
Consolidation / Closing of Facilities Procedure (OPS-P007)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to consolidate and/or close facilities at Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Building Commissioner
- 2.2 Executive Director - Operations

3.0 APPROVAL AUTHORITY:

- 3.1 Building Commissioner

Signature

Date

4.0 DEFINITIONS:

- 4.1 SLPS – Saint Louis Public Schools

5.0 PROCEDURE:

- 5.1 Track current student enrollment and compare to student enrollment projections
- 5.2 Create a spreadsheet of the schools and analyze them by the following criteria: age, air conditioning status, program type (i.e., magnet, regular, other, etc.), previous year enrollment, capacity, current year projections, current year enrollment, utilization, capital costs, utilities, staffing, and academic achievement
- 5.3 Present the findings to the Superintendent.
- 5.4 Conduct an academic review with Education Officers, Operations, and Chief Academic Officer.
- 5.5 Present results of academic review to the Superintendent.
- 5.6 Prepare recommendations and communicate them to the Principals.
- 5.7 Convene Operations Facilities Committee comprised of parents, Board Members, Operations Department, Academic Department, and City of St. Louis and discuss recommendations.
- 5.8 Analyze scattergraph of student enrollment, spreadsheets of data, and committee comments and suggestions.
- 5.9 Present all results to the Superintendent.
- 5.10 Operations Facilities Committee will meet with the City Alderman or Ward person and then conduct several public input town hall meetings.
- 5.11 After operations review comments, suggestions, and re-evaluates recommendations, the findings are presented to the Superintendent.
- 5.12 The Superintendent or designee will conduct some town hall meetings before the recommendations are taken to the Board for action.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Student enrollment and projections
- 6.2 Data spreadsheets
- 6.3 Operations Facilities Committee Minutes

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

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