



CATEGORY: **Facilities, Planning**

EFFECTIVE: **5-17-04**

SUBJECT: **School Closure: Staff and Community Process**

REVISED: **NEW**

A. PURPOSE AND SCOPE

1. To outline specific evaluation criteria for the closure of schools with very small enrollment, and a process for engaging the community relative to school closure recommendations and presenting recommendations to the Board of Education.
2. **Related Procedures:**
 - Establishment and change of school boundaries 0005
 - Advisory committee for excess school property 3105
 - Facilities planning processes 3110
 - Citizens’ advisory and study committees 9055

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy A-2000, B-6000, C-2200, C-7500, E-2050, E-2100, E-2250, E-2300, E-2450, E-2500, E-2550, E-2900, K-2000.
2. **Facilities Planning, Utilization and Management:** The superintendent is responsible for addressing facilities issues on a district-wide basis, and for submitting recommendations to the Board of Education relative to the effective and efficient planning and utilization of the district’s facilities assets. This responsibility can include the closure/consolidation of school facilities in areas where the current and forecasted enrollment does not justify the continued operation of all currently operating school sites, or for specific situations where educational programs are being changed or consolidated.
3. **Board Policy E-2300** directs that all stakeholders be provided the opportunity to participate in facilities planning processes, including school closure proposals. The district will use a variety of methods to facilitate community and stakeholder consultation based on the specific issue(s) being addressed. These methods can include community meetings, surveys, focus groups, and study committees.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Instructional Facilities Planning Department, Office of Instructional Support.

2. **Definitions**

- a. **Achievement trends:** The academic achievement trend of a school based on the metrics used by the district, state, and federal government.
- b. **Excess capacity:** The number of surplus seats at a school site calculated by subtracting the current or forecasted school enrollment from the operating capacity of the school site.
- c. **Operating capacity:** The calculated maximum number of regular education and special education students that can be accommodated by a school site, based on the school's current facilities and authorized nonclassroom use of classroom spaces.
- d. **School grouping:** A geographically contiguous set of schools developed by district staff within which sufficient excess capacity exists to potentially close at least one school, and distribute the existing enrollment to the remaining operating school sites.

D. **IMPLEMENTATION**

1. **Development of School Grouping(s).** In compliance with the district's planning cycle, in the December-May time period Instructional Facilities Planning Department staff will review the forecasted enrollment, operating capacity, and excess capacity of district schools and, if appropriate, develop school groupings for potential school closure. Instructional Facilities Planning Department staff will also compile data for each school included in this process, including operating capacity, excess capacity, achievement level, site characteristics, and neighborhood characteristics pertinent to school access and operation, and develop reference materials and reports for use in the review of staff recommendations by the community.
2. **Staff Recommendation and Internal Review.** Instructional Facilities Planning Department staff will make an initial recommendation for closure of a school or schools. This recommendation will be based on relevant data, including excess capacity, achievement level, and pertinent site and neighborhood characteristics. Recommendations will then be reviewed with the Executive Committee and the Office of the Superintendent for their approval, and an information report taken to the Board of Education no later than the second board meeting in June.

3. Community Consultation Process and Board Consideration

- a. **Work group formation.** During the May-June time period, Instructional Facilities Planning Department and Office of Parent and Community Involvement staff will facilitate the development of a work group for each school grouping where a school closure has been recommended, to review the district staff recommendation and provide feedback. The work group will include representatives from each school, the local city-recognized community planning group, and other relevant organizations as appropriate.
- b. **Community engagement and response.** During the June-September time period, each work group will prepare a response to the staff closure recommendation for its area. Instructional Facilities Planning staff will develop a report based on this response, and the staff and work group will then jointly host at least one community meeting to review the staff recommendation and committee response. General community concerns will be formally recorded.
- c. **Report to Board of Education.** At the conclusion of the community engagement process, Instructional Facilities Planning Department staff will develop a report to the Board of Education with specific recommendations for school closure. The report will include the community concerns recorded during the community engagement process. This report will be considered by the Board of Education during the November-January time period, for school closures at the end of that school year.

E. FORMS AND AUXILIARY REFERENCES

1. Procedural Objectives for Facilities Planning
2. District Annual Planning Cycle

F. REPORTS AND RECORDS

1. Long-Range Facilities Master Plan
2. Instructional Facilities Planning Reports
 - (a) Annual Student Enrollment Forecast Report
 - (b) Annual Facilities Allocation Report

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(c) Annual School Closure Report

(d) Ad Hoc Reports

G. APPROVED BY



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For the Superintendent of Public Education