



Date of Issue	April 2009
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Subject	TOOLKIT FOR CLOSING A SCHOOL BUILDING
References	
Links	FORM A1062 - 1
Contact	Business Services, School Services

1. Purpose

- 1.1 This Administrative Procedures Memorandum provides guidance to employees of the Simcoe County District School Board on the sequence of monthly activities when closing a school building after the board of trustees has approved the closure of the school building for instructional purposes.

2. General

- 2.1 The sequence of monthly activities and supporting information for closing a school building are provided as a toolkit. The toolkit is accessible as FORM A1062 – 1.
- 2.2 The school system is expected to use the toolkit to plan and execute their activities in closing a school building and to document compliance to their process.

3. The Toolkit

- 3.1 The toolkit includes instructions on its use, the checklist of activities in sequence of monthly operation and supporting documents.
 - 3.1.1 After the school closure is complete a copy of the school closure toolkit is to be retained by the superintendent of education in accordance with the board's retention schedule.

First Issued April 2009
Revised

Issued under the authority of the Director of Education



**Toolkit for Closing a School Building
For School Administrators and Central Staff**

This toolkit is a checklist of activities in monthly sequence of operation beginning when the school closure is approved by Board and ending when the school is closed

SAMPLE



Toolkit for Closing a School Building

How to Use the Toolkit For School Administrators and Central Staff

1. Background

After the Board of Trustees of the Simcoe County District School Board approves the closure of a school building for instructional purposes, specific tasks must occur before the school closes. For example, students must be transferred to other schools, staff allocated, transition teams established, co-ordinators determined, equipment moved, records relocated, memorabilia distributed, and school funds dispersed.

The toolkit, for the use of school administrators and central staff, contains a checklist of activities in monthly sequence of operation beginning once the school closure is approved by the Board and ends when the school is closed. It is an excel document easily manipulated to suit each closing school's timelines and activities.

2. How to Use This Toolkit

The entire toolkit is in one Excel workbook with four sheets named: Cover, How to Use, Legend, Activities. The legend contains abbreviations, calculation of number of months used and summary of functional areas.

The main sheet is the checklist of activities. Each activity line consists of the timeline, number of months to closing, functional area, task, responsibility for carrying out the task, method, and education centre contact. The activities are sorted by order of month in which the activity begins.

Timelines in the toolkit assume closure approval is in June and school closure the following June. These timelines can easily be adapted to each school situation, for example the closure process may take place over 24 months instead of 13 months. The excel spreadsheet has been sorted by number of months to closing but can be re-sorted by functional area, individual responsible, etc.

3. How to Update This Toolkit

Since the toolkit can only improve with use and feedback, the project team for the original toolkit has committed to a review and revision of the toolkit if required to meet future users' needs.



Toolkit for Closing a School Building
Legend

Abbreviations

AA	Area Assistant
A Mgr	Assistant Manager
CNT	Computer Network Technician
CSE	Computer Systems Engineer
FOI/RM Officer	Freedom of Information/Records Management Officer
HR Officer - A &	HR Officer - Administrative & Support Staff
SSS	Services
HRS	Human Resources Services
SAS	Senior Administrative Support (School)
SBA	School Business Assistant
SSC	Software Support Co-ordinator
Supr	Supervisor
Supt of Ed	Superintendent of Education

Number of Months to Closing

13	June (Board decision to close school)
12	July
11	August
10	September
9	October
8	November
7	December
6	January
5	February
4	March
3	April
2	May
1	June (School closes)
-1	July & August
-2	Future

Functional Areas

- Board
- Decommission Building
- Enrolment & Boundaries
- Memorabilia
- Moving/Disposal F&E
- Nevada, Bingo, Raffles
- Notification
- Other Program Funds
- Records Management
- School
- School Basic Budget
- School Generated Funds
- Staffing - CUPE
- Staffing - ETFO
- Staffing - OPSEU
- Staffing - OSSTF
- Staffing - Principal/VP
- Technology F&E

Done	No of Mth to Sch Closure	Functional Area	Task	Method	Timeline	Responsibility Position Title	Ed Ctr Contact Position Title
	13	Board	Relay Decision to System and Media	Board Update	Within 24 hours of board decision to close school	Director, Mgr Communications	Mgr Communications
	13	Board	Notify Central Departments and affected schools	Email, phone, meetings	Within 3 days of board decision close school	Supt of Ed	Supt of Ed, AA
	13	Board	Relay Decision to Parents/Guardians of affected schools & outline next steps	letter home	Within 3 days of board decision close school	Supt of Ed, Principal	Supt of Ed, AA
	13	Board	Relay decision to appropriate Federation/Unions Presidents	e-mail	Within 7 days of board decision close school	Supt of HRS	Supt of HRS
	13	Board	Co-ordinating Supt of Ed for school closure identified	Supt of Ed for closing school	Upon board decision to close school	Administrative Council	Supt of Ed for closing school
	13	Decommission Building	Facility Services appoints Facility Project co-ordinator	E- Mail	Upon board decision to close school	Supr of Design and Construction	Facility Project co-ordinator
	13	Enrolment & Boundaries	Notify school of new boundaries	Correspondence from Mgr Planning & Enrolment	When school boundaries are approved	Mgr Planning & Enrolment	Mgr Planning & Enrolment
	13	Enrolment & Boundaries	Inform ITS department & school on resulting FTE allocations to allocate IT hardware	E-mail to ITS Manager and Supervisor	When enrolment is approved	Mgr Planning & Enrolment	Mgr Information Technology Services
	13	Moving/Disposal F&E	Inventory of F&E and technology F&E; determine if surplus or recyclable.	E-mail to Purchasing. Purchasing will conduct the inventory.	Upon Board decision to close school	Principal	A Mgr Purchasing
	13	Nevada, Bingo, Raffles	Bring licences to an end	Inform municipality by letter that license will be ending. Inform retailer by letter (store selling tickets) that licenses will be ending	Depends on length of licence. Retailer must be notified 90 days before stopping licence.	Principal, SAS	SBA, Co-ordinator of Accounting School Funds
	13	Notification	Update school website	School website	Within 7 days of board decision close school	Principal	Supt of Ed, AA



13	School	Determine budget for closing facility: moving, supplies, supply staff, disposal or redistribution of F&E. Determine budget for closed facility: utilities, phone lines, security monitoring, snowplowing, maintenance.	Budget developed for total school closure expenses then amounts transferred to appropriate budget accounts.	Upon board decision to close school	Supt of Ed co-ordinates with managers - Mgr Design Const & Maint, Mgr Information Services, Mgr Technology Services, Mgr Custodial Services, Mgr Business	A Mgr Business - Budget
13	Staffing - CUPE	CUPE - School Closed Without a Replacement or a New School Article 14 Lay-off and Recall Article 15 Job Postings and Transfers	Staff shall be advised of the imminent closure upon Board approval. Redundant staff shall be placed in accordance with Article 14 of the CUPE Collective Agreement. Action is triggered by appropriate Superintendent.	Upon board decision to close school	Supt of Ed, Mgr Custodial Services, HR Officer - A & SSS	Mgr Custodial Services; HR Officer - A & SSS
13	Technology F&E	Assign a Computer Systems Engineer (CSE) to be the Principal's first line of support on all ICT requirements and project manage related ITS responsibilities.	Mgr Technology Services assigns	Upon board decision to close school	Mgr Information Technology	Mgr Information Technology
13	Technology F&E	Assign a Software Support co-ordinator (SSC) to assist the school office with various items such as eSIS	Determined by Mgr Information Services	Upon board decision to close school	Mgr Information Services	Mgr Information Services
10	School	School creates a transition team	Principal co-ordinates	September	Principal, Supt of Ed, School Council	Supt of Ed, AA
10	School Basic Budget	Determine needs of school's basic budget until closure	Consultation and input from school council and staff	At beginning of school year before October 15th	Principal	A Mgr Business Serv - Accounting



10	School Generated Funds & Nevada, Bingo, Raffles	Determine needs of school	Consultation and input from school council and staff	At beginning of school year before October 15th	Principal	Co-ordinator of Accounting – School Funds
10	School Generated Funds & Nevada, Bingo, Raffles	Submit Fundraising plan based on needs of school until closure	Review prior year SGF financial reports.	By October 15th of each year principals shall submit to their superintendent of education an annual plan as per APM A2600	Principal	Co-ordinator of Accounting – School Funds
9	School	Plan for reallocation of library, sports equipment, learning materials, texts, consumables, paper, supplies to next placement. Designation site of learning materials to be made clear from the outset.	Principal consults with Supt of Ed	October	Supt of Ed, Principal	AA
8	Memorabilia	Assess quantity and type of items to be disbursed (trophies, banners, pictures, portraits, plaques, etc.)	Review items in school	Six to eight months prior to school closure	Supt of Ed, Principal	FOI/RM Officer
8	Records Management	Assessment of records and information (paper and electronic) to develop a transfer plan (includes location and method of transfer).	Consultation and discussion	6 to 8 months prior to school closing	SAS	FOI/RM Officer
8	Records Management	Preservation of School History/Historical/Archival Records Review and assessment of records to identify records flagged as subject to archival selection.	Initial Review by Principal and FOI/RM officer	6 to 8 months prior to closing	Supt of Ed, Principal	FOI/RM Officer
		Consultation may include: School Council, Administrative Council, Simcoe County Archives, and local historical societies and others as identified by the school or community.				



7	Staffing - OSSTF	OSSTF - Replacement School Article : School Openings or School Closures Article 27 Declaration of Available for Transfer and Placement Article 28 In-School Staffing Committee	Procedures to be discussed at working conditions a minimum of six months in advance.	December	Mgr Teaching Staff Services	Mgr Teaching Staff Services
7	Staffing - OSSTF	OSSTF - New School Article : School Openings or School Closures Article 27 Declaration of Available for Transfer and Placement Article 28 In-School Staffing Committee	Procedures to be discussed at working conditions a minimum of six months in advance.	December	Mgr Teaching Staff Services	Mgr Teaching Staff Services
7	Staffing - Principal/V.P.	Principal for New School Announced	Report to Board	November Board Meeting	Administrative Council	Mgr of Administrative and Support Staff Services
6	Memorabilia	Prepare list of items for Supt of Ed's review	Excel spreadsheet	Four to six months prior to school closure	Principal, VP, SAS	Supt of Ed, AA
6	Moving/Disposal F&E	Arrange for moving boxes, approved records management boxes, tape and other moving supplies to be sent to school.	Work Order and purchase order for new items	Six months prior to the required date of move	Supr Design and Construction, CSE, FOI/RM Officer	Facility Project Coordinator
6	Moving/Disposal F&E	Arrange for specialist moving company to visit site to determine needs and schedule for move	Principal emails Supr Design and Construction	Six months prior to the required date of move	Principal, Supr Design and Construction, CSE	Facility Project coordinator
6	Records Management	Obsolete or non-records are be securely disposed of by shredding (includes classroom and office).	Arrange with board approved shredding company	6 months prior and ongoing to closure	SAS	FOI/RM Officer



6	School	Scholarship award windup	Options available: Transfer to new school, Disburse funds now to board or another charity, Refund to donor (only if no charitable receipts were issued to donor(s) In all cases, need to complete "amendment to trust declaration"	Begin 6 months prior to school closure	Principal, A Mgr Business Serv - Accounting	A Mgr Business Serv - Accounting
6	Staffing - ETFO	HRS meet with Federation/Principals/Teachers regarding closing schools	Working Conditions Meeting discussion followed by an after school information session and Q&A on-site with HR, Principal, Federation and Teachers. This session provides information regarding behavioural interviewing and the collective agreement provisions regarding surplus, redundancy and recall.	January	Mgr Teaching Staff Services	Mgr Teaching Staff Services
6	Staffing - ETFO	ETFO - New School Article 9.02 (c) Assignment of Staff Article 10 Surplus, Redundancy and Recall	a) Elementary teachers, from closed school or a holding school whose enrolment declines as a result of students moving to the new school, who apply to positions at the new school shall be granted interviews.	January	Principal and HR Officer Teaching Staff Services	HR Officer Teaching Staff Services



6	Staffing - ETFO	ETFO - Consolidation of Schools Article 9.02 (c) Assignment of Staff Article 10 Surplus, Redundancy and Recall	a) Elementary teachers from the schools that closed who apply to positions at the new school shall be granted interviews for these positions. CSE creates Helpdesk Ticket	January	Principal, HR Officer Teaching Staff Services	HR Officer Teaching Staff Services
6	Technology F&E	Plan redeployment of decommissioned systems	CSE creates Helpdesk Ticket	As required during the process beginning January	CSE	Helpdesk or CSE
6	Technology F&E	Contact other sites that are receiving equipment as a result of moves in FTE	CSE creates Helpdesk Ticket for each receiving site	As information is approved by Mgr Information Technology, CSE in January	Mgr Information Technology, CSE	Mgr Information Technology
5	School Basic Budget - Other Program Funds	Grants (Parent Involvements Funding, Pro Grants, etc)	Assess needs then advise and consult with Supt of Ed if money will not be spent	Five (5) months prior to school closure	Principal in consultation with Superintendent	Co-ordinator of Accounting School Funds
5	School Basic Budget - Other Program Funds	Grants specific to each school (e.g. Early Reading Strategies)	Ministry to be contacted for guidelines if money will not be spent	Five (5) months prior to school closure	Principal	Co-ordinator of Accounting School Funds



5	Staffing - OPSEU	<p>OPSEU - New School Article 13 Lay-off and Recall Article 14 Job Postings and Transfers A7520: New Elementary Schools, Administrator Release Time 2.4 New School Secretary Hiring and Start Date 2.4.1 The school principal will be involved in the hiring of a secretary for the school site. 2.4.2 The school secretary will begin his/her duties with the principal designate for purposes of planning and organization for the new school at least half a school term (approximately one and a half to two months) before the opening of the new school.</p>	<p>OPSEU transfers are processed first; then remaining vacancies are posted. For holding schools, clerk steno allocation changes are processed per the allocation formulae during the spring staffing process. Action triggered by appropriate Supt of Ed</p>	February	<p>Supt of Ed, Principal, HR Officer - A & SSS - Administrative and Support Staff Services</p>	<p>HR Officer - A & SSS</p>
5	Staffing - OPSEU	<p>OPSEU - Consolidation of School Article 13 Lay-off and Recall Article 14 Job Postings and Transfers A7520: New Elementary Schools, Administrator Release Time 2.4 New School Secretary Hiring and Start Date 2.4.1 The school principal will be involved in the hiring of a secretary for the school site. 2.4.2 The school secretary will begin his/her duties with the principal designate for purposes of planning and organization for the new school at least half a school term (approximately one and a half to two months) before the opening of the new school.</p>	<p>Surplus staff are redeployed per the collective agreement (via bumping and offering available vacancies). Remaining vacancies are filled by transfer first, then by postings. Action triggered by appropriate Supt of Ed</p>	February	<p>Principal, Supt of Ed, HR Officer Administrative and Support Staff Services</p>	<p>HR Officer - A & SSS</p>



5	Staffing - OPSEU	OPSEU - School Closure Without a Replacement or a New School Article 13 Lay-off and Recall Article 14 Job Postings and Transfers	Staff shall be advised of the imminent closure upon Board approval. Redundant staff shall be placed in accordance with Article 13 of the OPSEU Collective Agreement. Action triggered by appropriate Supt of Ed	March	Supt of Ed, Principal, HR Officer - A & SSS	HR Officer - A & SSS
4	Memorabilia	Offer memorabilia to groups in the following priority order: 1. Schools receiving students from the closed school 2. Local historical societies, archives and museums 3. Families of the students who won the trophies/ pennants, starting with the student most recently honoured (i.e. if that student's family does not want the trophy, proceed to the family of the student who won the trophy in the previous year) 4. Families connected with particular memorabilia (e.g., the "Joe Smith Family Award") 5. Current staff members of that school 6. Past staff members of the school, if contact information is still available 7. Current staff members of the Simcoe County District School Board 8. General public	1. Meeting of Principals/ VPs 2. Phone for initial contact name and follow up 3. Phone or written correspondence – general newsletter insert if required 4. Phone or written correspondence – general newsletter insert if required 5. Staff meeting or staff bulletin 6. Phone or written correspondence 7. Numbered memorandum 8. News release	Four months prior to school closure	P/VP, SAS, FOI/RM Officer (Steps 1-6); Supt of Ed, with support from Mgr Communications, FOI/RM Officer, will prepare numbered memo with notice for posting in all Board facilities (Step 7); At the request of the Supt of Ed, Mgr Communications will publicize info. on the website and send a news release to media (Step 8).	FOI/RM Officer (Steps 1-6); Supt of Ed, Mgr Communications (Step 7); Mgr Communications (Step 8)



4	Staffing - ETFO	ETFO - New School	Teaching staffing allocation from holding schools will be adjusted according to the decrease in student enrolment. Surplus teachers will be placed in line of seniority within the District and then within the County	March - June	Mgr Planning & Enrolment, Principal, Staffing Chairs, HR Officer -Teaching Staff Services	HR Officer - Teaching Staff Services
4	Staffing - ETFO	ETFO - Consolidation of Schools	Surplus teachers will be placed in line of seniority within the District and then within the County	March - June	Principal, Staffing Chairs, HR Officer - Teaching Staff Services	HR Officer - Teaching Staff Services
4	Staffing - OSSTF	OSSTF - School Closed Without a Replacement or New School	Article : School Openings or School Closures Article 27 Declaration of Available for Transfer and Placement Article 28 In-School Staffing Committee	March	HR Officer - Teaching Staff Services	HR Officer - Teaching Staff Services
3	Moving/Disposal F&E	Arrange for garbage and recycling bins along with adequate dumpsters	E-mail Environmental Services	Three months prior to occupants leaving building	Principal	A Mgr Custodial Services
3	Moving/Disposal F&E	Determine moving dates and inform closing/receiving schools, central departments & Facility Services	E Mail	April	Supt. Of Ed.	Facility Project Co-ordinator
3	Moving/Disposal F&E	Prepare an inventory of hazardous chemicals that must be removed from the building	Health and Safety procedure HS-05-10	Inventory due to Health and Safety May 31	Principal	Health & Safety Officer
3	Moving/Disposal F&E	Inspection of playground equipment to verify ability to move to new site	Work Order	Three months prior to move	Principal	Maintenance Dispatch



3	Moving/Disposal F&E	Send memo to staff advising them to pack & remove all personal items from school prior to their last day of work.	First of two memos to all staff	Three months prior to move date with monthly updates	Principal	n/a
3	Moving/Disposal F&E	Arrange for packing and labelling of all items and equipment to be moved or for dumpster	Memo	Once materials are no longer required	Supt of Ed	Principal
3	Nevada, Bingo, Raffles	Close bank accounts	Contact SBA to assist in closing of bank account	Three (3) months before school closure. (will take approximately one to two months)	Principal, SAS	SBA, Co-ordinator of Accounting – School Funds
3	Records Management	Ontario Student Records (OSR) - Inactive OSR transferred to Education Centre Records Centre	Per APM A7610, Ontario Student Record	3 months prior to school closure	Closed school Principal, FOI/RM Officer	FOI/RM Officer
3	School Generated Funds	Items purchased with SGF funds - playground equipment, sunshelters, etc, - technology equipment, - other items	Consultation and input from school council and staff as to the disposal of or sale of items, (see Moving/Disposal of F & E and Decommissioning of Building list)	Three (3) months before school closure date	Principal	Co-ordinator of Accounting – School Funds
3	Staffing - CUPE	CUPE - Replacement School Article 14 Lay-off and Recall Article 15 Job Postings and Transfers	CUPE staff from the original school may be assigned to the replacement school prior to student occupation in order to prepare the facility; temporary staff are used to backfill. Action is triggered by the Project co-ordinator.	April - May	Mgr of Custodial Services, HR Officer - A & SSS	Mgr of Custodial Services, HR Officer - A & SSS



3	Staffing - CUPE	CUPE - New School Article 14 Lay-off and Recall Article 15 Job Postings and Transfers	CUPE transfers are processed first, and then remaining vacancies are posted. If there are surplus employees, they take priority over transfers and postings. Action is triggered by the Project co-ordinator. For holding schools, custodian allocation changes are processed per allocation formulae during staffing process.	April - June	Mgr of Custodial Services, HR Officer - A & SSS	Mgr of Custodial Services, HR Officer - A & SSS
3	Staffing - CUPE	CUPE -Consolidation of Schools Article 14 Lay-off and Recall Article 15 Job Postings and Transfers	Surplus CUPE staff are redeployed per the provisions of the collective agreement, via bumping and offering available vacancies. Remaining vacancies are filled by transfer first, then by postings. Action is triggered by appropriate Supt of Ed	April - June	Mgr of Custodial Services, HR Officer - A & SSS	Mgr of Custodial Services, HR Officer - A & SSS
3	Technology F&E	Inventory ICT Items in school (e.g. computers, printers, network equipment, smart boards) and provide to the principal and ITS	CSE creates a Helpdesk Ticket	Two months prior to occupants leaving building	CSE, CNT	Helpdesk
2	Decommission Building	Heating and air conditioning systems set back to minimum or shut down, immediately after occupants leave building	Work Order done one month prior	One month prior to occupants leaving building	Supr Mechanical, Supr Plumbing & Grounds	Maintenance Dispatch
2	Decommission Building	Re-key school off of master system immediately after occupants leave building	Work Order done one month prior	One month prior to occupants leaving building	Senior Maintenance Supervisor	Maintenance Dispatch



2	Decommission Building	Board up windows if required, immediately after occupants leave building	Work Order done one month prior	One month prior to occupants leaving building	Senior Maintenance Supervisor	Maintenance Dispatch
2	Decommission Building	Remove & return to IT dept - telephone/public address equipment immediately after occupants leave building	Work Order done one month prior	One month prior to occupants leaving building	Facility Services Project Co-ordinator	Mgr Information Services Project Co-ordinator
2	Decommission Building	Remove building equipment and spare parts, immediately after occupants leave building	Work Order done one month prior	One month prior to occupants leaving building	Senior Maintenance Supervisor	Maintenance Dispatch
2	Decommission Building	Remove garbage and recycling bins, immediately after occupants leave building	Work Order done one month prior	One month prior to occupants leaving building	A Mgr Custodial Services	A Mgr Custodial Services
2	Decommission Building	Remove temporary structures, immediately after occupants leave building	Work Order done one month prior	One month prior to occupants leaving building	Supervisor - Portables and Site	Maintenance Dispatch
2	Decommission Building	Remove all exterior signage, immediately after occupants leave building	Work Order done one month prior	One month prior to occupants leaving building	Senior Maintenance Supervisor	Maintenance Dispatch
2	Moving/Disposal F&E	Send memo to staff advising them to pack & remove all personal items from school prior to their last day of work.	Last of two memos to all staff	Two months prior to move date with monthly updates	Principal	n/a
2	Moving/Disposal F&E	Clear school of all excess materials not being moved – Donate material where applicable	Memo to school staff	Prior to occupants leaving building	Principal, Facility Project co-ordinator	Maintenance Dispatch
2	Moving/Disposal F&E	Send memo to staff advising them to pack & remove all personal items from school prior to their last day of work.	Last of 3 memos to all staff	One month prior to move date	Principal	n/a
2	Notification	Notify Canada Post, courier companies, etc. as to where deliveries are to go	E-mail Purchasing	Two months prior to occupants leaving building	A Mgr Purchasing	Purchasing Clerk
2	Records Management	Ontario Student Records (OSR) - Active Request OSR from closing school For remaining OSRs at closed school, where student's next school is unknown, advise receiving school, according to school boundary, to request the OSR.	Per APM A7610, Ontario Student Record	When known that student is transferring and before school closes	Receiving school Principal, Closing school Principal, Planning & Enrolment	A Mgr Planning & Enrolment



2	Records Management	Completion of Catalogue of Closed School Records Form prior to transfer of records.	Form on Board website	1 month prior to school closure	SAS	FOI/RM Officer
2	School	P-cards cancellation	Principal contacts Purchasing	One (1) month prior to school closure	Principal to advise staff and confirm with Purchasing Dept Secretary Principal, SAS	A Mgr Purchasing A. Mgr Purchasing
2	School Basic Budget	Inquiry about all committed purchase orders	Receipt orders that have arrived at school, cancel all other orders	One (1) month prior to last day school		
2	School Generated Funds	Close bank accounts, Unused funds	Unused funds will follow students prorated and distributed as per superintendents approval Contact school business assistant to assist with closing bank accounts	Two (2) months before school closure.	Supt of Ed, Principal	Supt of Ed, Co-ordinator of Accounting – School Funds



2	Staffing - ETFO	ETFO - School closed without a replacement or a new school Article 9.02 (c) Assignment of Staff Article 10 Surplus, Redundancy and Recall	Elementary teachers from the closed school are declared surplus and placed into available positions within the District and then within the County. If there are insufficient positions across the County resulting from declining enrolment the lowest seniority teachers are declared redundant and laid off.	May 15	Principal, Staffing Chairs, HR Officer - Teaching Staff Services	HR Officer - Teaching Staff Services
2	Staffing - OPSEU	OPSEU - Replacement School Article 13 Lay-off and Recall Article 14 Job Postings and Transfers	OPSEU staff are not formally transferred, but are assigned to the new location. Action triggered by appropriate Superintendent.	May	Supt of Ed, Principal, HR Officer - A & SSS	HR Officer - A & SSS
2	Staffing - Principal/V.P.	Placement of Principals and Vice-Principals - School Closure Without a replacement or new school	The placement of administrators from closed schools is determined by senior administration in May/June.	May/June of the school year	Administrative Council	Manager Administrative and Support Staff Services
2	Technology F&E	Cancel WAN/Telephony contracts as appropriate	Facility Services Project Co-ordinator creates a Helpdesk Ticket	One month prior to services not required	Mgr Information Services, Facility Services Project Co-ordinator Principal	Mgr Information Services, Facility Services Project Co-ordinator ESIS Software co-ordinator
1	Enrolment & Boundaries	Student user accounts and data transfer to new locations	This is automated through ESIS	As the school updates info in ESIS		
1	External Notification	External Notification to update the Ministry of Education School Facility Information System (SFIS) for last day of operation for instructional purposes	Notify Ministry of Education, Transfer Payments & Financial Reporting Branch	When school closed	Mgr Planning & Enrolment	A Mgr Business - Accounting



1	Moving/Disposal F&E	Collect all keys and access control cards and turn over to Senior Maintenance Supervisor	email to advise staff	On last day of occupancy	Principal	Senior Maintenance Supervisor
1	Moving/Disposal F&E	Arrange for removal and moving of playground equipment	Work Order	Last Day of School	Senior Maintenance Supervisor	Maintenance Dispatch
1	Moving/Disposal F&E	Arrange for Packing of all "Board Owned" teacher resources	staff or other individuals pack	last month of school	Supr Design and Construction Services	Facility Services Project co-ordinator
1	Moving/Disposal F&E	School Staff Pack and Remove Personal Resources/Items	staff pack	last month of school	School Staff	Facility Services Project co-ordinator
1	Moving/Disposal F&E	Arrange for the moving of photocopiers and risographs	Purchasing	Immediately after occupants leave building	A Mgr Purchasing	Buyer
1	Moving/Disposal F&E	Usable recyclable furniture and/or equipment to be disposed of through appropriate vendor	Purchasing	Immediately after occupants leave building	A Mgr Purchasing	Buyer
1	Moving/Disposal F&E	All surplus furniture to be made available to the system by putting all surplus in JDE Requisition Workbench Catalogue	Purchasing	Immediately after occupants leave building	A Mgr Purchasing	Buyer
1	Moving/Disposal F&E	Remove all Custodial Supplies and Equipment	Supervisor of Custodial Services	Immediately after occupants leave building	A Mgr - Custodial	Secretary, Custodial Services
1	Nevada, Bingo, Raffles	Items purchased with SGF funds, follow purchasing procedures	Should be no capital items only consumables (field trips, presentation, etc.)	One month before school closure and in consultation with SBA	Principal, SAS	Co-ordinator of Accounting – School Funds, SBA
1	Records Management	Ontario Student Records (OSR) - Office Index Card Closed school forward all Office Index Cards to the Education Centre Records Centre	Per APM A7610, Ontario Student Record	After school is closed	SAS	FOI/RM Officer
1	School Basic Budget	Any surplus left in budget at school closing	Supt of Ed determines	after school closes	Supt of Ed, Principal	Supt of Ed



1	School Basic Budget	Petty Cash - Close out accounts	Complete final reimbursement form and indicate on it that account is to be closed. Attach receipts and balance of cash to form and sent to accounting	One (1) week before school closure	Principal, SAS	A Mgr Accounting
1	School Basic Budget	Financial records	Keep as per board's record retention procedures and should be transported to the board office (see record retention checklist)	Per record retention checklist	Principal, SAS	Co-ordinator of Accounting – School Funds
1	School Basic Budget - Other Program Funds	Financial records	Keep as per board's record retention procedures and should be transported to the board office (see record retention checklist)	Per record retention checklist	Principal, SAS	Co-ordinator of Accounting – School Funds
1	School Generated Funds & Nevada, Bingo, Raffles	Financial records	Keep as per board's record retention procedures and should be transported to the board office (see record retention checklist)	See record retention checklist	Principal, SAS	Co-ordinator of Accounting – School Funds
1	Technology F&E	Staff user accounts and data transfer to new locations	This is automated through IPPS	As HR updates the data in IPPS	Mgr HRS	HRS Officer
1	Technology F&E	Decommission & removal of WAN & LAN equipment	CSE Helpdesk Ticket	As planned with principal sign-off after school closed	CSE	Helpdesk
1	Technology F&E	Disconnect & label computer and ICT resources	CSE Helpdesk Ticket	Immediately after occupants leave building	CSE	Helpdesk
1	Technology F&E	Move and/or transition servers and other related equipment	CSE Helpdesk Ticket	When school is closed	CSE	Helpdesk



1	Technology F&E	School data will be backed up and maintained for at least two years as a safe guard	CSE Helpdesk Ticket	Upon School Closure	CSE	Helpdesk
1	Technology F&E	Deactivate and label ICT resources to be shipped	CSE creates Helpdesk Ticket	When no longer needed by school	CSE	Helpdesk
-1	Decommission Building	Place signage at closed school	Signage for security purposes. This building is owned and regularly inspected by the Simcoe County District School Board. Please report any damage or problems to the Education Centre by calling: 705-728-7570 ext. 11331 or 11332	When school closed	Senior Maintenance Supervisor	Maintenance Dispatch
-1	Decommission Building	Lock cores are to be removed	Work Order placed	One month prior to building being demolished or turned over to new owner	Senior Maintenance Supervisor	Maintenance Dispatch
-1	Decommission Building	Arrange for final meter readings of utilities	Telephone call to utilities company	One month prior to building being demolished or turned over to new owner	Mgr Planning & Enrolment	Secretary - Planning
-1	Notification	External notification to update the Ministry of Education Ontario student Information System (OnSIS) for last day of operation for instructional purposes	Notify Ministry of Education, OnSIS Leader	When student names have been transferred to new school in the boards student information system.	A Mgr Planning & Enrolment	OnSIS co-ordinator
-1	Notification	External notification to property insurer of change to property status: closure, lease, demolition or sale.	Follow standard procedure for change in property status	When change to property status is complete	Mgr Planning & Enrolment	Insurance & Risk Assistant
-1	School Basic Budget	Teachers' PD Funds	Remaining funds to be allocated to teachers' new schools	After school closure	Supt of Ed, HRS	HRS Officer - Teaching Staff Services, A Mgr Budget



-1	School Basic Budget	Surplus of school basic budget and reserve	Remaining funds will be dispersed as per Supt of Ed instructions	After school closure date	Supt of Ed	Co-ordinator of Accounting – School Funds
-1	Staffing - ETFO	ETFO - Replacement School Article 9.02 (c) Assignment of Staff Article 10 Surplus, Redundancy and Recall	Elementary teachers assume teaching positions at the replacement school.	September after school closure	HR Officer - Teaching Staff Services	HR Officer - Teaching Staff Services
-2	Decommission Building	Life safety systems to be maintained and inspected	Preventive Maintenance scheduler	On going after school closed	Supervisor - Electrical	Maintenance Dispatch
-2	Memorabilia	Unclaimed items will be stored for a period of one year in the Education Centre, within the School Services storage area. The items will then be offered to the following groups in order of priority: 1. The schools receiving students from the closed school (2nd offer) 2. Historical societies, archives, museums (2nd offer) 3. General Public (2nd offer) 4. Government surplus on-line auction or charity organizations for fundraising (i.e. Goodwill) or recycling (if material is recyclable)	1. Meeting of Principals/ VPs 2. Phone for initial contact name and follow up 3. Phone or written correspondence – general newsletter insert if required Step 4 – Purchasing Department coordinates on-line auction contact (see website): http://www.dsb.edu.on.ca/Purchasing/gsoa/default.php	One year after school closure.	Supt of Ed, AA with support of Mgr Communications, FOI/RM Officer, Purchasing Dept	Supt of Ed, AA
-2	Notification	External notification to Update the Ministry of Education School Facility Information System (SFIS) when site sold/leased	Notify Ministry of Education, Transfer Payments & Financial Reporting Branch	When site sold/leased	Mgr Planning & Enrolment	A Mgr Business - Accounting
-2	School	Review School Closure Toolkit for any changes	Principal of closing school identifies changes to toolkit and submits to School Closure Project Team	After school closed	School Closure Project Team	Mgr Corporate Services