

BURNABY
SCHOOL DISTRICT 41

POLICY STATEMENT

POLICY NUMBER:

6.35.00

*developed by the Board of School Trustees of School District 41 – Burnaby
in accordance with established procedures for policy development.*

POLICY TITLE: PROGRAM AND SCHOOL CONSOLIDATION

Date Adopted: 1983-03-10 **CROSS REFERENCE(S)**

Date(s) Revised: **Statutory :** S.A. 92

Other:

PREAMBLE

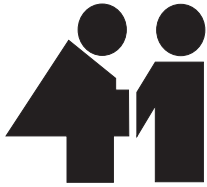
The planning and organization of instructional programs involves the ongoing process of allocating and re-allocating resources. Changes in the size, nature, and location of student populations require adjustments in programs and, sometimes, in their relocation. When such adjustments appear to order the relocation of a major program and the possibility of closure of a school or facility, careful study of the situation is required.

POLICY

IN ALLOCATING AND RE-ALLOCATING RESOURCES FOR PROGRAMS OR FOR THE RELOCATION OF PROGRAMS, THE BOARD SHALL BASE ITS DECISION ON THE MOST COST EFFECTIVE UTILIZATION OF RESOURCES FOR THE MAINTENANCE OF VIABLE EDUCATION PROGRAMS IN SCHOOLS.

OBJECTIVES

1. To ensure that all existing programs in the District maintain their viability.
2. To ensure that the relocation of programs is done on a fair and rational basis taking into account costs, the interests of all parties affected, and the educational viability and value of programs.
3. To ensure that funds are allocated or re-allocated on a fair and rational basis for all parties affected, taking into account the educational value of all programs offered in the District.



ADMINISTRATIVE REGULATIONS & PROCEDURES

REFERENCE POLICY NUMBER:

6.35.01

BURNABY
SCHOOL DISTRICT 41

established and revised by the Superintendent of Schools in Burnaby to ensure district implementation of Burnaby School Board policies and directives.

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ADMINISTRATIVE PROCEDURES

1. The Superintendent, or designate, shall maintain a data base from which cost-effectiveness studies on educational programs shall be conducted.
2. In determining the viability of programs in effect in the District, the Superintendent, or designate, shall supervise and evaluate them in terms of the following factors:
 - a. Instructional Program: Is it broad enough to meet the provisions of the core curriculum, the curriculum, the extracurriculum, and enrichment options?
 - b. Staff Utilization: Are there enough staff to provide a sound program? To ensure professional development of other staff?
 - c. School Organization: Are grades, classes, and instructional groups organized in a manner appropriate to student needs? Does the organization minimize inappropriate or awkward multi-grade groupings?
 - d. Student Support Services: Is there adequate support for students with special needs? Is there adequate support for students who encounter difficulty?
 - e. School Support Services: Are there appropriate time allotments for secretarial, custodial, and instructional support staff?

- f. School Facilities: What is the state of repair of the buildings and facilities? Is there adequate maintenance? Do the security and fire alarm systems meet safety standards?
3. The Superintendent shall advise the Board of the need for any consolidation or extension of programs. Reorganization and relocation may be necessary to ensure their continuity or quality. Consolidation may be necessary so as to provide a sufficient number of students for a viable offering.
4. The Superintendent shall inform the Board when any combination of schools in a section of the district can accommodate the regular program in at least one less than the number of school facilities in operation in that section.
5. The Superintendent shall inform the Board if there is an apparent need for school consolidation where all the students of one catchment area can to be assigned to other schools in the District so that a school may be closed.
6. The following guidelines shall be used to accomplish program consolidation or a school closure:

a. Identification

The problem shall be identified and carefully defined in its context. No attempt will be made at this time to find a solution.

b. Developing a Plan for Action

(i) Study Committee

After identifying the problem, the Superintendent shall form a "Study Committee" comprised of the principal, one teacher, and two parents from each affected school in the area, including any adjacent school which might be affected by receiving additional students.

One custodial and one education-support, non-teaching employee from the area shall also be placed on the committee.

(ii) Study Committee Mandate

The Study Committee shall be convened by the Superintendent and provided with all the relevant demographic data. With assistance of Board officials the committee will

- (a) study the current population data and projections;
- (b) acquaint themselves with the schools' capacities for programs;
- (c) examine, in consultation with Board officials, the viability of the program in each affected school as determined by these factors: instructional program, staff utilization, school organization, student support services, school support services, and school facilities;
- (d) develop a range of rational alternative strategies for offering the program in the schools in question;
- (e) test the feasibility of each alternative including the current strategy (Feasibilities: educational, economic, political, social, logistical);

- (f) present to the Board, through the Superintendent, a preliminary report including the analysis of the problem.

(iii) The Study Committee

- (a) shall hold public meetings in the area to acquaint the public with the various alternatives and their feasibility ratings;
- (b) may choose whether or not to receive input regarding the alternatives;
- (c) shall make a final report through the Superintendent with recommendations to the Board.

(iv) Selecting an Alternative

On receiving the Study Committee's report, the Board

- (a) shall study alternatives and assess their implications;
- (b) shall devise an appropriate time-line for implementation;
- (c) shall select an alternative by giving "Notice of Motion" at a regular meeting of the Board;
- (d) shall convene a public meeting in the area of the District to be affected by the proposed change. (The purpose of the meeting shall be to receive input and reaction regarding the proposal.);
- (e) shall decide on the motion at a regular Board meeting;
- (f) shall notify the Minister of the Board's decision, if the closing of a school is involved.