

FORT LA BOSSE SCHOOL DIVISION

TITLE - **SCHOOL REVIEW***

POLICY - **FCB-R**

Cross Reference -

Resolution # - 66/18

Legal Reference -

Last Reviewed - 09/04/18

The program(s) and organisation of a school or schools will be reviewed when difficulties are encountered in providing programs to suit the particular needs of students in that school or schools. The Board will designate a school or a group of schools as recommended by the Curriculum Committee.

The Board will establish the School Review Committee(s) when it deems appropriate.

A. FUNCTIONS OF THE SCHOOL(S) REVIEW COMMITTEE

1. To examine the ability of a school or schools to provide quality education
2. To hold public meetings to provide information to the community and to receive community input
3. To consider and to make recommendations on steps that might be taken to assist the schools and their programs
4. To consider and to make recommendations on the possibility of closing a school or schools
5. To consider and to make recommendations on provisions to be made for the students of any school scheduled for closure
6. To consider any other related matters
7. To present interim reports when appropriate
8. To present a written report on its activities, observations, and recommendations to the Curriculum Committee

B. CONDUCT OF THE REVIEW:

a) Establishment of the Committee:

- i) The Chairperson of the Board calls a community meeting as early as possible in the school year

- ii) At this meeting the Board makes a presentation with respect to the purpose of the review and related information
- iii) At this meeting the Board asks for volunteers to sit on the School Review Committee (elections are held, if necessary)
- iv) In the event that positions are not filled, those already selected for the Committee will appoint to fill all vacancies according to the criteria outlined in "Composition of the Committee"
- v) The chairperson to be selected by the Committee, and recording secretary to be designated by committee
- vi) In the event that the School Review Committee strikes sub-committees, each sub-committee membership, if possible, shall include one parent/resident representative.

b) Basic Composition of the Committee:

- 1 ADMINISTRATOR from the designated school
- 1 STAFF MEMBER from the designated school (the school staff to select a teacher)
- 2 PARENTS (not of the same family) of students from the designated school who are not employees nor trustees
- 2 RESIDENTS (not of the same family) who do not have children attending the designated school and are not employees nor trustees of the Division
- 2 TRUSTEES (to be appointed by the Board) with one to be that trustee representing the designated school
- 1 MUNICIPAL TOWN COUNCILLOR to be appointed by a council in that area
- 1 SENIOR ADMINISTRATOR to act as resource person to the Review Committee and be a non-voting member
- CHAIRMAN OF THE BOARD as ex-officio, non-voting member.

NOTE: Additional trustees may attend as observers. Encourage student participation where possible.

c) General Guidelines for the Committee

- i) First Meeting -The Chairperson of the School Review Committee calls a meeting and establishes a schedule of activities and time lines.
- ii) Notice of Meetings -A minimum of two weeks' notice is given by the Chairperson for the call of all School Review Committee meetings. (A schedule of meetings is to be developed at the beginning of the Process).
- iii) Working Meetings -Attendance at School Review Committee meetings is restricted to Committee members and Trustees who wish to observe. Data is discussed and analysed to prepare reports and recommendations for presentation at regular public meetings. Copies of the minutes of these meetings are submitted to the Curriculum Committee and made

- iv) **Regular Public Meetings** -Regular public meetings are held at least two times prior to the School Review Committee presenting its final report to the Curriculum committee. Minutes and reports are presented and feedback is obtained at the regular public meetings. This material is evaluated by the Committee. This process facilitates communication between the Committee and the public at large.
- v) **Quorum and Voting** -A quorum is 50% of the Committee members. Votes are decided by a majority of the Committee members present. Voting procedure uses a secret ballot. The final decisions will be made by the Board.
- vi) **Rules of Procedure** -The Committee decides on all matters pertaining to rules and procedures regarding its meeting format which are not covered by this policy.
- vii) **Resignations** -In the event of the resignation of a Committee member, the remaining Committee members appoint to fill the vacancy.
- viii) **Policy Recommendations** -At its final meeting, the Committee deals with the review process (as an agenda item) and makes recommendations to the Board regarding any revisions the Committee deems necessary for review.

d) Administrative Responsibilities

- i) The Superintendent or designate shall advise the Committee of costs which will be covered by the Division.
- ii) The Superintendent or designate shall provide background data to the Committee (enrolments, costs, staffing, facilities, programs, etc.).

e) Reports

- i) Interim School Review Committee reports are presented to the Board when appropriate.
- ii) The School Review Committee develops recommendations and presents its final report to the Board as soon as possible.
- iii) The Superintendent presents a summary to the Board.
- iv) After receiving the above information, the Board meets as a Committee of the Whole in camera and a final decision will be made.

