

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

Pupil Accommodation Review Transition Planning Committee

Terms of Reference

Committee Name

[School Name(s) Here] Transition Planning Committee

Term of Appointment

The term of the committee will be October 1, 20__ to June 30, 20__

Background

The Dufferin-Peel Catholic District School Board is committed to providing quality education to students through programs and facilities that foster student achievement and well-being and ensure effective stewardship of board resources. At the conclusion of [ARC NAME HERE] Pupil Accommodation Review in which the Board of Trustees has approved a resolution to consolidate and/or close a school(s), the transition of students will be carried out in consultation with parents/guardians and staff.

Mandate

Following the adoption of a resolution by the Board of Trustees to consolidate and/or close a school, a Transition Planning Committee will be formed. The purpose of the Transition Planning Committee is to act in an advisory capacity to address the needs of students and staff at all schools involved in the consolidation through consideration of, but not limited to, the following:

1. Artifacts and School Traditions
2. Opening and Closing Ceremonies
3. Student Transition Activities
4. Accommodation and Program Needs
5. Transportation
6. Develop Communication Strategy

Membership

The [School Name(s) Here] Transition Planning Committee will be comprised of representatives from the schools affected by the resolution of the Board of Trustees to consolidate and/or close schools as follows:

Standing Members:

- Family of Schools Superintendent of the school that is closing – Chair
- Local Trustee(s)

- Principal of the schools impacted by the consolidation
- One (1) teaching rep from each of the schools impacted by the consolidation (as chosen by their membership)
- One (1) non- teaching rep from each of the schools impacted by the consolidation (as chosen by their membership)
- Two (2) parent/guardian representatives from each of the schools impacted by the consolidation, as selected by the respective Catholic School Councils
- Additional members can be added, under special circumstances, at the discretion of the Transition Planning Committee Chair.

Resource Members (as required):

- Board staff as required (Planning and Operations, Finance, Program, Human Resources/Employee Relations, Religious Education, Communications, ICT)
- Local Pastor
- Board approved child care operators

Roles and Responsibilities of Transition Planning Committee Members

The Transition Planning Committee will review and reflect on the Transition Committee mandate to ensure an open and welcoming transition of students from the school(s) that will be closed to the receiving school(s).

The Transition Planning Committee will plan for the integration of the needs of all students in terms of accommodation and program. The Chair's main role is to facilitate meetings.

Roles and Responsibilities of Transition Planning Committee Resources

Trustees, board staff and the local Pastor may, from time to time, be required to attend a Transition Planning Committee meeting to address specific questions related to the transition of students. The Transition Planning Committee will provide the respective resource staff with the items that will be discussed in advance of the Transition Planning Committee meeting.

The purpose of the Transition Planning Committee is to represent the community, provide input, advice and recommendations, however the final decisions are made by the Principal(s) and Family of Schools Superintendent.

Meetings of the Transition Committee

The Transition Planning Committee will hold at least three (3) working meetings to discuss the transition of staff and students. The Transition Planning Committee may choose to hold additional working meetings, as deemed necessary within the timelines established under the Terms of Appointment, at the discretion of the Transition Planning Committee Chair.

Transition Committee meetings will be open to the public, for observation only.