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**Board Governance Policy Cross Reference:** [1, 9, 10, 12, 14, 16](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[The Education Administration Act](#)

[The Public Schools Act](#)

[The Strengthening Local Schools Act](#)

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The Interlake School Division (ISD) believes that the review of the effectiveness and efficiency of all school facilities is required to optimize student programming and ensure the responsible use of resources and the sustainability of our schools.

A school may be recommended for formal review to the Board by the Superintendent/CEO (usually after September 30<sup>th</sup>) if one or more of the following criteria are identified as areas of concern:

- Current and future enrolment trends
- Educational programming
- Facility conditions
- Transportation feasibility
- Financial viability
- Safety

Once a school has been approved for review by the Board, the formal review process will begin.

The Province of Manitoba introduced the [The Strengthening Local Schools Act](#) legislation in 2008 which restricts school closures in Manitoba. The legislation states the following:

**Moratorium on closing schools 41(1.2)**

Except with the minister's written approval under this section, a school board may not close a school that pupils attended in the 2007-08 school year.

### **Minister's approval 41(1.3)**

The minister may approve a school closure referred to in subsection (1.2) if the school board demonstrates to the minister's satisfaction that

- (a) the closure is the result of a consolidation of schools within the area or community;
- (b) there is a consensus among the parents and residents of the area served by the school that the school should be closed; or
- (c) it is no longer feasible to keep the school open because of declining enrolment and, despite having made reasonable efforts, the board has been unable to expand the use of the school building for appropriate community purposes.

### **School closures 41(1.4)**

A school board may close a school only in accordance with the regulations made under *The Education Administration Act*, and only after having made reasonable efforts to expand the use of the school building for appropriate community purposes.

## **Procedure**

### **1. Initial Identification**

School facility operations and programs will be reviewed annually by senior administration. The following areas will be taken into consideration:

#### **a) Enrolment**

- i. actual;
- ii. projected;
- iii. number of students attending school from outside the catchment area; and
- iv. number of students leaving the school to attend other schools.

#### **b) Programs**

- i. existing; and
- ii. possible.

#### **c) Facility**

- i. condition (assessment of structure(s) and equipment);
- ii. size/capacity;
- iii. utilization (educational, non-educational, community, etc.);
- iv. school grounds; and
- v. operating costs.

#### **d) Transportation**

- i. length of ride times; and
- ii. number of routes.

**e) Financial**

Information on the per-pupil costs for the identified school(s) in comparison with the average per-pupil costs for the Division in the following areas:

- i. staff (professional, educational assistants, clerical, custodial);
- ii. maintenance;
- iii. equipment and supplies; and
- iv. transportation (if applicable).

**2. School Facility Review Committee**

If it is determined that a formal review is required, a School Facility Review Committee will be established to prepare a final report.

**a) Composition of the School Facility Review Committee**

- i. principal of the school;
- ii. one teacher from the school, elected by the school staff;
- iii. two parents (not of the same family) of students of the affected school, elected at a public meeting;
- iv. one resident of the catchment area (who does not have children in the school and is not related to the other committee members), elected at a public meeting;
- v. two trustees, appointed by the Board:
  - one who is the representative of the ward in which the school is located; and
  - one who is outside of the ward.
- vi. one Senior Administrator; and
- vii. Secretary-Treasurer.

**b) Guidelines for the School Review Committee**

- i. The quorum for a committee meeting will be 50% of the committee members.
- ii. A minimum of one week written notice is to be given for committee meetings.
- iii. Should a parent or resident committee member resign, the remaining committee members will appoint a replacement.
- iv. The School Review Committee may hold open community (catchment area) meetings or invite delegations to collect information.

**c) Review Expectations**

It is expected that the review will address the following:

- i. enrolment;
- ii. programs;
- iii. facility;
- iv. transportation;

- v. financial; and
- vi. role of the school in the community.

**d) The Review Procedure**

- i. The Board will establish a School Facility Review Committee, identify a date for a final report and appoint trustee and senior administration representatives.
- ii. The Chair of the Board will call a community meeting to explain the purpose and procedures (mandate) of the review. At this meeting the parent and resident committee members will be elected. Should these positions not be filled at this meeting, committee members will be appointed.
- iii. The Secretary-Treasurer will call and preside over the first committee meeting. The agenda for this meeting will include:
  - An outline and discussion of the issue.
  - A review of the committee's mandate.
  - Election of a committee chairperson.
- iv. Subsequent committee meetings will be called by the chairperson.
- v. The committee will collect and analyze the data.
- vi. The committee will communicate information and solicit input from the community and other relevant groups within the Division.
- vii. The committee will identify the nature of the challenge(s) and consider alternative solutions.
- viii. The committee will make at least one interim progress report to the Board, in which the activities of the committee and alternatives under consideration are presented.
- ix. The committee will present to the Board a final report with specific recommendation(s) by the date specified by the Board.
- x. The Board will determine the outcome for the school (e.g. transferring grades between schools; programming changes; long-term non-educational use of the facility; facility repair; routing changes; shared staffing/resources; school closure).

**3. Criteria for Recommending School Closure**

Before recommending the closure of a school to the Board, the Review Committee will develop viability benchmarks and school profiles considering the following criteria:

- i. the educational impact on students in the school;
- ii. the enrolment of the school and programs within the school;
- iii. the population and demographic data;
- iv. the amount and cost of excess space in the school;
- v. the cost to staff and operate the educational program at the school;
- vi. the cost to maintain the facility in operable condition or to restore the facility to operable condition;

- vii. the location and accessibility of the school and the proximity of other schools;
- viii. the necessity to safeguard the health and safety of students, staff and public;
- ix. the need to consolidate or relocate existing programs; and
- x. the impact of closing the school on the community taking into account existing or proposed development plans.

#### **4. Process for School Closure**

If the final decision of the Board is to proceed with school closure, the process for closure will be in accordance with [The Public Schools Act](#), [The Education Administration Act](#) and [The Strengthening Local Schools Act](#).