

SCHOOL CLOSURE TIMELINE

Initiation and Evaluation

Report to Board

Initiation of closure timeline

Per policy FCA "School Closure Evaluation" - Planning Department will report to the Board of Education in the first January meeting the feasibility of closing identified "service level U" school(s). School utilization ranges are identified as:

Service Levels A & B: enrollment at 75%-100% of capacity

Service Level C (extended utilization): enrollment at 100-125% of capacity

Service Level D (over capacity): enrollment over 125% of capacity

Service Level U (underutilized): enrollment less than 75% of capacity

Initial Evaluation

The initial evaluation will gauge the feasibility of closing an identified school. Feasibility will primarily be determined by the ability of neighboring schools to absorb the closing school's students, both in the short and long term. Therefore, projections play a major part in this process. Although it may appear that a situation is currently favorable for closing a school, projections may prove otherwise. Additionally, the impact to students not attending the identified school must be considered. Students should not be moved out of a school to make room for students from a closing school (ripple effect), unless absolutely necessary, and then no more than one ripple should occur. Additionally, any specific programs in place at the identified school need to be accounted for. Learning Services is the arbiter of whether a program needs to be moved, and if so, the ability of other schools to absorb the program is a factor in determining feasibility.

Student Assignment

Per Board Policy – [JFBA/JFBB – School of Choice / Open Enrollment](#):

Suspension of closure timeline - Initial Evaluation

Suspension of closure timeline will only occur if an identified service level "U" school can establish a service level "A" or "B" level of enrollment by October count of the following year. If the identified school(s) is unable to reach service level "A" or "B" by October 1, closure procedures will remain in effect and the identified school(s) will be closed at the end of the school year.

If the school identified does not reach the suspension of closure definition a 2 year closure timeline will begin after the report to the board of Education in January. Staff will move forward with the following process.

Announcement to impacted schools and communities

Announcements of school closures will occur immediately following the first board meeting in January. School notification, parent notification and public announcements will be issued.

Any entity that interfaces with the closing school will need to be notified of the closure decision as soon as possible. Examples include:

- CDE – by June 30
- Nutritional services
- KidsPak
- After-school programming
- All city agencies providing services at the school (e.g., health protective services, mental health, etc.)
- Parent Teacher councils
- Post Office
- Local Realtors
- Election Officials (if applicable)

Planning and Preparation

Begin Community Engagement

In parallel with the decision process discussed above and extending into the implementation of school closures (to be discussed below), the district will devise a strategy for communication that encompasses parents, students, teachers, staff, unions, the board, local business leaders and anyone else with an interest in local education.

Revised Enrollment Projections

Enrollment scenarios and projections for revised school boundaries will be developed by the district planning department using the October count in the 2nd year of the closure timeline.

School budgets for the revised enrollment projections will be generated by the Business Services department (CFO) after the enrollment projections are provided in the 2nd year of the school closure timeline.

All decisions regarding school closures will be made before the annual budgeting process. Failure to adhere to this timeline will result in significant frustration, confusion and inefficient use of staff time. If decisions are made according to the appropriate timeline, the annual budgeting process can simply run as planned with the updated portfolio of schools which will be open in the following year.

School-level enrollment projections are generally created in late fall so that they can be ready in time for the budgeting cycle. As such, projections will most likely need to be revised as soon as school closure decisions are made to reflect the changes. Ideally, several scenarios will be projected so that the final figures can be quickly determined once decisions are made.

Analyze Transportation Requirements

Transportation requirements would be determined by the Transportation Director upon the restructure of the boundaries based upon current transportation range defined by the policy. If fees need to be implemented to accommodate the transportation requirements the transportation fee would be adjusted according to policy. Any additional changes needed to accommodate student transportation would be determined by the Transportation Director and presented to the board.

Implementation

Staff Reassignment

Staff meetings with all impacted staff through Human Resources

As soon as possible after closure decisions are made, staff meetings will be held at schools being closed. Each school will require separate meetings for each of the different bargaining units represented, since each group will have different rights and timelines depending on their contracts.

Notification of Assignment

Teachers shall be notified in writing of any change in their assignments for the following academic year, including the schools to which they will be transferred, the grades and/or subjects that they will teach, and any special or unusual courses that they will have. This will be accomplished as soon as practical, and no later than the end of the academic year.

Use of Facilities

Determine new use for school facilities

There are several alternatives for how a closing school's facility can be used. Although the specifics will vary depending on circumstances, some issues for consideration are:

- Will the building be re-used for education purposes?
- If not, consider the community response to moving students out and replacing with, for example, district office personnel.
- State law regarding use of district facilities.
- Depending on state law or district policy, rental may not be allowed.
- If the building will be uninhabited for a period of time before a buyer or permanent tenant is identified, it is important to have a process in place for "mothballing" the building so as to avoid costly vandalism or other damage.

School Move Operations

There are numerous operational details associated with school closures. It is important to create an implementation team and work plan as soon as the school closure list is final to ensure that all of these details run smoothly.

Develop comprehensive move plan for closing schools

The move will be coordinated by the facilities department in collaboration with school staff. The move timeline will be very specific to ensure:

- a) there is sufficient time to pack before movers arrive, and
- b) furniture/assets arrive at the new building with sufficient time to prepare for the next school year.

Discretionary funds will be transferred to appropriately identified accounts as determined by business services (CFO) within 2 months of closure.

Teachers will be expected to pack their own classrooms. Where resources are available, support will be provided to assist in this process.

Inventory all closing buildings

The district will determine what level of inventorying is necessary. Because it is common for valuable items to disappear during a transition related to school closure, an approach that is more rigorous than the usual year-end inventory process will be taken. Important items such as technology equipment will be recorded by the IT department. Furniture and supplies can be recorded by representatives designated by the principal. All items will be accounted for upon delivery to the receiving school.

Implement move

The move of district owned items will be coordinated within 2 months of closure.

Develop a plan to transfer and/or store records

A plan will be put in place for moving all student records to the receiving school. Records will be transferred prior to the move of assets and through a separate mechanism (records will not be moved with the furniture and general supplies sent to destination schools via movers). The secretary or registrar at the school can separate the files into groups based on destination school, and arrange through the warehouse to move these files to their destination schools. Extra care will be taken to ensure that all special education students' Individualized Education Programs (IEPs) are transitioned appropriately.

Overall FCA-R Timeline

FCA-R Timeline

	Description	YEAR 1				YEAR 2				YEAR 3			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Initiation and Evaluation (policy FCA)	Identify Service Level "U" Schools and recommendation to move forward	█											
	Evaluate feasibility for closure against Criteria	█											
	Report findings to Board of Education	█											
	Start community input sessions (Initial closure introduction)	█	█										
	Facility Capacity Verification/Evaluation	█	█										
Planning and Preparation	Initial Student Assignment			█	█								
	Continued Community input		█	█	█								
	Revised enrollment projections				█	█							
	Review Staff assignment					█	█	█					
	Determine disposition of closed buildings				█	█							
Transition	Student Transition into new school						█	█	█				
	Staff Reassignment						█	█	█				
School Closure	Closed building asset inventory					█	█	█					
	Operational closure procedures									█	█	█	█