

## Policy 14 Appendix A: SCHOOL REVIEW STEP-BY-STEP

	DECISION/ACTION	RESPONSIBILITY	TIMELINE
<input type="checkbox"/>	<b>STEP 1</b> School division conducts internal review - School meets internal criteria for reviews and the SCC does not consent to closure/grade discontinuance?	Policy 14.1 Legislative Conditions for Review	September 1 to October 15  Board Meeting: _____
<input type="checkbox"/>	<b>STEP 2</b> Board moves to review school - Board moves to review the school - Board adopts criteria for school review - Board notifies public and the Ministry of Education board's intent to review the school and of the criteria that will be used for the school review	Policy 14.2 School Review Criteria  Policy 14.3 Process for Placing a School in Review	No later than: October 15  Board Meeting: _____
<p><b>Notification of the Public</b>            Education Act, 1995 requires notice to be posted by October 15:</p> <p><input type="checkbox"/> <i>one issue of newspaper</i>            Newspaper: _____ Date: _____ Posted by: 1) _____ 2) _____</p> <p><input type="checkbox"/> <i>five locations in attendance area;</i>            Location: _____ Date: _____ Posted by: 1) _____ 2) _____            Location: _____ Date: _____ Posted by: 1) _____ 2) _____            Location: _____ Date: _____ Posted by: 1) _____ 2) _____            Location: _____ Date: _____ Posted by: 1) _____ 2) _____            Location: _____ Date: _____ Posted by: 1) _____ 2) _____</p> <p><input type="checkbox"/> <i>school division office;</i>            Location: _____ Date: _____ Posted by: 1) _____ 2) _____</p> <p><input type="checkbox"/> <i>school division website</i>            Date: _____ Posted by: 1) _____ 2) _____</p> <p><input type="checkbox"/> <i>Ministry of Education notified by Oct. 30</i>            Date: _____ Posted by: 1) _____ 2) _____</p>			

<input type="checkbox"/>	<p><b>STEP 3</b> Board establishes school review committee</p> <ul style="list-style-type: none"> <li>- Local governments advise board of their representatives on school review committee</li> </ul>	<p>Policy 14.4.1 Review Process</p>	<p>No later than: October 31</p>
<p>Letters sent inviting to be part of review committee.</p> <p><b>School Community Council:</b> Date letter sent: _____ (4 members not including principal or teacher) Date appointments received: _____</p> <p>_____</p> <p>_____</p> <p><b>Town/Village Council:</b> Date letter sent: _____ (1 councillor; 1 community member appointed) Date appointments received: _____</p> <p>_____</p> <p>_____</p> <p><b>Rural Municipality:</b> Date letter sent: _____ (1 councillor; 1 community member appointed) Date appointments received: _____</p> <p>_____</p> <p>_____</p> <p><b>First Nation(s):</b> Date letter sent: _____ (1 appointment per First Nation)</p> <p>_____ Date appointment received: _____</p> <p>_____ Date appointment received: _____</p>			
<p>Information regarding criteria sent to Review Committee: Date: _____</p> <p>Board Sub Committee meets with Review Committee: Date: _____</p> <p>_____</p> <p>_____</p> <ul style="list-style-type: none"> <li>- Board of education formally establishes school review committee</li> <li>- Board of education provides school review committee and school community council with information about enrolment since January 1, five-year projected enrollments and the source of this data, current number of teaching and non-teaching staff, projected number of teaching staff, the physical condition of the school building, and other relevant data.</li> </ul>			
	<p>School review committee consults with community and discusses findings with board and SCC</p> <p>Chair: _____</p> <p>Vice: _____</p> <p>Secretary: _____</p> <ul style="list-style-type: none"> <li>- School review committee consults with community and advises the board of education of the results of their consultations. This may be a process that involves a series of consultations with community and discussions with the board.</li> </ul>	<p>Policy 14.4.2 Information and Analysis</p> <p>Written feedback received: _____</p>	<p>November 1 to late January</p>

<input type="checkbox"/> <b>STEP 4</b> Board makes motion of consideration or suspend the review - Board moves to suspend the review or to consider school closure/grade discontinuance.	Policy 14.4.3 Decision by the Board to Consider Possible Closure or Grade Discontinuance or suspend the review.	No later than: February 1  Board Meeting: _____
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**Notification of the Public**  
Education Act, 1995 requires the board to give notice to the public that it has passed a motion to consider closure of the school or discontinuance of certain grades/years as well as the effective date:

*one issue of newspaper*  
Newspaper: \_\_\_\_\_ Date: \_\_\_\_\_ Posted by: 1) \_\_\_\_\_ 2) \_\_\_\_\_

*five locations in attendance area;*

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Posted by: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Posted by: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Posted by: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Posted by: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Posted by: 1) \_\_\_\_\_ 2) \_\_\_\_\_

*school division office;*  
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Posted by: 1) \_\_\_\_\_ 2) \_\_\_\_\_

*school division website*  
Date: \_\_\_\_\_ Posted by: 1) \_\_\_\_\_ 2) \_\_\_\_\_

**Information to Parents and SCC within seven days after the motion is passed no later than February 8**  
Board makes information about receiving schools and bus routes available to parents and SCC.

*by ordinary mail to parents & SCC*  
Date: \_\_\_\_\_ Posted by: 1) \_\_\_\_\_ 2) \_\_\_\_\_

*school division website*  
Date: \_\_\_\_\_ Posted by: 1) \_\_\_\_\_ 2) \_\_\_\_\_

<input type="checkbox"/>	<p><b>STEP 5</b>  Board holds meeting of electors  - Receives additional submissions and delegations</p>	Policy 14.4.4 Public Meeting Meeting of Electors	No later than: March 31  Annual Meeting of Electors _____
<p><b>Notification of the Public – Public Meeting of Electors – 14 day notice</b>  The public must be notified of the meeting of electors using the standard notification process:</p> <p><input type="checkbox"/> <i>one issue of newspaper</i>  Newspaper: _____ Date: _____ Posted by: 1) _____ 2) _____</p> <p><input type="checkbox"/> <i>five locations in attendance area;</i>  Location: _____ Date: _____ Posted by: 1) _____ 2) _____  Location: _____ Date: _____ Posted by: 1) _____ 2) _____  Location: _____ Date: _____ Posted by: 1) _____ 2) _____  Location: _____ Date: _____ Posted by: 1) _____ 2) _____  Location: _____ Date: _____ Posted by: 1) _____ 2) _____</p> <p><input type="checkbox"/> <i>school division office;</i>  Location: _____ Date: _____ Posted by: 1) _____ 2) _____</p> <p><input type="checkbox"/> <i>school division website</i>  Date: _____ Posted by: 1) _____ 2) _____</p>			
	<p><b>School Review Committee is dissolved</b>  - work of the school review committee is completed, committee is dissolved.</p>	The work of the school review committee ends after the meeting of electors has been held.	No later than: March 31

<input type="checkbox"/>	<p><b>STEP 6</b> Board makes final motion</p> <ul style="list-style-type: none"> <li>- Board makes final motion to suspend the school review or to close the school/discontinue grades.</li> <li>- the date set to close or discontinue grades must be during the summer holidays.</li> </ul>	<p>Policy 14.5 Decision Regarding Closure or Grade Discontinuance.</p>	<p>No later than: April 30</p>
<p><b>Notification of the Public</b> The public must be notified of the final motion to close the school or discontinue grades or years:</p> <p><input type="checkbox"/> <i>one issue of newspaper</i> Newspaper: _____ Date: _____ Posted by: 1) _____ 2) _____</p> <p><input type="checkbox"/> <i>five locations in attendance area;</i></p> <p>Location: _____ Date: _____ Posted by: 1) _____ 2) _____</p> <p>Location: _____ Date: _____ Posted by: 1) _____ 2) _____</p> <p>Location: _____ Date: _____ Posted by: 1) _____ 2) _____</p> <p>Location: _____ Date: _____ Posted by: 1) _____ 2) _____</p> <p>Location: _____ Date: _____ Posted by: 1) _____ 2) _____</p> <p><input type="checkbox"/> <i>school division office;</i> Location: _____ Date: _____ Posted by: 1) _____ 2) _____</p> <p><input type="checkbox"/> <i>school division website</i> Date: _____ Posted by: 1) _____ 2) _____</p>			
<input type="checkbox"/>	<p><b>STEP 7</b> Board (with SCCs) develops transition plan and communicates it to the public</p> <p>Board notifies the public as to where they may view the transition plan.</p>	<p>Policy 14.6.1 to Policy 14.6.5 School Closures or Grade Reduction and Integration Process</p>	<p>No later than: June 15 (plan) June 30 (communication)</p>
<p><input type="checkbox"/> <i>school division website</i> Date: _____ Posted by: 1) _____ 2) _____</p>			
<input type="checkbox"/>	<p><b>STEP 8</b> School is closed or grades discontinued</p>	<p>Policy 14.6.6</p>	<p>Between the end of one school year and the beginning of another</p>