

Attachment 9.1
Contract Addendum 8
Charter School Closure Process

Name of School: _____

School Address: _____

Date: _____

Required Actions	Timelines	Person Responsible
1. Take Board Action to Dissolve the school	First Step	
2. Contact MDE Charter Division and Authorizer	Immediately	
3. Establish ad hoc Committee	Following Board Decision to 'Cease Operations	
4. Create a Comprehensive Plan for School Closure Incorporating All Identified Steps Outlined Below (Steps 5-24)	Within 20 Days of Decision to Dissolve Operation	
5. Appropriate School Reserve Funds to ensure closure activities are fully funded (i.e. legal fees etc,)	On-going	
6. Notify Parents, Guardians and Staff	Within 7 Days of Decision	
7. Make a Decision Related to Final Day of School (Including Extended School Year)	Within 30 Days of Board Decision to Dissolve	
8. Make Final Report Cards Available to Parents	Within 7 Days of End of School Year	
9. Forward All Student Records to School District of Students' Residence	Within 10 Days of End of School Year	

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| 10. Notify School Districts of Students Residences of Decision to Dissolve Operations | Within 10 Days of Board Decision |
| 11. Notify all Sources of School Revenue of Decision to Dissolve Operations | Within 10 Days of Board Decision |
| 12. Notify All Contractors of Decision to Dissolve Operations (i.e. auditors, business managers, telephone service, food service, transportation etc.) | Within 20 Days of Board Decision |
| 13. Notify All employees of Termination of Employment | No Later Than 60 Days Before the End of the School Year |
| 14. Notify Benefit Providers of Decision to Dissolve Operations | No Later Than 60 Days Before the End of the School Year |
| 15. Notify Authorizer of Any Pending Litigation | As Soon As Possible |
| 16. Develop a List of Creditors and Debtors | Within 20 of Board Decision to Dissolve Operations |
| 17. Conduct Thorough Inventory | Within 30 Days of Decision to Dissolve Operations |
| 18. Liquidate Assets in Accordance to Minnesota Statute 317A.735 | Within 30 Days of Last Day of Operations |
| 19. Prepare a 'Final' Statement of Dissolution for Authorizer | Within 90 Days of Last Day of Operations |
| 20. Conduct a Final Audit of All Assets | Within 90 Days of Last Day of Operations |
| 21. Close Out All State and Federal Grants | Within 30 Days of Last Day of Operations |
| 22. Maintain All Corporate Records | On-Going |
| 23. Board Act via Resolution to Dissolve Corporation | Within 10 Days of Receiving Final Audit |

and Confirmation of
All Reconciliation of
Records

24. Final Distribution of Assets

Within 10 Days of
Resolution to Dissolve
Corporation