

AP 490.1: School Closure

1. An examination of the following issues will be conducted by the Superintendent and reported to the Board before a decision is made by the Board to consider school closure:
 - 1.1. evaluation of the physical condition of the school being considered for closure and schools or schools to which students may be transferred;
 - 1.2. availability of alternative accommodation;
 - 1.3. educational program/course implications for affected students;
 - 1.4. safety impact;
 - 1.5. alternate potential uses of the facility being considered for closure;
 - 1.6. potential parental and local community support;
 - 1.7. enrolment projections in the schools affected by possible closure;
 - 1.8. effect of a closure on other schools including impact on space and capacity;
 - 1.9. impacts on students and the number of students affected;
 - 1.10. effect on catchment areas;
 - 1.11. effect on transportation services;
 - 1.12. financial impact of the closure;
 - 1.13. impact on District Capital Plans; and
 - 1.14. other factors relevant to whether the particular school should be one considered for closure.
2. The Board will consider the information provided, and decide whether to consider one or more school closures. In order to enable the Board to first notify the schools that may be affected (see Clause 4.1) a potential decision to consider a school for closure may be made at a closed meeting. The formal decision to proceed with consideration of a school closure will be made at a public meeting of the Board. All related information presented at the closed meeting and minutes of that portion of the closed meeting will be made publicly available following the announcement unless the Board specifically directs otherwise.
3. Process for notification and consultation with staff of affected schools includes:
 - 3.1. Notification meeting with the principals of the school being considered for closure and other schools(s) to be affected, prior to an official announcement by the Board;
 - 3.2. Notification meeting with the Superintendent or designate and the staff and PAC Executive of the school(s) being considered for closure prior to an official announcement by the Board;
 - 3.3. An opportunity provided to the staff of the school being considered for closure, for a meeting at the school with the Board after the official announcement;

- 3.4. Notice to staff at other schools affected; and
- 3.5. An opportunity provided for written input.
4. Process for consultation with the public includes:
 - 4.1. Notice of the Board's decision to consider the school for closure will be given to the parents of the school considered for closure and other schools affected by the closure and to all communities affected by the school closure and consequential changes to the other schools.
 - 4.2. The information on which the Board based its decision to consider the school for closure will be made available to the public.
 - 4.3. There will be an adequate opportunity for written response to the proposed school closure and information and directions on how to submit a written response, including advice that submissions may be referred to at subsequent public forums respecting the closure and in summaries or other information provided to Trustees, unless the correspondent specifically request that name and address remain confidential.
 - 4.4. The Board will hold at least one (1) public meeting, advertised by school newsletter and in the public media, with at least seven (7) days' notice, at the school being considered for closure. Students and parents currently attending the school will be notified through school newsletters and other means.
 - 4.5. The Board may designate a committee of Trustees to attend public meetings and meetings with staff or staff representatives and to report to the Board on the input received. A record shall be kept at each such meeting of the main points raised. These records shall be provided to the Board prior to the meeting at which the Board makes its final decision on the proposed closure.
 - 4.6. Other community agencies which may be affected by the school closure will also be notified. Local governments and First Nations will be specifically notified and invited to provide input through the public consultation process.
5. Decision on Closure
 - 5.1. The Board will make its final decision on the proposed school closure after taking into fair consideration the input received through the consultation process. Fair consideration includes the concept that the proposal could be changed or reversed.
 - 5.1.1. Where a change to the proposal means that a new segment of the community, parents or staff is affected that was not affected by the prior proposal, additional consultation shall be provided in order to allow the new group to provide input.
 - 5.1.2. Where a change to the proposal substantially changes the effect on the community, staff or parents in ways that were not anticipated in the prior consultation, additional consultation shall be provided to allow the community to provide the Board with input on the new impacts.
 - 5.2. Ordinarily the consultation process will take at least sixty (60) days from the time the Board makes its decision to consider the school for closure. The School Board consultation process may be shortened in circumstances where the Board is satisfied

that there is a pressing need for a shorter time period and prior consultation (e.g., on related proposals) has given the community, parents, students and staff adequate notice and opportunity to consult and has provided the Board with a full understanding of the impact on the community, parents, students and staff.

- 5.3. The final decision of the Board shall be by Board Bylaw, after First and Second Reading of the Bylaw at a public Board meeting and Third Reading and Final Reading at the next public Board meeting.