

DRAFT AGENDA
Performance and Accountability Committee
MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD
August 10, 2017

- I. Call to order
- II. Adoption of the Agenda
- III. Approval of the Last Meeting's Minutes
- IV. 2016-2017 Annual Report
 - a. Initial Draft – September Board Meeting
 - b. Data Analysis
- V. Contract Amendment Policy
- VI. Charter School Closure Protocol
- VII. Next Meeting
- VIII. Adjourn

MINUTES OF THE
Performance and Accountability Committee
MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD
Thursday, June 1, 2017

The Performance and Accountability meeting was held at 10:00 a.m. on Thursday, June 1st, 2017, at the MCSAB offices located at 239 N. Lamar Street, Suite 207, Jackson, MS.

Participating by teleconference were:

Mr. Tommie Cardin
Mr. Chris Wilson

Dr. Carey Wright was unable to attend. Executive Director Marian Schutte was also in attendance.

ITEM I. ADOPTION OF THE AGENDA

A. Adoption of Agenda

The agenda was previously circulated to all members for their review.

The Committee approved the agenda as presented.

ITEM II. 2016-2017 Site Visits

Executive Director Marian Schutte presented information from Midtown Public Charter School, Reimagine Prep, and Smilow Prep's site visits. All schools received a full site visit according to the ongoing monitoring protocol. The site visit for each school consisted of classroom visits, policy and procedures audit, facility walkthrough, and school leader and board member conversation. Discussion followed on the progress of each school. At each site visit, there were no issues that warranted a Notice of Concern on the Mississippi Charter School Performance Framework. All schools also participated fully in the state assessment process and the Authorizer Board should have proficiency results from this process in late summer.

The next step is to collect all final data from the school year and compile it into the Annual Report. Based on performance and the ongoing monitoring protocol, Midtown Public Charter School and Reimagine Prep may be eligible for less intense oversight.

The Committee received the report on the 2016-2017 site visits.

ITEM III. Charter School Contract Revision

Ms. Schutte presented a request from Midtown Public Charter School to modify its total enrollment for years three through five of its contract. The school wishes to add 12 students in grades 6, 7, and 8 in order to have four sections of sixteen students in its higher grades. The

school wishes to do this in order to serve its middle school grades in smaller groups as well as meet parent demand for enrollment in the higher grades.

Ms. Schutte shared that while the Authorizer Board has the authority to allow a charter school to increase its enrollment at any time the MAEP funding is based on the total enrollment number in the charter school contract at the time MDE calculates the MAEP formula in December of each year. This calculation is then sent to the Legislature and is what the final MAEP appropriation is based on. If a school increases its enrollment after this process, there is currently not a way to adjust this. However, the school would still be eligible to receive additional local funding since that amount is based on the first month's enrollment of the current school year.

After some discussion, the Committee deferred action on Midtown Public Charter School's request to the June regular meeting of MCSAB.

ITEM IV. Contract Amendment Policy

Ms. Schutte presented the first draft of a form and policy for charter schools to follow when requesting to change components of their charter school contract. The policy features steps for both material and non-material changes to charter school contract. Material changes requires MCSAB approval and for schools to submit the request for modification in advance along with board meeting minutes that indicate the approved change to the charter school contract. Non-material amendment requests are required to be submitted and take effect after 5 days unless MCSAB staff contacts the school about an issue with the amendment. The Committee discussed that this policy and form standardize a process that is already occurring related to charter school contract amendments rather than create or establish a new practice.

After some discussion, the Committee received the policy draft of the contract amendment policy.

ITEM V. Charter School Closure Protocol

Ms. Schutte presented the first draft of a charter school closure protocol. The protocol was developed in partnership with Mississippi First. Mississippi First researched closure protocols nationwide as well as national best practices related to closure protocols. The Committee discussed the scope of the role of MCSAB in potential charter school closure activities and the significant roles of boards in ensuring the success of this process. Ms. Schutte noted that some authorizers require charter schools to pay an additional amount of funds upfront in the form of a closure bond or fund in order to account for these services that may be needed at a later date. At the request of the committee, Ms. Schutte stated that she will present additional information on this topic at the next committee meeting.

The Committee received the draft of the charter school closure protocol.

ITEM VI. Adjournment

The meeting adjourned at 11:15am.

ADOPTED, this the ____ day of _____, 2017.

Mr. Chris Wilson, Chairman



Charter School Contract Amendment Request Form and Policy

Non-Profit Organization: _____

Board President/Chairperson: _____

School(s) Affect by Amendment Request: _____

Section A. Please indicate the type(s) of amendment requested by checking the appropriate box(es) below:

Material Amendments		Non-Material Amendments	
* A material amendment makes substantive changes to a charter schools governance, operational, or academic structure. Material amendments require Mississippi Charter School Authorizer Board approval.		* A non-material amendment makes non-substantive changes to a charter school's charter. Non-material amendments will be effective five business days following written notification, unless the Mississippi Charter School Authorizer Board notifies the operator that it objects to the proposed amendment.	
<input type="checkbox"/>	Changes in the legal status or management, including the structure of the governing board, or changes in education service provider	<input type="checkbox"/>	Changes to the mailing address, telephone, and/or facsimile number of the charter school
<input type="checkbox"/>	Changes in the school's mission	<input type="checkbox"/>	Changes in signing authority for the charter school
<input type="checkbox"/>	Changes in grade levels served	<input type="checkbox"/>	Changes in admission procedures or criteria, if applicable
<input type="checkbox"/>	Changes in student enrollment which result in enrollment in excess of 120% of the total number of students set forth in the school's charter contract	<input type="checkbox"/>	Changes to the school's transportation plan
<input type="checkbox"/>	Changes in school location (change of site and/or adding or deleting sites)		
<input type="checkbox"/>	Other (please explain in Section B below)		

Section B. Please provide a rationale for each of the proposed amendments indicated above, not to exceed one page per amendment. Include any supporting documentation as an attachment; this is required for both material and non-material amendments.

Section C. If requesting an amendment to the grade levels served or student enrollment in excess of 120%, please attach an updated version of the enrollment projection table. A template can be found below.

- **Enrollment Projection Table**

Section D. Please include a copy of the board minutes authorizing the amendment request for material and non-material amendments.

I certify that I have the authority to submit this Charter Contract Amendment Request Form and that all information contained herein is complete and accurate. I understand that material amendments are not considered approved until the Mississippi Charter School Authorizer Board officially approves this request, and that non-material amendments are considered approved only after the Mississippi Charter School Authorizer Board or its staff expresses no objection within five business days of receiving the request. I understand that if this request is not received within the timeframe for inclusion on the current month's board meeting agenda, it will be added to the agenda of MCSAB's next regularly scheduled meeting for consideration. I also understand that this document does not constitute an amendment and that a proposed material amendment approved by the MCSAB shall only be binding on the parties to the charter contract in accordance with the terms and conditions contained in an amendment signed by MCSAB and the charter operator.

Signature of Board President/Chairperson: _____

Date: _____

Submission Instructions: Please submit this form as a single PDF document to the Mississippi Charter School Authorizer Board by email at charterschools@mississippi.edu. We will confirm receipt and notify you of the date the MCSAB's Performance and Accountability Committee and then the MCSAB will consider this request. Please note that requests for material amendments are due at least one month before the next MCSAB regular board meeting. In order to receive funding from MAEP for enrollment expansion requests, please submit these material amendment requests no later than November first of the prior school year.



CHARTER SCHOOL CONTRACT- MATERIAL AMENDMENT: ENROLLMENT PROJECTION TABLE

Please Note: Enrollment projections should only cover the years for which the original contract designates. For instance, if your current contract is only for three years, only put enrollment numbers for the three years of that contract.

Grade Level	Year 1 20__-20__	Year 2 20__-20__	Year 3 20__-20__	Year 4 20__-20__	Year 5 20__-20__
K					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
TOTALS					

Signature of Board President

Date



DRAFT School Closure Protocol

School Closure Plan - Action Steps		
Action Item	Responsible Party	Completion Date
<p>Publish “Charter School Closure: Frequently Asked Questions” document to website. The FAQ is a general document from the authorizer outlining MCSAB’s policies, commitment to quality authorizing through supporting the transition of students and staff to new settings, overview of transition steps, general timelines, checklist for parents transitioning to a new school in the next school year and authorizer contact information.</p>	Authorizer Lead	Prior to the MCSAB’s vote to close the charter school
<p>Establish transition team and assign roles. The team should include:</p> <ul style="list-style-type: none"> • lead person from MCSAB staff; • charter school board chair; • lead administrator from the charter school; and • lead finance person from the charter school. <p>The team will work together to ensure that all action steps in the closure protocol are completed.</p>	Authorizer Lead and Charter School Board Chair	Within 24 hours of MCSAB’s vote to close the school
<p>Assign transition team action item responsibilities. Distribute contact information, including email addresses and phone numbers, to all transition team members, set calendar for meetings, and assign dates for completion of each charter school closure item.</p>	Authorizer Lead and Charter School Board Chair	Within 48 hours of MCSAB’s vote to close the charter school
<p>Reserve funds. Segregate by board resolution in a separate checking account up to \$45,000 in funds to be used for legal, accounting, and other expenses to execute this closure plan.</p>	Charter School Board Chair	Within 72 hours of MCSAB’s vote to close the school.
<p>Send closure notification letter to parents and school. Distribute letter to parents, faculty, and staff outlining:</p> <ul style="list-style-type: none"> • the justification for the closure decision; • the timeline for transition; and • contacts for questions and help. 	Authorizer Lead and Charter School Board Chair	Within 24 hours of MCSAB’s vote to close the school



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<p>Send closure notification letter to state and local agencies. Distribute letter to the Mississippi Department of Education as well as local school districts (to inform local district for purposes of potentially enrolling students from the closing school) to include:</p> <ul style="list-style-type: none"> • notification materials distributed to parents; • notification materials distributed to faculty and staff; and • authorizing board decision materials, resolution to close school, copy of any termination agreement (if applicable). 	Authorizer Lead and Charter School Board Chair	Within 24 hours of MCSAB's vote to close the school
<p>Develop talking points. Create talking points for parent, faculty, community, and press audiences. Focus on communication plans for orderly transition of students and staff. Distribute to transition team.</p>	Authorizer Lead and Charter School Board Chair	Within 24 hours of MCSAB's vote to close the school
<p>Create press release. Create and distribute a press release that includes the following:</p> <ul style="list-style-type: none"> • history of school; • authorizing board closure policies; • reason(s) for school closure; • outline of support for students, parents, and staff; and • a press point person for the authorizer and for the school 	Authorizer Lead and Charter School Board Chair	Within 24 hours of MCSAB's vote to close the school
<p>Continue current instruction. Continue instruction under current education program per charter contract until last day of classes.</p>	Charter School Administrator Lead	Until the end of classes as designated in closure resolution
<p>Terminate summer instruction program. Take appropriate action to terminate any summer instruction, such as canceling teaching contracts.</p>	Charter School Board Chair and Administrator Lead	Within 48 hours of MCSAB's vote to close the school
<p>Secure student records. Ensure all student records are organized, up to date, and maintained in a secure location.</p>	Charter School Administrator Lead	Within 24 hours of MCSAB's vote to close the school



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<p>Secure financial records. Ensure all financial records are organized, up to date, and maintained in a secure location.</p>	Charter School Financial Lead	Within 24 hours of MCSAB's vote to close the school
<p>Collect parent contact information. Create parent contact list to include:</p> <ul style="list-style-type: none"> • student name; • address; • telephone; and • email, if possible. <p>Provide a copy of the list to the authorizer lead.</p>	Charter School Administrator Lead	Within 24 hours of MCSAB's vote to close the school
<p>Convene parent closure meeting. Plan and convene a parent closure meeting.</p> <ul style="list-style-type: none"> • Make copies of the "Closure FAQ" document available. • Provide overview of authorizer board closure policy and closure decision. • Provide calendar of important dates for parents, including application deadlines for other local programs of choice (i.e. magnet schools or private schools). • Provide specific remaining school vacation days and date for end of classes. • Present timeline for closing down of school operations. • Provide contacts to answer questions and offer support. 	Authorizer Lead and Charter School Administrator	Within 72 hours of the authorizing board's vote to close the charter school
<p>Convene faculty and staff meeting. Plan and convene a meeting for all faculty and staff to communicate:</p> <ul style="list-style-type: none"> • commitment to continuing coherent school operations throughout closure transition; • plan to assist students and staff by making closing as smooth as possible; • reasons for closure; • timeline for transition details; • compensation and benefits timeline; and • contact information for ongoing questions. 	Charter School Board Chair, Charter School Administrator Lead	



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<p>Maintain location and lines of communication.</p> <p>Establish if the school will maintain the current facility as its locus of operation for the duration of closing out the school's business, regulatory, and legal obligations. In the event the facility is sold or otherwise vacated before concluding the school's affairs, the school must relocate its business records and remaining assets to a location where a responsive and knowledgeable party is available to assist with closure operations. The school must maintain operational telephone service with voice message capability and maintain custody of business records until all business and transactions are completed and legal obligations are satisfied. The school must immediately inform the authorizer if any change in location or contact information occurs.</p>	<p>Charter School Board Chair</p>	<p>Ongoing until closure complete</p>
<p>Maintain insurance policies.</p> <p>The school's assets and any assets in the school that belong to others must be protected against theft, misappropriation and deterioration. The school should:</p> <ul style="list-style-type: none"> • maintain existing insurance coverage until the disposal of such assets under the school closure plan; • continue existing insurance for the facility, vehicles, and other assets until 1) disposal or transfer of real estate or termination of lease and 2) disposal, transfer, or sale of vehicles and other assets; • negotiate facility insurance with entities that may take possession of school facility (lenders, mortgagors, bond holders, etc.); • continue or obtain appropriate security services; and • plan to move assets to secure storage after closure of the school facility. 	<p>Charter School Board Chair and Charter School Financial Lead</p>	<p>Ongoing until all business related to closure is completed</p>



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School Closure Plan – Notifications		
Action Item	Responsible Party	Completion Date
<p>Distribute parent/guardian closure transition letter. Distribute letter with detailed guidance regarding transition plan. Notification should include, but not be limited to:</p> <ul style="list-style-type: none"> • date of the last day of regular instruction; • cancellation of any planned summer school; • notification of mandatory enrollment under state law; • date(s) of any planned school choice fair(s); • listing of the contact and enrollment information for charter, parochial, public, and private schools in the area; • information on obtaining student records before the end of classes; and • contact information for parent/guardian assistance/questions. <p>Provide the authorizer with a copy of the letter.</p>	<p>Charter School Board Chair and Charter School Administrator Lead</p>	<p>Within 10 days of MCSAB's vote to close the charter school</p>
<p>Distribute staff/faculty closure transition letter. Outline transition plans and timelines for staff, including but not limited to:</p> <ul style="list-style-type: none"> • commitment of school's board to transitioning staff; • commitment to positive transition of children into new educational settings; • any transition of new employment assistance board anticipates providing (such as job fairs); • timelines for compensation and benefits, including state unemployment benefits; • timelines for outstanding professional development issues; • COBRA information; • pertinent licensure information; and • contact(s) for assistance and questions. 	<p>Charter School Board Chair</p>	<p>Within 10 days of MCSAB's vote to close the charter school</p>



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<p>Notify state and local education agencies.</p> <p>The school should notify the following departments at the Mississippi Department of Education:</p> <ul style="list-style-type: none"> • School Financial Services • Federal Programs • Student Assessment • Public Reporting <p>The school should also notify the local district superintendent and superintendents from any school districts where current students reside.</p>	<p>Authorizer Lead and Charter School Board Chair</p>	<p>Within 10 days of MCSAB's vote to close the charter school</p>
<p>Notify employee and benefit providers of termination date.</p> <p>The school should establish an employee termination date and:</p> <ul style="list-style-type: none"> • notify all employees of termination of employment and/or contracts; • notify benefit providers of pending termination of all employees; • notify employees and providers of termination of all benefit programs; • terminate all programs as of last date of service in accordance with applicable law and regulations including: <ul style="list-style-type: none"> ○ health care/health insurance; ○ life insurance; ○ dental plans; ○ eyeglass plans; ○ cafeteria plans; ○ 401(k) retirement plans; and ○ pension plans <p>Specific rules and regulations may apply to such programs, especially teachers' retirement plans, so legal counsel should be consulted.</p> <p>Provide the authorizer copies of all materials.</p>	<p>Charter School Board Chair and Charter School Financial Lead</p>	<p>Within 45 days of the authorizing board's vote to close the charter school</p>



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<p>Notify management company/organization and terminate contract. The school must:</p> <ul style="list-style-type: none"> • notify management company/organization of termination of education program by the school's board, providing the last day of classes and absence of summer program; • provide notice of non-renewal in accordance with management contract; • request final invoice and accounting to include accounting of retained school funds and grant fund status; and • provide notice that the management company/organization should remove any property lent to the school after the end of classes and request a receipt of such property. <p>Provide a copy of this notification to the authorizer.</p>	<p>Charter School Board Chair</p>	<p>Within three weeks of MCSAB's vote to close the charter school</p>
<p>Notify contractors. The school must formulate a list of all contractors with contracts in effect and:</p> <ul style="list-style-type: none"> • notify them regarding school closure and cessation of operations; • instruct contractors to make arrangements to remove any contractor property from the school by a certain date (copying machines, water coolers, other rented property); • retain records of past contracts as proof of full payment; and • maintain telephone, gas, electric, water, and insurance long enough to cover the time period required for all necessary closure procedures to be complete. <p>Provide the authorizer written notice of such notifications.</p>	<p>Charter School Financial Lead</p>	<p>Within three weeks of MCSAB's vote to close the charter school</p>
<p>Notify creditors. Solicit from each creditor a final accounting of the school's accrued and unpaid debt. Compare the figures provided with the school's calculation of the debt and reconcile. Where possible, negotiate a settlement of debts consummated by a settlement agreement reflecting satisfaction and release of the existing obligations.</p> <p>The school should not accept further loans nor otherwise incur additional liability. However, it may continue to accept gifts from charitable partners as long as the charity is aware of the school's closure.</p> <p>Provide the authorizer a written summary of this activity.</p>	<p>Charter School Financial Lead</p>	<p>Within three weeks of MCSAB's vote to close the charter school</p>



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<p>Notify debtors. Contact all debtors and demand payment. If collection efforts are unsuccessful, consider turning the debt over to a commercial debt collection agency. All records regarding such collection or disputes by debtors regarding amounts owed must be retained.</p> <p>Provide the authorizer a written summary of this activity.</p>	Charter School Financial Lead	Within three weeks of MCSAB's vote to close the charter school
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DRAFT School Closure Protocol

School Closure Plan – Records		
Action Item	Responsible Party	Completion Date
<p>Disposition of Non-Student Records</p> <p>In all cases, the school board shall maintain all corporate records related to:</p> <ul style="list-style-type: none"> • loans, bonds, mortgages and other financing; • contracts; • leases; • assets and asset sales; • grants (records relating to federal grants must be kept in accordance with 34 CFR 8042); • governance (minutes, by-laws, policies); • employees (background checks, personnel files); • accounting/audit, taxes and tax status, etc.; • personnel; • employee benefit programs and benefits; and • any items listed in this closure plan. <p>The organization shall maintain these documents indefinitely. In the event the school corporation is dissolved, any and all records not previously sent to the MCSAB should be immediately sent.</p>	<p>Charter School Board Chair</p>	<p>Within two months of the end of classes and ongoing</p>
<p>Final Report Cards and Student Records Notice</p> <p>The school must ensure that:</p> <ul style="list-style-type: none"> • all student records and report cards are complete and up to date; • parents/guardians are provided with copies of final report cards and notice of where student records will be sent (with specific contact information); and • parents/guardians receive a reminder letter or post card reminding them of opportunity to access student records under Freedom of Information law. <p>Provide the authorizer with a copy of the notice.</p>	<p>Charter School Administrative Lead</p>	<p>One week after the end of classes</p>



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<p>Transfer of Student Records</p> <p>In accordance with MS Code Section, 37-15-3, the school must transfer all permanent and/or cumulative student records to students' new schools. In accordance with Mississippi Code Section 37-15-1, the permanent and cumulative student records include:</p> <ul style="list-style-type: none"> • student's date of birth (and documentation); • record of attendance; • grades and any evaluation; • date of withdrawal; • date of any expulsion from the school system and description of behavior or act resulting in the expulsion; • all materials associated with the Individual Education Plans; • immunization records; and • parent/guardian information. <p>The school must contact the relevant districts of residence for students and notify districts of how (and when) records – including special education records – will be transferred. In addition, the school must create a master list of all records to be transferred and state their destinations.</p> <p>The school should transfer the records of any graduating students to the MCSAB.</p>	<p>Charter School Board and Charter School Administrative Lead</p>	<p>Within one month after the end of classes</p>
<p>Documenting Transfer of Records</p> <p>Written documentation of the transfer of records must accompany the transfer of all student materials. The written verification must include:</p> <ul style="list-style-type: none"> • the number of general education records transferred; • the number of special education records transferred; • the date of transfer; • the signature and printed name of the charter school representative releasing the records; and • the signature and printed name of the district (or other entity) recipient(s) of the records. <p>Provide copies or all materials documenting the transfer of student records to the authorizer.</p>	<p>Charter School Board and Charter School Administrative Lead</p>	<p>Within one month after the end of classes</p>



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<p>Transfer of Testing Materials</p> <p>The school must determine state requirements regarding disposition of any state assessment materials stored at the school and return as required.</p> <p>Provide authorizer with letter outlining transference of testing materials.</p>	Charter School Administrative Lead	One week after the end of classes
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School Closure Plan – Financial		
Action Item	Responsible Party	Completion Date
<p>U.S. Department of Education Filings File Federal Form 269 or 269a if the school was receiving funds directly from the United States Department of Education. See 34 CFR 80.41.</p>	Charter School Financial Lead	One week after the end of classes
<p>IRS Status The school should take the steps to maintain 501(c)(3) status including, but not limited to, the following:</p> <ul style="list-style-type: none"> notification to IRS regarding any address change of the school corporation; and filing of required tax returns or reports (e.g., IRS form 990 and Schedule A). <p>If the school corporation proceeds to dissolution, notify the IRS of dissolution of the education corporation and its 501(c)(3) status, and provide a copy to the authorizer.</p>	Charter School Board Chair and Charter School Financial Lead	TBD
<p>Audit The school must establish a date by which to complete a final close out audit by an independent firm or state auditor as determined by statute.</p> <p>Provide a copy of the final audit to the authorizer.</p>	Charter School Board Chair and Charter School Financial Lead	Within 120 days of the end of classes
<p>Vendors The school must:</p> <ul style="list-style-type: none"> create a vendor list; and notify vendors of closure and cancel or non-renew agreements as appropriate. <p>Provide the authorizer lead with a copy of all documents.</p>	Charter School Financial Lead	Within 45 days of MCSAB's vote to close the charter school



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<p>Inventory</p> <p>The school must:</p> <ul style="list-style-type: none"> • create a fixed asset list segregating state, federal, and non-government expenditures; • note an item number for each inventoried item; • note source codes for funds and price for each purchase; and • establish fair market value, initial, and amortized for all fixed assets. <p>Provide the authorizer with a copy of all documents.</p>	<p>Charter School Financial Lead</p>	<p>Within 45 days of MCSAB's vote to close the charter school</p>
<p>Disposition of Property Purchased with Federal Funds</p> <p>Check with the state department of education regarding proper procedures for disposition of property purchased with federal funds.</p>	<p>Authorizer and Charter School Financial Lead</p>	<p>Within 45 days of MCSAB's vote to close the charter school</p>
<p>Disposition of Inventory</p> <p>Pursuant to the Mississippi Charter Schools Act, all assets purchased with government funds must revert to the local school district where the charter school is located. All assets purchased with funds from nongovernmental sources must revert to the nonprofit entity created to operate the school and may be disposed of according to applicable laws for nonprofit corporations.</p> <p>Establish a disposition plan (e.g., auction), and establish a payment process (e.g., cash, checks, credit cards) for all inventory items.</p> <p>Provide the authorizer with a copy of all documents.</p>	<p>Charter School Financial Lead</p>	<p>Within 45 days of MCSAB's vote to close the charter school</p>



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<p>Property Purchased with Public Charter School Program (PCSP) Funds</p> <p>Establish under state or individual school agreements required disposition of property purchased with PCSP funds. Generally, property purchased with PCSP funds must first be offered to other charter schools within the same region in which the closing school is located, with requisite board resolutions consistent with the purpose PCSP. If no schools want the property, an auction must be held to dispose of the PCSP assets. The school must:</p> <ul style="list-style-type: none"> • ensure public notice of the auction is made widely; • price items at fair market value, as determined from inventory and fixed assets policy; and • determine with the state education department how to return funds if any remain. <p>Provided the authorizer board resolutions and minutes of any transfer of assets with a dollar value of zero to another school.</p>	<p>Charter School Financial Lead</p>	<p>Within 60 days of the end of classes</p>
<p>Disposition of Real Property (i.e., Facilities)</p> <p>Determine state requirements for real property acquired from a public school district to determine right of first offer and other applicable requirements for disposition.</p>	<p>Charter School Financial Lead and Board Chair</p>	<p>Within 45 days of MCSAB's vote to close the charter school</p>
<p>Payment of Funds</p> <p>The school should work with the authorizer to prioritize payment strategy. Using available revenue and any funds from auction proceeds, pay the following entities:</p> <ul style="list-style-type: none"> • retirement systems; • teachers and staff; • employment taxes and federal taxes; • audit preparation; • private creditors; • overpayments from state/district; and • other as identified by authorizer. <p>Provide the authorizer with a copy of all materials associated with this action.</p>	<p>Charter School Financial Lead and Authorizer Lead</p>	<p>Plan complete within 45 days of MCSAB's vote to close the charter school and ongoing activity until completed</p>



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<p>Expenditure Reporting</p> <p>Ensure that the Federal Expenditure Reports and the Annual Performance Framework (APF) are completed.</p> <p>Provide the authorizer with a copy of all materials.</p>	<p>Charter School Board Chair and Financial Lead</p>	<p>Within 45 days of the end of classes</p>
<p>Itemized Financials</p> <p>Review, prepare, and make available:</p> <ul style="list-style-type: none"> • fiscal year-end financial statements; • cash analysis; • list of compiled bank statements for the year; • list of investments; • list of payables (and determinations of when a check used to pay the liability will clear the bank); • list of all unused checks; • list of petty cash; and • list of bank accounts. <p>Additionally collect and void all unused checks as well as close accounts once transactions have cleared.</p>	<p>Charter School Financial Lead</p>	<p>Within 45 days of the end of classes</p>
<p>Payroll Reports</p> <p>The school must generate a list of all payroll reports including taxes, retirement, or adjustments on employee contracts.</p> <p>Provide the authorizer with copies of all materials.</p>	<p>Charter School Financial Lead</p>	<p>Within 30 days of the end of classes</p>



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<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. The list should include:</p> <ul style="list-style-type: none">• contractors to whom the school owes payment;• lenders;• mortgage holders;• bond holders;• equipment suppliers;• secured and unsecured creditors;• persons or organizations who owe the school fees or credits;• lessees or sub-lessees of the school; and• any person or organization holding property of the school.	Charter School Financial Lead	Within three weeks of MCSAB's vote to close the charter school
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