



School Closure Transition Planning Guide

Name of Sending School: Fort Livingstone School
Principal: Tara Blosha

Name of Receiving School: Norquay School
Principal: Trevor Olson



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Division Level Decisions/Actions

Completed	Decision/Action	Responsibility	Comments
<input checked="" type="checkbox"/>	Meeting with Principal of Fort Livingstone and Norquay and SCC's to outline process and answer any questions or concerns	Senior Leadership	2017-01-26 <ul style="list-style-type: none"> An initial meeting was conducted by the Director of Education at Norquay School with Fort Livingstone School and Norquay SCC's and Administrator's present. The purpose of the meeting was to review the planning guide that outlines the roles, responsibilities and timelines of the SCC, Principals, Facility Managers, Transportation Managers, and Senior Administration to ensure the closure process is completed in a smooth and timely manner.
<input checked="" type="checkbox"/>	Meeting with students to answer questions and provide support	Principal, Staff, Student Services Team (if requested)	<ul style="list-style-type: none"> Discussions with the two principals began in late February to have students from Fort Livingstone School attend events or educational opportunities at Norquay School to ease the transition process for students. 2017-05-09 <ul style="list-style-type: none"> Norquay School Principal is aware of which students with needs are coming over.
<input type="checkbox"/>	Schedule for moving	Assistant Superintendent of Business Administration	<ul style="list-style-type: none"> Moving schedule will be determined at the end of June – tentatively at the end of summer
<input checked="" type="checkbox"/>	Equipment and furniture inventory	Principal, Facilities Department	2017-05-09 <ul style="list-style-type: none"> The Principals of Fort Livingstone and Norquay have met and discussed what furniture is needed and a list has been compiled.



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			<ul style="list-style-type: none"> Staff at Fort Livingstone are packing up and labelling items to store in one room of the school. The Technology Department have had conversations with administration, they are aware of what technology needs Norquay requires. Conversations have occurred with the Literacy Coordinator, Charlotte Raine. Charlotte has been working on the dispersal of textbooks and library resources with the closure of Fort Livingstone School. She has met with the administration, and both library techs. The textbooks have been re-allocated; she will go back on May 15, 2017 to deal with the library resources and literacy resources. The Fort Livingstone School Team would like to pack the library this month. They have moved all the resources they will need for the end of the year into their classrooms. The Literacy Co-ordinator is looking at high priority schools for extra books from the library. The Math/Science Coach, Cindy Smith, has been approached to see what she wants done with the left over science materials as Norquay has what they need. The Superintendent of Education responsible for PAA has been contacted regarding PAA equipment.
☒	Initialize Scheduling of both schools	Database Administrator	2017-05-11 <ul style="list-style-type: none"> Norquay administration will work on scheduling over the next several weeks once staffing levels and personnel have been finalized.



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			<ul style="list-style-type: none"> Staffing conversations will be occurring between the Sup't of Education and Administration prior to the May 18, 2017 Board Meeting.
☒	Staff Placements – provide information about the future of staff presently working in the school, which may include transfer, termination for redundancy, and/or retirement.	Senior Leadership	2017-05-11 <ul style="list-style-type: none"> Staffing conversations will occur over the next week. There will be no teacher redundancy. CUPE members impacted by the closure have been notified.
☒	Transition planning of students with Intensive needs following GSSD transition process (Facilities, Transportation, support)	Assistant Superintendent of Business Administration, Transportation Manager, Student Services Team	<ul style="list-style-type: none"> The student services team will work with the staff of Fort Livingstone School and Norquay School to ensure transition planning occurs as per our GSSD Transition Guidelines. Release days for IIP Planning and transitioning have been provided. Facilities and Transportation have been consulted regarding “high needs” students.
☒	Make arrangements for an extra garbage bin or for extra pick-ups to ensure that garbage is taken away from the school promptly.	Facilities Department	<ul style="list-style-type: none"> Facilities has had dumpsters and moving boxes delivered to Fort Livingstone to support teachers and EAs on the removal of unwanted goods and to ease the pressure of having to pack things at the end of the year.
☒	Information to principal regarding budget, expenditure, disbursement of equipment, resources, etc.	Senior Leadership/Managers	<ul style="list-style-type: none"> Staffing levels have been provided to administration at the April 27, 2017 Administrator’s Meeting. Administrators are aware of the Pupil Teacher Ratios and professional staffing allotments for their schools. Educational Assistant, Library Tech., Admin. Assistant hours will also be communicated in the month of May.



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<input checked="" type="checkbox"/>	Transportation routes developed	Transportation Manager	<ul style="list-style-type: none"> Bus routes will be communicated to the SCC, parents, etc. prior to the end of June 2017.
<input checked="" type="checkbox"/>	Notify the public of where the public may view the transition plan	Board of Education/ Director	<p>2017-05-11</p> <ul style="list-style-type: none"> The transition planning document will be presented to the Board of Education on May 18, 2017. It will be posted onto the GSSD website and shared with the SCC and administration from Fort Livingstone and Norquay after May 18, 2017.
<input type="checkbox"/>	Disconnect telephone	Assistant Superintendent of Business Administration	<ul style="list-style-type: none"> After June 30, 2017
<input type="checkbox"/>	<p>Utilities arrangements</p> <ul style="list-style-type: none"> Once the school is closed, someone must maintain and check the building. What insurance coverage is in place once closure takes place? Will the alarm system remain on and who will be responsible for dealing with a ringing alarm? Arrange to have the gas shut off to valves in the lab. 	Assistant Superintendent of Business Administration	<ul style="list-style-type: none"> After June 30, 2017
<input type="checkbox"/>	Remove office computer systems	Principal, Network Coordinator	<ul style="list-style-type: none"> After June 30, 2017



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<input type="checkbox"/>	Disbursement of property (building, playground, equipment, land) (consultation with SCC may be required)	Assistant Superintendent of Business Administration in consultation with Senior Admin	<ul style="list-style-type: none"> • After June 30, 2017
<input type="checkbox"/>	Student data transferred to receiving schools in Maplewood	Database Administrator	<ul style="list-style-type: none"> • After June 30, 2017
<input type="checkbox"/>	Disconnect/Decommission CNET	Network Coordinator in consultation with Facilities Department	<ul style="list-style-type: none"> • After June 30, 2017
<input type="checkbox"/>	Reassemble equipment	Facilities Department	<ul style="list-style-type: none"> • Prior to September 5, 2017
<input type="checkbox"/>	Bus driver will contact families to confirm pick-up and drop-off times	Bus Driver	<ul style="list-style-type: none"> • August 2017



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School-Based Decisions/Actions

Suggested Timeline	Decision/Action	Responsibility	Comments
Present – end of school year	<p>School Office Considerations</p> <ul style="list-style-type: none"> • Shred files • Consult with Sherry Todosichuk regarding records retention and disposal • Weed contents of filing cabinets as early as possible • Inform supply companies by fax or email that the school will be closing at the end of June (stop catalogues, magazines, flyers etc. in order to keep mail to a minimum). Keep a list of who has been notified. • Sort, pack and label supplies, including such things as art paper, paints, craft supplies and printer paper. • Go through teacher resources and dispose of outdated materials. Pack and label remaining materials. As well, teachers should be encouraged to begin doing the same with their personal resources as early as possible. 	<ul style="list-style-type: none"> • Principal • Administrative Assistant 	
	<p>Classroom considerations</p> <ul style="list-style-type: none"> • Encourage teachers to pack unit materials as they finish with them - box it and label it. • As teachers finish with textbooks and literacy resources, have the items moved to a common area for decisions to be made on the distribution (consult with Literacy coordinator) 	<ul style="list-style-type: none"> • Principal • Administrative Assistant • Teachers • Literacy Coordinator 	



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	<ul style="list-style-type: none"> Clean out cupboards, move all useful supplies to a common area for packing and dispose of the rest. Sort through equipment, disposing of old balls, nets, etc. Arrange for a disposal team to come and remove all hazardous materials from the chemical storage room. Sort through and catalogue equipment in the lab. Make a list of glassware, scales, microscopes, etc. – consult facilities regarding existing chemical disposal and safe transport 	<ul style="list-style-type: none"> Assistant Superintendent of Business Administration 	
Prior to May 23	<ul style="list-style-type: none"> Meeting with staff to provide information and support 	<ul style="list-style-type: none"> Principal 	
Prior to May 31	<ul style="list-style-type: none"> Meeting with parents of closing school to share ideas on handling the move in a positive way with students 	<ul style="list-style-type: none"> Principal and Staff of sending school Principal and staff of receiving school 	<ul style="list-style-type: none"> Information was shared with parents of Fort Livingstone students at the Student Led Conference
	<ul style="list-style-type: none"> Send home supply lists, calendars and handbooks for the new school(s), including a welcome letter from the new principal(s). 	<ul style="list-style-type: none"> Principal and Administrative Assistant of receiving school Principal and Administrative 	<ul style="list-style-type: none"> Information will be sent home with report cards



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		Assistant of sending school	
	Student visits to receiving school(s) <ul style="list-style-type: none"> • Assembly • Arrange field trips to the new school • Arrange an information night for parents to meet the new principal and teachers 	<ul style="list-style-type: none"> • Principal and Staff of Receiving School 	
Ongoing	<ul style="list-style-type: none"> • Meetings to monitor process 	<ul style="list-style-type: none"> • Principal and Staff of sending school • Principal and staff of receiving school 	
Following the announcement of staffing - to be determined locally	<ul style="list-style-type: none"> • Staff visits to receiving school(s) 	<ul style="list-style-type: none"> • Principals • Incoming Staff 	
	<ul style="list-style-type: none"> • Provide an opportunity for staff to individually ask questions regarding the transition 	<ul style="list-style-type: none"> • Principal of receiving school • Incoming Staff 	
Following the announcement of staffing - to be determined locally	<ul style="list-style-type: none"> • Notify teaching staff and support staff of their homeroom / classroom assignments / lockers 	<ul style="list-style-type: none"> • Principal of receiving school 	
	<ul style="list-style-type: none"> • Create a comprehensive list of extra-curricular activities, committees, etc. 	<ul style="list-style-type: none"> • Principal of receiving school • Incoming Staff 	



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End of May – Middle of June	<ul style="list-style-type: none"> Planning for students with special needs as per student services transition planning procedures and processes 	<ul style="list-style-type: none"> Principals Student Services Teachers Others as appropriate 	
TBD by school and community	<ul style="list-style-type: none"> Plan a celebration of the school and its history in the community 	<ul style="list-style-type: none"> Sending school: <ul style="list-style-type: none"> SCC Principal Staff Students 	
TBD by Principal	<ul style="list-style-type: none"> Organization and schedule for packing 	<ul style="list-style-type: none"> Principal of sending school 	
Prior to the end of June	Preparation of Library Resources and Computer Equipment <ul style="list-style-type: none"> Assessing collection inventory Arrange for distribution 	<ul style="list-style-type: none"> Teacher/Library Technician Principals 	
Prior to the end of June	School Community Council: <ul style="list-style-type: none"> Close/transfer bank account Provide final financial report to Accounting Manager 	<ul style="list-style-type: none"> Sending school SCC 	
	<ul style="list-style-type: none"> Artworks, trophies, archival material 	<ul style="list-style-type: none"> Discussion between SCC and local residents of sending school 	
	<ul style="list-style-type: none"> Label boxes - may include a content list 	<ul style="list-style-type: none"> Principals Staff 	
	School-based Funds <ul style="list-style-type: none"> Define process: 	<ul style="list-style-type: none"> Principal 	



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	<ul style="list-style-type: none"> School based fund follow students Deposit/caution fees follow to students 	<ul style="list-style-type: none"> Administrative Assistant Deputy Director of Corporate Services Accounting Manager 	
	Decentralized School Budgets <ul style="list-style-type: none"> Petty Cash – return to the Division Purchasing – forward to receiving school Closing accounts and transferring to receiving school 	<ul style="list-style-type: none"> Principal Administrative Assistant Accounting Manager 	
	<ul style="list-style-type: none"> Return Key to Administrator 	<ul style="list-style-type: none"> Principal Administrative Assistant Caretakers Staff 	
Prior to the end of June	<ul style="list-style-type: none"> Discontinue/forward mail 	Sending school: <ul style="list-style-type: none"> Admin Assistant Principal 	
Prior to the first day of school	<ul style="list-style-type: none"> Arrange opportunity for staff to unpack 	<ul style="list-style-type: none"> Principal of receiving school Facilities Department 	
	<ul style="list-style-type: none"> Address emerging storage requirements (e.g., Phys Ed, Science, A/V, Library, etc.) 	<ul style="list-style-type: none"> Principal Assistant Superintendent of Business Administration 	



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First Day of school	<ul style="list-style-type: none">Registration of students for receiving schools (send verification form home)	<ul style="list-style-type: none">Principal / Administrative Assistant of receiving school	
September	<ul style="list-style-type: none">Inventory follow-up	<ul style="list-style-type: none">Facilities ManagerPrincipal	