

# School Sustainability Study: Provincial Policy 409 Multi-year School Infrastructure Planning

## Burton Elementary School – School District 17

### Timeline

- February 22, 2011 District Education Council (DEC) votes in favor of engaging a study of the sustainability of Burton Elementary School
- Superintendent, David McTimoney, contacts Minister of Education, Senior Department Administration, Department Communication Officials and Principal of Burton Elementary School, Denise Watson, to inform about the decision
- February 23, 2011 DEC Chair, Marty Forsythe, writes to Minister of Education, Hon. Jody Carr, to formally advise the Minister of the decision (Section 6.4.1 of Policy 409)
- March 16, 2011 Superintendent and DEC Chair meet with Burton PSSC Chair and Principal to outline the process. DEC Vice-chair was not available to join them
- April 4, 2011 Superintendent meets with staff of Burton Elementary School to explain process
- Early April, 2011 Superintendent writes to parents of children at Burton Elementary to outline the process and includes this timeline and the means to access Policy 409
- Spring, 2011 Superintendent and DEC Chair attend a Burton PSSC Meeting
- Spring, 2011 District 17 Staff collect, organize and analyze information regarding Burton Elementary School, including, but not limited to:
- Enrolment
  - Health and Safety
  - Quality of Education Program and Services
  - Transportation
  - Finances
  - Impact on Local Community
  - Impact on Other Schools
  - Economic Development
  - (Section 6.4.2 of Policy 409)

- Early-May, 2011 Superintendent writes to parents of children at Burton Elementary to invite them to Public Meeting #1; also ensures that affected persons are informed through public notice (Section 6.5.2 of Policy 409)
- May 17, 2011 Public Meeting #1 – to formally inform the school community of the DEC’s intention to study the sustainability of Burton Elementary, review the process for doing so, and share relevant information about the school (Section 6.5.4 of Policy 409)
- Late-Spring, 2011 School District 17 will launch electronic and traditional means to collecting feedback. This may include, but is not limited to:
- managing a blog to invite comments and responsible discussion
  - opening an email account to invite responsible feedback
  - providing the mailing address to invite responsible feedback
- September, 2011 Superintendent writes to parents of children at Burton Elementary to remind them of the process and invite them to Public Meeting #2; also ensure that affected persons are informed through public notice (Section 6.5.2 of Policy 409); invitation is open to stakeholders, allowing for presentations
- October 12, 2011 Public Meeting #2 – to allow for presentations regarding the sustainability of Burton Elementary (Section 6.5.4 of Policy 409)
- Late-October, 2011 Begin finalization of facts and considerations on the part of district office staff; eventual sharing of findings with DEC
- Late-October, 2011 Superintendent writes to parents of children at Burton Elementary to remind them of the process and invite them to Public Meeting #3; also ensure that affected persons are informed through public notice (Section 6.5.2 of Policy 409)
- November 22, 2011 Public Meeting #3 – to provide the public with results of the consultation, including an account of the factors considered and what recommendation will be submitted to the Minister of Education (Section 6.5.4 of Policy 409)

November 22, 2011 Superintendent contacts Minister of Education, Senior Department Administration, Department Communication Officials, Principal and PSSC Chair of Burton Elementary School to inform of the decision

November 23, 2011 DEC Chair writes to Minister of Education to formally advise the Minister on the recommendation being made by the Council (Section 6.6.1 of Policy 409)

December/January The Minister of Education will review the recommendation made by the DEC and, subsequently, respond to the recommendation (Section 6.6.2 of Policy 409)

Based on the final decision, appropriate action will follow. This action could be:

- maintaining the status quo
- investing in the infrastructure and programming for the school
- closing the school and placing the students in another school

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