

AN OVERVIEW OF THE SCHOOL'S SUSTAINABILITY STUDY OR A GRADE RECONFIGURATION APPROVAL PROCESS

As per Section 6 of Policy 409, the following process occurs when a DEC recommends a school's sustainability be studied:

A. DEC informs Minister

- Section 6.4.1 - the DEC informs the Minister in writing of its intentions to study a school's sustainability.

B. Required Criteria

- Section 6.4.2 - the DEC must demonstrate how the required criteria have been considered (Low/declining enrolments, health and safety, quality of education programs and services, transportation, finances, impact on local community, impact on other schools and economic development), and
- Provide this information to the public as part of the consultation process.

C. Public Consultation

- Section 6.5 outlines the requirements for public consultation.
- There will be a minimum of three public DEC meetings on the possible closure – one meeting to inform the school community of the DEC's intention and the steps to be followed, a second meeting to provide the opportunity to make a presentation (in writing or orally) and a final meeting to provide the public with the results of the consultation and resulting recommendation being submitted to the Minister.
- The DEC may arrange for as many meetings as necessary to appropriately consult on the study of a school's sustainability.
- Parents must be:
 - informed of process;
 - given relevant information;
 - given time to consider relevant information;
 - provided with opportunities to make a presentation; or written submission; and
 - heard in an unbiased manner.

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D. DEC recommendation and Minister approval

- DEC submits in writing its recommendation to close a school to the Minister, based on the consultation.
- Minister reviews DEC recommendation and responds within 60 days.
- If Minister approves closure, DEC informs parents of the relocation of students and of other relevant information.

E. Declaration of surplus

- If the district does not want the closed, unoccupied school building for other purposes, it is declared surplus by motion of the DEC and it is transferred to the Minister.

As per Section 6 of Policy 409, the following process occurs when a DEC recommends a grade reconfiguration:

A. Superintendent informs Minister

- Section 6.7.1 - the Superintendent informs the Minister in writing of the intention to reconfigure grades.

B. Public Consultation

- School district consults affected parents.

C. Superintendent informs Minister of final decision

- Superintendent informs the Minister in writing of the final decision to reconfigure grades.
- DEC informs parents of the relocation of students and of other relevant information.