



NESD Board of Education – Arborfield School Review Timeline

Meeting Date: February 15, 2023

Meeting of the Electors of Arborfield SCC

BACKGROUND

The Board of Education, in its efforts to provide meaningful learning opportunities that reflect that Board's vision, mission and commitments for student learning, recognizes that it needs to maintain viable schools, classrooms and programs. Consequently, the Board has to consider grade discontinuance or school closure based on the learning needs of students and based on utilizing resources effectively and efficiently. The Board values collaboration and is committed to a process permitting input from community, staff, and parents to help inform its decision.

At the January 21, 2021, meeting of the Board, the following motion was made:

That be it resolved that the Board of Education plan for an attendance area inclusive of most of Arborfield and Carrot River students in a new K-12 school to be built in Carrot River; and that the school community and municipalities of Arborfield and Carrot River be engaged as stakeholders in the planning and future operation of a new K-12 school to replace the current Arborfield School, Carrot River Elementary School and Carrot River Junior and Senior High School;

And furthermore, that the Board of Education will initiate a school review process to consider closure of Arborfield School no later than October 15 of 2022 with the earliest date for possible closure being July 1 of 2023.

On September 29, 2022, the board received the following information:

Pursuant to Section 55(1)(a)(ii) of *The School Division Administration Regulations*, the criteria for school review are outlined in Board Policy 114 as factors to guide the commencement of a school review.

[Board Policy 114, Section 4 Criteria for School Review](#)

A school's viability may be reviewed if (a) and any one or more of the following criteria apply to the school:

a. As outlined in Section 56(2)(b) of *The School Division Administration Regulations*, projected enrolment for the school under review for the following school year is less than:

(vii) for a school offering kindergarten to Grade 12, 88 pupils.

Arborfield School's enrolment

- as of September 14, 2022, is 65 pupils
- 2023-2024 projection is 67 pupils

b. If there are projected to be three or more grades, or more than three simultaneous course offerings in a classroom.

Arborfield School– Yes (grade K/1/2, 7/8/9, 10/11/12)

c. If the projected enrolment would leave fewer than two students in a grade.

Arborfield School – Yes (grade 8, 11, 12)

d. If the projected enrolment is such that staffing allotment by formula will require consideration of more than triple grading.

In Arborfield School, triple grading is maintained with the application of a 13:1 pupil/FTE formula in comparison to a 23:1 formula in larger schools. Additional support is given through courses provided by the NESD grade 10-12 Online School teachers.



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e. If the structural integrity of the school building presents safety or other concerns that would require a significant capital expenditure. (ie. Facility Condition Index, Independent Engineering Report, Ministry Facility Audit).

Ameresco Canada, a company specializing in facility assessment services, assessed the conditions of all NESD schools in 2015. This fall, an assessment of the condition of the schools at NESD will be completed once again for more current data.

The estimated cost of deferred maintenance for Arborfield School as of 2015 was \$2,737,500

On the September 29, 2022, meeting the of the Board, the following motions were made:

That pursuant to Section 55 of *The School Division Administration Regulations*, the Board of Education for the North East School Division No. 200 of Saskatchewan intends to review the viability of Grades Kindergarten to Grade 12 at Arborfield School, Arborfield, Saskatchewan in accordance with the review criteria of Board Policy 114, School Viability Review.

That pursuant to section 59 of *The School Division Administration Regulations* the Board establishes a School Review Committee for Arborfield School to consist of the following members:

- a) four individuals appointed by the School Community Council of Arborfield School;
- b) two individuals appointed by the Town of Arborfield
 - i. One of whom is an elected member of the town; and
 - ii. One of whom is not an elected member but is a resident of the town of Arborfield.
- c) excluding the municipality mentioned in clause (b) two individuals jointly appointed by the following municipalities:
 - i. Rural Municipality of Arborfield No. 456, Rural Municipality of Bjorkdale No. 426, Rural Municipality of Connaught No. 457 and Rural Municipality of Moose Range No. 486:
 - * One of whom is an elected member of the council of one of those municipalities; and
 - * One of whom is a resident of one of those municipalities but not an elected member of the council of any municipality

On October 6th, 2022, the Board notified the school community council and the public of its intention to review the school inclusive of the criteria that will be used for the review and following *The School Division Administration Regulations* requirements of notice.

On October 20th, 2022, the School Review Committee was established with the following members:

4 Members from the School Community Council

- Melissa Gray, Brayell Dengler, Colin Cummings, Julie Gray

2 Members appointed by Town of Arborfield

- Chet Edwards (Mayor of Town of Arborfield), Stephanie Gray (resident)

2 Members appointed by the Rural Municipalities

- Alois Bronner (Deputy Reeve/Div 2 Councillor for R.M. of Arborfield No. 456), Kendra Lacroix (resident of the R.M. of Arborfield No. 456)
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On October 28th, 2022, to support the work of the School Review Committee and in accordance *The School Division Administration Regulations*, the School Review Committee shared the following School Review Information Package:

School Review Information Package – NESD School Viability Data ARBORFIELD:

1. Enrolment history of the school under review since January 1, 2006
2. Projected enrolments and the source of this data (Saskatchewan Health birth rate data with applied average trends)
3. Information about the physical condition of the school
 - i. Arborfield School-Facilities (2015 Assessment)
 - ii. Facility Condition Index
4. Projected number of teaching staff based on projected enrolments and current board policy
 - i. NESD Cost Per Student
 - ii. Arborfield School – Current and Projected Staffing
 - iii. Salary and Benefit Cost Savings as a Result of Closing Arborfield School
5. Any other information the board of education plans to consider when review the school
 - i. Credits/Courses Available
 - ii. Online Credits/Courses Available
 - iii. Enrolment/Facility Capacity Projections
 - iv. Transportation Scenarios
 - v. Transportation Proposed Boundary

In addition, on October 28th, 2022, to support the School Review Committee and SCC, a School Review Handbook and Parent/community letter was shared. The letter was composed at the request of the Arborfield SCC and was shared with school families on Monday, October 31st, as well as posted on the school website.

On November 25th 2022, the Director of Education, Superintendent of Business, and Facilities Manager met with SCC members and the School Review Committee to review the School Review Information Package and answer any questions.

On December 5th, 2022, a digital copy of additional facility information was shared with the School Review Committee as requested. In addition, The Director of Education offered the following supports:

In preparation for your January 10th presentation to the Board, I would like to extend an offer to further support your work. Specifically, the division has resources you may be interested in using to engage all parents with the Arborfield catchment. I will follow up with a call to Melissa in regard to the list of considerations. The considerations are aligned with the *School Division Administration Regulations*, shared below and earlier through the school review handbook.

- 60(2) - The school review committee may provide advice and recommendations to the board of education with respect to the school review process, including a recommendation to consider the discontinuance of one or more grades taught in the school as an alternative to closing the school.
 - 60(3) The school review committee shall:
 - (b) for each potential outcome of the school review, describe the impact that the outcome will have on the pupils and the community.
 - (c) share the information obtained pursuant to subsection (1) with the community, and request written feedback from the community in light of that information; and
 - (d) share with the board of education the feedback received pursuant to clause (c), and the recommendations of the committee in light of that feedback.
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Considerations:

- To collect feedback from all current and perhaps future parents, we can make division digital survey tools available to your committee.
- To reach all current parents within the catchment, we can publish your communications and share through Edsby as well as our websites.
- To ensure all current parents have notifications, we can publish your communications through our text message services.

On December 16th, 2022, the Director of Education shared proven bussing route times and the addition of Tisdale bus routes to the Proposed Carrot River/Tisdale Boundary map as requested by the School Review Committee.

On January 6th, 2023, The Director of Education shared requested bussing cancelation data.

On January 10th, 2023, the School Review Committee presented their community consultation results with the NESD Board of Education.

Between January 14th and 16th, 2023, a Family and Student survey was completed. Summary results were added to the Board of Education School Review Information package.

The Board of Education met in committee on January 17th, 2023, to review information pertaining to the Arborfield School Review decision.

On January 19th, an updated information package, including the results of a parent and student survey was shared with the School Review Committee.

On the January 27th, 2023, meeting the of the Board, the following motion was made:

Whereas the Board of Education of the North East School Division No. 200 of Saskatchewan identified Arborfield School under Board Policy 114: School Viability Review as meeting the criteria for a school viability review; And whereas the Board reviewed materials relevant to the closure of Arborfield School; Therefore it is moved that pursuant to Section 61(1) of *The School Division Administration Regulations*, the Board will consider the potential closure of the Arborfield School in Arborfield Saskatchewan or discontinuance of one or more grades taught in the Arborfield School, as the case may be; effective July 3, 2023.

On February 3rd, 2023 a Arborfield School course list (three year in person and synchronous from 2020 to 2023) was shared with the school review committee as requested.

On February 10th, 2023 the Director of Education met with the School Review Committee and School Community Council to collaboratively plan the Meeting of the Electors. While the intent of the meeting is to share the motion of potential closure, the Board hopes to include opportunity for shared facilitation between the Review Committee and Board.

PREPARED BY	DATE	ATTACHMENTS
Stacy Lair, Director of Education	February 9, 2023	Board Policy 114

SCHOOL VIABILITY REVIEW

The Board of Education, in its efforts to provide meaningful learning opportunities that reflect that Board's vision, mission and commitments for student learning, recognizes that it needs to maintain viable schools, classrooms and programs. Consequently, the Board will, from time to time, need to consider grade discontinuance or school closure based on the learning needs of students and based on utilizing resources effectively and efficiently. The Board values collaboration and is committed to a process permitting input from community, staff, and parents to help inform its decision. Guidelines for school viability review will be the criteria used as factors when grade discontinuances or school closures are to be considered.

The school closure and discontinuance of grades guidelines as provided in Sections 54 to 64 of *The School Division Administration Regulations* shall be used as support for the Board.

In the month of September, as part of its Yearly Agenda, the Board of Education will carry out an annual evaluation of the schools in the North East School Division. This evaluation will consider equity of access to effective learning opportunities for all students as reflected in the Board's strategic plan and goals. As required by *The School Division Administration Regulations*, a Board motion to review for closure or grade discontinuance will occur by October 15 in the school year of consideration.

The Board recognizes that, while a school or classroom may not meet the criteria of a viable school, the school or classroom may be allowed to continue to operate if in the opinion of the board the situation is temporary, or if the closure of the school or relocation of the classroom would result in students being picked up by bus at a time that is detrimental to their well-being. In situations where it is not feasible to transport students to another school for their learning opportunities, the Board will endeavor to use technology and/or other resources to ensure effective and efficient learning experiences.

Note: Currently, the school viability process does not apply to a Hutterite Colony School.

SPECIFIC AREAS OF RESPONSIBILITY:

1. Request for Review

Any decision concerning school viability will make provision for input and consideration of the wishes and concerns of the parents, students, staff, School Community Council and community within the attendance area under consideration. A school's viability will be reviewed if a written request for a review is received from a school's School Community Council, a group of at least five (5) families, or from the Director of Education.

2. Important Dates

Please refer to *The School Division Administration Regulations* for more information.

- a. As required by legislation, the Board of Education must pass a motion to review a school, adopt the criteria for the review and notify the public of the intention to review the school and the review criteria adopted by the Board on or before October 15 of the year before the year in which a potential closure of the school or discontinuance of grades taught in the school is to come into effect.
- b. On or before November 1 of the year before the year in which the potential closure of the school or discontinuance of grades taught in the school is to come into effect, the Board

- establishes a review committee.
- c. Not later than March 31 of the year in which the potential closure of the school or discontinuance of grades taught in the school is to come into effect, the Board must hold a meeting of the electors of the school community council to advise the electors of the motion passed by the Board.
- d. By not later than April 30, the Board must pass a motion to close the school or discontinue one or more grades taught at the school.
- e. By not later than June 30, the Board must notify the public of where to view the implementation plan adopted.

3. Dialogue with the School Community

Dialogue with the staff and School Community Council will take place if anyone or more of the following criteria apply to the school:

- a. If a school's enrolment in the next academic year is projected to be less than 90 for a K – 12 school; or the average number of students is six or less per grade at the elementary/middle years level in grades K – 9.
- b. If there are projected to be three or more grades, or more than three simultaneous course offerings in a classroom.
- c. If the projected enrolment would leave fewer than two students in a grade.
- d. If the projected enrolment is such that staffing allotment by formula will require consideration of more than triple grading.
- e. If the structural integrity of the school building presents safety or other concerns that would require a significant capital expenditure. (i.e. Facility Condition Index, Independent Engineering Report, Ministry Facility Audit)

4. Criteria for School Review

A school's viability may be reviewed if (a) and any one or more of the following criteria apply to the school:

- a. As outlined in Section 56(b) of The School Division Administration Regulations, projected enrolment for the school under review for the following school year is less than:
 - (i) for a school offering kindergarten to Grade 4 only, 25 pupils;
 - (ii) for a school offering kindergarten to Grade 5 only, 30 pupils;
 - (iii) for a school offering kindergarten to Grade 6 only, 38 pupils;
 - (iv) for a school offering kindergarten to Grade 7 only, 44 pupils;
 - (v) for a school offering kindergarten to Grade 8 only, 51 pupils;
 - (vi) for a school offering kindergarten to Grade 9 only, 58 pupils;
 - (vii) for a school offering kindergarten to Grade 12, 88 pupils.
- b. If there are projected to be three or more grades, or more than three simultaneous course offerings in a classroom.
- c. If the projected enrolment would leave fewer than two students in grade.
- d. If the projected enrolment is such that staffing allotment by formula will require consideration of more than triple grading.

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- e. If the structural integrity of the school building presents safety or other concerns that would require a significant capital expenditure. (ie. Facility Condition Index, Independent Engineering Report, Ministry Facility Audit).

5. School Review Data Collection

As part of the school review process the Director will provide the Board of Education with the following applicable information concerning any school under review:

- a. Projected enrolment in the school under review for at least five years, including number of students in each grade and the impact of grade-size on peer group opportunity and gender balance.
- b. Elective credits available to students in grades 10-12 in the school under review compared to the closest schools not under review.
- c. Pupil Teacher Ratio (PTR), number of grades in combined classrooms and number of instructional groups in one classroom in the school under review and likely changes in these factors in the future.
- d. Capacity of staff and division staff to meet the learning needs of students in the school under review.
- e. Travel time (pick-up and drop-off times, total time spent on bus) of students in the school under review compared to travel time if they were attending the closest school not under review.
- f. Potential efficiencies if students in the school under review were re-located to the nearest school not under review and if staff were re-assigned or their positions were discontinued.
- g. Potential impacts on staff, program, facilities of nearest schools to which students in the school under review would be re-located.
- h. Anticipated future costs of maintaining the school's facilities and physical plant.

6. School Review Consultation Process

Unless a request for a review is made of the Board of Education as outlined in this policy the board may complete a school review process of a school meeting the review criteria only **once** during the third year of a four-year mandate of the elected board. The school review process would start with the Board reviewing relevant information as provided by Administration about the school(s).

When the Board of Education makes a motion to review for discontinuation/school closure it will proceed according to relevant provincial legislation.

The specific steps in the relevant legislation will be outlined to the school community at the beginning of the consultation process following the Board's motion to review.

Reference: *The Education Act, 1995, The School Division Administration Regulations.*

Adopted: December 2010

Date last revised: January 2018