

## **2075 SCHOOL CLOSING PROCEDURES**

The process by which schools will be closed, consolidated, or merged involves a number of important studies and accurate data gathering, all within a spelled out time frame. The following outline identifies the areas to be studied, data needed, and the decision-making schedule by the School Board relative to school closings:

- 1. Compilation of data in cooperation with school communities.**
  - a. Demographic analysis (enrollment)
    - (1) School District enrollment trends and projections
    - (2) Enrollments by attendance areas (preferably contiguous)
    - (3) Transportation and redistricting
    - (4) Potential school reorganizations
    - (5) Consideration of alternates to K-6, 7-8, 9-12
    - (6) Related community developments and review by the City Planning Department
  - b. Facility analysis matched to programs and services
    - (1) Long term facility plan
    - (2) Short term facility fit
    - (3) Program, service, and organization improvements
    - (4) Program, service, and organization detractors
  - c. Cost analysis
    - (1) Salaries:
      - Administrative
      - Specialist teachers
      - Educational Assistants
      - Clerical
      - Custodial
    - (2) Related:
      - Fringe benefits on salaries
      - Utilities, fuel, maintenance supplies
      - Transportation
      - Remodeling costs
  - d. Disposal plan for unneeded facilities or buildings
- 2. Review by affected communities (neighborhoods)**
  - a. Discussion with staff at involved schools
  - b. Community presentations and hearings by administrative staff
  - c. Review of community suggestions and/or criticisms
- 3. Review by School Board**
- 4. Schedule public hearing by School Board**
  - a. At school location
  - b. At least one week prior to final decision
- 5. School Board decision**
  - a. Regular or Special School Board meeting
  - b. At least one week after the public hearing

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