

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: School Closure/Consolidations	CODE: FBC
LEGAL STATUS: Education Act, Board Motion #49.08, #35.17	DATE APPROVED: 28 Feb 2000 10 Mar 2008, 23 Jan 2017

Background: The Board of Education is committed to providing quality educational programs in its schools and accepts its duty to be responsible stewards of the financial and human resources provided by the Prince Albert Catholic community and province of Saskatchewan.

POLICY: **The Board of Education may close a school or consolidate a school where the student population has declined to a point where the consolidation of two or more school attendance areas would result in better educational opportunities for students and/or would reduce operating costs.**

- Guidelines:**
1. Each year the Director of Education shall review the enrolment of regular elementary schools with fewer than 120 students for possible consolidation with other attendance areas. If factors other than enrolment require a school to be cited for possible closure, then these factors also shall be reviewed.
 2. In circumstances where the Board is concerned that due to declining enrolments, quality of education is jeopardized, condition of facility, safety of students, cost to repair or maintain or due to budgetary constraints, the board shall consider viable options.

This may include viable solutions, consolidations of schools, programs and possibly school closures.

The Director of Education and senior administration team shall provide the Board of Education information on a school(s) to be cited for closure. Furthermore, the background information will include:

- a) school division and school student population trends and projections
 - b) condition of the school building
 - c) capacity and program offerings in adjoining schools
 - d) resulting transportation requirements and potential costs
 - e) school division staffing and fiscal implications
 - f) the transition plans that address student orientation
 - g) other available options
 - h) recommend Board consultation process and timeline with parents and staff
3. If a potential school closure is considered to come into effect, the Board will on or before October 15th of the year before:

- a) Pass a motion to review the school;
 - b) Adopt the criteria for the review in accordance with the Education Act 1995 Regulations, and any policies established by the Ministry;
 - c) Notify the public of the intention to review the school and the review criteria
4. Once a school is placed in review status, the Board will consult with the Bishop, the school staff and the School Community Council. Feedback will be sought regarding to the closure of the school and the Board will establish a school review committee as per section 95.84 of the Education Regulations on or before November 1st.
- a) The School Review Committee shall comprise of the Director of Education (Chairperson), a representative from Senior Administration, a representative from the Board of Education and three (3) representatives from the School Community Council of different families.
 - b) The purposes of the Review Committee are:
 - To gain an understanding of the board of education's review process and to share information with the board of education to facilitate the development of viable options for the school that is the subject of the review;
 - To bring forward information and additional considerations to the board of education in the form of written submissions, in the context of the school review;
 - To share information respecting the review process with the public and to provide the board of education with written feedback from the public as the review progresses.
 - c) The School Review Committee shall consider the following:
 - Enrollment history of the school for the past five (5) years
 - Projected enrollment for the school for the following five (5) school Years
 - Current number of teaching and non-teaching staff at the school
 - Projected number of teaching staff and non teaching staff
 - Information regarding the physical condition of the school
 - Any other information the Board plans to consider in reviewing the school
5. Information and data collected by the School Review Committee and will be considered by the Board.
6. Pursuant to the Education Act, if the Board decides to consider the closure of any school that has been the subject of a review, the Board will pass a motion to consider the possible closure of the school stating the effective date of the possible closure.
7. The recommendation to the Board would be that "The Board of Education consider the complete closure of School X effective (date), for the

following reason(s)":

- declining or low enrolment
 - budgetary constraints
 - program needs cannot be satisfied within existing financial constraints
 - the school building needs extensive renovations and/or repairs
 - students can be accommodated in other schools within the division
8. The Board will notify the public of the motion passed no later than April 30th and the Board will hold a meeting of electors regarding the potential closure of the school under review.
 9. After a thorough review of the information gathered and considering the consultations in the community, if the Board decides to close the school the Board will pass a motion no later than February 1st to that effect and provide notice as required under the Education Act. The effective date of the school closure or consolidation shall be no earlier than the current school year and no later than the first school day of the following school year.
 10. Should the Board of Education resolve to close a school(s), then the Director of Education shall:
 - a) Implement procedures to publicize the Board's decision and make information available to parties directly affected by the closure.
 - b) Implement the transfer of equipment and materials located in the school to other schools.
 - c) Identify options for the Board with respect to the property and grounds.
 - d) Notify appropriate Ministry of Education and City of Prince Albert officials.
 11. The Director of Education, in consultation with the Principal and the School Community Council, shall develop an implementation plan for the closure of the school by June 15. The plan will be made available to the public by June 30.