

NUMBER:	<i>to be determined</i>
TOPIC:	Opening a New Elementary School
EFFECTIVE:	September 2010
CROSS-REFERENCE:	Themed Schools; Naming New Schools; Opening a New School Handbook
REVISION DATE:	September 2014
RESPONSIBILITY:	Superintendent of Education

INTENDED PURPOSE:

The Framework, as outlined below, will serve as the process to be followed for opening a new elementary school. The Framework is designed to bring clarity and consistency to the process, roles and responsibilities, and resource allocation for all parties involved in the opening of a new elementary school.

The opening of a new school is a three-year process (following a school year September to August).

Year 1 – Design stage

Year 2 – Construction stage

Year 3 – First year of occupancy

To complement this Administrative Procedure, an Opening a New Elementary School Handbook has been created as a resource for all Halton District School Board staff/departments involved in the process.

PROCEDURE:**1. Design Of New School****1.1. Input**

- 1.1.1. The design and construction of a New School shall proceed once the Board has approved the project through its annual LTAP process.
- 1.1.2. Facility Services shall form a committee, comprised of representatives from Program Services, Student Services/SEAC, FOS Superintendent and selected Principals who have opened new schools (which will include the appointed Principal, if determined), Library and Media Services, and Information Technology. The committee shall be provided with background information on the approval of the New School and information outlining the future funding and design process, as set out by the Ministry of Education and the Board.
- 1.1.3. The committee shall provide into school design to the Manager of Capital Project HDSB Facility Services, who shall be responsible for communicating with the Architect and directing the project. The committee shall provide comments prior to the development of the sketch plan and on the draft architectural drawings for the New School for consideration prior to final approval of the design by the Board. NOTE: a repeat design of a previously constructed school will undergo a condensed design review process.
- 1.1.4. The Superintendent of Facility Services shall have final approval on the design of the New School.

1.2. Theme

- 1.2.1. A theme will be determined for the New School (see Themes for New School Procedure).
- 1.2.2. The theme will serve as an instructional focus for the school and will be considered into the design/décor of the school.

- 1.2.3. An allocation may be provided, above and beyond the capital and construction budgets provided, to enhance the theme in the school, as per Policy Report 148.

1.3. Feedback

- 1.3.1. Facility Services shall meet with the Principal of the New School, once in the building for most of the school year, to seek feedback on the design of the building. SEAC, Plant Operations and Facilities Maintenance staff will also be contacted to review product performance.
- 1.3.2. The feedback collected will be provided to the next New School Design Committee.

2. STAFFING

2.1. Principal

- 2.1.1. The Board will name the Principal of the new elementary school in January.
- 2.1.2. The Principal (elementary) will be released from his or her current duties on March 1st to begin the work of preparing for a September opening.
- 2.1.3. The Principal will receive lieu days or paid days, for days worked in the summer with the prior approval of the Superintendent.

2.2. Vice Principal

- 2.2.1. A New School may open with a Vice Principal, pending approval from Administrative Council. If approved, the VP allocation will be reviewed at the end of the first school year and continued in to the second year pending sufficient enrolment, as per Board guidelines.
- 2.2.2. If allocated, the board, in the system's spring transfer/appointment process, will select the Vice Principal.
- 2.2.3. If allocated, the Vice Principal will be appointed with a September effective date. The Vice Principal may support the Principal with the spring staffing process.

2.3. Senior Secretary

- 2.3.1. The ad and interview process for Senior Secretary of the new elementary school will be no later than February.
- 2.3.2. The Senior Secretary (elementary) will be released from his or her current duties on March 1st to begin the work of preparing for a September opening.
- 2.3.3. The Senior Secretary will receive up to 10 lieu days or paid days, at the choice of the Senior Secretary, for days worked in the summer.
- 2.3.4. Hiring practices as outlined in the OSSTF Collective Agreement: Office Clerical and Technical Unit apply to the hiring of Senior Secretary.

2.4. Head Caretaker

- 2.4.1. The ad process for Head Caretaker of the New School will be posted 4 months prior to the scheduled opening.
- 2.4.2. The Head Caretaker will be released from his or her current duties 4 weeks prior to occupancy by Board staff to begin the work of preparing of the facility. Start date will be coordinated with the Project Manager, Facility Services.

2.5. Teaching and Non-teaching Staff

- 2.5.1. The minimum SERT allocation for a new school is .5 FTE. The allocation may be greater, based on enrolment projections and forecasted student needs.
- 2.5.2. Two thirds of the teaching staff must be hired prior to the first ad posted to the system for the internal hiring process in April.
- 2.5.3. Hiring practices for new elementary schools as outlined in the ETFO Collective Agreement apply to the hiring of Teachers under Article 22.
- 2.5.4. The Home School will complete application for Educational Assistant hours for students currently in our system.

- 2.5.5. The New School will complete application for Educational Assistant hours for students new to our system.
- 2.5.6. Human Resources will establish a Critical Path for hiring for New Schools.

3. BUDGET

3.1. Furniture and Equipment Budget

- 3.1.1. For expenditures such as furniture and equipment, the Board will approve a Furniture and Equipment Budget for start-up expenditures.
- 3.1.2. The Principal shall spend the Furniture and Equipment Budget in the first year. Transitional Assistance Funds may be accessed in subsequent years for extraordinary needs.
- 3.1.3. The Principal shall not spend in excess of the allocation provided in the Furniture and Equipment Budget.

3.2. Instructional Budget

- 3.2.1. The Board will approve an Instructional Budget with an allowance for start-up textbook and instructional materials.
- 3.2.2. An allowance for Literacy Room resources will be included in the Instructional Budget.
- 3.2.3. The Principal shall not spend in excess of the allocation provided in the Instructional Budget.

3.3. Start-up Funds

- 3.3.1. An allocation will be provided for office start-up expenditures following the March 1st appointment of the Principal.
- 3.3.2. The Principal shall not spend in excess of the allocation provided in the Start-up Funds.
- 3.3.3. The Start-up Funds must be spent by August 31st and remaining funds will not rollover to the Instructional Budget.

4. Purchasing

- 4.1. Program Services and Purchasing Department will provide required and recommended resource lists to the Principal.
- 4.2. The Principal shall purchase required and recommended instructional resources, furniture and equipment, in consultation with appropriate department representatives.
- 4.3. The Principal shall comply with the HDSB Financial Guidelines and Purchasing Procedures.

5. Communication

5.1. FOS Superintendent

- 5.1.1. The FOS Superintendent will be the primary liaison for the New School until the Principal has been named in January.
- 5.1.2. The FOS Superintendent shall liaise with the Planning Department to review projections and boundaries.
- 5.1.3. The FOS Superintendent shall liaise with the Student Services to review placement of self-contained Special Education classes in the New School.
- 5.1.4. The FOS Superintendent shall liaise with the Trustee to apprise of progress, issues and other relevant information.

5.2. Communications Department

- 5.2.1. The Communications Department shall support system communication regarding new school progress, events and issues.
- 5.2.2. The Communications Department shall facilitate the process of naming the New School (see Naming New Schools Administrative Procedure) and
- 5.2.3. Obtaining the OSN Identification Number (from Business Services).

6. Information Technology

- 6.1. The allocation of computers and printers to the New School will be defined by the board's guideline for ratio of computers to students.
- 6.2. Computers and printers will be purchased from a central budget and will not be drawn from the school's Furniture and Equipment or Instructional Budget, unless specific provisions have been made for these items in those budget lines. Principals may upgrade items and those upgrades will impact Furniture and Equipment budget.
- 6.3. Other IT hardware, such as Smartboards and data projectors, are purchased at the discretion of the Principal and paid for using the Furniture and Equipment Budget.

7. Delayed Opening

- 7.1. In the event that construction delays the opening of the New School beyond the first day of school in September, the Board shall:
 - a) Provide school-based staff with two paid moving days
 - b) Hire professional movers
- 7.2. The Principal, along with the Communication Department, will communicate with the School Council and community regarding the delayed opening and proposed moving days.