

ROLLING RIVER SCHOOL DIVISION POLICY

School Review

BCF/P

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

The Board, through the formation of a School Review Committee, shall provide input and lead an orderly, positive and logical examination of the quality, access and effectiveness of the educational program, community demographics, the use of facilities and the prudent use of tax dollars in the designated schools.

Community participation is encouraged by the Board through representation on the School Review Committee. The committee shall receive personal presentations and submissions at public meetings to ensure consideration of community ideas regarding the problems and solutions related to decreasing enrollment in the designated school.

The Board shall consider all possibilities before a decision is made to close a school or reorganize. However, if such a decision is made, the Board will implement an orderly and rational closing procedure.

Regulations have been developed to provide a method for making decisions about school closure or reorganization which follow the provincial "[Policy Statement Regarding Guidelines for School Closure](#)".

Index

Regulation

[Public Schools Act \(Section 41\)](#)

Date Adopted: January 10, 2002

Date Revised: March 23, 2011

Date Revised: May 11, 2011

Date Reaffirmed: May 11, 2016

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ROLLING RIVER SCHOOL DIVISION REGULATION

School Review

BCF/R

In accordance with Manitoba Education "[Policy Statement Regarding Guidelines for School Closure](#)" and Divisional Policy BCF. The Board of Trustees requires the following procedures to apply when a school is being considered for possible closure or reorganization.

1. Functions of the Board

- a. The Board shall direct the Superintendent to determine whether it is advisable to undertake a full school review process for closure or reorganization of one or more identified school building(s) within the Division.
- b. Upon the receipt and consideration of a report from the Superintendent, the Board of Trustees will determine, by way of motion, whether to proceed to a full school review.
- c. If it is determined a school review is the course of action the Board will call a community meeting. An information notice will be forwarded to the community stating date, time and location.
- d. At the community meeting, the Board will present a written information package containing the enrollment projections for the school, the possible impact on programs, financial information and any other relevant data concerning the operation of the school.
- e. At the community meeting, the Board will outline the composition and function of the School Review Committee.
- f. Following the final submission of suggested options from the School Review Committee, the Board of Trustees shall:
 - consider any last submission/presentations from stakeholders
 - convene in-camera special meeting(s) in order to prepare recommendations and decision.
 - deliberate and make the final decision regarding the closure or realignment of a school(s) at a Board meeting.
- g. If the Board of Trustees approves a resolution for school closure or reorganization, the Superintendent will be directed to develop a plan of action, in collaboration with Divisional and School Staff in order to ensure a smooth transition. The plan of action will carefully consider the needs of students, staff, parents and community.

2. School Review Committee

a. Composition

- i) The committee shall consist of four (4) trustees, two (2) parents of children currently attending the designated school but who are not employees or trustees of the Division, and two (2) residents from the designated school who do not have children attending public schools and are not employees nor trustees of the Division.

ROLLING RIVER SCHOOL DIVISION REGULATION

School Review - continued

BCF/R

- ii) Each committee member, including the chair, will have a vote. The Superintendent will be an ex officio member of the committee.
- iii) In the event that the School Review Committee strikes sub-committees each sub-committee membership, if possible, shall include one parent / resident representative.

b. Functions

- i) To consider and to suggest options that will assist the school and their programs.
- ii) To consider the effect on student placement options, peer relationships, and student/teacher relationships.
- iii) To consider whether a quality educational program is able to be delivered in view of population, enrollment patterns and projections, and staffing.
- iv) To consider the possibility of closing the school, or reorganizing the schools.
- v) To consider the implications and suggest options to provide for the students, teaching and non teaching staff.
- vi) To consider cost implications with respect to staffing, operations and maintenance of the school and transportation of students.
- vii) To hold public meetings to provide information to the community and to receive community input.
- viii) To present interim reports when appropriate.
- ix) To present a written report with suggested options to the School Board as soon as possible, but not later than one year from the first School Review Committee meeting.
- x) The Chairperson will dissolve the School Review Committee following the submission of their final report by the Board.

c. General Guidelines

- i) At the first meeting a Chairperson from one of the four (4) trustees shall be chosen by the School Review Committee members. The Chairperson of the Committee shall establish a schedule of activities in conjunction with the committee members and the Superintendent.
- ii) A minimum of one (1) week notice will be provided by the Chairperson for the call of a School Review Committee meeting.

ROLLING RIVER SCHOOL DIVISION REGULATION

School Review - continued	BCF/R
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- iii) To facilitate communication between the committee and the public at large, at least two public meetings will be held prior to the School Review Committee presenting its final report to the Board. Minutes and reports will be presented and feedback will be obtained at the public meetings. This material will be evaluated by the committee.
- iv) A quorum will be six (6) of the committee members.
- v) In the event of the resignation of a Committee member, the remaining Committee members will appoint to fill the vacancy. The vacant position will reflect the position held by the original member (i.e. trustee, parent, etc.)
- vi) At its final meeting, the Committee will review the School Review process (as an agenda item) and will make recommendations regarding any revisions to the Board.
- vii) Mileage costs for committee members to attend Committee Meetings will be paid by the Division.

Index Policy

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