



# PROCEDURE

# FA-009

<b>TRANSITION COMMITTEE</b>	
<b>Superintendent Responsible:</b> Superintendent of Business & Treasurer	<b>Initial Effective Date:</b> 2009/02/23
<b>Last Updated:</b> 2023/04/24	<b>Next Review Date:</b> 2027/04/27

## **Purpose:**

To identify the structure and responsibilities of the transition committee.

## **Guiding Principles:**

- 1.0 The Transition Committee will be comprised as follows:
  - Family of Schools Superintendent(s) - Chair of the Committee
  - Superintendent of Business and Treasurer or designate
  - Administrator(s) of the school(s) involved in a transition,
  - One (1) School Council representatives from the school(s) involved in a transition
  - One (1) Teacher from the school(s) involved in the transition
  - Student(s) (where appropriate)
  - Additional members as the Chair of the Committee deems appropriate
  
- 2.0 The Transition Committee reviews information and provides input to the Administrator(s) and the Family of School Superintendent(s) with regards to transition matters. The committee must:
  - 2.1 Consider and review program (including Specialized Services) delivery within the context of the project.
  - 2.2 Determine the disposition of furniture and equipment in accordance with - Disposal of Surplus Furniture and Equipment Procedure (FA-021).
  - 2.3 Provide input and advice regarding the transition process as students prepare to change schools.
  - 2.4 Provide advice with regard to appropriate closing/opening ceremonies.
  
- 3.0 Senior Administration will establish a Transition Committee when:
  - 3.1 The closure of a school.
  - 3.2 A new school or an addition resulting in an increase in capacity of more than 100 students, where students are moved from one school to another that is within six months of opening.
  
- 4.0 Where applicable, Senior Administration will establish a Transition Working Group when boundary reviews have been approved.
  
- 5.0 The Family of School Superintendent on the Transition Committee will prepare a summary report outlining the activities of the committee to Senior Administration.

## **Reference(s):**

- Transition Committee (FA-09)
- Disposal of Surplus Furniture and Equipment Procedure (FA-021)
- Major Construction Policy (FA-01)
- Major Construction Procedure (FA-001)

- Naming/Renaming of Schools and Facilities Policy (FA-03)
- Naming/Renaming of Schools and Facilities Procedure (FA-003)
- New Construction Policy (FA-02)
- New Construction Procedure (FA-002)