



# Mobile County Public School System

P.O. Box 180069 • Mobile, Alabama 36618

---

## Protocol for Closing a School Facility

School: \_\_\_\_\_

- ✚ Assistant Superintendent assigned to school will contact the principal for a conference after the Board votes to permanently close the facility.
- ✚ During the conference, the assistant superintendent will give the principal the protocol packet and discuss the contents.
- ✚ After each checklist is completed, the principal will obtain the signature of the designated division head.
- ✚ The principal will submit all completed and signed checklists to the Director of Facilities.

<b>TABLE OF CONTENTS</b>
--------------------------

	<b>Page</b>
Student Support Services	3
• Attendance	
• Guidance Services	
• Health Services	
• Student Records	
Child Nutrition Program	5
Facilities Division	6
Local School Accounting	7
Distribution Services	9
Human Resources	10
Curriculum and Instruction	11
Information Technology Services (ITS)	12
Federal Programs	13
Special Education	14
Security	16

## **Protocol for Closing a School Facility**

### **Student Support Services**

#### **Attendance**

The attendance officer/social worker assigned to the school is responsible for:

- \_\_\_\_\_ gathering all attendance related information, including student absences/excuses for potential truancy cases

#### **Guidance Services**

The counselor at the school is responsible for:

- \_\_\_\_\_ shredding all anecdotal records
- \_\_\_\_\_ boxing up all counseling materials and resources for delivery to the Supervisor of Guidance Services and Student Records

#### **Health Services**

The RN assigned to the school is responsible for:

- \_\_\_\_\_ boxing up all health materials, equipment and supplies for delivery to the Supervisor of Health and Social Services
- \_\_\_\_\_ filing all student health records into the cumulative folders before the records are transported to the receiving school
- \_\_\_\_\_ returning or disposing of all medications to the parent/guardian according to Alabama Board of Nursing protocols

#### **Student Records**

Student Support Services will provide to the closing school's principal a list of students with their assigned school.

1. The principal is responsible for:

- \_\_\_\_\_ boxing cumulative folders according to instructions below for delivery to the receiving school(s)
- \_\_\_\_\_ boxing all inactive cumulative folders according to instructions below for delivery to Student Support Services.

2. Registrars are responsible for:

- \_\_\_\_\_ placing a final transcript in each student's cumulative folder
- \_\_\_\_\_ updating cumulative records including transcript information and graduation documentation when applicable.
- \_\_\_\_\_ notifying MIS when all information is current and complete in STI

### Instructions for Preparing Student Records for the Closing a School

The following procedures should be used when preparing student records for closing a school.

1. Obtain boxes from the Distribution Center
2. Purge records according to the Mobile County Public School procedures found in the Student Support Services Handbook.
3. Use the list provided by Student Support Services to group student records by grade level in alphabetical order by receiving schools.
4. Group inactive records alphabetically by school years.
5. Labels containing the following information should be placed on the side of each box:
  - o sending school name
  - o receiving school/department name
  - o number (example: Box 1 of 7)
  - o alphabet of folders in box (example: A – F)

**Example:**

<p><b>Division of Student Services / <b>Student Records</b></b></p> <p>Sending School: <u>John Doe School</u></p> <p>Receiving School/Department: <u>Mary Doe School</u></p>  <p style="display: flex; justify-content: space-between;"> <span>Box 1 of 7</span> <span>A- F</span> </p>	
--	--

6. Notify Distribution to pick up boxes.

This signature signifies that I have completed all of the items in the above checklist:  
 Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent – Student Support Services  
 \_\_\_\_\_ Date: \_\_\_\_\_

**Child Nutrition Program**

One week prior to closing:

- \_\_\_\_\_ CNP Manager and Assistants take physical inventory of all food, supplies, equipment and submit to CNP Central Office.
- \_\_\_\_\_ CNP Manager cleans, boxes and labels all files, etc. in office for pickup by distribution.

Last serving day:

- \_\_\_\_\_ CNP Computer Tech to download files; disconnect all computers, point of sales, etc.; and pick up computer equipment.

Week of closing and the day after closing:

- \_\_\_\_\_ CNP Manager and Assistants must clean all equipment in order for it to be disconnected and moved. Examples: Ice machine emptied and cleaned; deep fat fryers emptied and cleaned; steamers, ovens, tilting braising pan, kettles, etc all must be cleaned.
- \_\_\_\_\_ CNP Manager and Assistants to box and label food and supplies for pick up by distribution.

Week after closing:

- \_\_\_\_\_ CNP Specialists will tag all equipment to designate where it will be distributed to.
- \_\_\_\_\_ Coordinate with CNP Maintenance to disconnect all equipment and turn off gas, water, etc. to kitchen
- \_\_\_\_\_ Coordinate with Distribution to pick up all food, supplies, files (including audit boxes), equipment, cafeteria tables, etc. and distribute as designated.

Before next reimbursement reporting period:

- \_\_\_\_\_ CNP clerical staff will revise the SDE Policy Statement on the State CNP website.

This signature signifies that I have completed all of the items in the above checklist:

CNP Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Facilities Division**

The Facilities Division will:

**Utilities**

- \_\_\_\_\_ acquire meter numbers for power, water and gas.
- \_\_\_\_\_ obtain account numbers from Accounts Payable (Accounts Payable Supervisor)
- \_\_\_\_\_ notify all utility providers in writing to discontinue services
- \_\_\_\_\_ contact state Risk Management via (Accounts Payable Supervisor) that the building is vacated for insurance purposes

**Maintenance**

- \_\_\_\_\_ salvage all usable items including:
  - + air conditioning equipment
  - + electrical panels and breakers
  - + chill and hot water pumps and associated equipment
  - + boilers, hot water heaters, etc.
  - + door hardware
  - + book cases, cabinets, casework
  - + janitorial equipment
  - + kitchen equipment will be disconnected (collected by CNP Staff)
  - + desks, tables and chairs

**Land Management**

- \_\_\_\_\_ collect all lawn mowers and associated lawn equipment

**Director of Facilities**

- \_\_\_\_\_ collect all labeled keys from the principal and plant engineer

Items on the Fixed Assets Inventory or equipment should not be removed from any building without coordinating through the Director of Facilities. Such items include:

- + built-in bookcases
- + chalkboards
- + tack boards
- + cabinets

This signature signifies that I have completed all of the items in the above checklist:

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director – Facilities

\_\_\_\_\_ Date: \_\_\_\_\_

<b>Local School Accounting</b>
--------------------------------

**Sixty days prior to closing:**

Local School Accounting will:

\_\_\_\_\_ process a Local Government Records Destruction Notice form 60 days prior to closing the school and destroy all records that are approved for destruction

**Thirty days prior to closing:**

Principal/Bookkeeper will:

- \_\_\_\_\_ expend all Instructional Allocation funds 30 days prior to closing school
- \_\_\_\_\_ transfer all school funds including savings, money markets, certificates of deposit, investments, and other accounts to the school's checking account
- \_\_\_\_\_ change address on bank statement to that of the Central Office

**Week of closing:**

Principal/Bookkeeper will:

- \_\_\_\_\_ enter all purchase orders into the computer system
- \_\_\_\_\_ enter all invoices as an AP batch into the computer system
- \_\_\_\_\_ enter all cash receipts and deposits into the computer system
- \_\_\_\_\_ forward school mail to the Central Office

**Week after closing:**

Principal/Bookkeeper will:

- \_\_\_\_\_ close out the school books and submit final monthly reports to the Local School Accounting Department within five business days of closing school
- \_\_\_\_\_ obtain cashiers check for the amount of the reconciled book balance and remit to the Central Office
- \_\_\_\_\_ deliver to LSA all unused check stock to the Central Office
- \_\_\_\_\_ deliver to LSA all credit/debit/purchase cards to the Central Office
- \_\_\_\_\_ deliver to LSA all unused deposit slips to the Central Office
- \_\_\_\_\_ deliver to LSA all master receipt books and teacher receipt books to the Central Office
- \_\_\_\_\_ deliver to LSA the open purchase order file to the Central Office
- \_\_\_\_\_ deliver to LSA the unpaid invoices file to the Central Office
- \_\_\_\_\_ deliver to LSA all unused tickets to the Central Office
- \_\_\_\_\_ deliver to LSA all money bags, cash boxes, and safes to the Central Office
- \_\_\_\_\_ deliver all prior year local school accounting files and records to Distribution Department for storage until they can be transferred to data management. Labels containing the following information should be placed on the side of each box:

- o sending school name
- o receiving school name
- o number (example: Box 1 of 7)
- o alphabet of folders in box (example: A – F)

Example

<p><b>Division of Local School Accounting/Accounting Records and Files</b></p> <p><b>Sending School: <u>John Doe School</u></b></p> <p><b>Receiving School: <u>Mary Doe School</u></b></p> <p style="display: flex; justify-content: space-between;"><b>Box 1 of 7</b> <b>A- F</b></p>	
--	--

- \_\_\_\_\_ transfer all current year local school accounting files and records along with the audit box to the Local School Accounting Department
- \_\_\_\_\_ destroy and discard all financial rubber stamps such as “For Deposit Only,” “School Name,” and “Account Number”

This signature signifies that I have completed all of the items in the above checklist:  
 Principal’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Financial Officer – Local School Accounting  
 \_\_\_\_\_ Date: \_\_\_\_\_

<b>Distribution Services</b>
------------------------------

**Two weeks prior to closing:**

The principal will:

\_\_\_\_\_ identify usable furniture and provide list to Distribution Services

Distribution will:

\_\_\_\_\_ provide Assistant Superintendents with a list of available items/furniture

\_\_\_\_\_ label items for transfer with schools name

\_\_\_\_\_ provide a list of furniture/equipment purchased with Federal money to Assistant Superintendent of Federal Programs


Assistant Superintendents will:

\_\_\_\_\_ contact Distribution Services with a list of items and directions for redistribution to schools


**One week after closing:**

Distribution will:

\_\_\_\_\_ move labeled furniture to schools.

 ***Furniture not needed by contacted schools will be brought to Old Blount for future use or transferred to schools requesting those items from furniture requests.***

\_\_\_\_\_ relocate kitchen items labeled by CNP to new location

 ***Kitchen equipment not usable or needed will be brought in to Distribution Services for salvage sale or relocated to future sites.***

**One week after closing:**

Distribution will:

\_\_\_\_\_ make a final check of the school to make sure all usable items are removed

\_\_\_\_\_ identify old and dilapidated furniture to be left in school if site is to be demolished

**Human Resources**

The Principal will:

- \_\_\_\_\_ forward all personnel files (certified and classified) to new assignments/schools
- \_\_\_\_\_ forward personnel files for active employees who have not been assigned as of June 30<sup>th</sup> to the Division of Human Resources
- \_\_\_\_\_ forward a list of inactive employees who have personnel files to his/her personnel administrator in Human Resources
- \_\_\_\_\_ shred personnel files for inactive files (five years or more)
- \_\_\_\_\_ forward personnel files for inactive files (less than five years) to archives in the warehouse
- \_\_\_\_\_ forward current evaluations for both certified and classified employees to the assigned personnel administrator in the Division of Human Resources

Human Resources will:

- \_\_\_\_\_ check records to determine length of time person has been inactive and notify principals
- \_\_\_\_\_ file current evaluations in personnel files

This signature signifies that I have completed all of the items in the above checklist:

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent – Human Resources

\_\_\_\_\_ Date: \_\_\_\_\_

**Curriculum and Instruction**

The following Curriculum and Instruction materials and supplies should be inventoried, boxed and labeled by principal/designees. An inventory list will be provided to the assistant superintendent assigned to the school. Inventory lists will be reviewed by assistant superintendents, with input from the content area supervisors, and materials then distributed based on school needs. Any remaining materials will be sent to the warehouse.

- \_\_\_\_\_ Band uniforms, instruments, music, and equipment used by the band directors and choral directors
- \_\_\_\_\_ Athletic and P.E. equipment
- \_\_\_\_\_ JROTC uniforms and equipment
- \_\_\_\_\_ Career Technical Education equipment (refrigerators, ranges, sewing machines, microwaves, computers, hospital beds, construction equipment, etc.)
- \_\_\_\_\_ Math manipulatives, calculators, and other associated math support items
- \_\_\_\_\_ Maps, globes and other tools for use in Social Studies
- \_\_\_\_\_ Art classroom supplies such as easels, paints, paper cutters, etc.
- \_\_\_\_\_ Science equipment, chemicals and other science support items
- \_\_\_\_\_ Technology equipment, smart boards, LCD projectors, overhead projectors, and rolling labs
- \_\_\_\_\_ Library Media supplies and equipment to include books, reference materials, computers, and technical support items
- \_\_\_\_\_ All supplies, materials, and equipment associated with implementation of Elective curriculum

Textbooks and Alabama Courses of Study:

- \_\_\_\_\_ Complete textbook reconciliation, box textbooks and send to the Textbook Depository
- \_\_\_\_\_ Alabama Courses of Study will be sent to the Textbook Depository

This signature signifies that I have completed all of the items in the above checklist:  
Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent – Curriculum and Instruction  
\_\_\_\_\_ Date: \_\_\_\_\_

**Information Technology Services (ITS)**

ITS will:

- \_\_\_\_\_ remove all infrastructure hardware (switches, wireless AP's, controllers) and store at the Central Office warehouse
- \_\_\_\_\_ remove all CISCO telephone equipment (handsets, intercom equipment, call managers) and store at the Central Office warehouse
- \_\_\_\_\_ remove all usable computer equipment (desktops, laptops, printers) and store at the Central Office warehouse
- \_\_\_\_\_ request pick up by the Distribution Center of all non-usable equipment for salvage or disposal
- \_\_\_\_\_ request disconnection of all telephone lines
- \_\_\_\_\_ request shut down of network connectivity and equipment removed by vendor
- \_\_\_\_\_ provide a list of equipment to Assistant Superintendents to determine the distribution of computer equipment (excluding infrastructure hardware and telephone equipment)

Executive Manager:

- \_\_\_\_\_ review list of available equipment and identify schools (based on needs) to receive equipment

This signature signifies that I have completed all of the items in the above checklist:

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Manager – Technology

\_\_\_\_\_ Date: \_\_\_\_\_

**Federal Programs**

The Principal and assigned Title I Facilitator/Designee will:

- \_\_\_\_\_ collect, organize, and label (school name and corresponding year) Title I Blue Box Files (up to five years) for pick up
- \_\_\_\_\_ check Title I Blue Box Files to ensure they are complete and include all required documentation based on the federal requirements of *No Child Left Behind*
- \_\_\_\_\_ ensure copies of SAE plan are included in Title I Blue Box Files (last five years)
- \_\_\_\_\_ ensure that all documents related to Title I Budget and Expenditures (requisitions, purchase orders, special payrolls, time cards, staff development, contracts, etc.) have been included in the Blue Box Files and are aligned with the appropriate year
- \_\_\_\_\_ update the Title I Inventory to include and identify all Title I equipment and non-consumable materials purchased
- \_\_\_\_\_ place one copy of the updated Title I Inventory in an additional file labeled with school name, current year, and Title I Inventory on folder tab (filed with other Title I Blue Box Files)
- \_\_\_\_\_ provide one copy of the updated Title I Inventory to the assigned Federal Programs School Improvement Specialist
- \_\_\_\_\_ collect and label all Title I equipment and non-consumable materials that have been purchased with Title I Funds
- \_\_\_\_\_ organize equipment and non-consumable materials purchased with Title I Funds according to type and pack in boxes with labels for Federal Programs pick up
- \_\_\_\_\_ schedule a date for Title I Blue Box Files, equipment and non-consumable materials pick-up with the assigned Federal Programs School Improvement Specialist

The Federal Programs School Improvement Specialist will:

- \_\_\_\_\_ review the school's Title I Budget Expenditures to identify any unspent funds
- \_\_\_\_\_ report amount of unspent funds to the Federal Programs Financial Administrator
- \_\_\_\_\_ ensure that Title I Blue Box Files and Inventory are complete
- \_\_\_\_\_ pick up the Title I Blue Box Files and equipment
- \_\_\_\_\_ identify appropriate area for file storage in the Division of Federal and Special Programs and check to see that files have been stored in designated area
- \_\_\_\_\_ collaborate with the Assistant Superintendent of Federal and Special Programs and the Financial Administrator concerning equipment and non-consumable materials to ensure proper storage, location of storage, and plan for redistribution

This signature signifies that I have completed all of the items in the above checklist:

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent – Federal Programs

\_\_\_\_\_ Date: \_\_\_\_\_

<b>Special Education</b>
--------------------------

**Records**

The resource teacher assigned to the school is responsible for checking to see that each special education teacher or case manager has completed his/her special education record keeping appropriately.

Each special education teacher assigned as a case manager will:

\_\_\_\_\_ Complete the Compliance Verification Form and have it signed off by the Principal for each record on his/her roster

\_\_\_\_\_ Compile all gray envelopes with the yellow folder for each record on his/her roster

\_\_\_\_\_ Place the yellow folder and all gray envelopes with the cumulative folder of each student

***Note: Once the special education records are combined with the cume, follow procedure for student records based on Student Services protocol.***

**BBSST Data/Logs**

The psychometrist or school psychologist assigned is responsible for

\_\_\_\_\_ reviewing the BBSST log for completion and accuracy

\_\_\_\_\_ coordinating with the BBSST chairperson for web based data to be sent to Special Programs

***BBSST documentation should not be removed from the building without coordinating with the Psychological Services Department.***

**Instructional Material/ Equipment**

The resource teacher assigned to the school will inventory and designate where the following materials or equipment will be sent or stored:

\_\_\_\_\_ Failure Free Reading material/Equipment

\_\_\_\_\_ Alpha Talk

\_\_\_\_\_ Voyager Equipment

\_\_\_\_\_ Computer Programs

\_\_\_\_\_ Language! Reading material

\_\_\_\_\_ Laptops

\_\_\_\_\_ USB & CAT 5

**Specialized Material/Equipment**

The OT manager or the resource teacher assigned to the school will inventory and designate where the following materials or equipment will be sent or stored:

\_\_\_\_\_ Chairs

\_\_\_\_\_ Tables

\_\_\_\_\_ Standers

\_\_\_\_\_ Changing Tables

\_\_\_\_\_ Switches

\_\_\_\_\_ Misc. (include vests, mats, helmets, etc....)

---

---

---

---

This signature signifies that I have met with the special programs' representative and all of the items in the above checklist have been completed:

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Executive Director of Special Programs Date \_\_\_\_\_

**Security**

The principal will:

- \_\_\_\_\_ collect and label all keys and turn over to the Director of Facilities upon exiting the building
- \_\_\_\_\_ leave the facility locked and secured (as you would at the end of a normal work day)
- \_\_\_\_\_ notify the Director of Security when the facility is completely vacated

This signature signifies that I have completed all of the items in the above checklist:

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director – Security

\_\_\_\_\_ Date: \_\_\_\_\_

\*Labels containing the following information should be placed on the side of each box:

- sending school name
- receiving school name or department
- number (example: Box 1 of 7)
- alphabet of folders in box (example: A – F)

**Example:**

<b>Division of Student Services / Student Records</b>	
Sending School: <u>John Doe School</u>	
Receiving School/Department: <u>Mary Doe School</u>	
Box 1 of 7	A- F