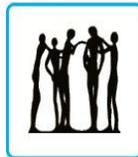


# Moving Home Education Engagement & Communication Plan



Calgary Board  
of Education

*dialogue*)))

Sept. 30, 2024

## 1. CONTEXT

In June 2008, Windsor Park School was closed as a regular-program school and is currently the home of CBE Home Education. The program serves students from across the city. In 2023-24, there were 480 students enrolled in the program with two of those students residing in the community of Windsor Park. Regular-program kindergarten to Grade 9 students in the community are currently designated to Elboya School for the regular program.

Over the past few years, the community of Windsor Park has experienced significant growth in the school-aged population, and sustained growth is expected into the future. Growth in Windsor Park and other communities along the Elbow River has resulted in Elboya School (K-9 regular program and Grade 5-9 Early and Late French Immersion programs) and Rideau Park School (K-9 regular program) becoming over-utilized. Enrolment at both schools is capped, with some students being designated to nearby overflow schools. Capping and overflow is a short-term accommodation measure that must be addressed in a timely manner.

Two nearby schools, Chinook Park School (K-6 regular and French Immersion programs) and Woodman School (Grades 7-9 regular program and Grades 5-9 French Immersion Program), are both under-utilized. Utilization rates at these schools are well below the current provincial funding model's requirement of an 85 per cent+ utilization rate to receive maximum operational and maintenance dollars.

In May 2024, the former Bel-Aire School was returned to the CBE from charter school use. The return of this school opens over 200 kindergarten to Grade 6 spaces in the area, a welcome development given the rate of growth in the area.

These three factors – two over-utilized schools, two under-utilized schools and the opening of more than 200 kindergarten to Grade 6 spaces in the Elbow River area – are the key drivers for the SSAP redesignation plan for schools along the Elbow River.

With all of this in mind, it is recommended that CBE Home Education be relocated to Bel-Aire School to re-open Windsor Park School for community students. This change would reduce the need to overflow students at Elboya and Rideau Park schools and create space to relieve pressure on other neighbouring community schools through several school boundary and designation changes. The recommendation will be submitted to the Board of Trustees in December 2024.

The decision about whether or not to move the program is expected to be made by the Board of Trustees by February 2025, in alignment with [GC-3E\(2\): Closure of Schools Procedure](#).

In fall 2024, the CBE is gathering input from staff and families on how space can best be utilized and a smooth transition provided to Home Education students and families should the Board of Trustees approve moving the program to Bel-Aire School for the 2025-26 school year and beyond.

As per the Board's policy, if the Board approves considering the program move in December 2024, they will provide an opportunity for public input for up to 60 days before making their decision in the February to March 2025 timeframe.

## 2. PURPOSE: WHAT IS TO BE DECIDED?

By April 2025, the CBE will communicate an implementation plan for moving CBE Home Education to Bel-Aire School for the 2025-26 school year. This is contingent on the CBE Board of Trustees approving the move as per [their policy](#).

### 3. DECISION MAKER(S)

The decision about the implementation plan will be made by the following individuals:

- Education Director, Area 5, Complementary Curriculum & Pathways
- Director, Planning

### 4. ENGAGEMENT PLANNING TEAM

- Education Director, Area 2, Languages
- Education Director, Area 5, Complementary Curriculum & Pathways
- Education Director, Area 6, Alternative Programs
- Education Director, Area 7, Well-Being
- Director, Planning
- Manager, Community Engagement
- Community Engagement Advisor
- Planning Analysts

### 5. IN SCOPE OF ENGAGEMENT (FACTORS STAKEHOLDERS CAN INFLUENCE)

- Supports and considerations provided to current Home Education students in making the transition to a new program location.
- Factors related to the use of learning space at Bel-Aire School that could affect the learning experience of current and future students at the school.

### 6. OUT OF SCOPE/GIVENS (FACTORS STAKEHOLDERS CANNOT INFLUENCE)

- Alberta Education legislation and regulations.
- CBE Board policies and administrative regulations.
- Location for CBE Home Education.
- Timing of move for CBE Home Education.

### 7. OPPORTUNITIES & RISKS

The proposed relocation of CBE Home Education to Bel-Aire School allows the CBE to continue offering this program to students and families. In consulting with Home Education students, staff and families about how to implement this recommendation, there is an opportunity to provide a smooth transition for students and family and make the best use possible of learning space at the new location. If there are diverse perspectives provided on factors related to implementation, the CBE will balance all considerations to deliver equitable learning opportunities to CBE students as a whole.

### 8. IMPACT ON STAKEHOLDERS

The impact of implementing the program move may vary amongst Home Education students and families. The impact on the nearby community is expected to be minimal as Bel-Aire was the location of a charter school prior to it being returned to the CBE, and traffic in the area is expected to be similar to what it was in the past. The move of Home Education to Bel-Aire School allows for a more effective use of space and resources overall and helps to improve utilization rates, which benefits students and families across our system.

## 9. ENGAGEMENT & COMMUNICATION STRATEGIES

The students, staff and families affected by moving CBE Home Education to Bel-Aire School will have opportunities to comment on factors that should be taken into consideration in implementing the plan as follows:

- Information will be provided about what is being proposed so there is a clear understanding of how CBE Home Education students, staff and families may be impacted by the proposed program move.
- Students, staff, families and community members will have multiple opportunities to get their questions answered and provide input (online surveys, virtual sessions, information posted on CBE website, etc.).
- School leaders of CBE Home Education will play an important role in sharing information with their school community.
- The CBE will gather input from students, staff and families on implementation for the proposed move for CBE Home Education.
- Information about this initiative will be available on the CBE and Home Education websites and shared with students, staff and families through email.
- Perspectives and input gathered through this engagement process will be summarized for consideration by the Board of Trustees in determining whether or not to move forward with a consideration of closure to move the location for the Home Education Program.
- This engagement process will take place prior to and be separate from the [Board of Trustees' Closure of Schools Procedure](#).
- Should the decision be made to go ahead with the proposed program move, Home Education staff will work with families to ensure a strong transition for each student.

## 10. ENGAGEMENT & COMMUNICATION OBJECTIVES

The following objectives identify outputs and outcomes resulting from this engagement process:

1. To *inform and communicate* with affected students, families, staff and community members about the decision-making process and timing involved in moving the Home Education Program to Bel-Aire School.
2. To *gather input* on effective ways to provide a smooth transition for students, staff and families during the program move.

## 11. ENGAGEMENT & COMMUNICATION TIMELINE

This timeline may require adjustments as we progress through this process. When that is required, an updated engagement and communication plan will be posted to the CBE website.

Oct. 2	Inform staff, families and community of recommendation
Oct. 16	Host virtual public information session about the proposed move for families and nearby community
Oct. 17 – 31	Online surveys are open for nearby community, students, families and staff to share perspectives
Nov. 7 – 11	Information on the input gathered is incorporated into Board consideration of closure report
Dec. 17	Board of Trustees makes decision on commencing public input for consideration of closure for the purpose of relocation
Jan – Feb. 2025	Board public input process, including public input meeting (if consideration of closure is approved)

Feb.11	Board's decision on closure for purpose of relocation (if consideration of closure is approved)
March – June	Work to prepare Bel-Aire School location for Home Education staff and students
April	Implementation plan shared with Home Education students and families
August	Home Education moves into space and welcomes students for 2025-26 school year

## 12. MEASUREMENT & EVALUATION

We will measure the success of this engagement initiative by asking session and survey evaluation questions and summarizing and evaluating responses