

## SCHOOL REVIEW PROCESS

### INTRODUCTION

The program and organization of a school or schools may be reviewed when, as a result of decreasing enrolment, as identified through the annual enrolment projection report, difficulties are encountered in providing programs to suit the particular needs of students in that school or schools.

Upon receiving a recommendation for a school review from the Chief Superintendent the matter will be referred to the Education Committee for consideration and recommendation. The Board would consider the committee recommendation and, if approved, advise the community of its intent to begin the review in September. However, in extraordinary circumstances the Board may consider and/or recommend a school(s) review at any time to counter the effects of declining enrolment.

The School Review Committee shall be established in September by the Board when it concludes that the quality of education is adversely affected or that a surplus of classrooms or schools exist.

#### A. FUNCTIONS OF THE SCHOOL REVIEW COMMITTEE:

1. To examine the impact of decreasing enrolment on a school or schools and its effect on the program and the students;
2. To hold public meetings to provide information to the community and to receive community input;
3. To consider and to make recommendations on steps that might be taken to assist the schools and their programs;
4. To consider and to make recommendations on the possibility of consolidating a school or schools;
5. To consider and to make recommendations on provisions to be made for the students of any school scheduled for closure;
6. To consider any other related matters;
7. To present interim reports when appropriate;
8. To present a written report on its activities, observations and recommendations to the School Board as soon as possible but not later

ADOPTED	REVIEWED	REVISED	PAGE
06/Oct/81		29/May/07	1 of 7
Motion 537-81		Motion 11-03-07	

than the second regular meeting of the Board in April. NOTE - The Board shall make a recording secretary available to the School Review Committee.

**B. CONDUCT OF THE REVIEW**

**a) Establishment of the School Review Committee:**

- i) The Chairman of the Board calls a community meeting within two months of when school is designated for review as per Manitoba Guidelines for School Closure.
- ii) An informational report prepared as per Manitoba guidelines will be made available to interested members of the public at school offices, as well as on the division web site. A brochure may be prepared and distributed to inform the public about the pending school review.
- iii) At this meeting the Board presents written information concerning the enrolment projections of the school or schools, the impact on programs, and any relevant financial data concerning the operation of the school or schools in accordance with Manitoba guidelines.
- iv) At this meeting the Board asks for parent volunteers to sit on the School Review Committee (elections are held, if necessary).
- v) At this meeting the Board asks for resident volunteers to sit on the School Review Committee (elections are held, if necessary).
- vi) In the event that positions of parents and/or residents are not filled, those already selected for the Committee shall appoint to fill all vacancies according to the criteria outlined in "Composition of the Committee".
- vii) In the event that the School Review Committee strikes sub-committees, each sub-committee membership, if possible, shall include one parent/resident representative from each of the schools under review.

ADOPTED	REVIEWED	REVISED	PAGE
06/Oct/81		29/May/07	2 of 7
Motion 537-81		Motion 11-03-07	

**b) Composition of the Committee:**

1-ADMINISTRATOR from each designated school.

1-TEACHER from each designated school (the School staff to select a teacher who is not a resident of the School's immediate catchment area).

2-PARENTS (not of the same family) of students from each designated school who are not employees nor trustees of the Division.

1-STUDENT (in the case of secondary schools, the Board, by resolution, may include one representative from each student council affected).

2-RESIDENTS (not of the same family) from each designated school who do not have children attending the designated schools, are not employees nor trustees of the Division.

2-TRUSTEES (to be appointed by the BOARD) as non-voting members, with one to be designated as Vice-Chairman of the School Review Committee.

1-SENIOR ADMINISTRATOR to act as secretary of the School Review Committee and be a non-voting member.

CHAIRMAN of the BOARD as ex officio, non-voting member

Note -additional trustees may attend as observers.

**c) General Guidelines for the Committee**

- i) First Meeting -The Chairman/Vice-Chairman of the School Review Committee calls a meeting and establishes a schedule of activities and reviews Board Policy KC and KC-R and the "Policy Statement Regarding Guidelines for School Closure" from the province.

ADOPTED	REVIEWED	REVISED	PAGE
06/Oct/81		29/May/07	3 of 7
Motion 537-81		Motion 11-03-07	

- ii) Notice of Meetings -A minimum of two weeks notice is given by the Chairman/Vice-Chairman for the call of a School Review Committee meeting.
- iii) Working Meetings -Attendance at School Review Committee meetings is restricted to Committee member and Trustees who wish to observe. Data is discussed and analysed to prepare reports and recommendations for presentation at regular public meetings. Copies of the minutes of these meetings are made available at the Board Office.
- iv) Regular Public Meetings -Regular public meetings are held at least three times prior to the School Review Committee presenting its report to the Board. Minutes and reports are presented and feedback is obtained at the regular public meetings. This material is evaluated by the Committee. This process facilitates communication between the Committee and the public at large.
- v) Quorum and Voting -A quorum is 50% of the Committee members. Votes are decided by a majority of the Committee members present. Voting procedure uses a secret ballot.
- vi) Rules of Procedure -The Committee decides on all matters pertaining to rules and procedures regarding its meeting format which are not covered by this policy.
- vii) Resignations -In the event of the resignation of a Committee member, the remaining Committee members appoint to fill the vacancy.
- viii) Policy Recommendation -At its final meeting, the Committee deals with the review process (as an agenda item) and makes recommendations to the Board regarding any revisions the committee deems necessary for review.

**d) Administrative Responsibilities**

- i) The Chief Superintendent shall advise the Committee of the budget which is available to it.

ADOPTED	REVIEWED	REVISED	PAGE
06/Oct/81		29/May/07	4 of 7
Motion 537-81		Motion 11-03-07	

- ii) The Chief Superintendent shall provide background data to the Committee (enrolments, costs, staffing, facilities, programs, etc.)

**e) Reports**

- i) Interim School Review Committee reports are presented to the Board when appropriate.
- ii) The School Review Committee develops recommendations and presents its final report to the Board as soon as possible but no later than the second regular meeting of the Board in April.
- iii) The Chief Superintendent presents his recommendations to the board as soon as possible but not later than the first regular meeting of the Board in May.
- iv) After receiving the two reports (School Review Committee and Chief Superintendent) the Board meets as a Committee of the Whole in Camera. The Board prepares its recommendations and presents them at a Special Meeting of the Board. The School Review Committee or members of the public may make further submissions to the Board during this Special Meeting. The Special Meeting of the Board occurs prior to the second regular meeting of the Board in May.
- v) During the second regular meeting of the Board in May the Board presents its report following 'by-laws procedure' (by law procedure requires three readings). The by-law procedure allows sufficient time for further public/parent council/community input to the final decision of the Board.

ADOPTED	REVIEWED	REVISED	PAGE
06/Oct/81		29/May/07	5 of 7
Motion 537-81		Motion 11-03-07	

**C. POSSIBLE BOARD DECISIONS**

**a) Reorganization of School(s):**

Several proposals might be considered to assist the school(s) and to provide acceptable programs on a more efficient basis. The practicality, the costs and the system-wide impact of any of these proposals shall be studied carefully.

Recommendations/proposals may include:

- Changing the attendance area of the school or schools;
- Consolidating or reorganizing the program offerings of several schools so that a school shall not be expected to offer all programs;
- Assigning different grades to the school
- Adjusting the administrative structure of the school or school(s)
- Making physical changes to the building or its utilization

In the reorganization of schools, the School Review Committee will continue to monitor the programs and organization of the school or schools involved. The committee will be asked to make a further report and appropriate recommendations during the second year, but not later than the first regular meeting of the Board in April.

The Chief Superintendent shall study the report of the School Review Committee and to make recommendations to the Board during the second year, but not later than the first regular meeting of the Board in May.

By, but not later than, the second regular meeting of the Board in June of that year, the Board shall consider the reports and recommendations from the School Review Committee and the Chief Superintendent.

**b) Consolidation/Closure of School(s):**

A decision on school closure/consolidation shall take place by, but

ADOPTED	REVIEWED	REVISED	PAGE
06/Oct/81		29/May/07	6 of 7
Motion 537-81		Motion 11-03-07	

not later than, June 30<sup>th</sup> of year preceding the proposed date of closure providing that at least 20 months notice has been given as per Manitoba Guidelines (page 1, (1)).

The School Review Committee will normally continue for one more year to facilitate the decision made by the Board.

**c) Disposition of School Buildings and Grounds**

The School Review Committee will be asked for opinions as to the disposition of the building and grounds.

ADOPTED	REVIEWED	REVISED	PAGE
06/Oct/81		29/May/07	7 of 7
Motion 537-81		Motion 11-03-07	