

# SCHOOL DISTRICT No. 69 (QUALICUM)

## ADMINISTRATIVE PROCEDURE

### SCHOOL CLOSURE, CONSOLIDATION OR RECONFIGURATION

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1. If a review of district educational programming needs, enrollment projections, or budgetary considerations warrants consideration of school closure, consolidation, or reconfiguration, the Superintendent shall present to the Board an analysis of the issues including:
  - Enrollment projections for the district and individual schools for a planning horizon of not less than ten (10) years along with a retrospective enrollment analysis of not less than ten (10) years.
  - Educational program impacts (diversity, access, resources) of declining or shifting enrollment.
  - Capacity analysis of schools.
  - Current and projected school utilization rates.
  - School condition analysis with any costing for significant anticipated capital expenditures.
  - Budgetary and funding formula implications of declining or shifting enrollment.
  - A summary of the results of any collaborative community processes undertaken in the review phase.
  - Any recommendations for school closure, consolidation, or reconfiguration.
  - Analysis of all reasonable options to reduce expenses or increase revenues.
2. The Board will consider the analysis and recommendations of the Superintendent. The options available to the Board at this point would be:
  - Conclude that no action or further study is required.
  - Seek additional information to inform its decision-making.
  - State its intent to consider a motion which would result in school closure, consolidation or reconfiguration and begin the required formal process of public consultation as required by Ministerial Order 194/08.
3. If the Board intends to consider a motion which results in school closure, consolidation, or reconfiguration, the Board will give notice of its intent to do so at a public Board meeting.
4. Before any decision is made, the Board will make clear its proposed plans regarding closure, consolidation, or reconfiguration of schools and initiate a comprehensive public consultation process of no less than ninety (90) days in accordance with the School Act and Ministerial Orders.

This Required formal public consultation process will include, but is not limited to:

- Public information meetings.
- Meetings with Parent Advisory Councils at the school and district levels.
- Meetings with community representatives.
- Opportunities for interested community members or groups to provide written submissions.
- Public Forums.

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The Board will use local media and the district website to advertise the purposes, dates and venues of the public information meetings and public forums in a timely manner which allows individuals or community groups the opportunity to participate.

The Board will maintain a written summary of the key points raised at each meeting in the required public consultation process.

5. The Board will also carry out a concurrent consultation process with its partner groups including staff at any affected schools.
6. The Board will give due consideration to all input prior to making a final decision with respect to any school closure, consolidation, or reconfiguration.
7. This Policy will comply with Ministerial Order 194/08.
8. The final decision to close, consolidate, or reconfigure a school will be made by the adoption of a bylaw at a Public Board Meeting.

Following a Board decision to permanently close a school under the provisions of this policy, the Secretary-Treasurer will promptly notify the Minister of Education identifying the school name and address, facility number, and date of closure.

#### **Definitions:**

*Permanent School Closure* means the closing, for a period exceeding twelve months, of a school building used for the purposes of providing an educational program to students. Closures for the purposes of effecting repairs, renovations or additions with the intent of re-opening the building upon completion shall not be deemed to be permanent.

*Consolidation* means the bringing together of two or more existing schools at a single site with the intent of closing or repurposing some or all of the remaining buildings.

*Reconfiguration* means the reorganization of the existing grade structures of schools in the district.

#### **References:**

- *School Act* (Sections 22, 65, 73, 85, 100)
- *School Opening and Closure Ministerial Order* (M194/08)
- *Board Policy 3004: School Closure, Consolidation or Reconfiguration*