

Retirement of Facilities

When the Board of Education determines a school building will be permanently closed, the superintendent or his designee will so notify the school principal and direct the superintendent of buildings and grounds to coordinate the closing in accordance with the following procedures:

1. The principal will immediately notify the business manager to stop purchase on outstanding requisitions for supplies and equipment.
2. The principal will make every effort to complete, preferably one month prior to the closing date of the school, the appropriate tasks listed in the exit procedure for the principals (see below). The principal will contact those persons who are authorized to confirm that each appropriate task on the exit checklist (see E-2) has been completed and will request that they begin the process of verification and reconciliation of school inventories and records with those of the central office as soon as reasonably possible.
3. As soon as each inventory task is confirmed and reconciled, the principal will forward a copy of the inventories to the superintendent of buildings and grounds. The superintendent of buildings and grounds is responsible for contacting the designated administrators listed in the table (see E-1) to establish a schedule for the disposition of the school's supplies, equipment, furnishings, etc.
4. Every effort must be made by the administrators involved in the closing of the school to schedule and complete the work no later than two weeks after the official closing date. In the event the services of the principal, assistant principal (s), school secretary (ies), cafeteria supervisor, and head custodian are required to assist with the closing for a period beyond which they are on payroll, the superintendent may direct the assistant superintendent of personnel to extend their salaries for the additional required time or make alternative provisions.
5. The district administrative and supervisory personnel who wish to make recommendations for the reassignment and disposition of the closing school's supplies, equipment, furnishings, etc., may direct such requests in writing to the superintendent of buildings and grounds.
6. Upon completion of the removal of all equipment and supplies from within the building, the superintendent of buildings and grounds shall immediately undertake measures to properly secure the building, including protection of all remaining interior fixed equipment and protection to the building exterior for prevention of vandalism.

Exit Procedure for Principals

Principals whose present school assignment is terminated because of reassignment, retirement, or the closing of a school must complete the following tasks before the termination becomes official:

Exit Procedure for Principals (Continued)

1. The principal will verify and compile a currently accurate written inventory of the school equipment and non-consumable instructional materials (consisting of two separate categories – federal property and Board property) based on the individual inventories of teachers, the school secretary, the head custodian, and other appropriate staff members. The principal will submit a copy of the currently accurate inventory to the superintendent who will sign his confirmation on the exit checklist, attesting to the fact that the inventory of Board property and of federal property was completed.
2. The principal will determine to the extent possible that all student records are up-to-date and in good order and will so verify this fact to the superintendent who will sign his confirmation on the exit checklist.
3. The principal will verify and submit a currently accurate written library inventory, compiled by the school librarian, to the assistant superintendent of instructional services who will sign his confirmation to the exit checklist.
4. The principal will submit the keys to the school building(s) to the superintendent.
5. The principal will request an audit of the school accounts by the business manager or designee. The manager will confirm that this audit was accomplished by signing the exit checklist.
6. The principal will request a review of textbook inventory by the assistant superintendent for instructional services for the purposes of reconciling the school textbooks records. The assistant superintendent will confirm that the review was accomplished by signing the exit checklist.
7. The principal will compile the school audio-visual equipment in one location and request an inspection by the AV-TV technician for the purpose of reconciling the school audio-visual records. The technician will confirm that the inspection was accomplished by signing the exit checklist.
8. To provide for an efficient administrative changeover and to maintain continuity in school operations, the principal will submit to the superintendent, in the event of the principal's reassignment or retirement, the following information:
 - a. A list of outstanding requisitions
 - b. A list of building and special staffing needs
 - c. A list of school community leaders
 - d. A duty roster for teachers
 - e. A profile of any special school traditions and school activities or projects in progress, etc.
 - f. Any current existing school publications, such as student handbooks, faculty handbooks, etc.

Retirement of Facilities (Continued)

Administrator or Department Responsible for Closing Task(s)	Task(s)
Business Manager	Disposition of outstanding requisitions
Superintendent/Designee	Notifying the news media of impending school closure; disposition of mementos, awards, scrapbooks, memorabilia, etc.
Superintendent/Designee	Approving the completion of exit procedure; notifying parents of transfer of students from closing school to receiving school; handling correspondence addressed to defunct school
Superintendent of Buildings & Grounds	Planning and implementing measures to secure the building.
Police Department	Contacting city traffic supervisor regarding the school zoning; disposition of school zone signs, etc.
Superintendent of Buildings & Grounds	Providing transportation services as required for removal of supplies, equipment, furnishing, etc. from the closing school to the receiving school(s) or warehouse
Superintendent of Buildings & Grounds	Notifying the authorities to cancel utility services; supervising the removal and storage of any supplies, equipment, furnishings, etc., from the closing school to the receiving school(s) or warehouse.
Assistant Superintendent of Curriculum	Assisting in the distribution of library books and audio-visual supplies and equipment
Assistant Superintendent of Curriculum	Assisting in the distribution of textbooks
Superintendent/Designee	Assisting in the distribution of active records to the receiving school(s); assisting in the relocation of inactive records to a storage area
Business Manager	Disposition of funds in school accounts
Assistant Superintendent of Curriculum	Serving as a custodian of art works; keeping an inventory of art works
Assistant Superintendent of Curriculum	Receiving discarded instructional materials
Superintendent of Buildings & Grounds	Disposition of surplus custodial supplies and equipment; playground equipment; and landscape plants. Secure and protect interior and exterior of building.
Director of Food Services	Disposition of food services supplies and equipment

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Assistant Superintendent of Curriculum	Assisting in the distribution of instructional equipment (musical instruments, business machines, science laboratory equipment, etc.
Director of Pupil Personnel Services	Assisting in the distribution of special education supplies and equipment
Superintendent/Designee	Forwarding all mail addressed to the defunct school for distribution

Policy Adopted: 5/27/86