



Adopted: 2002-04-02  
Revised: 2006-06-06

## POLICY FCB

### MAJOR SCHOOL OR CENTRE CHANGE

This Policy establishes the procedures to be followed in the event that the School Board wishes to make a major change to its Three-Year Plan of Allocation & Destination of Immovables by either maintaining, closing, or changing of the Deed of Establishment of a school or centre. This policy is established in accordance with Articles 36, 39, 40, 79, 193, 209.1, 211, 212, and 217 of the Education Act.

The New Frontiers School Board believes that the decision to maintain, close, or change the Deed of Establishment of a school or centre is a serious matter, which requires adequate notice to parents, students, and staff of the affected schools or centres. The School Board is committed to a comprehensive consultation with all affected by the decision. In making a decision to maintain, close, or change the Deed of Establishment of a school or centre the Council of Commissioners will take into consideration the impact its decision will have on the community or communities involved.

For the purpose of this Policy, “maintenance of a school” refers to the removal of a school from the list of schools identified for closure in the School Board’s Three-Year Plan of Allocation and Destination of Immovables.

#### 1. Procedure

1. Annually, following the receipt of projected enrolments, the Council of Commissioners or an Ad-hoc Committee designated by Council shall study the projections and determine if any changes may need to be considered. All pertinent data such as the enrolment and demographic trends for the past and the next three years, the educational program requirements, and an analysis of relevant costs will be taken into consideration.
2. Should it be deemed necessary to consider changes, at the earliest possible date, all relevant information will be shared with the groups identified in Section 3 below. These groups will be invited to submit briefs with their recommendations within a minimum of forty-five days from the date of relevant information being made available.
3. By October 15, the Council of Commissioners or an Ad-hoc Committee designated by Council will table recommendations concerning any major changes to the Board’s Three-Year Plan of Allocation & Destination of Immovables. The Council of Commissioners shall immediately refer for consultation the recommendations to all groups identified in Section 3. The deadline for the completion of this consultation process shall be December 15, including a review of submissions.
4. Within 45 days of the end of the consultation process, the Council of Commissioners will make a final decision on the maintenance, closure, or change in the Deed of Establishment of a school or centre taking into account the feedback from the consultation process as well as all documentation and information listed in the consultation process.
5. The change to the Three-Year Plan of Allocation & Destination of Immovables adopted by the Council of Commissioners shall take effect on July 1 of the following school year.

#### 2. Consultation Process

In the event of a recommendation to close or change the Deed of Establishment of a school or centre, the following groups shall be consulted:

- the governing boards of all affected schools or centres;
- the Parents’ Committee;
- associations or unions representing all affected employees;
- Advisory Management Committee; and
- Municipalities

All of the aforementioned bodies will be given access to the following documentation in order to make recommendations to the School Board:

- Enrolment capacity of any affected school or centre
- Minimum of a three-year enrolment history
- Minimum of three-years of projected enrolments
- Relevant maps of demographic trends
- Pertinent financial information

The consultative process will involve the aforementioned bodies in Section 3, and include:

- information meetings to present identified issues related to schools and centres that Council must consider and an invitation for written comments, suggestions, or briefs with recommendations; and
- distribution of proposed recommendations prior to being forwarded to Council for consideration and a request for feedback on proposed recommendations.

### **3. Distribution of Moveable Assets**

In the event of a decision to close or change the Deed of Establishment of a school or centre, a committee composed of representatives of the governing boards of all the affected schools or centres will be struck. The mandate of this committee will be to make recommendations to the School Board on the distribution of moveable assets.