

Toronto District School Board

Procedure PR715

Title: **P**

Throughout the year, unforeseen accommodation issues identified by a Superintendent of Education, Principal, Trustee or school community could lead to a review.

Others who participate as part of a support pool to the team but are not members are central staff including but not limited to Planning, Teaching and Learning, Special Education, Caring and Safe Schools, and Facility Services to provide information, analysis, and resource support in their area of expertise.

6.4 Mandate of the Program Area Review Team

The role of the PART is an advisory one. It considers a full range of options within the framework provided and makes recommendations. The Board may support the PART's recommendations or staff's recommendations or it may make a different decision.

The purpose of the first working meeting is to:

- x Explain the reason for the Program Area Review
- x Clarify the role of the team;
- x Determine consensus and the voting procedure; and
- x Set dates of all meetings (including a minimum of one public meeting).

Functioning of the Program Area Review Team

The PART may conduct as many working meetings as required but must have at least one meeting with only team members before the public meeting occurs.

The PART functions by reaching consensus among members. If consensus cannot be reached, a vote occurs. The definition of consensus, the determination of voting procedure (e.g. by ballot or show of hands), and the process to be followed in the event of a tie vote is established by the team at its first meeting. The PART decides who will participate if a vote is necessary. For example, it could decide that each school participating in the review has one vote or it could decide that each school has two votes – one for the Principal and one for the parents,

6.5 Chair of Program Area Review Team

The Superintendent of Education chairs the team. If two or more Superintendents of Education are involved in a review, one of them serves as chair.

The chair, in addition to other duties:

- a) Organizes the working and public meetings;
- b) Facilitates and chairs PART working meetings and the public meeting;
- c) Reviews the mandate and task of the PART and the responsibilities of the members;

- d) Establishes, in conjunction with PART members, meeting norms;
- e) Ensures meeting notes are taken;
- f) Works with the Educational Planning Officer to prepare the final report based on team consensus; however, if consensus cannot be reached, includes dissenting opinions in the PART's report; and
- g) Establishes, in consultation with the directlyd ()Tj /TT0 1 T 73 0 Td [(-)Tj -29.56Tc -0.

Other communication methods that may be used include written notices sent to parents of the school(s) named in the review and to members of the school community.

Following the Board's approval of recommended changes, a letter is sent to parents informing them of the decision.

7.0 EVALUATION

This procedure will be reviewed every four (4) years after the effective date or sooner if required.

8.0 APPENDICES

N/A

9.0 REFERENCE DOCUMENTS

Policy P068, Accommodation and Program Review