

## **APPENDIX D**

### **CHARTER SCHOOL CLOSURE PLAN**

**Name of Charter School:**

**Address:**

**Last day of school operation:**

**Charter termination date:**

**Board of Trustees President (Name and Contact information):**

**Board of Trustees Vice President (Name and Contact information):**

**Student Records Custodian (Name and Contact information):**

**Personnel Records Custodian (Name and Contact information):**

**Independent Trustee (Name and Contact information):**

**Independent Auditor:**

**A: Student Records**

Required Task(s): *Transfer complete student records (academic, health, special education, etc) to the school that each student will transfer to or archive student records (where transfer information is unavailable) for required period of time.*

**Projected Date of Completion Person Responsible**

- Board of Trustees will designate a Student Records Custodian responsible for maintaining, transferring, and archiving student records in accordance with state law.
  
- Board of Trustees will provide the Charter School Review Committee (CSRC) designee with the name, telephone number, business address, and email address of the Student Records Custodian.
  
- Student Records Custodian will provide CSRC designee with a list of all students attending the charter school during the final year of operation. The list will provide student names, addresses, telephone numbers, and the schools to which students are transferring.
  
- Student Records Custodian will provide CSRC designee with a list of any student records in the charter school's possession for students other than those that attended school during the final year of operation.
  
- Student Records Custodian will develop and implement sign-off procedure confirming transferal of student records.
  
- Student Records Custodian will transfer student records to the school to which student will transfer to.
  
- Student Records Custodian will document all student records transferals to the CSRC.
  
- Student Records Custodian will develop and implement a methodology to archive all student records not transferred to schools for a period of seven years.
- Student Records Custodian will arrange for destruction of student records at the end of the seven year period. Destruction will occur in a manner

that ensures the privacy of all individuals.

### **B: Personnel Records**

*Required Task(s): Devise a plan to retain and maintain staff personnel and professional certification records for a minimum of five years.*

#### **Projected Date of Completion Person Responsible**

- Board of Trustees will designate a Personnel Records Custodian responsible for maintaining, transferring, and archiving personnel records in accordance with state law.
  
- Board of Trustees will provide the CSRC with the name, telephone number, business address, and email address of the Personnel Records Custodian.
  
- Personnel Records Custodian will, upon request, provide letters of reference, verifying charter school employment, etc.
  
- Personnel Records Custodian will maintain all personnel records for a period of five years.
- Personnel Records Custodian will arrange for destruction of personnel records at the end of the five year period. Destruction will occur in a manner that ensures the privacy of all individuals.

### **C. Financial and Contractual Obligations**

*Required Task(s): Board of Trustees must devise a plan to maintain and administer financial,*

*administrative and contractual records and obligations for a minimum of five years.*

**Projected Date of Completion Person Responsible**

- Board of Trustees shall file all final federal, state and local employer payroll tax returns and issue final W-2's and Form 1099's by the statutory deadlines.
  
- Board of Trustees shall implement a procedure to strictly limit all expenditures to those that are reasonable and necessary for the ongoing day to day operations of the charter school.  
These expenditures are limited to salaries, benefits, utilities, rent, and insurance and must already be authorized in the budget.
  
- Board of Trustees shall appoint an Independent Trustee to address the satisfaction of all outstanding claims by creditors and proper distribution of assets in compliance with statutes and regulations that govern all Wisconsin corporations.
  
- Board of Trustees will submit to the CSRC an approved Board resolution appointing an independent trustee including name and contact information.
  
- Independent Trustee shall assess and satisfy all outstanding liabilities. •
- Independent Trustee will submit to CSRC a written report to take into account the present value of the charter school's liabilities held by all of its creditors, including  
but not limited to vendors, banking institutions, and health benefits agencies, and the present value of the charter school's assets, including but not limited to books, supplies, motor  
vehicles, furnishings, equipment and personal property.
  
- Submit to CSRC a monthly updates of accounts payable along with detailed aging schedule.
  
- Independent Trustee shall upon the satisfaction of all liabilities liquidate all remaining non-monetary school assets.
  
- Independent Trustee, upon satisfaction all liabilities and liquidation of non-monetary assets, shall return all funds to the CSRC.

## **D. Federal Grants**

*Required Task(s): Provide proof of proper liquidation of goods acquired through federal grant(s).*

### **Projected Date of Completion Person Responsible**

- Independent Trustee shall verify liquidation and/or transfer of property acquired through federal grants to other CSRC authorized charter schools. (**Note: No distribution of assets to any other entity may occur prior to satisfaction of charter school creditors.**)
- Independent Trustee shall return all unspent federal grant moneys received by the school to the Department of Public Instruction.
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- Independent Trustee shall submit Final Expenditure Reports for entitlement grants.

## **E. Final Audit**

*Required Task(s): Appoint independent auditor to conduct a final audit including but not limited to the following task(s):*

### **Projected Date of Completion Person Responsible**

- Board of Trustees will provide CSRC with approved board resolution appointing auditor.
- Board of Trustees will provide the CSRC with the audits estimated start and completion dates and an estimated cost of audit.
- Board of Trustees will submit to CSRC a board resolution establishing an escrow account for funds to pay for the audit and provide evidence that this account has been established; and funds deposited.
- Board of Trustees will submit copies of the audit to the CSRC and the Department of Public Instruction. Audit must be submitted prior to the dissolution of the board.

**F. Dissolution of Board**

*Required Task(s): Devise procedures for dissolving board and relieving individual board members.:*

**Projected Date of Completion Person Responsible**

- Board of Trustees will consult with an attorney to devise procedures for dissolving Board while maintaining fiscal and legal responsibility;
  
- Board of Trustees will provide the CSRC with name, address and contact info of person designated as the primary contact person for all future inquires, as well as a Board approved resolution appointing this person as primary contact.
  
- Board of Trustees will provide the CSRC with a Board resolution officially dissolving the Board.
  
- Board of Trustees will submit end-of-year reports by specified deadlines as appropriate to the CSRC and the Department of Public Instruction.

*This signed dissolution plan must be submitted to CSRC along with an official approved Board resolution. Please provide a tally of the Board members present at the meeting and how they voted on the resolution.*

**Signed Approval:**

**Board President            Date**

**Vice President            Date**