presents the data report identifying school(s) being considered for closure and/or consolidation at a Regular Board meeting. The initial staff report will contain one or more options to address the accommodation issue(s). Each option will have a supporting rationale. The report will include a recommended option if more than one option is presented. The report will include information or actions undertaken at the school(s) prior to establishing a pupil accommodation review process, as well as supporting rationale for any actions taken or not taken.
- 1.2 The following options will be included in the initial Board report:
  - 1.2.1 Summary of accommodation issue(s) for the school(s) under review;
  - 1.2.2 Where students would be accommodated;
  - 1.2.3 If proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
  - 1.2.4 Identify any program changes as a result of the proposed option;
  - 1.2.5 How student transportation would be affected if the changes take place;
  - 1.2.6 If new capital investment is required as a result of the pupil accommodation review, how the project will be funded, and how pupils will be accommodated if funding does not become available;
  - 1.2.7 Any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.
- 1.3 Trustees appoint the Accommodation Review Committee members prior to the first public meeting.

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- 1.4 Following the date of the Board of Trustees' approval to conduct the pupil accommodation review, the Board will provide written notice of the decision within 5 business days to each of the affected single and upper-tier municipalities through the Clerk's department (or equivalent), and other community partners that expressed an interest prior to the pupil accommodation review. An invitation for a meeting to discuss and comment on the recommended option(s) in the initial report will be included in the notice. The Director(s) of Education of our coterminous school boards and the Ministry of Education, through the office of the Assistant Deputy Minister of the Financial Policy and Business Division, will also be notified.
- 1.5 The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, will be allowed to provide their response on the recommended option(s) in the Board's initial staff report before the final public meeting.
- 1.6 The first public meeting must be held no fewer than 30 business days after the Board of Trustees' approval to conduct the pupil accommodation review. The first public meeting will include, at a minimum, an overview of the Accommodation Review Committee orientation session, the initial report with recommended option(s), and a presentation of the School Information Profile(s).
- 1.7 A minimum of 40 business days will be allowed between the first and final public meetings.
- 1.8 The final staff report will be posted publicly on the Board website no fewer than 10 business days after the final public meeting.
- 1.9 The Board must allow an opportunity for members of the public to provide feedback on the report through public delegations to the Board of Trustees. The public will be notified of the delegation opportunity, which will occur no fewer than 10 business days after the final staff report is made public. Feedback will be compiled from the public delegations, which will be presented to the Board of Trustees with the final staff report.
- 1.10 The Board of Trustees will make a final decision no fewer than 10 business days after the public delegations have the opportunity to present on the final report.

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### **2. School Information Profiles**

2.1 School Information Profiles will be established for the initial Board report. The School Information Profiles will also be presented to the Accommodation Review Committee at the orientation session to help the Accommodation Review Committee better understand and become familiar with the facilities under review. The School Information Profile is expected to include data for each of the following two considerations about the school(s) under review:

2.1.1 Value to the students; and

2.1.2 Value to the school board.

2.2 A School Information Profile will be completed for each of the schools under review. Information will be provided to the Accommodation Review Committee under the areas of Facility Profile, Instructional Profile, and Other School Use Profile. Information required for the School Information Profile is outlined in Administrative Regulation No. BA-1.2.1A, Pupil Accommodation Review: School Closure/Consolidation – Appendix A – School Information Profile (SIP).

### **3. Final Staff Report**

3.1 The final staff report, which will be made available to the public through the Board's website, will be presented to the Board of Trustees at the conclusion of the pupil accommodation review process. The final staff report will include a Community Consultation section, recommended option(s) including a proposed accommodation plan and a timeline for implementation. The final staff report may include an amended proposed option(s).

3.2 Public delegations will be received at the next Board meeting following the posting of the final staff report on the Board's website. Input from these delegations will be compiled and presented along with the final staff report at the next Board meeting. Decisions by the Board concerning the recommendations outlined in the final staff report shall be made at that meeting of the full Board in open session.