

# **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 Educat

### **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
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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