Halton District School Board   *Administrative Procedure*

Topic:	**Opening a New Secondary School**
Effective:	**March 2021**
Cross-Reference:	**Boundary Review Admin Procedure; Daily Sessions/School Start and End Times; Development and Implementation of Capital Projects; Employment Equity Policy; Information Sharing for Capital Projects -- New Schools and Major Additions; Library and Instructional Resources Admin Procedure; Naming New Schools Admin Procedure; Procurement Admin Procedure**
Revision Date:	**March 2021**
Review Date:	**March 2026**
Responsibility:	**Superintendent of Education**

INTENDED PURPOSE:
This framework will serve as the process to be followed for opening a new secondary school. This framework is designed to bring clarity and consistency to the process, roles and responsibilities, and resource allocation for all stakeholders involved in the opening of a new secondary school.

The opening of a new secondary school is a four-year process following the approval from the Board of Trustees to begin:
Year 1 – Design and Ministry Approval stages
Year 2 to Year 3 -- Construction stage
Year 4 – First year of occupancy

PROCEDURE:
1. **Naming the School**
   - The new school shall be named according to the Naming New Schools Administrative Procedure and Subsequent Recommendations by Board of Trustees

2. **Staffing**
   2.1 **Principal**
   - Administrative Council will name the Principal in the Spring of the calendar year prior to the school's opening in the subsequent year's September.
   - The Principal will be released from their current duties on September 1 to begin the work of preparing for the subsequent September opening.

   2.2 **Vice-Principal**
   - The Senior Team will name the Vice Principal of the new secondary school in December previous to the year of the school's opening.
   - The Vice Principal will not be released from their current school until the school opening.
   - The Vice Principal may support the Principal with the hiring and staffing process for the school opening.

   2.3 **Supervisor -- School Business and Office Clerical Technical Unit (OCTU) Staff**
   - The hiring ad and interview process for Supervisor -- School Business of the new secondary school will be no later than the February previous to the opening of the school in September.
   - The Supervisor -- School Business will be released from their current duties as early as February 1st to begin the work of preparing for a September opening.
   - The Supervisor -- School Business will assist the Principal and/or Vice Principal in the hiring practices as outlined in the Ontario Secondary School Teachers Federation (OSSTF) Collective Agreement: Office Clerical and Technical Unit for the office staff, guidance office staff and where appropriate, the librarian technician.

2.4 Head Caretaker
- The ad process for Head Caretaker of the new school will be posted 4 months prior to the scheduled opening.
- The Head Caretaker will be released from their current duties prior to occupancy by Board staff to begin the work of preparing the facility. Start date will be coordinated with the Project Manager of Facility Services and the Manager Plant Operations.

2.5 Teaching and Non-teaching Staff
- The hiring of academic staff will follow the Critical Path as developed in collaboration with Human Resources and the local OSSTF including Department Heads and teaching staff.
- Hiring practices for the new secondary school are outlined in the OSSTF Collective Agreement regarding the hiring of Teachers.
- Allocations for teaching and sections will be provided by Human Resources.
- The Special Education Resource Teacher (SERT) allocation for a new secondary school will be determined by the staffing process and collective agreements.
- Hiring of Educational Assistant(s) is to follow the Halton District Educational Assistant Association (HDEAA) Collective Agreement.
- In consultation with staff of the students' current schools, the new school will complete an application for Educational Assistant hours for students planning to attend the new school.

3. Budget

3.1 Furniture and Equipment Budget
- For expenditures such as furniture and equipment, the Board will approve a Furniture and Equipment Budget for start-up expenditures.
- The Principal shall spend the Furniture and Equipment Budget and any other start up budget lines within a timeline provided by Purchasing.
- The Principal shall not spend in excess of the allocation provided in the Furniture and Equipment Budget.

3.2 Instructional Budget
- The Purchasing Department will provide an Instructional Budget with an allowance for instructional materials as determined by Admin Council based on average daily enrolments (ADE).
- Technology hardware and software is included in the Instructional Budget.
- The Principal shall not spend in excess of the allocation provided and the procurement is made in collaboration with Information Technology Services, to ensure compatibility and support.

3.3 Start-up Funds
- An allocation will be provided for start-up expenditures for the year prior to the school opening.
- The Principal shall not spend in excess of the allocation provided in the Start-up Funds.
- One-time allocation based on on-the-ground (OTG) capacity will be provided for materials needed for curriculum, team start-up costs, additional technology and other required resources identified by the Principal.

4. Purchasing
- Secondary Programs and Purchasing Departments will provide both required and recommended resource lists to the Principal.
- The Principal shall purchase required and recommended instructional resources, furniture and equipment, in consultation with appropriate department representatives.
- The Principal shall comply with the HDSB Financial Guidelines, the selection of Library and Instructional Resources Admin Procedure and all Purchasing Procedures.

5. Communication

5.1 Family of Schools Superintendent
- The Family of Schools (FOS) Superintendent will be the primary liaison for the new school until the Principal has been named and liaise with the Superintendents of Facilities, Communication, Business, etc.
- The FOS Superintendent shall liaise with the Planning Department to co-lead in the associated Boundary Review Process.
- The FOS Superintendent shall liaise with Special Education Services to review placement of self-contained Special Education classes in the new school.
- The FOS Superintendent shall liaise with the Trustee to apprise of progress, issues and other relevant information.

5.2 Communications Department
- The Communications Department shall support system communication regarding new school progress, events and issues.
- The Principal collaborates with the Communications Department to design a school website, social media formats, and logo to assist with branding and marketing.
- The Communications Department shall facilitate the process of naming the new school in accordance with the associated policies and procedures.
- The Communications Department will obtain the Ontario Student Number (OSN) identification number from Business Services.

6. Delayed Opening
- The Family School Superintendent, along with the Communication Department, will communicate with the Board of Trustees and school community regarding the delayed opening, alternative temporary accommodations and proposed moving days.

7. Feedback
- 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. Special Education Advisory Committee (SEAC), Plant Operations and Facilities Maintenance staff will also be contacted to review product performance.
- Feedback will also be provided to Human Resources regarding the Critical Path and associated staffing items.
- The feedback collected will be provided to the next new school design members including representatives from Facilities, Purchasing, Secondary School Programs, Student Services, Family of Schools Superintendent and interested Superintendents.