



Lester B. Pearson
School Board

Commission scolaire
Lester-B.-Pearson

MANUAL OF POLICIES, PROCEDURES AND BY-LAWS

POLICY ON MAJOR SCHOOL CHANGE

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Policy on Major School Change

Major School Change requires a consultation process that, amongst other things, may lead to school closure(s) or changes in the level of instruction within a school, the amendment or revocation of the Deed of Establishment of a school and changes to the Board's Three-Year Plan of Allocation and Destination of its Immovables.

In keeping with sections 40, 79, 193, 211, 212 and 217 of the Education Act (Addendum B), the Board consults the Governing Boards of each of the affected schools as well as the Central Parents' Committee, the Sector Parents' Committees and municipalities. Under our Board's Policy on Major School Change, this consultation document is also made available to an even broader group of consultative partners.

It is important to note that solutions proposed by one school/centre community may be used, with modifications where appropriate, to resolve a situation in another school/centre community. For this reason, access to copies of all briefs received is made available to all consultees on the Lester B. Pearson School Board website and at all of our schools/centres.

1. Following receipt of initial enrollment projections for the following year, the Administration⁽ⁱ⁾ shall study said projections together with the population projections, education program requirements, financial constraints and any other matters which may affect the pupil place needs of the system.
2. Each year at the March Council meeting, but no later than March 30th, the Lester B. Pearson School Board shall, by resolution, name any school for which it proposes to institute a change, effective at the end of the following school year, consisting of any of the following:
 - Closure of a school
 - Changes to the level of instruction⁽ⁱⁱ⁾ provided by a school, or to cycles or parts of cycles of the level of instruction, and on the cessation or addition of preschool education services⁽ⁱⁱⁱ⁾ provided by a school

and/or when any of the three following changes affect a minimum ten (10) percent of the current student population of any school:

 - Change to the school attendance zones^(iv)
 - Changes in school programs mandated by the School Board
 - Change in the use of a school building
3. The resolution shall specify the dates for the consultation period, public consultation meetings^(v) and the date of the Council's final decision. It shall be accompanied by the full documentation necessary for consultation with the Lester B. Pearson School Board's consultative partners, to be made available no later than ten (10) days after the resolution has been passed. The documentation shall include the name of a school board administrator responsible for dealing with requests for additional information.

In addition, an in-camera meeting will be held, prior to the March Council of Commissioners Meeting, with members of the Central and Sector Parents' Committees, representatives of the Governing Boards and Central Students' Committee, and the Administration of the school(s) named in the consultation, to advise them of the concerns of the Board which have led to their school(s) being named for a Major School Change consultation. Representatives of other schools'/centres' Governing Boards may be invited to this meeting.

4. By April 1st, a public notice will be issued announcing the start of a Major School Change consultation. The public notice will state the date and location of the public consultation meeting(s). This public notice will be published as follows:
 - a. in a metropolitan daily newspaper, by April 1st, and then once again approximately three weeks prior to the date of the public consultation meeting required by Article 212 of the Education Act (see Addendum B);
 - b. on the Board website at www.lbpsb.qc.ca; and
 - c. by a copy of the notice to be posted at every school/centre within the School Board.
5. Following the March Council meeting, the consultation process respecting the Major School Change Timeline shall be launched with the Governing Boards, parents and adult students of the schools/centres which might be affected, the neighbouring schools, the Central and Sector Parents' Committees, the Central Students' Committee and municipalities. As decided by the Council of Commissioners, consultation with other Lester B. Pearson School Board consultative partners may or may not be launched at the same time. However, all consultative partners shall receive notification of the consultation, including relevant information on the project, particularly its budget and educational impact, and how additional information may be obtained.
6. During the month of April, the consultation shall include an information meeting between representatives from Board Administration, the Council of Commissioners, Parent Committees, Governing Boards and parents of the school(s)/centre(s) which might be affected, Central Students' Committee, municipalities and interested members of the public.

During the months of May and June, the Governing Board(s), Parent Committee(s) and other consultative partners may request Board representation at local meetings.

A meeting will be held by the end of the first full week of October with members of the Central and Sector Parents' Committees, representatives of the Governing Boards and Central Students' Committee and the Administration of the school(s) named in the consultation, to provide them with updated data and information concerning Major School Change. Representatives of other schools'/centres' Governing Boards and other consultative partners may be invited to this meeting.

7. Briefs prepared by consultative partners should be sent to the Secretary General no later than October 31st of the same calendar year, and will be made available for review to interested parties on the Board website at www.lbpsb.qc.ca, in the Community Services Department at the Head Office of the School Board and, by appointment, in the schools/centres by November 7th. This does not preclude any participant from responding earlier or from submitting more than one brief prior to the October 31st deadline.
8. A public consultation meeting shall take place on or before November 20th. At that meeting, the consultative partners shall have the opportunity to present their comments, questions and concerns to the Council of Commissioners.
9. The final decision shall be made at a meeting of the Council of Commissioners to be held no later than January 15th, prior to the registration period. Where possible, the decision will be made during the Council meeting in December.

An in-camera meeting will be held, prior to the Council of Commissioners Meeting, with members of the Central and Sector Parents' Committees, representatives of the Governing Boards and Central Students' Committee, and the Administration of the school(s) named in the consultation, to provide information and to preview the proposed recommendations being considered by Council.
10. No later than January 22nd, School Board representatives will convene a meeting, if requested, with members of the Central and Sector Parents' Committees and representatives of each school's/centre's Governing Board affected by a Major School Change decision, to discuss the anticipated changes to the school's/centre's student population due to the decisions taken by the Council of Commissioners.
11. The timeline, as specified below may be modified, within the limits of the Education Act, with the approval of the Governing Boards of the affected school(s).

Major School Change Timeline

Date	Activity	Participants
By March 30 th Compulsory	An in-camera meeting will be held, prior to the March Council of Commissioners Meeting, with members of the Central and Sector Parents' Committees, representatives of the Governing Boards and Central Students' Committee, and the Administration of the school(s) named in the consultation, to advise them of the concerns of the Board which have led to their school(s) being named for a Major School Change consultation. Representatives of other schools'/centres' Governing Boards may be invited to this meeting.	Commissioners Administration Parents' Committees Governing Boards Central Students' Committee

Date	Activity	Participants
<p>By March 30th Compulsory</p>	<p>The Council of Commissioners adopts a resolution on any proposed Major School Change. The resolution shall specify the dates for the consultation period, public consultation meetings and the date of the Council's final decision. It shall be accompanied by the full documentation necessary for consultation with the Lester B. Pearson School Board consultative partners, that is to be made available no later than ten (10) days after the resolution has been passed. The documentation will also include the name of the contact person through which information requests can be addressed.</p>	<p>Commissioners</p>
<p>By April 1st Compulsory</p>	<p>A public notice will be issued announcing the start of a Major School Change consultation. The public notice will state the date and location of the public consultation meeting(s). This public notice will be published as follows:</p> <ol style="list-style-type: none"> a. in a metropolitan daily newspaper, by April 1st, and then once again approximately three weeks prior to the date of the public consultation meeting required by Article 212 of the Education Act (see Addendum B); b. on the Board website at www.lbpsb.qc.ca; and c. by a copy of the notice to be posted at every school/centre within the School Board. 	<p>Administration</p>
<p>Within 10 days following the Council's resolution Compulsory</p>	<p>Full documentation available to consultative partners and public.</p>	<p>Consultative partners Interested public</p>
<p>During the month of April Compulsory</p>	<p>The consultation process shall include a meeting between representatives from Board Administration, the Council of Commissioners, Parent Committees, Governing Boards and parents of the school(s)/centre(s) which might be affected, Central Students' Committee, municipalities and interested members of the public.</p>	<p>Commissioners Administration Parents' Committees Governing Boards Central Students' Committee School/centre parents Municipalities Interested public</p>

Date	Activity	Participants
<p>During the months of May & June</p> <p>If requested</p>	<p>The Governing Board(s) and Parent Committee(s) may request Board representation at local meetings.</p>	<p>Commissioners Administration Parents' Committees Governing Boards School/centre parents Interested public</p>
<p>During the months of September & October</p> <p>If requested</p>	<p>Meetings of Administrators & Commissioners with Governing Boards, Parents' Committees, and other interested parties, if so requested.</p>	<p>Commissioners Administration Parents' Committees Governing Boards Central Students' Committee School/centre parents Interested public</p>
<p>By the end of the first full week of October</p> <p>Compulsory</p>	<p>A meeting will be held by the end of the first full week of October with members of the Central and Sector Parents' Committees, representatives of the Governing Boards and Central Students' Committee and the Administration of the school(s) named in the consultation, to provide them with updated data and information concerning Major School Change. Representatives of other schools'/centres' Governing Boards and other consultative partners may be invited to this meeting.</p>	<p>Commissioners Administration Parents' Committees Governing Boards Central Students' Committee Consultative partners</p>
<p>By October 31st</p> <p>Compulsory</p>	<p>Briefs prepared by consultative partners should be sent to the Secretary General no later than October 31st of the same calendar year.</p>	<p>Consultative partners Interested public</p>
<p>By November 7th</p> <p>Compulsory</p>	<p>All briefs received by October 31st will be made available for review to interested parties on the Board website at www.lbpsb.qc.ca, in the Community Services Department at the Head Office of the School Board, and, by appointment in the schools/centres. Late submissions will be posted in the same manner within the least possible delay.</p>	<p>Administration</p>
<p>By November 20th</p> <p>Compulsory</p>	<p>A public consultation meeting shall take place on or before November 20th. At that meeting, the consultative partners shall have the opportunity to present their comments, questions and concerns to the Council of Commissioners.</p>	<p>Commissioners Administration Parents' Committees Governing Boards Central Students' Committee Interested public</p>

Date	Activity	Participants
<p>By December 22nd (if possible) but no later than January 15th</p> <p>Compulsory</p>	<p>An in-camera meeting will be held, prior to the Council of Commissioners Meeting, with members of the Central and Sector Parents' Committees, representatives of the Governing Boards and Central Students' Committee, and the Administration of the school(s) named in the consultation, to preview the proposed recommendations being considered by Council.</p>	<p>Administration Parents' Committees Governing Boards Central Students' Committee</p>
<p>By December 22nd (if possible) but no later than January 15th</p> <p>Compulsory</p>	<p>The final decision shall be made at a meeting of the Council of Commissioners to be held no later than January 15th, prior to the registration period. Where possible, the decision will be made during the Council meeting in December.</p>	<p>Commissioners</p>
<p>No later than January 22nd</p> <p>If requested</p>	<p>No later than January 22nd, School Board representatives will convene a meeting, if requested, with members of the Central and Sector Parents' Committees and representatives of each school's/centre's Governing Board affected by a Major School Change decision, to discuss the anticipated changes to the school's/centre's student population due to the decisions taken by the Council of Commissioners.</p>	<p>Commissioners Administration Parents' Committees Governing Boards</p>
<p>February to April</p> <p>Compulsory</p>	<p>Draft Three-Year Plan of Allocation and Destination of its Immovables sent out for consultation to Sector & Central Parents' Committees, Governing Boards and municipalities.</p>	<p>Commissioners Parents' Committees Governing Boards Municipalities</p>
<p>February to April</p> <p>If requested</p>	<p>Meeting of stakeholders to review Major School Change process.</p>	<p>Commissioners Administration Parents' Committees Governing Boards</p>
<p>By April 30th</p> <p>Compulsory</p>	<p>Board's Three-Year Plan of Allocation and Destination of its Immovables approved by Council.</p>	<p>Commissioners</p>
<p>April to June</p> <p>Compulsory</p>	<p>Draft amended Deeds of Establishment of schools/centres sent to Governing Boards and Parents' Committees for consultation.</p>	<p>Commissioners Parents' Committees Governing Boards</p>
<p>By June 30th</p> <p>Compulsory</p>	<p>Deeds of Establishment approved by Council.</p>	<p>Commissioners</p>

Addendum A

Definitions

- (i) **Administration:** Refers to Board Administration unless otherwise indicated.
- (ii) **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
- (iii) **Preschool education services:** Education services for four (4) and five (5) year old students.
- (iv) **Attendance Zones:** The territory of the Lester B. Pearson School Board is divided into a number of geographical catchment areas known as Attendance Zones. Within each Attendance Zone, elementary students are given the choice of enrolling either in a school that provides a Bilingual program or a school that provides an Early Immersion program.
- (v) **Public Consultation Meeting(s):** Meeting(s) that are open to all stakeholders and the public.

Addendum B

Articles from the Education Act

Revocation.

40. A school board may, after consulting with the governing board or at its request, amend or revoke the deed of establishment of a school in keeping with the three-year plan of allocation and destination of the school board immovables.

1988, c. 84, s. 40; 1990, c. 78, s. 54; 1997, c. 96, s. 13.

Consultation.

79. The school board must consult with the governing board concerning

- 1) the amendment or revocation of the deed of establishment of the school;
- 2) the selection criteria for the appointment of the principal;
- 3) *(paragraph repealed)*.

1988, c. 84, s. 79; 1997, c. 96, s. 13; 2000, c. 24, s. 21.

Consultation.

193. The parents' committee shall be consulted on the following matters:

- 1) the division, annexation or amalgamation of the territory of the school board;
 - 1.1) the school board's strategic plan and any updated version of the strategic plan;
- 2) the three-year plan of allocation and destination of the immovables of the school board, the list of schools and the deeds of establishment;
- 3) the policy adopted under section 212 on the continued operation or closure of schools and on other changes made to the educational services provided in a school;
 - 3.1) the financial contributions policy adopted under section 212.1;

- 4) (*paragraph repealed*) ;
- 5) the distribution of educational services among the schools;
- 6) the criteria referred to in section 239 for the enrollment of students in schools;
- 6.1) the dedication of a school to a special project pursuant to section 240 and the criteria for the enrollment of students in that school;
- 7) the school calendar;
- 8) the rules governing promotion from elementary school to secondary school or from the first cycle to the second cycle of the secondary level;
- 9) the objectives and principles governing the allocation of subsidies, school tax proceeds and other revenues among educational institutions as well as the criteria pertaining thereto, and the objectives, principles and criteria used to determine the amount to be withheld by the school board for its needs and those of its committees;
- 10) the learning activities established by the school board and intended for parents.

1988, c. 84, s. 193; 1990, c. 8, s. 17; 1990, c. 78, s. 54; 1997, c. 47, s. 14; 1997, c. 96, s. 37; 2002, c. 63, s. 23; 2005, c. 16, s. 8; 2006, c. 51, s. 97.

Immovables.

211. Each year, after consulting any municipality or metropolitan community whose territory is situated entirely or partially within its own, the school board shall establish a three-year plan for the allocation and destination of its immovables. The plan must specify, for each school and each vocational training and adult education centre, the name and address of the school or centre, the premises at its disposal, the level of instruction provided, any purpose it may have other than its educational purpose, its capacity and the school enrollment forecast for the duration of the plan.

Transmission of plan.

The school board shall transmit the plan to every municipality or metropolitan community consulted.

Deed of establishment.

The school board shall then draw up, in accordance with the plan, a list of its schools, and of its vocational training and adult education centres, if any, and shall issue a deed of establishment to them.

Allocation of premises.

Where two or more educational institutions are established in the same premises or immovables, the school board shall determine the allocation of the premises or immovables, or the allocation of the use of such premises or immovables among such educational institutions.

Coordinating committee.

In the case described in the third paragraph, the school board may, at the request of the governing boards concerned, establish a coordinating committee composed of representatives of the governing boards and determine the distribution of powers and functions between the governing boards and the coordinating committee, as well as the administrative and operating rules applicable to the coordinating committee.

Single principal.

The school board may also appoint a single principal for all the institutions and one or more vice principals for each institution. In such a case, the school board, after consulting with the governing boards concerned, shall determine the distribution of powers and functions between the principal and the vice principals.

1988, c. 84, s. 211; 1990, c. 8, s. 22; 1997, c. 96, s. 50; 2000, c. 56, s. 159; 2002, c. 68, s. 52; 2003, c. 19, s. 203; 2006, c. 51, s. 98.

Closure of schools.

212. After consulting the parents' committee and subject to the guidelines, if any, established by the Minister, the school board shall adopt a policy concerning the maintenance or closure of schools.

1988, c. 84, s. 212; 1997, c. 96, s. 51.

Section 212 of this Act, as replaced by section 100 of chapter 51 of the statutes of 2006, applies from the school year 2008-2009 (2006, c. 51, s. 105).

Section 212 will then read as follows:

“212. Subject to any policy directions the Minister may establish and after holding a public consultation and consulting the parents' committee, the school board shall adopt a policy on

- (1) the continued operation or closure of schools; and*
- (2) 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 preschool education services provided by a school.*

The policy must include a public consultation process, to take place prior to any change, that must provide for

- (1) the consultation timetable;*
- (2) the manner in which the public, and more particularly the parents and the students of full age concerned, are to be informed, including the place where relevant information on the project, particularly its budgetary and educational impact, may be consulted by any person interested, and the place where additional information may be obtained;*
- (3) at least one public consultation meeting and the related procedure; and*
- (4) the presence at the consultation meetings of the chairman of the school board and the commissioner of the electoral division concerned.*

The policy must also specify that the public consultation process must start with a public notice of the consultation meeting, to be issued

- (1) not later than 1 July of the year preceding the year during which the school would be closed; or*
- (2) not later than 1 April of the year preceding the year during which a change under subparagraph 2 of the first paragraph would be made.”*

Consultation of committees.

217. Every school board shall consult the governing boards and the school board committees on those matters on which they must be consulted, and hold the public consultations prescribed in this Act.

1988, c. 84, s. 217; 1997, c. 96, s. 55; 2006, c. 51, s. 101.