

## **School Closure Policy**

Objective: This policy details the process that will be undertaken by the Board of Education (BOE) and the Town when the decision to close a school facility has been made by the Board of Education.

When the **Board of Ed** decides to close a school

- a. As the BOE get close to making a decision on closing, the BOE Facilities Director will provide a written report concerning any maintenance issues with the school
- b. The BOE Facilities Director will take Town staff on tour of the facility including Public Works staff, Planning & Development staff, Parks & Recreation staff, and Town Manager
- c. The School Superintendent or designee will act as the Point of Contact in the process for the BOE
- d. The BOE will make a decision whether to turn over school to Town or to hold for specified use
- e. If the BOE proposed to turn over the facility to the Town, the BOE will identify any memorials at the site and their disposition

### Once a school is no longer in use

- f. The BOE will hold auction on relevant items
- g. After the auction, remaining items thrown away/recycled. The BOE will obtain Town permission to leave any items or activities in place
- h. The BOE will ensure utilities and exterior grounds are maintained
- i. The BOE will turn over the facility to the Town within six months of closing
- j. The BOE will gather all building plans, surveys, environmental reports, maintenance records, building permits, etc. for the school to be turned over to Town. BOE should provide a full set of keys to the Town
- k. The BOE should identify any special arrangements or agreements (e.g. parking, recreational use, robotics, storage, ongoing maintenance offices, etc.)

### **Town**

- a. The Town Manager or designee will act as Point of Contact in process for BOE.

- b. The Town Manager and Public Works staff will visit the school to ensure it has been properly emptied and no other issues present
- c. The Property Surplus Committee reviews and makes recommendation to Council as to whether there is a Town use for school or whether it should be sold. The Committee can also recommend splitting the property or selling only a portion of it.
- d. The Town will conduct a zoning review for development.
- e. A report will be provided to the Council as to needed funds to maintain the school (utility costs, plowing, mowing, cost to demolish building, etc. – generally the cost of maintenance).
- f. Referral to Town Planning and Zoning Commission per CGS 8-24.
- g. Town Council directs staff on use or disposal of school.
- h. Staff accepts the keys from BOE. BOE will turn over all building plans, surveys, environmental reports, maintenance records, building permits, etc. to the Town.
- i. The Planning & Development & Development Department will start pre-RFQ/RFP marketing within 6 months of accepting the school
- j. The Planning & Development & Development Department will release RFQ/RFP within 1 year of accepting the school