

**“SCHOOL CLOSINGS – THE LAST RESORT IN THE BUDGETARY PROCESS”
TIMETABLE**

Recommended timetable for school closings:

1. Establish a public hearing no later than March 15;
2. Advertise notice of the public hearing at least 15 days before the scheduled hearing (Section 780);
3. Notify and obtain any necessary approvals from the Pennsylvania Department of Education in anticipation of the Board ultimately choosing to close the School. Communications with PDE should be on the premise that the Board “may” vote to close. Otherwise the School District will be accused of making a decision prior to the lapsing of the three month waiting period;
4. Take formal Board action to close the school building in June. The earliest this could occur is 3 months after the public hearing. If action is taken to close a school building it should be effective at the start of the 2008-2009 school term (Section 780);
5. Give sixty days (60) written notice of the closing to the Professional and Temporary Professional Employees immediately after the Board hearing and once again after the formal Board action (Section 524).
6. On or before June 15, give formal suspension (furlough) notices to teachers. Suspensions can always be retracted prior to the start of the school term.
7. Review specific provisions of your District’s Collective Bargaining Agreement regarding required written notices of teaching assignments.