



## **Administrative Regulation 7086 Governing Procedure BOT-GP006 SCHOOL CLOSURE**

**Responsible Office:** Office of the Chief of Staff, Board Services

### **PURPOSE**

This governing procedure of the Board of Trustees describes the process in which the Washoe County School District handles the proposed closure of an existing school, and meeting Nevada Revised Statute requirements associated with school closure. This governing procedure does not prevent the Board of Trustees from taking immediate action to close a school, in accordance with NRS, to protect the health and safety of students and staff, and other unforeseen circumstances such as a fiscal crisis.

### **REGULATION**

1. There are a number of reasons why a school may be considered for closure including: declining enrollment; age and/or physical condition of the school facility which may impact annual operating costs and/or the cost to bring a school up to current educational building facility standards; changing the use of a school; changing the location of a school. As a result, from time to time, the Board may wish to consider the closure or consolidation of one or more schools to better meet the educational and fiscal goals of the District. This governing procedure does not address the process for proposing a school's closure solely due to academic performance.
  - a. When closure or consolidation of a school is being considered, the Superintendent shall notify the Board, in writing, of the proposal.
    - i. The proposal shall include information pertaining to the school considered for closure including data supporting the proposal which may include any or all of the following (not listed in priority order):
      1. Historical and projected enrollments.
      2. Age and physical condition of the school.
      3. Fiscal impacts resulting from the closing of the school.
      4. Any deficiencies of the school in meeting current educational and building standards, and the cost to renovate the existing facility to meet those standards.
      5. Ability to accommodate displaced students in other nearby schools

6. Transportation impacts, including costs and safe walking routes for students to receiving schools.
  7. Impacts, including socioeconomic status and racial diversity on all schools that would be affected by the closure.
  8. Impact on any special programs.
  9. Impact on Federal programs of receiving school.
  10. Historical and community/neighborhood importance of the school.
  11. Possible alternatives to closure.
  12. Future use of the facility.
- ii. The proposal shall include an analysis for any other school or schools that approach similar results to that of the school recommended for closure consideration.
- b. Upon receiving the proposal from the Superintendent, the Board shall establish a committee made up of members of the community and district personnel to conduct a thorough review and analysis of the data and conditions surrounding the closure recommendation. The Board shall also establish a timeline for the committee to perform their work and report back to the Board with a recommendation in accordance with Section 5.3 of this procedure.
    - i. The committee shall be made up of a minimum of 11 members including; 2 parents (1 from the school), 2 teachers (1 from the school), 2 community members, 2 district administrators (the school's Principal), the school's Area Superintendent, 1 member from the school's Neighborhood Advisory Board or Citizens Advisory Board and 1 public official in the local government within which the school resides (City of Reno, City of Sparks or Unincorporated Washoe County). The Area Superintendent of the school proposed for closure shall serve as the facilitator of the committee.
    - ii. The District will advertise and accept applications for committee members. Members will be selected by the Board at their next regularly scheduled meeting.
  - c. A communication plan shall be presented to the Board with the Superintendent's written proposal to consider closing the school. The communication plan shall parallel the entire school closure process including a media plan that focuses on educating internal and external stakeholders

about the process, the time line, and how and when people can participate including applying for membership consideration to the committee. The plan shall consider all information delivery systems to assure that all community members impacted by the proposed school closure are informed.

2. The Superintendent shall begin developing a transition plan for any school proposed for closure. The transition plan shall be submitted to the Board at the time the committee submits their report.
3. The duties of the committee are to:
  - a. Review information pertinent to the proposed school closure from District staff and other sources as the committee deems desirable; this information includes, but is not limited to (not listed in priority order):
    - i. Historical and projected enrollments.
    - ii. Age and physical condition of the school.
    - iii. Fiscal impacts resulting from the closing of the school.
    - iv. Any deficiencies of the school in meeting current educational and building standards, and the cost to renovate the existing facility to meet those standards.
    - v. Ability to accommodate displaced students in other nearby schools.
    - vi. Transportation impacts, including costs and safe walking routes for students to receiving schools.
    - vii. Impacts, including socioeconomic status and racial diversity, on all schools that would be affected by the closure.
    - viii. Impact on any special programs.
    - ix. Impact on Federal programs of receiving school.
    - x. Historical and community/neighborhood importance of the school.
    - xi. The impact closure of the school could have on the neighborhood.
    - xii. Possible alternatives to closure and the cost effectiveness of each alternative considered.
    - xiii. Future use of the facility.
  - b. Keep the public regularly informed and gathers public input on the proposed school closure:

- i. All meetings of the committee shall be held at the school considered for closure and are to be open to the general public and shall include public comment.
  - ii. Per NRS 241.015(3), all meetings of the committee are subject to Nevada Open Meeting Law and will be posted accordingly.
  - iii. The committee shall hold no fewer than 2 public meetings for the express purpose of gathering public input on the proposed closure.
  - iv. The committee shall maintain a sign-in log to record public attendance at the meeting.
- c. Evaluate alternatives to closing the school. Staff will provide the committee with all of the alternatives that target the reason why the school is proposed for closure including, but not limited to:
  - i. Reorganize school attendance boundaries to bring more students to an underutilized school.
  - ii. Restructure grade configurations to balance school enrollments.
  - iii. Restore and revitalize the school to replace old building systems and to meet current educational facility standards.
  - iv. Conversion of excess space to meet other District program needs.
  - v. Enter into joint-use/occupancy agreement with local governments or community groups for use of the excess space at the school (e.g., conversion of excess space to a neighborhood library branch or use by a community service organization).
- d. Make a report and recommendation to the Board. This report shall include:
  - i. A summary of the proposed closure and any alternatives considered by the committee.
  - ii. A summary of critical information pertaining to the proposed closure.
  - iii. The committee's evaluation of the proposed closure and any alternatives considered.
  - iv. Agenda and minutes of all meetings of the committee.
  - v. All public input received by the committee, whether received verbally, in writing or electronically.

- vi. A recommendation on alternatives for disposition of the school proposed for closure.
        - vii. The advisory committee's recommendation for the proposed facility closure.
      - e. All meetings of the committee shall be open to the public subject to Nevada Open Meeting Law in accordance with NRS.
4. Upon receiving the report of the committee the Board shall, in compliance with NRS 393.080(2), schedule at least one public hearing to consider the proposed closure, after first providing 30 days' written notice to the principal and teachers of the affected school and to the parents of the children currently attending the school, and publishing a notice of the public meeting in the local newspaper at least 10 days before the meeting.
5. Per NRS 393.085, if the Board decides to close the school, any person residing within the District may file a written request for reconsideration by the Board of their decision. The Board shall schedule a hearing within 30 days of receipt of the request for reconsideration, with a notice published at least 10 days in advance of the meeting. Per NRS 393.085, the decision of the Board after its reconsideration is final, subject to judicial review as provided by law.
6. Upon the final decision of the Board to close one or more existing schools, the Superintendent shall appoint a transition oversight team composed of District staff, which will be charged with ensuring that the transition is handled with as little disruption to the educational process as possible.
7. The suggested time line for closure of a school under this procedure is shown in Table 1 below. The timeline may vary due to the circumstances of the proposed closure. To allow sufficient time to implement a transition plan the process should begin 14 months prior to the start of the first school year the school will be closed. For example, if a school considered for closure is on a traditional calendar with school starting the end of August, the closure process should begin in July.
8. If deemed necessary for the health and safety protection of school occupants, to address a budget crises situation or any other condition requiring the expedient closure of a school, the Board reserves the right to exercise their authority for school closure in accordance with NRS-393.080-085, inclusive, without following this procedure.

9. Table:

Action	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Board receives closure proposal from Superintendent	X													
Board directs the establishment of a review committee		X												
District solicits applications for committee members			X											
Board selects committee members				X										
Committee holds public meetings to review / analyze closure consideration					X	X	X							
Committee provides Board with their report								X						
Superintendent submits a transition plan to the Board								X						
Board reviews committee's report, schedules public meeting for discussion and action								X	X					
Written notice issued in accordance with NRS of scheduled meeting									X					
Board holds public meeting on proposed closure and renders a decision										X				
Decision appeal submitted period											X			
Board meeting for appeal process, as necessary												X		
School closure transition period										X	X	X	X	X

**DESIRED OUTCOMES**

1. Through this regulation and its accompanying Board policy, the District shall seek to gather public input when considering the closure of a school.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This administrative regulation reflects the goals of the District’s Strategic Plan.
2. This administrative regulation aligns and complies with the governing documents of the District, to include:
  - a. Board Policy 7086, School Closure
3. This administrative regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
  - a. Chapter 393, School Property
    - i. NRS 393.080 – 393.085, School Buildings and Facilities

## **REVIEW AND REPORTING**

1. This administrative regulation shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the guiding policy as well as an audit of the accompanying governing documents.
2. Additional administrative regulations and/or other associated documents may be developed as necessary to implement and support this administrative regulation.

## **REVISION HISTORY**

Date	Revision	Modification
4/5/2011	A	Adopted as Governing Procedure, BOT-GP006
1/13/2016	v1	Converted to Administrative Regulation 7086 and new format. Governing procedure remains in effect until formally deleted by Board of Trustees