

## SCHOOL REVIEW

Turtle Mountain School Division recognizes the current moratorium on school closures as per Manitoba Public Schools Act Regulations 41(1.2) and 41(1.3). In adhering to these Regulations, or should the Regulations cease to exist, the following policy and procedure will apply with respect to school review.

Turtle Mountain School Division believes community input must be invited when schools in the Division are designated for review. The formation of a School Review Committee is intended to provide for community input and 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.

The intent of this policy is to encourage community participation through the representation on the School Review Committee. Personal presentations or submission of briefs to the Committee at public meetings will enable the Committee to consider community ideas regarding the problems and solutions related to decreasing enrolment in the designated school. The makeup of the School Review Committee, and the process for school review, are provided in the corresponding procedures.

### II. THE STARTING POINT FOR REVIEW OF SCHOOLS DURING PERIODS OF DECREASING ENROLMENT:

The Turtle Mountain School Division shall designate any school for review when the elementary enrolment (K-8) falls below 20 students and when the high school enrolment falls below 40 students. The designation of schools for review will be based on the September 30<sup>th</sup> enrolments. The Superintendent/CEO will inform the Board of such enrolments at the first regular Board meeting of October. A School Division ward represented committee will be struck by the first regular Board meeting in November.

### III. THE SCHOOL REVIEW COMMITTEE:

#### A. Functions of the Board:

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

#### B. Composition of the School Review Committee:

- i) The Chairman of the Board, who will also act as Chairman of the School Review Committee.
- ii) Three (3) trustees being ward represented.
- iii) Two (2) parents of children currently attending the designated school but are not employees or trustees of the Division.

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- iv) Two (2) residents from the designated school who do not have children attending public schools and are not employed nor trustees to the Division.
- v) The Superintendent/CEO, Secretary-Treasurer, Assistant Superintendent of Student Services and the administrator of the school will act as resource people for the Committee.

C. Functions of the School Review Committee:

- i) To hold public meetings to provide information to the community and to review community input.
- ii) To consider and to suggest options that might be taken to assist the school and their programs.
- iii) To consider whether educational programs are suffering because of decreasing enrolment.
- iv) To consider the possibility of closing the school.
- iv) To consider and suggest options on provisions to be made for the students for any school scheduled for closure.
- v) To consider any other related activities.
- vi) To present interim reports when appropriate.
- vii) To present a written report when suggested options to the School Board as soon as possible, but not later than the second regular meeting of the Board in March.
- viii) Upon the Board reviewing the final report, the Chairman will dissolve the Committee.
- ix) In the event that the School Review Committee strikes sub-committees each sub-committee membership, if possible, shall include one parent/resident representative.

D. General Guidelines for the School Review Committee:

- i) First Meeting – the Chairman of the School Review Committee calls a committee meeting and establishes a schedule of activities.
- ii) Notice of Meetings – if not previously established, a minimum of one (1) week notice is given by the Chairman for the call of a School Review Committee meeting.
- iii) Working Meetings – attendance at School Review Committee meetings is restricted to Committee members and trustees who wish to observe. Data is discussed and analyzed to prepare reports and options for presentation at regular public meetings. A copy of the minutes of these meetings will be available at the Board Office and in the community.
- iv) 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.
- v) Quorum – a quorum is five (5) of the Committee members not including the resource people.

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- vi) Resignations – in the event of the resignation of a Committee member, the remaining Committee members appoint to fill the vacancy.
- vii) 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.

IV. DECISIONS OF THE BOARD:

- i) The recommendations of the School Review Committee will be presented to the Board no later than the last regular Board Meeting in March.
- ii) The Board would convene in-camera special meetings during the month of April to prepare recommendations.
- iii) A special meeting of the Board will be convened prior to the end of April, to present the Board's initial recommendation. Further submissions to the Board may be made during the special meeting.
- iv) At the second meeting of the Board in May, the Board presents its recommendations followed by a Notice of Motion.
- v) The final decision of the Board will be made at its regular meeting in June.

V. TIME FRAME 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 established.

**Early November** – Chairman of the Board calls a community meeting. Second regular meeting in **March** – School Review Committee presents final reports to the Board.

**April** – Special Board meeting as Committee of the Whole In-Camera.

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

Second Regular Board meeting in **May** where Board presents its recommendations and serves notice of same.

Regular meeting in **June** – final decision of the Board is made.