

IMPACT STATEMENT AND SUPPORTING DATA

FOR THE

**CLOSURE AND CONSOLIDATION OF
PICKENS K-12 SCHOOL
INTO
GEORGE WARD ELEMENTARY AND
TYGARTS VALLEY MIDDLE/HIGH SCHOOL**

RANDOLPH COUNTY BOARD OF EDUCATION

Prepared Pursuant to

**W. Va. Codes §18-5-13 and §18-5-13a and
WVBE Policies 6200 and 6204.**

**Randolph County Schools
Under the direction and authority of
The West Virginia Board of Education (WVBE)**

**Public Hearing Date(s) January 8, 2025
County Board Approval Date(s) January 8, 2025**

This template (revised 12/06/23) is provided by the WVDE as a technical assistance tool for county boards to use in the preparation of their supporting documents for a proposed school closure or consolidation. This template does not reduce or eliminate the requirements found in WV State Code or WVBE Policy 6204 as they relate to school closures or consolidations. This document does not replace or supplant legal assistance provided by counsel engaged to represent the county.

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3.1. County Procedures

WVDE Application for school closure and/or consolidation

Randolph County

Closure of Pickens K-12 School and Consolidation into George Ward Elementary and Tygarts Valley Middle/High School.

Pickens K-12 School	November 18, 2024	Pickens School 6 PM
George Ward Elementary School	November 19, 2024	Tygarts Valley Middle/High School Auditorium 6:30 PM
Tygarts Valley Middle/ High School	November 19, 2024	Tygarts Valley Middle/High School Auditorium 6:30 PM

Schedule Date for County Board Votes is November 19, 2024, at 7PM.

Due to the WV State Board of Education’s approval on October 9, 2024, to provide a state-wide waiver 6204 timelines.

“A statewide waiver of Policy 6204, section 3.4, is requested to allow counties to complete the required procedures for closing a school on or before February 28 of the calendar year in which the closures or consolidations are to be effective.”

Randolph County Schools voted to delay hearings.

January 8 @ Tygarts Valley Middle/High School Gymnasium

- 5:30 to 8:00 Pickens
- 8:00 to 8:30 George Ward Elementary
- 8:30 to 9:00 Tygarts Valley Middle/High School
- 9:00 vote on closure of Pickens School

Scheduled Date(s) of County Board Vote(s): January 8, 2025, at 9:00 pm

County Procedures

This template shall be used to accumulate and present the data that is requested in Policy 6204 and W.Va. Code 18-5-13a to support the closure or consolidation of a WV public school.

The county shall prepare and submit an impact statement and supporting data concerning proposed school closings or consolidations to the WVBE for approval in accordance with this policy and W. Va. Code §18-5-13a. The impact statement and supporting data shall:

- ✓ *be available for public inspection in the office of the county superintendent during the 30 days preceding the date of the public hearing; and*

- ✓ *Be delivered in duplicate to the:*
- ✓ *principal of a school that is proposed to be closed or consolidated, and of any school which the county designates to receive the students who are relocated as a result of the closure or consolidation; and*
- ✓ *chair of the local school improvement council (LSIC) representing a school that is proposed to be closed or consolidated, and any school that the county designates to receive the students who are relocated as a result of the closure or consolidation.*
- ✓ *A copy of the notice shall be posted at all schools, bus garages, and maintenance areas in the county in conspicuous working areas, for all professional and service personnel to observe.*

Shawn L. Dilly

Superintendent

Date:

3.2. Executive Summary and Impact Statements

County Procedures

An impact statement shall be prepared on the following items that will summarize the county's supporting data with page references, as defined in section 3.1. The impact statement and supporting data shall be provided to the West Virginia Department of Education – Office of School Facilities at least 10 business days prior to the period for public posting for the purpose of review and coordination.

Pickens, WV, is a small, rural community where the local K-12 school serves as a central hub for families. With no nearby grocery stores or other essential services, residents frequently travel to Mill Creek, home to George Ward Elementary and Tygarts Valley Middle/High School, which shall receive students if Pickens School closes. The closure would result in slightly longer bus rides and commutes, but students already engage in shared activities with those from Mill Creek. New relationships could form through collaborative extracurricular programs, shared resources, and virtual learning opportunities, fostering stronger ties between the communities

Enrollment 3.2.a. (Starting on Page # 6)

Since the 2010 census, Randolph County, WV, has experienced a steady population decline, which has significantly impacted student enrollment in Randolph County Schools. In 2010, the county had 29,360 residents, but by 2020, this number had dropped to 27,892—a loss of 1,468 people, or a 0.5% annual average decline. This downward trend is projected to continue, with estimates for 2029 predicting a further population decrease to 26,138, representing a loss of 1,754 residents from 2020 to 2029.

The shrinking population correlates closely with a drop in student enrollment. For example, during the 2014-2015 school year, Randolph County Schools enrolled 4,065 students. By the 2023-2024 school year, that number had decreased to 3,532, reflecting a 13% decline in enrollment over the decade. This parallel decline underscores the urgent need for strategic

planning to address the challenges posed by decreasing enrollment and the changing demographics in the county.

In alignment with the Economy of Scale guidelines set by the West Virginia School Building Authority and the State Department of Education, Randolph County Schools must address these trends. From 2010 to 2022, the county's population grew only twice, with its largest increase (0.4%) occurring between 2012 and 2013. The most significant population drop occurred between 2019 and 2020, when the county lost 2.7% of its residents. On average, the population shrank by 0.5% annually during this period.

Notably, the population's composition is shifting. The percentage of children aged 0 to 4 declined from 5.1% in 2010 to 4.7% in 2022, while the proportion of residents aged 65 and older increased from 17.9% to 22.7% during the same period. By 2022, Randolph County's population had dropped to 27,600, a 6% decrease from 2010. This is in contrast to the national growth of 7.7% and West Virginia's overall population decline of 4.3%.

The combination of declining population, shrinking school enrollment, and an aging demographic highlights the need for thoughtful, forward-looking solutions to ensure that Randolph County Schools continue to provide high-quality education amid these challenges.

Data retrieved from USA Facts/US Census Bureau

Facilities 3.2.b. (Starting on Page # 10)

Pickens school was constructed in 1954 with an addition in 2006. It is a well-maintained building, but the HVAC system is beyond its life expectancy. There are some drainage issues in the rear of the school. The school utilizes a sewage treatment plant that needs to be maintained.

The building utilization calculation is at 14%, which falls below the desirable utilization of 85%.

Finance 3.2.c. (Starting on Page # 16)

In an effort to provide an equal and quality education to each student in Randolph County the board proposes to consolidate services. This closure and consolidation would save the Board of Education \$550,898.49 annually. Savings in personnel are key as student to teacher ratios are inequitable across the county. The county would also realize savings in utilities and maintenance/other costs.

Personnel 3.2.d. (Starting on Page # 19)

Pickens School employs one half-time administrator, four full-time professional staff and one half time professional staff, two service employees, and shares both a counselor and nurse with other schools. George Ward Elementary employs one administrator, 20 professional staff, one counselor, a shared Nurse, and 14 full-time service employees. Tygarts Valley Middle High School employs two administrators, 30 full-time professional employees, two counselors, one nurse, 8 full time service employees and one half time service employee. After the closure of Pickens School, there may be one additional professional staff required at Geroge Ward Elementary. As of the completion of the

impact documents, no staff members at Pickens School have submitted retirement paperwork for the 2025-2026 school year. If personnel reductions become necessary, they will be handled through the reduction in force procedures outlined in West Virginia Code §18A-2-7.

Student Transportation 3.2.e. (Starting on Page # 22)

One Randolph County school bus currently serves the Pickens school area for both morning and afternoon transportation. Approximately 23 students are transported by bus. This bus would transport the K-5 students to George Ward Elementary and 6-12 students to Tygarts Valley Middle/ High School. The longest a student is on a bus is currently 51 minutes and that would increase to approximately 86 minutes. The county will be requesting a waiver of the WVDE Policy 4336 for recommended travel times.

Student Educational Program 3.2.f. (Starting on Page # 24)

Randolph County Schools ensure an engaging educational environment for learners focusing on teaching and learning in the 21st Century. The mission of Randolph County Schools is to prepare today's learners for tomorrow's demands. We believe that by setting high expectations, providing high-quality instruction, and creating safe and engaging learning environments, we can help students to become well-rounded, life-long learners prepared to function in a global society.

Students will have access to an expanded curriculum and specialized staffing in classes with their grade level peers when they merge with George Ward Elementary School and Tygarts Valley Middle/High School. Instructional programs will be enhanced with full time staff in both the arts (music K-12 and art 6-12) and preschool. In addition, students will have the ability to take advanced courses in grades 9-12 beyond those offered within the core educational program.

Community 3.2.g (Starting on Page # 26)

Pickens, WV, is a small, rural community where the local K-12 school serves as a central hub for families. With no nearby grocery stores or other essential services, residents frequently travel to Mill Creek, home to George Ward Elementary and Tygarts Valley Middle/High School, which shall receive students if Pickens School closes. The closure would result in slightly longer bus rides and commutes, but students already engage in shared activities with those from Mill Creek. New relationships could form through collaborative extracurricular programs, shared resources, and virtual learning opportunities, fostering stronger ties between the communities.

3.2.a Student Enrollment

County Procedures

Enrollment and Population Table

Trends in student population growth or decline in the county for the previous 10 years.

Year	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Total	4015	4060	4048	4040	3949	3866	3789	3623	3634	3532

Enrollment Table 1

Pickens K-12 School

Year	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Total	40	39	38	34	33	32	33	31	34	29

Enrollment Table 2

Trends in student population growth or decline in attendance area of the school or schools which the county designates to receive the students affected for the previous 10 years.

George Ward Elementary

Year	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Total	278	274	285	320	359	350	329	321	333	325

Enrollment Table 3

Tygarts Valley Middle/ High School

Year	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Total	435	457	480	493	481	452	456	423	420	401

Enrollment Table 3

Population data and characteristics for the county. At a minimum, the data shall include the total population, number of births, number of deaths, and age composition of the county for the previous ten years. The requisite information shall be cited and may be obtained from local, state, and national agencies for health and statistics.

Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Population	29432	29388	29519	29405	29126	29006	28785	28823	28695	28387
Births	303	332	310	334	285	285	317	261	288	259
Deaths	362	355	389	345	374	366	355	353	383	391

Enrollment Table 4 Data provided by the latest data available from the WV Department of Health and Human Resources Bureau for Public Health - Heath Statistics Center

Age Composition

Year	<5	5-14	15-24	25-34	35-44	45-54	55-64	65-74	75-84	>85
2011	1508	3146	3513	3374	3796	4528	4294	3003	1540	703
2012	1508	3146	3513	3374	3796	4528	4294	3003	1540	703
2013	1508	3146	3513	3374	3796	4528	4294	3003	1540	703
2014	1508	3146	3513	3374	3796	4528	4294	3003	1540	703
2015	1533	3033	3447	3470	3408	4018	4243	3560	1686	728
2016	1577	2980	3416	3487	3350	3923	4243	3568	1745	717
2017	1492	2997	3294	3504	3318	3856	4180	3589	1844	711
2018	1455	3015	3314	3546	3264	3770	4152	3620	1960	727
2019	1513	2956	3271	3530	3223	3680	4146	3647	2000	729
2020	1389	2893	3273	3500	3196	3574	4064	3669	2081	748

Enrollment Table 5 Data provided by the latest data available from the WV Department of Health and Human Resources Bureau for Public Health - Heath Statistics Center

Projections of enrollment, by grade and school, in the affected attendance area, for the next ten years.

Pickens K-12 School

Year	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034
Grade K	1	1	1	1	1	0	0	0	0	0
Grade 1	2	2	1	1	1	0	0	0	0	0
Grade 2	2	2	2	1	1	0	0	0	0	0
Grade 3	3	3	2	1	1	0	0	0	0	0
Grade 4	4	4	2	1	1	0	0	0	0	0
Grade 5	3	3	3	2	1	1	1	1	0	0
Grade 6	5	5	2	3	2	1	1	1	0	0
Grade 7	0	0	4	2	2	1	1	1	0	0
Grade 8	2	2	0	3	3	2	2	1	0	0
Grade 9	1	1	2	0	3	2	2	1	0	0
Grade 10	6	6	1	1	0	2	2	1	1	0
Grade 11	0	0	5	4	1	0	2	1	1	1
Grade 12	0	0	0	4	3	1	0	1	1	1

Enrollment Table 6 Data from RCS 2nd Month Report Data utilizing cohort survival ratio projections.

George Ward Elementary School

Year	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034
Grade K	40	40	40	41	41	41	41	42	42	42
Grade 1	46	40	40	41	41	41	41	42	42	42
Grade 2	43	46	40	41	41	41	41	42	42	42
Grade 3	50	43	47	41	41	41	41	42	42	42
Grade 4	49	50	44	47	41	41	41	42	42	42
Grade 5	45	49	51	44	47	41	41	42	42	42

Enrollment Table 6 Data from RCS 2nd Month Report Data utilizing cohort survival ratio projections.

Tygarts Valley Middle/High School

Year	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034
Grade 6	41	44	49	50	43	46	40	41	41	41
Grade 7	55	40	43	47	48	42	45	39	40	39
Grade 8	57	54	39	41	46	47	41	43	38	39
Grade 9	67	56	53	38	40	45	46	39	42	37
Grade 10	46	65	54	51	37	39	44	44	38	41
Grade 11	52	45	64	53	50	36	38	42	43	37
Grade 12	52	50	43	62	51	48	35	37	41	42

Enrollment Table 6 Data from RCS 2nd Month Report Data utilizing cohort survival ratio projections.

Projection Method

Explanation of the projection method utilized addressing the relationship between the most recent Certified October Enrollment, the Certified October Enrollment for the previous three years, and the most recent census data for the county.

Randolph County Schools uses the Cohort Survival Ratio Technique for enrollment projection. The enrollment data source for all schools is taken from the second month report submitted to the West Virginia Department of Education. Enrollment data has been kept in the reporting for the past ten years and it assists in making future projections. Resident live births and computation of survival ratios are also considered for enrollment projection.

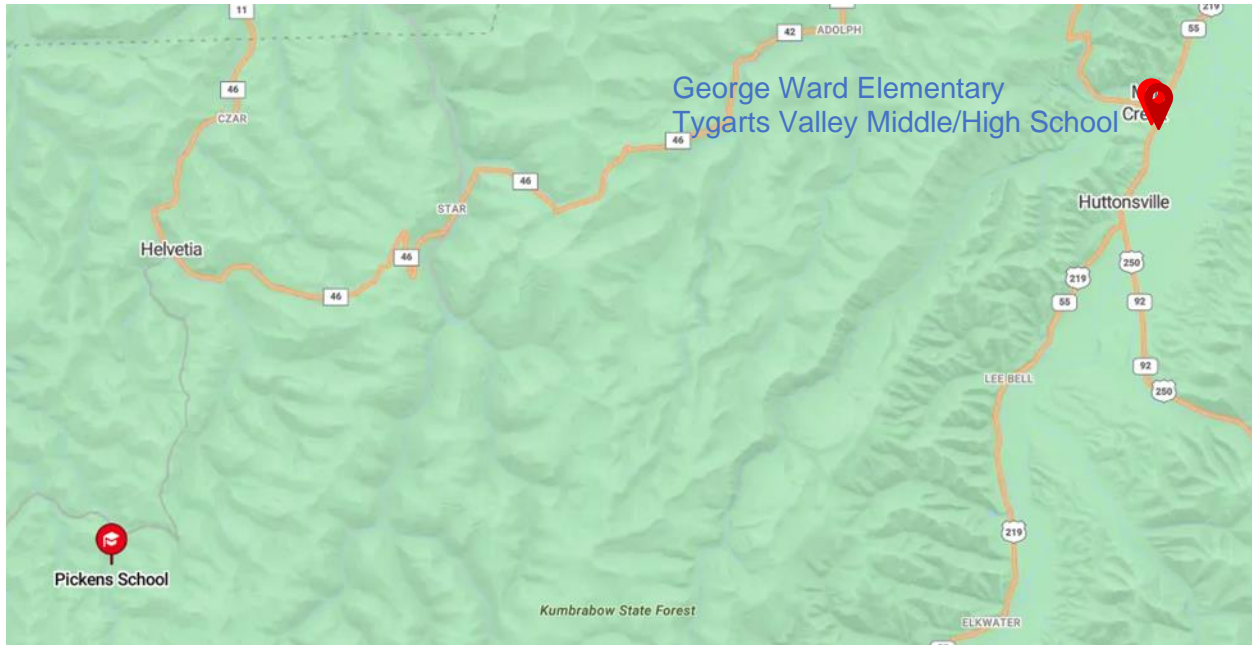
3.2.b. Facilities

County Procedures

Descriptive Maps

General Reference Maps showing prominent natural and manmade features where the location of school(s) targeted for closure or consolidation and the school(s) that the county designates to receive the students are highlighted.

Charts shall be provided indicating the grade configuration, student enrollment, utilization percentage, and mileage between each school on the map.



Map 1

School	Grade Config.	Enrollment Before/After Action	Utilization Before/After Action	Distance to Pickens School	Distance to George Ward Elementary	Distance to Tygarts Valley Middle/High
Pickens School (Closing School)	K-12	Before – 28 After - 0	Before – 14% After – 0%	NA	25.7 Miles 41 Minutes	25.8 Miles 41 Minutes
George Ward Elementary (Receiving School)	PK-5	Before – 315 After - 330	Before – 72% After – 76%	25.7 Miles 41 Minutes	NA	0.1 Miles 1 Minute
Tygarts Valley Middle/High (Receiving School)	6-8	Before – 402 After - 415	Before 47% After – 49%	25.8 Miles 41 Minutes	0.1 Miles 1 Minute	NA

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Facilities Table 1 Data pulled from September 2024 Enrollment Reports

Written Facility Condition Description

Written description of the physical condition of the school targeted for closure or consolidation and the school or schools which the county designates to receive the students. This description shall include age, number of buildings, general condition, and adequacy of structural, electrical, and mechanical systems to provide a safe and healthy environment.

Pickens School was originally constructed in 1954 with 6,800 square feet, the only addition happened in 2006 with 12,400 square feet for a total square footage of 19,200. The structure is load bearing masonry, slab on grade and limited wood joist, steel joist roofing system with direct glued membrane roofing installed in 2006. The gym building needs proper ventilation per WVDE and ASHRAE. The gym building needs to be reviewed by a structural engineer and monitor conditions of the pilasters and general masonry integrity. Although the school has been well maintained there are improvements needed for the longevity of the structure.

The site consists of 3 acres which is not compliant with current recommended acreage guidelines. There are some drainage issues around the structure. The HVAC equipment at this school has exceeded the life expectancy of 12 years and does not provide outside air to the facility. This school utilizes a self-contained sewage plant that needs maintained. The school's electrical and mechanical systems are adequate for supporting the current operational needs.

According to the current CEFP, it would cost \$632,754.81 to bring Pickens School up to code.

George Ward Elementary School was originally constructed in 1976 as a one-story structure with 30,897 square feet with the first and only addition in 2019 with 4,182 square feet for a total square footage of 35,079. The structure is load bearing masonry, slab on grade, steel joist roofing system with membrane and foam coat roofing replaced in 1993. The structure has been well maintained but needs improvements.

The site consists of 3 acres of which 3 acres is useable and is not compliant with current recommended acreage guidelines. The site has limited availability to expand. The site is 100% out of the 100-year floodplain. The site is well organized with bus loading/unloading and parking. The parking lot is below average. The playfields/play courts are in average condition. The school's electrical and mechanical systems are adequate for supporting the current operational needs.

According to the current CEFP, it would cost \$4,611,946.02 to bring George Ward Elementary School up to code.

Tygarts Valley Middle/High School was originally constructed in 1951 with 19,600 square feet, the first addition was added in 1976 with 12,673 square feet, the second addition was added in 1979 with 5,398 square feet and the third addition was added in 2001 with 35,478 square feet for a total square footage of 73,149. The structure is load bearing masonry, slab on grade, steel joist roofing system with direct glued membrane roofing. The structure has been well maintained but just need a few improvements.

The site consists of 11.95 acres of which 11.95 acres is useable and is not compliant with current recommended acreage guidelines. However, the site has the availability to expand. The site is 100% out of the 100-year floodplain. The site is well organized with bus loading/unloading and parking. The parking is inadequately lit for safety and function. The playfields could use

some improvements, but the play courts are in good condition. The school's electrical and mechanical systems are adequate for supporting the current operational needs.

According to the current CEFP, it would cost \$13,913,254.50 to bring Tygarts Valley Middle/High School up to code.

Educational Programs and Related Student Services

Evaluation of the school targeted for closure or consolidation and the school or schools that the county designates to receive the students in regard to the school(s) adaptability to the present and proposed educational programs, and the provisions of related student services.

Pickens School, a small K-12 institution, is targeted for closure, with students transitioning to George Ward Elementary and Tygarts Valley Middle/High School. Both receiving schools are well-equipped to adapt to the current and proposed educational programs, offering expanded academic resources, specialized staff, and extracurricular opportunities not available at Pickens. Additionally, both schools have the capacity to support related student services, such as counseling and special education, ensuring a smooth transition. With these provisions in place, the receiving schools can adequately accommodate the incoming students while maintaining high educational standards.

School Enrollments, Capacities, and Utilizations

<i>School</i>	<i>Enrollment</i>	<i>Building Capacity</i>	<i>Utilization %</i>
Pickens School (Closing)	28	195	14%
George Ward Elementary (Receiving School)	315	436	72%
Tygarts Valley Middle/High School (Receiving School)	402	850	47%

Facilities Table 2 Date pulled from September 2024 enrollment reports and RCS's CEFP

Utilization Calculation Sheet

The supporting School Building Authority of West Virginia's (SBA) Worksheet on Building Program Utilization.

See Appendix for this Documentation

Required Services and Barrier-free Environments

Comparison of the school(s) targeted for closure or consolidation and the school(s) which the county has designated to receive the students in regard to providing the required services and barrier-free environments to students with disabilities.

Pickens School, while serving its small student population, has limited resources and facilities to fully meet the needs of students with disabilities. The Pickens facility is ADA compliant but frequently experiences issues with its accessibility lift. In contrast, the designated receiving schools, George Ward Elementary and Tygarts Valley Middle/High School, offer more comprehensive services and barrier-free environments. These schools are equipped with ADA-compliant facilities, specialized staff, and support programs that ensure accessibility and individualized care for students with disabilities. The transition to these schools would provide

enhanced services and a more inclusive learning environment for students requiring additional support.

Grade Configurations and Educational Programs

Elaboration on the effect the proposed school closing or consolidation will have on the school system's future plans regarding grade configuration, educational programs, and facility requirements.

The closure of Pickens School would allow the school system to streamline grade configurations, with elementary students attending George Ward Elementary and middle and high school students transitioning to Tygarts Valley Middle/High School. This consolidation aligns with future plans to centralize educational programs and resources, improving efficiency and expanding academic and extracurricular offerings. The shift would reduce the need to maintain aging facilities at Pickens and allow for a more focused investment in modernizing and upgrading the receiving schools, ensuring they meet future educational and facility requirements.

Construction Work Required for the Proposed Action

Elaboration on the planned facility additions, renovations, or replacements that are required by the county to accommodate the proposed closing and consolidation.

No construction will be needed due to this action.

The Future of Closed Facilities

Elaboration on the future use or disposal of facilities designated by the county for closure.

The county board of education will assess the future use or disposal of facilities designated for closure in accordance with West Virginia law. The board will consider various options, including repurposing the building for community use, selling it, leasing it, or transferring ownership to another entity, such as a government agency or nonprofit organization. Before proceeding with any disposal, the board will follow specific legal procedures, which include providing public notice and potentially offering the facility to local government or community organizations. This approach aims to ensure that the future use of the property benefits the local community while complying with state regulations regarding public property disposal.

School Building Authority of WV (SBA)

Identify if the proposed school closing or consolidation is contingent upon receiving funding from the SBA.

The closure of Pickens school is not contingent on funding from the School Building Authority (SBA).

SBA Facility Condition Documentation

Attachment of the most recent SBA facility evaluation form for each school affected and an updated form if the most recent SBA facility evaluation form is five years old or older.

See Appendix for this Documentation

Supporting Photographs and other Documentation

Provide relevant facility photos, and any supporting documentation the county determines would be helpful. Examples of supporting documentation may include reports from architects, engineers, Fire Marshall, and insurance companies.

Due to security concerns, floor plans should only be included when necessary, in the impact statement book. If floor plans are deemed valuable to the closure reasoning, consider only including them in the officially printed book that is available at the required physical locations and not in publicly available formats.

[See Appendix for this Documentation](#)

3.2.c. Finance

County Procedures

Itemization of Anticipated Cost and Savings

Itemization of the anticipated cost or savings the county will experience in all areas as a result of the proposed school closure or consolidation. Such itemization shall be in the form of a table indicating the following:

Closing School(s) Annual Current Cost

The current annual cost at the school(s) to be closed for:

Pickens Elementary/High School^

Item	Amount
Utilities	\$34,137.51
Personnel	\$559,621.27
Maintenance	\$2,566.55
Transportation*	\$28,141.91
Other~	\$68,505.85
Total	\$692,973.09

Finance Table 1

^All calculations are based upon the 3-year average (FY22, FY23, FY24) of the schools' expenditures

*Transportation costs include a per pupil allocation based upon a 3-year average of the school's student count and annual county transportation expenditures.

~Includes non-salary costs for child nutrition, supplies, travel, staff development, etc.

Receiving School(s) Annual Current Cost

The current annual cost at the school(s) to be receiving for:

George Ward Elementary School^

Item	Amount
Utilities	\$72,694.86
Personnel	\$2,482,469.43
Maintenance	\$11,747.55
Transportation*	\$240,857.26
Other~	\$274,442.63
Total	\$3,082,211.73

Finance Table 2

^All calculations are based upon the 3-year average (FY22, FY23, FY24) of the schools' expenditures

*Transportation costs include a per pupil allocation based upon a 3-year average of the school's student count and annual county transportation expenditures.

~Includes non-salary costs for child nutrition, supplies, travel, staff development, etc.

Receiving School(s) Annual Current Cost

The current annual cost at the school(s) to be receiving for:

Tygart Valley Middle/High School[^]

<i>Item</i>	<i>Amount</i>
<i>Utilities</i>	\$143,776.94
<i>Personnel</i>	\$3,250,381.49
<i>Maintenance</i>	\$89,513.52
<i>Transportation*</i>	\$306,299.58
<i>Other~</i>	\$566,861.10
<i>Total</i>	\$4,356,832.63

Finance Table 3

[^]All calculations are based upon the 3-year average (FY22, FY23, FY24) of the schools' expenditures

*Transportation costs include a per pupil allocation based upon a 3-year average of the school's student count and annual county transportation expenditures.

~Includes non-salary costs for child nutrition, supplies, travel, staff development, etc.

Anticipated Annual Cost after Action

The anticipated annual cost at the school(s) to be receiving for:

George Ward Elementary School

<i>Item</i>	<i>Amount</i>
<i>Utilities</i>	\$74,875.71
<i>Personnel</i>	\$2,556,943.51
<i>Maintenance</i>	\$12,099.98
<i>Transportation*</i>	\$255,308.70
<i>Other~</i>	\$282,675.91
<i>Total</i>	\$3,181,903.80

Finance Table 4

*Transportation costs include a per pupil allocation based upon a 3-year average of the school's student count and annual county transportation expenditures.

~Includes non-salary costs for child nutrition, supplies, travel, staff development, etc.

Tygart Valley Middle/High School

<i>Item</i>	<i>Amount</i>
<i>Utilities</i>	\$148,090.25
<i>Personnel</i>	\$3,250,381.49
<i>Maintenance</i>	\$92,198.93
<i>Transportation*</i>	\$324,677.55
<i>Other~</i>	\$583,866.93
<i>Total</i>	\$4,399,215.15

Finance Table 5

*Transportation costs include a per pupil allocation based upon a 3-year average of the school's student count and annual county transportation expenditures.

~Includes non-salary costs for child nutrition, supplies, travel, staff development, etc.

Net Cost or Savings

the net cost or savings of the school(s) to be closed and the school(s) designated by the county to be receiving students for:

George Ward Elementary and Tygarts Valley Middle/High Schools

<i>Item</i>	<i>Amount</i>
<i>Utilities</i>	\$27,643.35
<i>Personnel</i>	\$485,147.19
<i>Maintenance</i>	-\$471.29
<i>Transportation</i>	-\$4,687.50
<i>Other</i>	\$43,266.74
<i>Total</i>	\$550,898.49

Finance Table 6

Anticipated Construction Cost to Accommodate Action

Cost of any renovation or addition resulting from the proposed school closure or consolidation, including all proposed funding sources.

Pickens School

The closure of Pickens Elementary/High School would not result in any anticipated renovations or additions.

George Ward Elementary and Tygarts Valley Middle/High Schools

The closure of Pickens School and consolidation into George Ward Elementary and Tygarts Valley Middle/High Schools would not result in any anticipated renovations or additions.

County Expense Fund History

Five-year history of the county's unrestricted general current expense fund balance and that balance as a percentage of the county's approved levy estimate.

<i>Year</i>	<i>Unrestricted General Current Expense Fund Balance</i>	<i>Approved Levy Estimate</i>	<i>Percentage of Approved Levy Estimate</i>
2023	\$3,791,076	\$36,068,823	10.5%
2022	\$3,946,903	\$36,000,664	11.0%
2021	\$4,484,084	\$38,125,728	11.8%
2020	\$3,073,766	\$37,863,355	8.1%
2019	\$1,307,626	\$36,228,078	3.6%

Finance Table 7

3.2.d. Personnel

County Procedures

Analysis of Anticipated Personnel Changes

An analysis of the effect the proposed school closure or consolidation will have on professional and service personnel. The analysis shall include, at a minimum, the following data regarding the anticipated increases or decreases in employment as a result of this proposed closure or consolidation:

Pickens School – Current School Personnel Data Chart				
Professional Personnel	Administration	Teachers	Counselor	Nurse
<i>number professional personnel currently employed at the affected school(s);</i>	.5	4.5	0	0
Service Personnel	Cooks	Aides	Custodians	Secretary
<i>number service personnel currently employed at the affected school(s);</i>	1	0	.5	.5

Personnel Table 1

George Ward School – Current Before Proposed Action				
Professional Personnel	Administration	Teachers	Counselor	Nurse
<i>number professional personnel currently employed at the affected school(s);</i>	1	21	1	0
Service Personnel	Cooks	Aides	Custodians	Secretary
<i>number service personnel currently employed at the affected school(s);</i>	3	8	2	1

Personnel Table 2

Tygarts Valley Middle High School – Current Before Proposed Action				
Professional Personnel	Administration	Teachers	Counselor	Nurse
<i>number professional personnel currently employed at the affected school(s);</i>	2	30	2	1
Service Personnel	Cooks	Aides	Custodians	Secretary
<i>number service personnel currently employed at the affected school(s);</i>	4	0	3	1.5

Personnel Table 3

Current Affected School Total – Before Proposed Action				
Professional Personnel	Administration	Teachers	Counselor	Nurse
<i>total number of professional personnel currently employed at all affected schools;</i>	3.5	55.5	3	1
Service Personnel	Cooks	Aides	Custodians	Secretary
<i>total number of service personnel currently employed at all affected schools;</i>	8	8	5.5	3

Personnel Table 4

George Ward Elementary School Total – Anticipated After Proposed Action				
Professional Personnel	Administration	Teachers	Counselor	Nurse
<i>total number of professional personnel who are anticipated to be employed at the affected school(s) upon the completion of the closure or consolidation;</i>	1	22	1	0
Service Personnel	Cooks	Aides	Custodians	Secretary
<i>total number of service personnel who are anticipated to be employed at the affected school(s) upon the completion of the closure or consolidation;</i>	3	8	2	1

Personnel Table 5

Tygarts Valley Middle High School Total – Anticipated After Proposed Action				
Professional Personnel	Administration	Teachers	Counselor	Nurse
<i>total number of professional personnel who are anticipated to be employed at the affected school(s) upon the completion of the closure or consolidation;</i>	2	30	2	1
Service Personnel	Cooks	Aides	Custodians	Secretary
<i>total number of service personnel who are anticipated to be employed at the affected school(s) upon the completion of the closure or consolidation;</i>	4	0	3	1.5

Personnel Table 6

George Ward Elementary School – Anticipated Net Change After Proposed Action				
Professional Personnel	Administration	Teachers	Counselor	Nurse
<i>the anticipated net change in professional personnel due to the proposed closure or consolidation</i>	0	+1	0	0
Service Personnel	Cooks	Aides	Custodians	Secretary
<i>the anticipated net change in service personnel due to the proposed closure or consolidation</i>	0	0	0	0

Personnel Table 7

Tygarts Valley Middle High School – Anticipated Net Change After Proposed Action				
Professional Personnel	Administration	Teachers	Counselor	Nurse
<i>the anticipated net change in professional personnel due to the proposed closure or consolidation</i>	0	0	0	0
Service Personnel	Cooks	Aides	Custodians	Secretary

<i>the anticipated net change in service personnel due to the proposed closure or consolidation</i>	0	0	0	0
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Personnel Table 8

Pickens School – Attrition and Reduction in Force Summary - Professional				
Professional Personnel	Administration	Teachers	Counselor	Nurse
<i>decrease that will occur through attrition</i>	0	0	0	0
<i>decrease that will occur through a reduction in force</i>	.5	4.5	0	0
Service Personnel	Cooks	Aides	Custodians	Secretary
<i>decrease that will occur through attrition</i>	0	0	0	0
<i>decrease that will occur through reduction in force</i>	1	0	.5	.5

Personnel Table 9

3.2.e. Student Transportation

County Procedures

Analysis of Anticipated Transportation Time Changes

Explain any variances of W. Va. 126CSR92, Policy 4336, West Virginia School Bus Transportation Regulations, Procedures, and Specifications for the Design and Equipment of School Buses (Policy 4336), section 15, Guidelines for Bus Routing, and the effects the variances may have on transportation. Provide the following bus route data and travel times:

Current and Differences of Travel Times

List the current travel time by bus route for students in the communities of the schools planned for closure or consolidation and the estimated increase or decrease in travel time as a result of the closure; and

Pickens School

Route	Community	Current Travel Time	Estimated Time after Closure or Consolidation	Net Increase or Decrease
Route 87 A	Pickens	51 Min	86 Min	35 Min

Transportation Table 1

Anticipated Routes and Waiver Requests

List all anticipated bus routes after the proposed closure or consolidation with the estimated total one-way travel time for each route. Clearly identify any bus routes that exceed the recommended travel times and any routes which will require a waiver of Policy 4336.

George Ward Elementary School

Route	Community	One-way Travel Time	Amount Exceeding Recommended Travel Times	Is a Waiver of W. Va. 126CSR92, Policy 4336 Required (Yes / no)*
Route 87A	Pickens	86 Min	56 Min	Yes

Tygarts Valley Middle/High School

Route	Community	One-way Travel Time	Amount Exceeding Recommended Travel Times	Is a Waiver of W. Va. 126CSR92, Policy 4336 Required (Yes / no)*
Route 87A	Pickens	85 Min	40 Min	Yes

Transportation Table 2

*A waiver of WVBE Policy 4336 is only required for elementary school routes that have a one-way transportation time greater than 45 minutes.

Travel Time to Neighboring County Public School

Identify and provide the travel time to any neighboring county public schools that could serve the population of the closing school(s) where travel time to the identified out-of-county school is less than or equal to the school(s) designated by the county to receive students.

Hacker Valley Elementary (Webster County) - Approximately 45 Minutes

Rock Cave Elementary (Upshur County) - Approximately – 55 Minutes

Buckhannon Upshur High School (Upshur County) - Approximately 65 Minutes

Buckhannon Upshur Middle School (Upshur County) - Approximately 70 Minutes

Pickens direct to TVHS is approximately 55 minutes

3.2.f. Student Educational Program

County Procedures

All students in grades K-12 utilize I-Ready assessments for Mathematics and English Language Arts. In addition, K-8 students utilize i-Ready intervention tools in both subject areas. I-Ready is a state-approved Universal Screener and Dyslexia Screener adopted to meet Third Grade Success Act Guidelines.

The adopted curriculum for each grade and subject area is listed hereafter. All textbooks are on the approved list from the West Virginia Department of Education per Policy 2510 and meet the Specialized Personal Learning requirement as stated in Policy 2419.

Grade & Subject	Adopted Curriculum
Pre-School	High Scope Curriculum
English Language Arts K-5	Houghton Mifflin Harcourt Into Reading Curriculum (with updated K-2 Structured Literacy Lessons to meet Third Grade Success Act guidelines)
English Language Arts 6-12	McGraw Hill StudySync Curriculum
Mathematics K-8	Carnegie Clear Math Curriculum
Mathematics 9-12	McGraw Hill Reveal Math Curriculum
Science K-5	Discovery Education Curriculum with Mystery Science add-on (standards also integrated into the HMH Into Reading Curriculum)
Science 6-12	McGraw Hill Inspire Science Curriculum
Social Studies K-2	Standards integrated into the HMH Into reading Curriculum
Social Studies K-5	Teacher Created Materials Curriculum
Social Studies 6-7 and 9-12	Houghton Mifflin Harcourt West Virginia Hybrid
West Virginia Studies Gr.8	Clairmont Press West Virginia Land and People Curriculum
Health & Wellness K-2	Standards are integrated into the HMH Into Reading Lessons
Health & Wellness 3-5	The Great Body Shop
Health & Wellness 6-12	McGraw Hill Teen Health
Music K-5	Quaver Music

Analysis and Assurance of Consideration

Complete a projected educational program improvement analysis which includes a statement of assurance that the following have been considered:

The curriculum listed above will remain the same for students at all impacted schools:

- Pickens School K-12 (Closing School)
- George Ward Elementary School Pre-K-5, (Receiving School)
- Tygarts Valley Middle/High School 6-8 (Receiving school)

At the present time, Pickens School currently has an elementary configuration where students across three grade levels receive instruction from the same classroom teacher and within the same environment. The elementary classrooms for Pickens School are configured as follows:

- Kindergarten/1st grade/2nd grade split
- 3rd grade/4th grade/5th grade split

Secondary teachers at Pickens School also have split classes. The grade levels and subject areas impacted vary from year to year depending on how the master schedule is designed. The Secondary classes that are currently combined include the following:

Subject Area	Courses Taught Simultaneously
English Language Arts	<ul style="list-style-type: none"> • ELA Grade 6 & ELA Grade 7 • ELA Grade 8 & ELA Grade 9
Mathematics	<ul style="list-style-type: none"> • Math Grade 6 & Math Grade 7 • Math Enrichment Grade 6 & Math Enrichment Grade 7 • Algebra I & Geometry
Social Studies	<ul style="list-style-type: none"> • Social Studies Grade 6 & West Virginia Studies Grade 8 • US Studies & World Studies

Pickens’ closest in-county neighboring schools (George Ward Elementary School Pre-K-5 and Tygarts Valley Middle/High School 6-12) could house Pickens School K-12 students within only one grade level per classroom. Pickens School does not currently offer a preschool program, a secondary art program, or an independent K-12 music program outside of what music instruction is provided within the self-contained elementary classrooms. Preschool and independent music programs are both available at George Ward Elementary School. Music and art programs are both offered at Tygarts Valley Middle/High School, the receiving secondary school. In addition, Tygarts Valley Middle/High School offers advanced courses and programmatic electives within each core subject area. The educational offerings at both receiving schools ensure instruction is provided with grade-level peers in a single classroom setting and include opportunities to pursue music and art electives.

Affected School Name(s)

Pickens School (Closing School Grades K-12)
 George Ward Elementary School (Receiving School Grades Pre-K - 5)
 Tygarts Valley Middle/High School (Receiving School Grades 6-12)

*In the preparation of the documents regarding the closure and/or consolidation of the above referenced school, the following codes and policies have been considered:
 Please check each item that was considered.*

- ✓ *W. Va. 126CSR16, Policy 2419, Regulations for the Education of Students with Exceptionalities,*
- ✓ *W. Va. 126CSR42, Policy 2510, Assuring the Quality of Education: Regulations for Education Programs,*
- ✓ *W. Va. 126CSR44 et al., Policy 2520, Content Standards and Objectives for West Virginia Schools,*
- ✓ *W. Va. 126CSR172 Policy 6200- Handbook on Planning School Facilities,*
- ✓ *Policy 6204-School Closings or Consolidations*

 Superintendent

 Date:

3.2.g. Community

An impact statement regarding the effect the proposed school closure or consolidation will have on the affected communities and their students. Where schools and their respective communities are all defined by their own unique relationships, each proposed action will result in varying types and degrees of community impact. To better understand this diverse relational dynamic, the impact statement shall describe:

1. The known relationships that exist among the affected schools and their communities.

Pickens, WV, is about 24 miles from Mill Creek, where George Ward Elementary and Tygarts Valley Middle/High School are. Pickens School operates as a K-12 institution, while George Ward Elementary and Tygarts Valley Middle/High School are receiving schools. George Ward Elementary feeds into Tygarts Valley Middle/High School.

In response to the changing educational landscape, families may also explore options such as starting a charter school in West Virginia or enrolling in virtual school programs. These alternatives could provide more flexible and personalized educational opportunities for students in the community.

The Pickens community, like many other rural areas, does not have a grocery store, multiple gas stations, or restaurants. Residents of Pickens and their children must travel to Mill Creek, which is the closest town offering these essential services. Pickens School remains the heart of the community, hosting parent nights and other events throughout the year. Some students in the Pickens area also participate in shared extracurricular activities and youth leagues with those from George Ward Elementary and Tygarts Valley Middle/High School.

2. How the existing known relationships could be impacted by the proposed action.

The impact on community relationships would be low for George Ward Elementary and Tygarts Valley Middle/High School. Tygarts Valley High School would take on about 5 new students from Pickens School, and Tygarts Valley Middle School would receive around 14. Due to the limited number of businesses and athletic facilities in the Pickens area, it's unlikely to draw many residents from Mill Creek. Therefore, the primary effect would come from the increase in students attending George Ward Elementary and Tygarts Valley Middle/High School.

The effect would be greater for the Pickens community as they would be losing their school, resulting in slightly longer bus rides for students and extended commutes for parents dropping off their children at George Ward Elementary or Tygarts Valley Middle/High School. Pickens School students already participate in youth athletic leagues in the Mill Creek area, and the Pickens community is currently utilizing the local businesses in these neighboring towns.

3. The potential for new relationships that could be developed under the proposed action.

With the potential closure of Pickens School, several new relationships could be developed, including enhanced collaboration between Pickens and the receiving schools—George Ward Elementary and Tygarts Valley Middle/High School. Joint extracurricular programs, such as sports leagues and academic clubs, could foster connections among students from different communities. Additionally, partnerships with local businesses might arise for sponsorships and

community events. Establishing support networks for transitioning families could further strengthen community ties, ensuring a smooth transition for students and families alike.

3.3. & 3.4. Public Notices and Hearings

County Procedures

Notice of Public Hearing(s)

The county must provide notice for all public hearing(s) required by section 3.4.a.1. All public hearing notices shall be advertised through a Class III legal advertisement for three weeks prior to the date of the hearing in a newspaper in general circulation in the locality of any school to be closed or consolidated and in the locality of any school that has been designated by the county to receive students from the schools to be closed or consolidated. The notice also shall be posted in all schools as provided in section 3.3.5 at least 30 days prior to the date of hearing.

Section 3.3 of WVBE Policy 6204 contains the requirements for the public hearing notice.

A copy of the notice shall be posted at all schools, bus garages, and maintenance areas in the county in conspicuous working areas, for all professional and service personnel to observe.

If the county will be applying for SBA funding, the procedures must be completed before the SBA will consider a project for funding, as further outlined in section 6. If the county will be utilizing local funding for a construction project related to the closure or consolidation, the procedures must be completed prior to the initiation of construction. For all other closures and consolidations, counties must complete the procedures on or before December 31st of the calendar year prior to the calendar year in which the closures or consolidations are to be effective.

Typed Copy of Legal Advertisement

Identify School(s) Pickens (K-12) School, George Ward Elementary School, and Tygarts Valley Middle/High School

First Run: December 10, 2024

Second Run: December 17, 2024

Third Run: December 24, 2024

Qualified Newspaper Name(s): The Intermountain Newspaper

Proof of Public Hearing(s) Notice

contain proof that the hearings were properly advertised with a class III legal advertisement.

Such proof can be satisfied with:

- a notarized letter from the county's qualified newspaper(s) for legal notices, as defined by the West Virginia Secretary of State, that specifically states the three dates in which the newspaper ran the county's public hearing notification; or*
- a digital reproduction for each of the 3 required legal advertisements from the county's qualified newspaper(s) for legal notices, as defined by the West Virginia Secretary of State, where the full legal notification and date of publication is provided and legible.*

See Appendix for this Documentation

Public Hearing(s) Documentation and Formal Vote on the Closure(s) or Consolidation(s)

Provide documentation of all hearings, motions, written public comments, a synopsis or transcript of verbal public comments, and other actions concerning the proposed school closings and consolidations.

*Section 3.4.a of WVBE Policy 6204 contains the requirements for the public hearing(s).
Section 3.5. of WVBE Policy 6204 contains the requirements for the formal vote(s).*

[See Appendix for this Documentation](#)

3.6. County Board Actions

County Procedures

County Board Vote(s)

After the vote and following compliance with sections 3.4 and 3.5, and prior to the implementation of any school closure or consolidation and following compliance with all statutory and regulatory provisions, the county must file a request for school closure and/or consolidation with the WVBE for approval and this request must contain:

- *A letter from the county superintendent providing the date the action was taken by the county board.*
- *The signed assurance pages contained in this template.*
- *Justification as provided by the impact statement and supporting data in section 3.2.*
- *Documentation of all hearings, motions, written public comments, a synopsis or transcript of verbal public comments, and any other related actions.*
- *Proof of proper Class III legal advertisement*
- *Below CEFP statement*
- *Below SBA statement*

Comprehensive Educational Facilities Plan (CEFP)

Identify if the proposed school closing or consolidation was included in the county's approved CEFP. If the county's approved CEFP did not contain the proposed closure or consolidation, the county must also submit a request to amend their CEFP. The required CEFP amendment forms shall be submitted to the WVDE Office of School Facilities staff simultaneously with the impact statement and supporting data that will be prepared for consideration by the WVBE. The CEFP amendment may be considered by the WVBE concurrently with the closure or consolidation request.

The required CEFP amendment forms shall be submitted to the WVDE Office of School Facilities staff simultaneously with the impact statement and supporting data that will be prepared for consideration by the WVBE

School Building Authority of WV

Identify if the proposed school closing or consolidation is contingent upon receiving funding from the SBA.

There is no funding from the SBA being requested for this action.

3.6. Superintendent Verification of Board Actions

County Procedures

January 8 @ Tygarts Valley Middle/High School Gymnasium

5:30 to 8:00 Pickens

8:00 to 8:30 George Ward Elementary

8:30 to 9:00 Tygarts Valley Middle/High School

9:00 vote on closure of Pickens School

Scheduled Date(s) of County Board Vote(s): January 8, 2025, at 9:00 pm

Randolph County requests the West Virginia Board of Education approve the following.

Closure of Pickens K-12 School and Consolidation into George Ward Elementary and Tygarts Valley Middle/High School.

A waiver of WVBE Policy 4336 for creating a bus route that exceeds by more than fifteen minutes the recommended thirty-minute one-way transportation time for elementary students. Of the four routes proposed to transport Ranger students to Harts PreK-8 and West Hamlin Elementary, two fifty-minute routes require the request of a waiver of WVBE Policy 4336.

- ✓ *The county assures that the applicable sections of the W. Va. Codes §18-5-13 and §18-5-13a, and WVBE Policies 6200 and 6204 have been addressed.*
- ✓ *This action is justified by the provided supplemental data and information pertinent to the following subjects: enrollment, facilities, finance, personnel, transportation, and educational programs.*
- ✓ *Documentation of all hearings, motions, written public comments, a synopsis or transcript of verbal comments, and other actions concerning the proposed school closings and consolidations were provided in this document.*
- ✓ *All hearings were properly advertised with a class III legal advertisement.*

Shawn L. Dilly

Signature of county superintendent attesting to the completion of all requirements as stated in W. Va. Codes §18-5-13 and §18-5-13a and WVBE Policies 6200 and 6204.

Superintendent

Date:

Appendix of Supporting Data

This heading should always start on a new page.

List any supporting data that is provided within this document and the name of the PDF file if provided separately. Page numbers are not required for the appendix.

The list should include, at a minimum, the following data:

- 1. SBA Worksheet on Building Program Utilization for all affected schools (Required)*
- 2. Supporting Photographs, Floorplans, and other Documentation (As needed)*
- 3. SBA Facility Condition Documentation for all affected schools (Required)*
- 4. Proof of Public Hearing(s) Notice for all affected schools (Required)*
- 5. Public Hearing(s) Documentation for all affected schools (Required)*
- 6. Board minutes indicating the action of the board to approve the closure(s) (Required)*
- 7. Cover letter addressed to the State Superintendent of Schools (Required)*
- 8. Completed superintendent signature pages (Required)*
- 9. Most current October 1st certified enrollment for county (Required)*

Microsoft Word Style Key for Reference (Remove before posting):

Table of Contents Entries

Table of Contents Sub Entries

Sub Titles

County Narrative

Sub Notes

Directions

Policy Request

School Building Authority of West Virginia
BUILDING PROGRAM UTILIZATION WORKSHEET
 Worksheet #3
SBA FORM 301-C

NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT

County: Randolph School: Pickens School Current Enrollment: 28

<i>Classroom Types</i>	<i>Number Of Classroom Types</i>	<i>x</i>	<i>Maximum Pupils/ Class Capacity</i>	<i>=</i>	<i>Total Program Capacity</i>
Kindergarten - 2nd	1		20		20
3 rd - 5 th	1		25		25
Secondary Classrooms	3		25		75
Gymnasium	1		50		50
Library	1		25		25
TOTALS:					

Program Utilization (28 divided by 195) times 100 = 14%
Current Enrollment Total Program Capacity Program Utilization

SCHOOLS PROGRAM UTILIZATION = 14% Desirable Program Capacity = 85%

Instructions for Calculating Building Program Utilization

Elementary School – Calculate the number and type of classrooms using the maximum program capacity for each self-contained regular classroom. Assume for example – that all students are seated in a first period block without pullout programs. Do not include library/media, cafeteria, itinerant spaces, resource rooms, or optional academic classrooms such as art, music and computer labs that act as pullout programs to support the core curriculum.

Secondary School – Middle/Junior High School programs where various schedules exist, calculate the number and type of classrooms using the maximum program capacity for each regular or special classroom. Assume for example, that all students are seated in a first period block and exclude library/media, commons or any space that cannot be used for other course offerings in the daily capacity of each facility. The maximum capacity for instructional spaces for specialty classrooms is counted once. A specialty classroom may be available throughout the school day but due to its specialized design or equipment it is rendered impractical to use for other instructional purposes.

School Building Authority of West Virginia
BUILDING PROGRAM UTILIZATION WORKSHEET

Worksheet #3
SBA FORM 301-C

NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT

County: Randolph School: George Ward Elementary Current Enrollment: 315

<i>Classroom Types</i>	<i>Number Of Classroom Types</i>	<i>x</i>	<i>Maximum Pupils/ Class Capacity</i>	<i>=</i>	<i>Total Program Capacity</i>
Pre Kindergarten	2		20		40
Kindergarten	2		20		40
General Purpose	14		25		350
Special Education	1		6		6
TOTALS:					

Program Utilization (315 divided by 436) times 100 = 72 %
Current Enrollment Total Program Capacity Program Utilization

SCHOOLS PROGRAM UTILIZATION = 72 % Desirable Program Capacity = 85%

Instructions for Calculating Building Program Utilization

Elementary School – Calculate the number and type of classrooms using the maximum program capacity for each self-contained regular classroom. Assume for example – that all students are seated in a first period block without pullout programs. Do not include library/media, cafeteria, itinerant spaces, resource rooms, or optional academic classrooms such as art, music and computer labs that act as pullout programs to support the core curriculum.

Secondary School – Middle/Junior High School programs where various schedules exist, calculate the number and type of classrooms using the maximum program capacity for each regular or special classroom. Assume for example, that all students are seated in a first period block and exclude library/media, commons or any space that cannot be used for other course offerings in the daily capacity of each facility. The maximum capacity for instructional spaces for specialty classrooms is counted once. A specialty classroom may be available throughout the school day but due to its specialized design or equipment it is rendered impractical to use for other instructional purposes.

School Building Authority of West Virginia

BUILDING PROGRAM UTILIZATION WORKSHEET

Worksheet #3
SBA FORM 301-C

NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT

County: Randolph School: Tygarts Valley Middle/High Current Enrollment: 402

<i>Classroom Types</i>	<i>Number Of Classroom Types</i>	<i>x</i>	<i>Maximum Pupils/ Class Capacity</i>	<i>=</i>	<i>Total Program Capacity</i>
General Purpose	31		25		775
Gymnasium	1		50		50
Music	1		25		25
TOTALS:					

Program Utilization (402 divided by 850) times 100 = 47 %
 Current Enrollment Total Program Capacity Program Utilization

SCHOOLS PROGRAM UTILIZATION = 47 % Desirable Program Capacity = 85%

Instructions for Calculating Building Program Utilization

Elementary School – Calculate the number and type of classrooms using the maximum program capacity for each self-contained regular classroom. Assume for example – that all students are seated in a first period block without pullout programs. Do not include library/media, cafeteria, itinerant spaces, resource rooms, or optional academic classrooms such as art, music and computer labs that act as pullout programs to support the core curriculum.

Secondary School – Middle/Junior High School programs where various schedules exist, calculate the number and type of classrooms using the maximum program capacity for each regular or special classroom. Assume for example, that all students are seated in a first period block and exclude library/media, commons or any space that cannot be used for other course offerings in the daily capacity of each facility. The maximum capacity for instructional spaces for specialty classrooms is counted once. A specialty classroom may be available throughout the school day but due to its specialized design or equipment it is rendered impractical to use for other instructional purposes.

School Closing and Consolidation Timeline			
30 Days Before Public Hearing	3 Weeks Before Public Hearing	Public Hearing For a Closing or Consolidation	Public Hearing Completion and Other Approval Deadlines
Public Postings	Legal Advertisement		
<p>3.1.d. 10 Days before public posting, the WVDE shall receive a draft of the impact statements and supporting data.</p> <p>3.1. The county board shall prepare Impact Statements and Supporting Data concerning the proposed school closings or consolidations to be submitted to the WVBE for approval in accordance with policy 6204 and WV Code.</p> <p>3.1.a. Public Postings Be available for public inspection in the office of the county superintendent during the thirty days preceding the date of the public hearing.</p> <p>3.1.b. Notification Be delivered to the principal and LSIC chair of both closing and receiving schools.</p> <p>3.3.e. Employee Postings Notice for public hearing shall be posted in all schools, bus garages, and maintenance areas.</p>	<p>3.3. Legal Notice The county board must provide notice for the public hearing which shall be advertised through a class III legal advertisement for three weeks prior to the date of the hearing in a qualified newspaper (as defined by the WV Secretary of State) in general circulation in the locality of any school to be closed or consolidated and in the locality of any school that has been designated by the county board to receive students from the schools to be closed or consolidated.</p>	<p>3.4.a. Public Hearing</p> <ol style="list-style-type: none"> 1. Should be scheduled for a reasonable time, not to begin before 9:00am nor continue beyond 11:00pm. 2. At least a quorum of the county board members and the county superintendent from the county shall attend and be present at the public hearing(s). 3. A separate hearing shall be held for each school closed or consolidated and the schools designated to receive students shall also hold hearing(s). 4. More that one hearing may be held during a given day. <p>3.4.d. County Board Vote on Proposed Action After all provisions and hearings have been completed, county boards of education must take a formal vote on the closure(s).</p>	<p>3.4. Deadlines County boards of education must complete the hearing requirements on or before December 31st of the calendar year prior to the calendar year in which the closures or consolidations are to be effective. Locally funded projects related to a closure or consolidation must complete the process prior to initiation of construction.</p> <p>SBA Needs applications Before a project will be considered by the School Building Authority of WV, a school that is planned for closure, as part of their Needs Submission, shall have had its stated closure approved by the WVBE.</p> <p>5.0. Technical Assistance When planning a school closure, counties should seek technical assistance from the WVDE before their public hearing.</p>

This timeline (revised 9/13/23) is provided by the WVDE as a technical assistance tool for county boards to use in the preparation of planning their actions for a proposed school closure or consolidation. This

timeline does not reduce or eliminate the requirements found in WV State Code or WVBE Policy 6204 as they relate to school closures or consolidations. This document does not replace or supplant legal assistance provided by counsel engaged to represent the county.

School Closure Timeline Reference Check Sheet

County _____

Date Needed	Date Completed or N/A	Action or Item
		Closure is already contained in the county's CEFP
		Closure is not in the county's CEFP and will be amended before the official closure process
		Date amendment approval by the county
		Date amendment approval by State Board
		Closure is not in the county's CEFP and will be amended along with the official closure process
		Date of amendment approval by county (Most likely, this is the same meeting the county board votes on closure.)
		Submission of impact book that will be posted for public view to the WVDE for review
		30-day posting of impact statement book at required locations and 30-day posting of legal ad in county work areas
		3-Week legal ad posting
		Ad run 1 Date
		Ad run 2 Date
		Ad run 3 Date
		Public hearing Date
		Public hearing Date
		Public hearing Date (add lines if needed)
		County board vote on closures
		Submission of impact book with hearing summary, proofs of legal postings, signature pages, and county board approval sent to WVDE and coordinate agenda item with state board
		Submission of documents to State Board for approval by attachment deadline
		State Board meeting for consideration of closure and CEFP