



## REGISTER OF OFFICIAL DOCUMENTS

**POLICY ON MAJOR SCHOOL CHANGE**  
A policy on the distribution of educational services

<b>Category and code:</b>	<b>P – 2.17</b>
<b>Date of Coming into Force:</b>	<b>April 29, 2019</b>
<b>Number of Pages:</b>	<b>11</b>
<b>Origin:</b>	<b>Long-term Planning Committee</b>
<b>Operator and Storage Site:</b>	<b>Secretariat</b>
<b>History:</b>	<b>Adopted by Provisional Council Resolution #03-06-07 Resolution #07-09-04 Resolution #2019-04-04</b>



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## **POLICY ON MAJOR SCHOOL CHANGE**

### **A policy on the distribution of educational services**

Guided by its vision to achieve excellence, the Lester B. Pearson School Board (LBPSB) aims for the success of all its students, taking into account its community, its mandate and its resources. In order to ensure fair and equitable management of these resources and based on the principles established in the Education Act, LBPSB reviews regularly the continued operations of its schools and centres in the context of a changing environment.

Each year, as part of its functions, the School Board must establish a three-year plan for the allocation and destination of its buildings (section 211 of the Education Act). This gives the opportunity to the School Board to review and plan the distribution of the educational services it provides throughout all of its schools and centres. As part of this process, section 212 of the Education Act stipulates that the School Board must follow a formal consultation process when it considers closing a school or implementing changes to the level of instruction<sup>1</sup> provided by a school.

Depending on the change considered, the consultation delay may vary. The Education Act requires a three-month process if the School Board considers implementing changes to the level of instruction provided by a school (refer to Schedule A) and a one-year process if the School Board considers closing a school (refer to Schedule B). These changes may lead to the amendment or revocation of the Deed of Establishment of a school or to changes to the Board's Three-Year Plan of Allocation and Destination of its Immovables.

The decision-making process begins with the primary objective of delivering quality educational services to all youth and adults within the system. To guide its decisions, the School Board takes into consideration factors such as:-

- student enrollment patterns and projections;
- program rationalization;
- population distribution;
- operating costs;
- staffing considerations;
- attendance zones and transportation zones;
- the optimal capacity and the condition of the facilities.

This list of factors is neither prescriptive nor exhaustive. They are presented here merely as examples.

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<sup>1</sup> Including changes to cycles or part of cycles of the level of instruction provided by a school as well as the cessation of kindergarten services in a school. Definitions at Schedule C.



## LEGAL BASIS

Education Act, sections 39, 40, 79, 193, 211, 212, 217, and 397.

## CONSULTATION PROCESS

1. As per section 212 EA, the Council of Commissioners shall adopt a resolution allowing the start of a consultation process prior to:
  - the closure of a school;
  - changes to the level of instruction provided by a school<sup>2</sup>;
  - changes to cycles or parts of cycles of the level of instruction of a school<sup>3</sup>;
  - the cessation of kindergarten education services provided by a school<sup>4</sup>.
2. The resolution shall include a brief description of the project, the consultation period, the date(s) for public consultation meeting(s) and the date of the final decision of the Council of Commissioners, in compliance with the timelines provided for in Schedule A or Schedule B, as applicable. The relevant consultation documents will be made available at the same time.
3. A public notice shall be issued:
  - Not later than April 1 of the school year preceding any proposed changes to the level of instruction provided by a school, or to cycles or parts of cycles of the level of instruction, and on the cessation of kindergarten education services provided by a school (refer to Schedule A), or
  - Not later than July 1 of the school year preceding the proposed closure of a school (refer to Schedule B).
4. The public notice<sup>5</sup> shall state the date and location of the public consultation meeting(s). This public notice will be published as follows:
  - a. in a daily newspaper circulated digitally or in print in the territory of the School Board;
  - b. on the Board website at [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca); and
  - c. by posting a copy of the notice in every school/centre within the School Board.
  - d. in social media platforms of the School Board or any other communication medium deemed appropriate.

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<sup>2</sup> Refer to Schedule C for definitions

<sup>3</sup> Idem

<sup>4</sup> Idem

<sup>5</sup> Refer to sections 397 and 398 of the Education Act



5. The consultation documentation shall be made available on the Lester B. Pearson School Board website during the consultation period.
6. The documentation shall include all relevant information on the project, particularly its budgetary and educational impact and the name of a school board administrator responsible for dealing with requests for additional information.
7. The School Board shall consult the Governing Boards of each of the affected schools as well as the Parents' Committee.
8. Any member of the public may present a written brief to the school board during the consultation period.
9. All briefs received shall be made available to the public on the Lester B. Pearson School Board website.
10. The Chair of the School Board and the Commissioner(s) of the electoral division concerned must attend the public consultation meeting(s); other Council members may attend.
11. At the meeting(s), the public shall have the opportunity to present their comments, questions or concerns.
12. The final decision shall be made at a meeting of the Council of Commissioners to be held :
  - In the case of the one-year process: no later than January 15th, prior to the start of the registration period. Where possible, the decision will be made at the scheduled December Council meeting.
  - In the case of the three-month process: at the scheduled June meeting of the Council of Commissioners.
13. Once the Council of Commissioners has rendered a decision, a request for reconsideration can only be asked on the same night or before the next Council meeting by a Commissioner who has voted in the majority, if he or she has relevant information that was not communicated during the debate on the resolution and that may have influenced the decision.<sup>6</sup>

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<sup>6</sup> Refer to: By-law 1.5/2018: Rules of Internal Management of the Council of Commissioners and the Executive Committee



## Schedule A

### Three-Month Process Timeline (changes to the level of instruction<sup>7</sup> provided by a school)

<b>Date</b>	<b>Activity</b>	<b>Participants</b>
By March 31 <sup>st</sup>	The Council of Commissioners adopts a resolution on any proposed change to the level of instruction provided by a school.	Commissioners
By April 1 <sup>st</sup>	A public notice is issued announcing the start of a consultation process (section 212 EA). Available consultation documentation is posted on website.	Administration
Before April 15 <sup>th</sup>	Meetings of Administrators & Commissioners with Governing Boards, Parents' Committee, and other interested parties.	Commissioners Administration Parents' Committee Governing Boards Central Students' Committee Parents Interested public
By May 15 <sup>th</sup>	Briefs prepared by consultative partners to be sent to the Secretary General.	Consultative partners Interested public
By May 22 <sup>nd</sup>	All briefs received will be made available for review to interested parties on the Board website at <a href="http://www.lbpsb.qc.ca">www.lbpsb.qc.ca</a> .	Administration
By June 5 <sup>th</sup>	A public consultation meeting shall take place. At that meeting, the public shall have the opportunity to present their comments, questions and concerns.	Commissioners Administration Parents' Committee Governing Boards Central Students' Committee Interested public

<sup>7</sup> Including changes to cycles or part of cycles of the level of instruction provided by a school as well as the cessation of kindergarten services provided in a school.



June Council meeting	Prior to the Council of Commissioners Meeting scheduled for the same evening, an in-camera meeting will be held with the Chairs of (or delegate): Parents' Committee, Governing Boards, Central Students' Committee, SNAC committee, as well as Administration of the school(s) named in the consultation, to preview the proposed recommendations being considered by Council. A Caucus meeting of Council may take place at the same time.	Administration Parents' Committee Governing Boards Central Students' Committee SNAC committee Commissioners
June Council meeting	The final decision shall be made at the June meeting of the Council of Commissioners.	Commissioners
September	If requested, meeting of stakeholders to review the consultation process of s. 212 EA.	Commissioners Administration Parents' Committee Governing Boards
March to June	Draft Three-Year Plan of Allocation and Destination of its Immovables sent out for consultation to Parents' Committee, Governing Boards and municipalities.	Commissioners Parents' Committee Governing Boards Municipalities
By June 30 <sup>th</sup>	Board's Three-Year Plan of Allocation and Destination of its Immovables approved by Council.	Commissioners
By June 30 <sup>th</sup>	Amended or revoked deeds of Establishment sent to MEES, if applicable.	Administration



## Schedule B

### One-Year Process Timeline (continued operations or closure of a school)

<b>Date</b>	<b>Activity</b>	<b>Participants</b>
By June 30 <sup>th</sup>	The Council of Commissioners adopts a resolution on a proposed school closure.	Commissioners
By July 1 <sup>st</sup>	A public notice is issued announcing the start of a consultation process (section 212 EA). Available consultation documentation is posted on website.	Administration
By September 1 <sup>st</sup>	If applicable, updated documentation posted on the School Board's website at <a href="http://www.lbpsb.qc.ca">www.lbpsb.qc.ca</a> .	Administration
During the months of September & October	Meetings of Administrators & Commissioners with Governing Boards, Parents' Committee, and other interested parties.	Commissioners Administration Parents' Committee Governing Boards Central Students' Committee Parents Interested public
By the end of the first full week of October	If requested, a meeting may be held with members of the Parents' Committee, representatives of the Governing Boards and Central Students' Committee and the Administration of the school(s) indicated in the consultation, to provide them with updated data and information concerning the ongoing consultation.	Commissioners Administration Representatives from schools concerned: -Parents' Committee -Governing Boards -Central Students' Committee Consultative partners
By November 15 <sup>th</sup>	Briefs prepared by consultative partners to be sent to the Secretary General no later than November 15 <sup>th</sup> .	Consultative partners Interested public
By November 22 <sup>th</sup>	All briefs received will be made available for review to interested parties on the Board website at <a href="http://www.lbpsb.qc.ca">www.lbpsb.qc.ca</a> .	Administration





<p>By December 8<sup>th</sup></p>	<p>A public consultation meeting shall take place. At that meeting, the public shall have the opportunity to present their comments, questions and concerns.</p>	<p>Commissioners Administration Parents' Committee Governing Boards Central Students' Committee Interested public</p>
<p>By January 15<sup>th</sup></p>	<p>Prior to the Council of Commissioners Regular or Special meeting scheduled for that evening, an in-camera meeting will be held with the Chairs of (or delegate): Parents' Committee, Governing Boards, Central Students' Committee, SNAC committee, as well as with the Administration of the school(s) named in the consultation, to preview the proposed recommendations being considered by Council. A Caucus meeting of Council may take place at the same time.</p>	<p>Administration Parents' Committee Governing Boards Central Students' Committee SNAC committee Commissioners</p>
<p>By January 15<sup>th</sup></p>	<p>The final decision shall be made at a Regular or Special meeting of the Council of Commissioners to be held no later than January 15<sup>th</sup>, prior to the registration period. Where possible, the decision will be made during the Council meeting in December. The decision to close a school cannot take effect before July 1.</p>	<p>Commissioners</p>
<p>No later than January 22<sup>nd</sup></p>	<p>If requested and no later than January 22<sup>nd</sup>, School Board representatives will convene a meeting, with the Chair (or delegate) of the Parents' Committee and of each school's Governing Board affected by a decision linked to s. 212 EA, to discuss the anticipated changes to the school's student population due to the decisions taken by the Council of Commissioners.</p>	<p>Commissioners Administration Parents' Committee Governing Boards</p>
<p>February to April</p>	<p>If requested, meeting of stakeholders to review the consultation process of s. 212 EA.</p>	<p>Commissioners Administration Parents' Committee Governing Boards</p>



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March to June	Draft Three-Year Plan of Allocation and Destination of its Immovables sent out for consultation to Parents' Committee, Governing Boards and municipalities.	Commissioners Parents' Committee Governing Boards Municipalities
By June 30 <sup>th</sup>	Board's Three-Year Plan of Allocation and Destination of its Immovables approved by Council.	Commissioners
By June 30 <sup>th</sup>	Amended or revoked deeds of Establishment sent to MEES, if applicable.	Administration



## **Schedule C Definitions**

**(i) Level of instruction:** Kindergarten and Elementary Cycles 1-3.

Each cycle consists of two years:

Cycle 1 year 1 refers to what was traditionally Grade 1

Cycle 1 year 2 refers to what was traditionally Grade 2

Cycle 2 year 1 refers to what was traditionally Grade 3

Cycle 2 year 2 refers to what was traditionally Grade 4

Cycle 3 year 1 refers to what was traditionally Grade 5

Cycle 3 year 2 refers to what was traditionally Grade 6

**Level of instruction:** Secondary

Cycle 1 year 1 refers to what was traditionally Grade 7

Cycle 1 year 2 refers to what was traditionally Grade 8

Cycle 2 year 1 refers to what was traditionally Grade 9

Cycle 2 year 2 refers to what was traditionally Grade 10

Cycle 2 year 3 refers to what was traditionally Grade 11

**Kindergarten (Preschool education services):** Education services provided to children who reach the age of 5 on or before September 30 of the current school year.