

# **Checklist for Merging Schools**

## **Northern California Conference**

### **Getting Started**

- Constituent church board(s) or school board(s) appoints a school study committee
- Work with the NCC Office of Education in developing responses to the items listed below

### **Assessing the Need**

- Assess the number of students who would be likely to continue enrollment in a new school configuration.
- What grades will be needed?
- How many students will be displaced by a decision to merge the schools

### **Assessing the Facilities Possibilities**

- Which school site is better equipped to be the new site?
- What furniture and equipment will be brought from the school which will no longer be used.

### **Measuring the Financial Possibilities**

- Discuss school subsidy with the Superintendent of Schools - subsidy will transition over a 3-year period:
  - Year One - the subsidy for the previous schools will be distributed to the newly configured school;
  - Year Two -- the subsidy from the previous schools (showing 0 enrollment during Year One) will be distributed to the newly configured school PLUS subsidy for the newly configured school based on 1 year of enrollment;
  - Year Three - the subsidy from the previous schools (showing 0 enrollment during Year One and Year Two) will be distributed to the newly configured school PLUS subsidy for the newly configured school based on 2 years of enrollment
  - Year Four - all subsidy will be based on the newly configured school enrollment figures
- Discuss church subsidy with the church board

### **If it looks feasible...**

- Make formal inquiry of potential students (Seek commitments)
- Receive a commitment for church subsidy

### **Getting Approval**

- The study committee recommends to each of the church boards and the church boards vote approval. The church boards also needs to accept financial responsibility for the school.
- Submit request for approval to the conference Board of Education. This request should contain evidence of the items listed on this document.
- The Board of Education votes approval of the newly configured school.

### **Establish a Newly Configured School Board**

- Write a constitution for the newly configured school (a sample constitution is available in the Office of Education). The constitution should address the shared governance of the newly configured school
- Follow constitution guidelines for previous schools in determining dissolution of school constituency, board, or any other related items
- School board members are selected by the church boards or nominating committees
- At the first meeting of the school board, officers are chosen. This includes a chairperson, treasurer and a temporary secretary. (When hired the teaching principal is the secretary of the board.) An accountant may need to be provided. This can be a paid or volunteer position. The treasurer may or may not provide the accounting services.
- The treasurer needs to be appointed well in advance of the beginning of school to pay bills. The church may need to appoint a treasurer until the school board begins to function.
- Arrange for and establish a date for a school audit of all schools involved to be conducted by the appropriate auditing bodies.

### **Determining Which Teachers Continue**

- Follow the guidelines in Pacific Union Education Code to determine the number of teachers necessary to match the student count.
- The school board works with the Office of Education representative to review current teachers of the schools involved and, if necessary, follow Pacific Union Education Code polices regarding reduction in force to determine which teachers will continue.
- The school board recommends to the Board of Education the selection of a teacher.

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## **Develop Policies**

- The school board determines the following:
  - Adopt the school calendar
  - Set the tuition due dates and an overdue policy
  - Set monthly board meeting dates
- The school board may also wish to adopt a statement of mission, behavior code and dress code. Schools should provide all these materials in a published school bulletin. Check with other schools for ideas.

## **Checklist of Procedures for the Unused School**

- Notify church members of the decision that this school will no longer be utilized
- Notify parents and students of the decision that this school will no longer be utilized
- Provide information to parents and students about the enrollment processes at the newly configured school
- State and provide in writing, the process for ensuring that students' records will be sent to either the newly configured school or to another school of their choosing
- Secure and store all school property and assets, including buildings and contents, and maintain daily security until disposition.
- Arrange to have unrequested students record, financial records, school personnel records, school board minutes, and other school records to the NCC Office of Education
- Provide NCC Office of Education with a plan for payment of any outstanding funds owed to the Conference
- Arrange to have school mail forwarded to the newly configured school
- Submit an inventory of all supplies and equipment not to be utilized at the newly configured school to the NCC Office of Education with a copy to pastors of any constituent churches
- Submit all school keys to the appropriate individual - pastor, school board chair, or other appropriate individual
- Follow NCC policies regarding selling of property