

The Transition Plan for the Closure of Shell Lake School

Approved by the Board of Education on January 25, 2010

1. School Closure Legislation

Excerpts from The Education Act, 1995)

Consent of school community council to school closure or discontinuance of grades or years

87.1(1) With respect to any school situated in a school district, the board of education may close the school or discontinue one or more grades or years taught in the school if, before the effective date of the closure or the discontinuance of grades or years, the board of education obtains the consent of the school community council to the closure or the discontinuance, as the case may be.

On September 3, 2009, the Shell Lake School Community Council consented to the closure of Shell Lake School, effective July 1, 2010. On September 8, 2009, the Board of Education closed Shell Lake School effective July 1, 2010.

Implementation Plan (Named “Transition Plan” in the Handbook)

Section 87.6 (3) . . . the board of education, in consultation with the school community councils of the affected schools, must develop and adopt an implementation plan respecting the closure of the school or discontinuance of one or more grades or years taught in the school, by not later than June 15 of the year in which these changes are to come into effect.

(4) By not later than June 30 of the year in which the closure of the school or discontinuance of one or more grades or years taught in the school is to come into effect, the board of education, in accordance with section 87.3, shall notify the public of where to view the implementation plan adopted pursuant to subsection (3).

Board of Education Decisions

The Board of Education will need to make decisions in the following areas:

- Approve the Transition Plan (February 2010)
- Dispose of the land and school building:
 - Approve a disposal plan (April 2010)

- Sell the land and school building.
- Transfer the Shell Lake School Attendance Area to another school attendance area (Canwood and/or Debden) and provide an opinion to the Ministry of Education regarding the proposed land transfer to the Living Sky School Division.

2. Elements of the Transition Plan

2.1. Students

Advice from the Ministry (School Review Handbook, 2008)

- Indicate the school(s) that students will be attending next year and explain the reasons why these school(s) were chosen. If students have an option of attending two or more different schools, explain the options as well as the process and timeframe that parents are to use to inform the school division of their choice.
- Describe activities that will help smooth students' transition to the new school, for example, field trips to the new school and meetings with the teachers in the new school.

2.1.1 Students

As of January 12, 2010, there are six students at Shell Lake School:

Grade 4	2
Grade 5	2
Grade 6	<u>2</u>
Total	6

2.1.2 Choice of School

Parents have the option to have their child(ren) attend either the schools in Spiritwood or Debden School. Transportation will be provided to Spiritwood and Debden.

Action

Students at Shell Lake School will be offered an orientation to Debden School and the schools in Spiritwood

Responsibility: Leslee Whalley

Timeline: May 2010

Action:

In April 2010, parents will be contacted by letter and asked to choose which school they wish their child(ren) to attend for the 2010-2011 school year.

Responsibility: Tom Sutherland

Timeline: April 2010

Action

The three Intensive Needs students will need a detailed plan for placement and transportation. They will be contacted directly by the Special Education Consultant.

Responsibility: Mary Giles-Sander

Timeline: May 2010

2.2 Staff

Advice from the Ministry (School Review Handbook, 2008)

- Provide information about the future of staff presently working in the school, which may include transfer, termination for redundancy, and/or retirement.

2.2.1 Placement of Staff

Action

Permanent part time staff will be laid off and may exercise their rights under the CUPE collective agreement.

Responsibility: Holly Hobbs

Timeline: May 2010

2.3 Property

Advice from the Ministry (School Review Handbook, 2008)

- Provide for the accounting and disposition of all school-based financial assets.
- Provide information about the future of the school building and grounds. If the future is still under discussion, display potential options being considered.
- Describe processes that will be used to determine the future of property such as athletic trophies and plaques, and equipment or furniture that has been donated by individuals or organizations from the community.
- Describe plans for dispersal of the school's furniture and equipment. If any furniture or equipment is to be donated within the community or sold by tender or public auction give the details.

2.3.1. School-based Funds

Action

The school and School Community Council financial information is audited by the school division.

Responsibility: Sandy Gessner

Timeline: May/June 2010

Action

The School Community Council will be asked how any remaining SCC funds should be distributed (if any).

Responsibility: Tom Sutherland

Timeline: June 2010

2.3.2 The School Building and Grounds

Action

The Village of Shell Lake will be consulted in regards to the disposal of the school building

Responsibility: Tom Sutherland

Timeline: December 15, 2009

Action

Administrative Council will provide the Board of Education with various options in regards to the disposal of the school building and grounds.

Responsibility: Dennis Moniuk and Mike Hurd

Timeline: April 2010

Action

Mothball the building until disposal.

Responsibility: Mike Hurd

Timeline: July 2010

2.3.4 Equipment, Furniture, and Materials**Action**

Prepare an inventory of all equipment, materials and furniture at Shell Lake School prior to any items being distributed, sold or recycled. (PSAB compliance)

Responsibility: Dennis Moniuk

Timeline: April 2010

Action

The School Community Council will be asked to prepare a recommendation of the items, such as memorabilia or items that would be useful for the community that should remain in Shell Lake. "Examples of items in this category include:

- sports trophies and plaques;
- displays of photos of high school graduates;
- school yearbooks or videos of school graduation ceremonies or other special events;
- furniture, equipment and/or resources that have been donated by community members; and,
- playground equipment that has been purchased through community fundraising." (School Review Handbook, 2008)

Responsibility: Tom Sutherland

Timeline: Ask in January 2010, List prepared by April 2010

Action

All student records (cumulative records, school registers, student marks etc.) need to be removed from the school and properly retained.

Responsibility: Joyce Ward

Timeline: June 2010

Action

All Instructional Technology equipment needs to be removed from the school and where appropriate, distributed throughout the school division.

Responsibility: David Dice

Timeline: End of June 2010

Action

Relevant textbooks, learning resources and library resources will be distributed throughout the school division. Surplus materials will be sold, donated or recycled.

Responsibility: Maureen Taylor and Integrated Learning Consultants

Timeline: June 2010

Action

1. All equipment, furniture and materials that would be useful to the school program in other schools will be distributed.
2. Any remaining equipment, furniture will be sold at a yard sale.
3. Following the distribution and sale, any remaining equipment etc will be recycled or sent to the landfill.

Responsibility: Mike Hurd

Timeline: July 2010

2.4 Transportation

Action

Following the placement of Shell Lake School students, prepare bus routes to Debden and Spiritwood.

Responsibility: Tim Wilkinson

Timeline: July and August 2010

Action

Arrange a transportation protocol with the Living Sky School Division. Currently, this school division is transporting students to Spiritwood.

Responsibility: Dennis Moniuk and Tim Wilkinson

Timeline: May 2010

2.5 School Attendance Area

The current school attendance area needs to be attached to another school attendance area. It currently borders the Debden School attendance area to the north and the Canwood Community School attendance area to the east. There is also an application to transfer a large portion of the Shell Lake attendance area to the Living Sky School Division.

Action

Prepare a map with the location of students in the Shell Lake attendance area.

Responsibility: Tom Sutherland

Timeline: December 2009

Action

Prepare a recommendation to the Board of Education regarding the disposition of the Shell Lake School attendance area.

Responsibility: Administrative Council

Timeline: April 2010

2.6 Consultation with the School Community Council

“The Education Act, 1995 requires that the Board of Education, in collaboration with the School Community Council of the affected schools, develop and adopt a transition plan.” (School Review Handbook, 2008)

Action

A proposed Transition Plan will be discussed with the School Community Council prior to its final adoption by the Board of Education. Specifically, the School Community Council will be asked to:

- Discuss and make recommendations regarding the proposed Transition Plan.
- Discuss the plan to place students for the 2010-2011 school year.
- Provide recommendations about the items, such as memorabilia or items that would be useful for the community that should remain in Shell Lake.
- Discuss the disposal of the land and school building.
- Discuss the disposition of the Shell Lake School attendance area.

Responsibility: Tom Sutherland

Timeline: January 12, 2010

2.7 Availability of the Transition Plan

Action

The Transition Plan when it is adopted by the Board of Education will be mailed to parents of each student in Shell Lake School and made available on the school division web site.

Responsibility: Tom Sutherland

Timeline: February 2010

2.8 School Closure (June 2010)

Action

Contact service providers that the school is closing and service will no longer be required at that site. These service providers include:

- Telephone;
- Photocopier;
- Security;
- Waste Management;
- Saskatchewan Power; and,
- Saskatchewan Energy.

Responsibility: Joyce Ward and Mike Hurd

Timeline: June 2010

Action

Contact the community preschool board to inform them that the school is closing and arrange for this group to remove their equipment, materials and furniture.

Responsibility: Tom Sutherland

Timeline: January 2010

Action

Prepare a celebration of Shell Lake School.

Responsibility: Shell Lake School Community Council

Timeline: June 2010

Action

Arrange for staff to remove their personal belongings and turn in their keys.

Responsibility: Tom Sutherland

Timeline: June 30, 2010