



York Catholic District School Board

**PROCEDURE:
Transition Process for School
Consolidation/Closure**

Addendum to Policy 713: Pupil Accommodation Review of Schools

Effective: June 2016

PURPOSE

This procedure is designed in conjunction with YCDSB Policy 713 – *Pupil Accommodation Review of Schools* to facilitate the relocation and integration of students and staff after a pupil accommodation review decision related to a school consolidation/closure has been made by the Board of Trustees.

As per YCDSB Board Policy 713 - *Pupil Accommodation Review of Schools*, the following will apply to all transition processes for school accommodations:

The Board shall develop and implement a transition plan following any Board decision to consolidate, close or move a school or students, or pursuant to an exemption to the Pupil Accommodation Review process.

All schools affected by a pupil accommodation review decision for school consolidation/closure shall be represented on a transition committee under the leadership and guidance of the school Principals. Central level staff shall support the transition committee as defined in the responsibilities section of this procedure and communicate with the transition committee through the Principal.

RATIONALE

It is important that the integration of students and staff into their new school community is achieved in a way that is positive and supportive of the respective school communities. The transition process will be conducted through consultation with parents/guardians, school staff, board staff and senior administration.

TRANSITION COMMITTEE STRUCTURE

Principals of the schools affected by a school consolidation or school closure shall co-chair the Transition Committee.

1. When the Board of Trustees has made a decision for school consolidation and/or closure, Principals at **all** affected schools will select three (3) members, through a lottery process, from their school community to participate on the Transition Committee as follows:
 - i. Catholic School Council Representative
 - ii. Parent-at-large Representative*
 - iii. Staff Representative

* In situations where the affected school is a dual-track school (i.e.: English and French Immersion), representation on the Transition Committee should reflect both programs. In the event membership is in question, the Director of Education shall make the final decision.

2. The appropriate Superintendent of Education: School Leadership will serve as a member of the Transition Committee.
3. Area Trustee(s) may also serve as a member of the Transition Committee.

4. The meetings of the Transition Committee shall be communicated to and open to all members of the affected school communities.
5. All Transition Committee meeting minutes and/or reports of sub-committees shall be presented at the meetings of the respective Catholic School Council(s) and posted on the school's website.
6. Members of the Transition Committee will determine the need for the establishment of sub-committee(s) to accomplish specific tasks. All sub-committee work must be presented at a public meeting of the Transition Committee.
7. Board staff and senior administration will support school Principal(s) on an as needed basis to support the successful implementation of the transition process.

ROLES AND RESPONSIBILITIES

PRINCIPAL OF THE CONSOLIDATED/CLOSED SCHOOL

- i. To assist with the identification, gathering and cataloguing of school artifacts and memorabilia (i.e.: Religious artifacts associated with the school and/or patron saint of the school; graduate composites; school plaques; pennants; yearbooks, etc.).

TRANSITION COMMITTEE

(Comprised of the members from each of the affected schools, the Superintendent of Education: School Leadership, the Area Trustee(s) and Co-Chaired by the school Principals.)

- i. To assist in the development and delivery of orientation activities/events throughout the transition period for students, parents/guardians and staff in consultation with the Principal(s);
- ii. To assist in the development and implementation of celebrations prior to the end of the year for closing school(s) in consultation with the Principal(s); and,
- iii. To develop a plan to honour and display the items and artifacts representative of the consolidated/closed school in the new school community.

Transition Committee discussions may also include, but are not limited to the following topics:

- i. Review current dress code procedures and develop resolutions that will support the integration of students into their new school environment;
- ii. Receive and review information related to school day organization in the new school location (i.e. entrance and dismissal times; daily routines, etc.); and,
- iii. Other topics based on specific identified needs and/or issues.

BOARD STAFF

Board staff will be responsible for the following items pertaining to a school consolidation/closure:

- i. The completion of a "needs assessment" for all affected schools.
- ii. The allocation and distribution of learning and physical resources (i.e. textbooks, library resources, consumables, information technology, physical education and outdoor play equipment, furniture, etc.); shall be in accordance with *YCDSB Policies 603A and 606*

(School Fundraising and Catholic School Councils) as follows:

1. All school assets purchased through fundraising or GSB, shall be distributed equitably based on a needs assessment completed by Board staff, in consultation with the appropriate School Superintendent(s) and Principals of affected schools.
 - 1.1 First, to the affected schools; and,
 - 1.2 Second, to other area schools.

- iii. The allocation of financial resources including closure of school bank accounts, where required (i.e.: School General Account & Catholic School Council school fundraising, residual funds from hot lunch programs, etc.) shall be in accordance with *YCDSB Policies 603A, 606 (School Funds, Catholic School Councils)* as follows:
 1. Any funds and assets generated through fundraising activities organized by the school or assisted by the Catholic School Council are the property of the Board.
 2. In the event of a school consolidation/closure:
 - 2.1 Any residual fundraising monies shall be proportionately distributed, based on student enrolment, to the affected schools; and,
 - 2.2 All school assets purchased through fundraising or GSB, shall be distributed equitably based on a needs assessment completed by Board staff, in consultation with the appropriate School Superintendent(s) and Principals of affected schools.
 - 2.2.1 First, to the affected schools; and,
 - 2.2.2 Second, to other area schools.

As well as, in accordance with *YCDSB Policy 803 School Generated Funds* as follows:

1. In the event of a school consolidation/closure any residual school generated funds shall be proportionately distributed, based on student enrolment, to the affected schools.

- iv. The school reorganization (i.e. staffing; out of boundary registrations);
- v. The development of transition plans for students with special education needs, if required, and in consultation with parents/guardians;
- vi. The relocation of central and/or community programs (i.e. Special Education; SEPHYR, Early Years, A-OK programs, etc.);
- vii. The communication of revisions to transportation (i.e.: communication of new school boundaries; identification of “walkers” and “riders”);
- viii. The support of child care operators throughout the transition process ensuring that child care and before and after school programs are in place and communicated to Principals and parents/guardians prior to the completion of the transition process; and,
- ix. The planning for and implementation of any necessary facilities planning and/or renovation construction if applicable.

TRANSITION COMMITTEE TERMS OF REFERENCE

The Transition Committee will develop and support the implementation of a transition plan for the successful integration of students, staff, parents/guardians and community partners into a new school setting or configuration.

MANDATE

1. To operate within the timelines of the Board of Trustees decision for school consolidation and/or closure;
2. To fulfill the roles and responsibilities as outlined in the Board's *Transition Process for School Consolidation/Closure* document;
3. To respect the established Terms of Reference as outlined herein;
4. To convene as a committee as often as required in consultation with the Principals of each affected school and other committee members; and,
5. To design the format and program, in consultation with the Communications Department, if a closing ceremony is recommended.

MEETING STRUCTURE

1. The Principals of the affected schools will be Co-Chairs of the Transition Committee.
2. The meetings of the Transition Committee shall be communicated to and open to all members of the affected school communities.
3. The agendas, minutes and/or reports of all Transition Committee and sub-committee meetings will be communicated to the respective Catholic School Councils and posted on the school's website.

COMMITTEE MEMBERSHIP

Principals at **all** affected schools will select three (3) members, through a lottery process, from their school community to participate on the Transition Committee as follows:

- i. Catholic School Council Representative
- ii. Parent-at-large Representative*
- iii. Staff Representative

* In situations where the affected school is a dual-track school (i.e.: English and French Immersion), representation on the Transition Committee should reflect both programs. In the event membership is in question, the Director of Education shall make the final decision.

The appropriate Superintendent of Education: School Leadership will serve as a member of the Committee.

Area Trustee(s) may also serve as a member(s) of the Committee.

TERM OF MEMBERSHIP

The Transition Committee will remain in effect until the new school community is formed.

MEETINGS

As required through consultation with the Transition Committee membership.