

PUBLIC EDUCATION COMMISSION--CHARTER SCHOOL CLOSURE PLAN

SCHOOL STUDENT/STAFF/PARENTS/DISTRICT/COMMUNITY ACTIONS

| | Action Item | Responsibility for Completing Action | Due Date | Status |
|-------------------------------|--|--|-------------------|--------|
| IMMEDIATE FUTURE STEPS | | | | |
| 1 | <p>Create "Charter School Closure: Frequently Asked Questions"</p> <p>Document</p> | <p>PEC/PED Staff</p> <p>School Staff</p> | <p>March 1</p> | |
| 2 | <p>Establish Transition Team and Assign Roles</p> <p><u>Team to include but not limited to:</u></p> <ul style="list-style-type: none"> - Lead person from Authorizer(PEC/PED) Staff; --PED/CSD Attorney --Contract Business Official - School PED Budget Analyst; - Charter School Board chair; - Lead Administrator from the Charter School; - Lead Finance person from the Charter School; --School Attorney - Lead person from the Charter School Faculty; <p>and,</p> <ul style="list-style-type: none"> - Lead person from the Charter School Parent Organization -Representative from School District where school resides | <p>PEC/PED Staff</p> <p>School Staff</p> | <p>February 1</p> | |

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

| | Action Item | Responsibility for Completing Action | Due Date | Status |
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| 3 | Assign Transition Team Action Item Responsibilities | PEC/PED Staff School Staff | February 15 | |
| 4 | Initial Closure Notification Letter: Parents & School Distribute letter to faculty, staff and parents outlining: - Closure decision; - Timeline for transition; and, - Help Line information. School to provide copy to PEC and CSD | School Staff | Week of January 15 | |
| 5 | Initial Closure Notification Letter: PED and School District School to provide copy to PEC and CSD | School Staff | Week of January 15 | |

PEC CHARTER SCHOOL

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| 6 | <p>Talking Points/Notice to Community</p> <p>Create talking points for parents, faculty, community and press. School to provide copy to PEC and CSD</p> | School Staff | Week of April 1 | |
| 7 | <p>Press Release</p> <p>School to provide copy to PEC and CSD School to provide copy of notification to newspapers to PEC and CSD</p> | PEC/PED Staff School Staff | Week of March 25 | |
| 8 | <p>Continue Current Instruction</p> <p>Continue instruction under current education program per charter contract until end of school calendar for regular school year.</p> | School Staff | Continuous until the end of classes. | |
| 9 | <p>Terminate Summer Instruction Program</p> <p>Take appropriate action to terminate any summer instruction, such as canceling teaching contracts.</p> | School Staff | By May 14 | |

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| 10 | <p>Secure Student Records Ensure all student records are organized, up to date and maintained in a secure location.</p> <p>-Need to organize school records -Review transfer process for legal requirements Includes: SBA/Report Cards, Cum Folders, Discipline/Medical Records, General Records, Special Ed/SAT records</p> | <p>School Staff</p> <p>PEC/PED Staff for consultation on where records will be stored.</p> | <p>Before June 1</p> | <p>NMAC 1.20.2 instructs on the categories of education records and retention time required. School and BPS will need to review. CSD available for consultation.</p> |
| 11 | <p>Faculty Contact Information Create Faculty Contact List that includes: - name; - position; - address;- telephone- email. School to provide copy to PEC and CSD.</p> | <p>School Staff</p> | <p>February 1</p> | |
| 2 | <p>Parent Contact Information Create Parent Contact List to include: - student name;- address;- telephone; and - email, if possible. School to provide copy to PEC and CSD</p> | <p>School Staff</p> | <p>February 1</p> | |

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| 13 | <p>Convene Faculty/Staff Meeting Communicate commitment to continuing coherent school operations throughout closure transition; - plan to assist students and staff by making closing as smooth as possible; School to provide PEC and CSD copies of all materials distributed at the Faculty/Staff Meeting.</p> | <p>PEC/PED Staff School Staff</p> | <p>March 15</p> | |
| 14 | <p>Convene Parent Closure Meeting Plan and convene a parent closure meeting.</p> | <p>School Staff</p> | <p>March 1</p> | |
| 15 | <p>Maintenance of Location and Communication Lease status</p> | <p>School Staff</p> | <p>Ongoing until closure complete</p> | |

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| | NOTIFICATIONS | | | |
| 16 | Parent/Guardian Closure Transition Letter Distribute letter with detailed guidance regarding transition plan. School to provide copy to PEC and CSD. | School Staff | Week of April 1 | |
| 17 | Staff/Faculty Closure Transition/Termination Letter Outline transition plans and timelines for staff School to provide copy to PEC and CSD. | School Staff | Week of April 1 | |

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| | RECORDS | | | |
| 18 | <p>Final Report Cards and Student Records Notice</p> <p>School to provide copy of notice to PEC and CSD.</p> | School Staff | <p>One week after end of classes.</p> <p>STARS reporting complete before 6/30.</p> | |
| 19 | <p>Transfer of Student Records</p> <p>As required by state statute, the school must transfer all student records to students' new school, state agency or other entity.</p> | School Staff | Within one month after end of classes. | -Need to categorize and identify organization format for the storage of records |
| 20 | <p>Documenting Transfer of Records</p> <p>School to provide copy of documentation to PEC and CSD</p> <p>Spreadsheet with areas for receipt of records signature(s)</p> | <p>School Staff</p> <p>PEC/PED Staff</p> | Within one month after end of classes. | |

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| 21 | <p>Transfer of Testing Materials</p> <p>The school must determine state requirements regarding disposition of state assessment materials stored at the school and return as required.</p> <p>School to provide letter/documentation outlining transference of SBA testing materials (if applicable). Should be complete as of end of testing window.</p> | <p>School Staff</p> <p>PEC/CSD</p> | <p>According to the PED Assessment Timeline</p> | |

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| 22 | <p>Technology</p> <ul style="list-style-type: none"> -Server Data-Electronic Records -Network -Backups <p>PEC/PED to contact Mike Archibeque: PED Chief Information Officer for protocols</p> | <p>PEC/PED Staff School Staff</p> | June 1 | |

DRAFT

School head administrator and CSD will provide closure status report to the Governing Board at each meeting.

PUBLIC EDUCATION COMMISSION
CHARTER SCHOOL CLOSURE PLAN
FINANCIAL/OPERATIONAL ACTIONS

| | Action Item | Responsibility for Completing Action | Due Date | Status |
|----|--|--------------------------------------|-------------------------------------|--------|
| 23 | Secure Financial Records Ensure all financial records are organized, up to date and maintained in a secure location. | School Staff PEC/PED Staff | Week of April 1 and ongoing updates | |
| 24 | Establish Authorization for Bank Accounts and Financial Accounting System Contact financial institutions to permit PEC to become signatory and have access to all bank accounts and provide access to PEC to computer accounting system. | PEC/PED Staff School Staff | TBD | |

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| 25 | <p>Insurance</p> <p>The school's assets and any assets in the school that belong to others must be protected against theft, misappropriation and deterioration.</p> | School Staff | Ongoing until all business related to closure is completed | |
| 26 | <p>Notification to Vendors/Creditors</p> <p>School to provide copy of notification to PEC and CSD</p> | School Staff | By May 1 | |

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| 27 | Inventory Need to get inventory list of assets and books to BPS asap. | School Staff | By May 15 | |
| 28 | Disposition of Inventory Asset Inventory list to PED | School Staff | Final by 30 days after school closes | School needs to account for any assets over \$5k. Those assets need to be handled differently. |
| 29 | Disposition of Federal Property Check with PED regarding proper procedures for the disposition of property purchased with federal funds.-Title I, Special Ed-IDEA B, and other federal flow through grants | School Staff | Final by 30 days after school closes | |

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| 30 | <p>Payment of Funds/Financial Status</p> <p>The school should notify the authorizer (PEC/PED) to prioritize payment strategy considering state and local requirements.</p> | School Staff | Plan complete by April 15 to close school and ongoing activity until completed | |
| 31 | <p>Facility</p> <p>Determine lease status and notify landlord.</p> | School Staff | By May 1 | |

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| 32 | <p>Notification of Employees and Benefit Providers</p> <p>School to provide copy to PEC and CSD</p> | <p>School Staff PEC/PED Staff</p> | <p>By March 1</p> | |
| 33 | <p>Notification of Contractors Agreement</p> <p>The school must create a list of all contractors with contracts in effect.</p> <p>School to provide documentation that this has occurred to PEC and CSD</p> | <p>School Staff</p> | <p>By April 15 and continuing until school operations are finished after closure.</p> | |

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| 34 | Disposition of Records Business Records Storage (?) -Reports -MOUs -Contracts -Personnel Records -Other records (?) | School Staff | Within 2 months of the closing date and ongoing (Starting May 1) | |
| 35 | Audit The school must perform final close out audit. Notify and schedule audit with independent auditors. School to provide copy to PEC and CSD. | School Staff | Within 1 month of year-end thru completion of audit | |
| 36 | Itemized Financials School to prepare and provide report to PEC and PED/CSD with a Copy to BPS. | School Staff | Within 30 days of closure (year-end) | |

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| 37 | <p>Payroll Reports</p> <p>School to provide copies of all materials to PEC and CSD.</p> | School Staff | Within 30 days of closure | |
| 38 | <p>List of Creditors and Debtors</p> <p>Formulate list of creditors and debtors and any amounts accrued and unpaid with respect to such creditor or debtor.</p> <p>School to provide copy to PEC and PED/CSD and BPS.</p> | School Staff | Monthly updates | |
| 39 | <p>IRS Status-Cancel/Update</p> <p>-1099 and W2</p> <p>-941 Final Report</p> | School Staff | Jan/Feb. 2015 | |
| 40 | <p>Legal Issue(s): (If applicable)</p> | School Staff NMPSIA PED/CSD | Ongoing | |

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| 41 | Utilization of Operational Budget approved by PED (if applicable) | School Staff PED/CSD | On going | |
| 42 | Notice to PED Divisions and Bureaus | CSD | 60 Days prior to school closure | |

This document not intended as legal advice, should not serve as the basis for decision-making in specific situations, and does not create an attorney-client relationship.

We strongly suggest you retain legal counsel to assist you in the closure process.

PED/CSD and PEC will provide oversight and monitoring for all applicable actions.