



Philosophy of PRSD during times of decreasing enrolment

Recognizing that communities have an important stake in their schools, it is felt that community input should be invited when schools in this Division are designated to come under review.

This policy, through the formation of a School Review Committee, is intended to provide for that input and to lead to an orderly, positive, and logical examination of the educational program, the use of facilities, and the prudent use of tax dollars in the designated school.

This policy provides methods for considering all possibilities before a decision is made to transfer grades or levels, or to close a school. However, if such a decision is made, this policy provides for an orderly and rational procedure, in accordance with Manitoba Education and Youth guidelines. They clearly specify requirements in regards to notification timelines, the provision of fiscal, enrollment, and program information, and the involvement of parents and residents.

The intent of this policy is to encourage community participation through its representation on the Committee. Personal presentations or submissions of briefs to the Committee at public meetings will enable the Committee to consider community ideas regarding the problems, and possible solutions related to decreasing enrolment in the designated school.

The starting point for review of schools during periods of decreasing enrolment

PRSD shall designate any school (except Hutterian Colony Schools) for review when the elementary (K-8) enrolment falls below an average of 7 per grade/level, and is projected to continue to decline, or when the high school (SI -S4) enrolment falls below an average of 9 per grade/level, and is projected to continue to decline. The designation of schools for review will be based on the September 30th enrolments. The Superintendent/CEO will inform the Board of such enrolments at the first regular Board meeting of October. As required, the Board shall approve a motion placing the school(s) under review. A School Review Committee will be struck by the first regular Board meeting in November.

The School Review Committee

- **Functions of the Board**

- a) The Chair of the Board calls a community meeting as early as possible in November. An information notice will be forwarded to the community.
- b) At the community meeting, the Board presents a written information package containing the enrolment projections for the school, the possible impact on programs and any relevant financial data concerning the operation of the school. The Board will ask for two parent volunteers to sit on the School Review Committee and the Board will ask for two resident volunteers to sit on the School Review Committee.
- c) 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.

- **Composition of the School Review Committee**



- a) Four (4) Trustees, representing at least 3 wards, one of whom will serve as Chair and spokesperson for the Committee.
 - b) Two (2) parents of children currently attending the designated school, but who are not employees nor Trustees of the Division.
 - c) Two (2) residents from the designated school community who do not have children attending public schools, and who are not employees nor Trustees of the Division.
 - d) The Division's Senior Administrative staff and the Principal of the school will act as resource people for the committee.
- **Functions of the School Review Committee:**
 - a) To hold public meetings to provide information to the community and to receive community input.
 - b) To consider and to suggest options that might be taken to assist the school and its programs.
 - c) To consider whether educational programs are suffering because of decreasing enrolment.
 - d) To consider the transfer of specific groups to another school.
 - e) To consider the possibility of closing the school.
 - f) To consider and suggest options on the provisions to be made for the students for any school scheduled for closure.
 - g) To consider any other related matters.
 - h) To present a written report with suggested options to the School Board as soon as possible, but not later than the second regular meeting of the Board in March.
 - i) Upon the Board reviewing the final report, the Chair will dissolve the Committee.
 - j) In the event that the School Review Committee strikes subcommittees, each sub-committee membership, if possible, shall include one parent/resident representative.
 - **General guidelines for the School Review Committee**
 - a) First Meeting - The elected Chair of the School Review Committee calls a committee meeting and establishes a schedule of activities.
 - b) Notice of Meetings - If not previously established, a minimum of one (1) week notice is given by the Chair for the call of a School Review Committee meeting.
 - c) Working Meetings - Attendance at School Review Committee meetings is restricted to Committee members and to Trustees who wish to observe. Data is discussed and analyzed to prepare reports and options for presentation at regular public meetings.
 - d) Regular Public Meetings - At least two public meetings are held prior to the School Review Committee presenting its final report to the Board. Minutes and reports are presented, and feedback is obtained at



the public meetings. This material is evaluated by the committee. This process facilitates communication between the Committee and the public at large.

- e) Quorum - A quorum is five (5) of the Committee members, not including the resource people.
- f) Resignations - In the event of the resignation of a Committee member, the remaining Committee members shall appoint to fill the vacancy.
- g) Policy Recommendations - At its final meetings, the Committee deals with the review process (as an agenda item) and makes recommendations regarding any revisions the committee deems necessary for review.

- **Decisions of the Board**

- a) The School Review Committee will present options to the Board no later than the last regular Board Meeting in March.
- b) The Board may convene Committee of the Whole meetings during the month of April to prepare recommendations.
- c) The Board will convene a public meeting prior to the end of April, to present initial recommendations to the community. Further submissions to the Board may be made at that time.
- d) At the second regular meeting of the Board in May, the Board presents its final recommendations, to be followed by a Notice of Motion, if required.
- e) The final decision of the Board will be made at its first regular meeting in June.

Time Frames Summary:

September 30 - Enrolments used to initiate any action for a review. First regular Board meeting in **October** - Superintendent/CEO reports enrolments to the Board.

First regular Board meeting in **November** - Board portion of School Review Committee is established.

Early November - The Chair of the Board, or designate, calls a community meeting. Second Regular Board meeting in **March** - The School Review Committee presents its final report to the Board.

April - The Board may meet as a Committee of the Whole to prepare recommendations.

Prior to the end of **April** - Public meeting where the Board presents its recommendations to the community and other interested parties.

Second Regular Board meeting in **May**, where the Board considers its final recommendations and serves Notice of Motion, if pertinent.

First Regular meeting in **June** - Final Decision of the Board is made.

Policy Statement Regarding Guidelines for School Closure Manitoba Education, Youth.