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April 27, 2022

To: Parents/Guardians and Students of Westbrook Outreach

This letter is to advise you that at the April 26, 2022 regular meeting of the Board of Trustees of The Calgary Board of Education (CBE), the Board of Trustees (Board) accepted a recommendation from CBE administration to commence the public input process to consider the closure of Westbrook Outreach for the purpose of relocation as set out in its Board Policy GC-3E – Closure of Schools Procedure. The Board passed the following motions:

- THAT the Board of Trustees is satisfied that there is cause to commence the public input process to consider the closure of the Discovering Choices Start Outreach - Bowness and Westbrook Outreach Program sites for the purpose of relocation in accordance with GC-3E Closure of Schools Procedure.
- THAT the Board of Trustees approves the public input period to consider the closure of the Discovering Choices Start Outreach - Bowness and Westbrook Outreach Program sites for the purpose of relocation be shortened from 60 calendar days to 56 calendar days in accordance with GC-3E Closure of Schools Procedure.

The Board of Trustees' Closure of Schools Procedure (GC-3E) sets out the formal process that must be followed when closure for the purpose of relocation is being considered, prior to the Board making its decision on whether or not to relocate Westbrook Outreach to Alternative High School. This includes providing notice to parents and students who are affected by the decision.

Public Input Meeting

The Board of Trustees will hold a public meeting to hear from parents, students and other persons on the proposed closure. At the meeting CBE will share information about the proposed closure for the purpose of relocation including the rationale, the plans for students, and the timing (amongst other things). The meeting will be held as follows:

Date: Monday, May 30, 2022

Time: 7:00 p.m.

Location: Microsoft Teams

Due to COVID-19 and related health measures this meeting will be hosted virtually to minimize in person contact. To participate in this virtual meeting, kindly RSVP by providing your first and last name, and email address to BoardofTrustees@cbe.ab.ca by **Sunday, May 29, 2022**. A meeting invitation link will be emailed to you in advance of the meeting.

We encourage you to attend this meeting to hear more about the proposed closure for the purpose of relocating Westbrook Outreach to Alternative High School and to share your viewpoints.

Access to Information

Information on the rationale, pertinent facts and proposed closure for the purpose of relocation is available to the parents, students and the public on the CBE public website and the school website:

<https://www.cbe.ab.ca/schools/managing-space-students/Pages/discovering-choices-relocation.aspx>

<https://school.cbe.ab.ca/school/discoveringchoices/Pages/default.aspx>

We strongly encourage you to review the information on CBE's website so that you are informed about the proposed closure for the purpose of relocation.

Questions and Written Submissions

The Board of Trustees welcome your views and input and invite you to provide comments to them directly at: BoardofTrustees@cbe.ab.ca, or through administration at the Area 1 Office in writing to:

Attention: Prem Randhawa
Calgary Board of Education
728 – 32 Street NW
Calgary AB T2N 2V9
t | 403-777-8710
e | Area1@cbe.ab.ca

Please note all written submissions must be received by **Tuesday, June 14, 2022** for Board of Trustees to give due consideration to the written submissions received prior to making a final decision on the proposed closure.

Any questions regarding the Board of Trustees' consideration of closure for the purpose of relocating Westbrook Outreach may be submitted in writing to Area1@cbe.ab.ca. There will also be an opportunity to direct questions to CBE administration at the public meetings, and you are invited to do so.

Board Decision

The Board of Trustees will hold a regular scheduled meeting to deliberate and decide on whether or not to close Westbrook Outreach for the purpose of relocation. The meeting will be held on:

Date: Tuesday, June 21, 2022
Time: 12:00 p.m.
Location: Multipurpose Room, Education Centre, 1221 – 8 Street SW,
Calgary

Members of the public may offer comment at this Board meeting in accordance with the public comment procedure outlined in the Board Meeting Procedures:

<https://cbe.ab.ca/GovernancePolicies/Board-Meeting-Procedures-with-Public-Comment-Excerpt.pdf>

Following the June 21st Board meeting, the Board of Trustees will communicate its final decision, the effective date and any other information relevant to support the implementation of the decision.

The Board of Trustees looks forward to your input regarding this important matter.

Yours truly,



Laura Hack
Chair, Board of Trustees
Calgary Board of Education

cc: C. Usih, Chief Superintendent of Schools
D. Breton, Superintendent, Facilities & Environmental Services
K. Johnson, Acting Director, Planning
P. Randhawa, Education Director, Area 1
D. Barbor, Principal, Westbrook Outreach

