

**Internal School Closing Checklist for RSUs, SADs, and CSDs**

SAU: \_\_\_\_\_

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

**Closing Checklist -- All SAUs -- 20-A MRSA Section 4102****1. Replaced by new building?\***

Replaced by other school buildings as part of a school construction project that has been approved by the state board or the commissioner in accordance with chapter 609.

Yes/No	Notes
<input type="checkbox"/>	*If yes, no need to go any further.

**2. Condemned?\***

The school building has been condemned and ordered closed by local or state officials for health and safety reasons.

<input type="checkbox"/>	*If yes, no need to go any further.
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**3. Lack of need Report?**

If lack of need, the SAU must submit a report with the following information:

- A. Projection of the number of students in the affected area over the next 5 school years, including a projection of the educational programs which they will need;
- B. Manner in which the continuation of the educational programs for the affected students will be provided;
- C. Effective date on which the closing will take place;
- D. Projection of additional transportation or other related services;
- E. Existence of any other outstanding financial commitments, including debt service, related to the school building along with a retirement schedule of payments to meet the commitments;
- F. Proposed disposition of the school building;
- G. Financial impact of closing the school building; and
- H. Statement of reasons why the school building is being closed.

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**School Closing Checklist -- Lack of Need only -- RSUs only  
20-A MRSA 1511**

A school operated within the regional school unit may not be closed unless closure of the school is approved at a regular or special meeting of the regional school unit board by an affirmative vote of 2/3 of the elected membership or voting power of the regional school unit board.

<input type="checkbox"/>	
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**School Closing Checklist -- Lack of Need only -- SADs, CSDs and RSUs only  
20-A MRSA 1512 and Chapter 26 Rules****1. Required Actions to Close a School**

- A. SAD/CSD/RSU must submit to the Department and to the member municipality all of the cost data and explanations that are described in Section 3, paragraph 1 A of the rules.

<input type="checkbox"/>	
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School: \_\_\_\_\_

**Yes/No****Notes****2. Computation of Costs Associated With Closing A School**

A. Costs and related data was prepared and submitted by the SAD/CSD/RSU to the Department as prescribed in Section 2, paragraph B of the rules.

(1) All costs were calculated from actual base year operating costs, transportation costs, and minor capital costs that satisfy the following criteria:

(a) the costs are associated only with the school that the SAD/CSD/RSU Board of Directors is considering closing, or which may be reasonably pro-rated to that school, and

(b) the costs would be expected to have been different in the base year if this school had been closed during the base year.

(2) Costs considered INCLUDE the following:

(a) building costs such as heating and maintenance expenses, base costs of telephones and other utilities;

(b) school staff salaries and the SAD/CSD/RSU share of benefit costs, for school staff who directly work with the pupils attending that school or who serve the school building; and

(c) transportation operating costs if bus routes would change as a result of a closing.

(3) Costs considered EXCLUDE the following:

(a) salaries and benefits for central office staff and staff of other schools in the SAD/CSD/RSU;

(b) text books, furniture, instructional equipment, supplies, and other materials that would be required regardless of where the students were taught.

**3. Two sets of cost data will be computed:**

A. SAD/CSD/RSU compute the actual and/or prorated base year costs for the school during the base year, and

B. SAD/CSD/RSU compute the estimated costs that would continue if the building was closed (the estimated costs of educating those students who attended the school during, the base year, if those students had attended other schools of the SAD/CSD/RSU during the base year).

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	Yes/No	Notes
<b>4. In determining the amount of the costs in Ch. 26 rules paragraph A.4.b., the following applies:</b>		
A. The SAD/CSD/RSU justifies any reduction in the cost of salaries and benefits of any classroom teachers by demonstrating that all pupils of the school could have been reassigned to the classrooms of other teachers without making any class larger than whatever maximum class size statutes, Department of Education rules, or SAD/CSD/RSU policy were in effect during that base year. A written account of, his justification must be provided with the cost data.	<input type="checkbox"/>	
B. If the principal of the school is a teaching principal then the policy in rules paragraph A.5.a. also applies to that teaching principal. The SAD/CSD/RSU justifies any reduction in the cost of salaries and benefits of any teaching Principal.	<input type="checkbox"/>	
C. The SAD/CSD/RSU calculated the amount of the reduction in salaries and benefits based on the number of reduced teaching positions times the average salary and benefit cost for teachers in the SAD/CSD/RSU.	<input type="checkbox"/>	
<b>5. The SAD/CSD/RSU must also provide:</b>		
A. The SAD/CSD/RSU provide the amount, and nature, of each type of source data that is used by the S.A.D in these calculations and the basis for each pro-rating that is performed, in sufficient detail to permit an independent verification of the accuracy of the cost data and its validity for use with 20-A MRSA § 1512 and these rules.	<input type="checkbox"/>	
B. The SAD/CSD/RSU provide the proposed closing date of the school, the number of days in the SAD/CSD/RSU school year which the school will be closed, and the number of days in the school year for which the school will be closed if the school closing plan is implemented.	<input type="checkbox"/>	