



## Board Policy 15 - Appendix

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### SCHOOL RECONFIGURATION

The Division's facility planning processes are designed to ensure the provision of well-maintained and highly utilized school facilities that effectively accommodate student learning needs. A variety of facility planning considerations and student demographics may necessitate the reconfiguration of a school.

#### Specifically

##### 1. Definition

- 1.1 "Reconfiguration" means the addition or removal of one (1) or more grades to or from another school.
- 1.2 "Proposal" identifies the reason to begin the process of addressing the issue and outlines the scope of work necessary to complete the task.
- 1.3 "Recommendation Report" contains the analysis of the data and takes into consideration public input.

##### 2. Facility Planning Principles

Three principles guide the Division's facility planning processes:

- 2.1 All Division students are to have reasonable access to quality educational programs and services.
- 2.2 School facilities are to be well maintained and highly utilized.
- 2.3 Bus ride times are to be as reasonable as possible.

##### 3. Reconfiguration Factors

One (1) or more of the following consideration factors may lead the Superintendent to submit a School Reconfiguration Proposal to the Board:

- 3.1 Increasing enrolments;
- 3.2 Decreasing enrolments;
- 3.3 Continuing low enrolments in a school or within grades in a school;
- 3.4 Enhancing the effectiveness of program delivery;
- 3.5 Improving school facility utilization;
- 3.6 Improving cost effectiveness;
- 3.7 Threats to health and/or safety.
- 3.8 Addition of a school

A proposal for school reconfiguration may also be initiated at the request of the Board.

#### 4. Notice of Motion – Proposed School Reconfiguration

In the event that the Board decides to proceed with the proposed reconfiguration process following its review of the Superintendent's Reconfiguration Proposal, the matter shall be raised by way of a Notice of Motion made at a regular meeting of the Board.

The Notice of Motion signals the beginning of the Division's public consultation process.

The Notice of Motion shall include:

- 4.1 The schools and grades affected by the proposed reconfiguration;
- 4.2 The date upon which the Board plans to vote on the motion to reconfigure the school.

#### 5. Notification of Proposed School Reconfiguration

When a Notice of Motion is tabled to consider the reconfiguration of a school, the Board shall, in writing, notify the parents/guardians of every student enrolled in the school(s) who may be significantly affected by the reconfiguration.

This written parental notification shall provide the following information:

- 5.1 The School Reconfiguration Proposal prepared by the Superintendent pursuant to section 3 of this policy;
- 5.2 The details of the public consultation with the parents/guardians in the school(s) affected by the School Reconfiguration Proposal;
- 5.3 The date upon which the Board plans to vote on the motion to reconfigure the school.
- 5.4 In the event of a public meeting:
  - 5.4.1 Post the time and place of the public meeting in print and online in the area or areas of the school or schools affected by the reconfiguration on at least two occasions within a period of at least fourteen (14) days prior to the date of the public meeting;
  - 5.4.2 Ensure that at least two (2) trustees shall be in attendance at the meeting;
  - 5.4.3 Ensure that minutes of the public meeting are prepared.

#### 6. Reconfiguration Recommendation Report

Following the public consultation process, the Superintendent will provide the Board with a School Reconfiguration Report which shall include the following:

- 6.1 The consideration factors precipitating the proposed school reconfiguration;
- 6.2 How the reconfiguration would affect the attendance area defined for that school?;
- 6.3 How the reconfiguration would affect the attendance at other schools?;
- 6.4 Information on the Board's long-range capital plan;
- 6.5 The number of students who would need to be relocated as a result of the reconfiguration;

- 6.6 The need for, and extent of, busing;
- 6.7 Program implications for other schools and for the students when they are attending other schools;
- 6.8 The educational and financial impact of reconfiguring the school, including the effect on operational costs and capital implications;
- 6.9 The capital needs of the schools that may have increased enrolment as a result of the reconfiguration;

## 7. Board Decision on Proposed School Reconfiguration

- 7.1 The Board shall make a final decision based upon the written Recommendation Report related to the proposed reconfiguration that it receives after the public consultation referred to in section 5 of this policy.

Legal Reference: Section 11, 51, 222, 248, 249 Education Act