



# Calgary Board of Education

## OFFICE OF THE BOARD OF TRUSTEES

Education Centre

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December 17, 2009

TO: PARENTS/GUARDIANS OF HIGHWOOD SCHOOL

At its Regular Meeting on Tuesday, December 15, 2009, the Board of Trustees of the Calgary Board of Education gave notice that it is considering the closure, for the purpose of relocation, of the kindergarten to grade three Traditional Learning Centre program at Highwood School. The purpose of this letter is to provide you with the earliest possible confirmation that consideration is being given to closure of the program that may impact you.

The *Board of Trustees' Governance Policies* and the *School Act* and its associated Regulations identify the formal process that must be followed when closure is being considered, prior to the Board making its decision on whether or not to close this program. In accordance with those formal requirements, the Board of Trustees will be preparing a written notice containing relevant information about the closure under consideration and a public meeting will be convened in the near future to discuss the matter. Stakeholders are invited to make written submissions to trustees on the consideration of closure. The date, time and location of the public meeting will be advertised.

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

Yours truly,

Pat Cochrane  
Chair of the Board of Trustees

cc: S. Church, Area Director, Area II  
P. Carlton, Director, CEOP  
G. Pedron, Principal

