

## **Charter School Closure Policy, Process and Procedures**

### ***Closure Policy***

Washington University understands that closure of a charter school can be very difficult for school stakeholders, particularly students, families, and school staff. If closure of a school is determined necessary, Washington University will work together with the charter school's board of directors and school administration. Collectively we will ensure the orderly closure of the school to protect the best interests of displaced families and staff, with a focus on assisting successful transitions for all parties involved.

### ***Closure Process and Procedures***

#### **Transition Team**

Washington University will implement and oversee a Transition Team dedicated to ensuring the smooth transition of students and staff. Although oversight remains the statutory responsibility of the University, the Transition Team may play a significant role in carrying out the closure process.

#### **Communication**

Washington University will closely monitor to verify the school communicates in a clear, adequate and timely manner with parents, school staff, the community and all stakeholder groups regarding the closure to ensure students, families, school staff and the community have the support needed for student transfer/transition.

#### **Student Records**

Washington University will oversee the charter school's transference of student records in accordance with privacy rules set forth in the Family Educational Rights and Privacy Act (FERPA) and any applicable state record retention schedules/policies and laws, including but not limited to:

- Conducting a review to determine that all student records are complete and located in a secure location.
- Compiling student records into an electronically transferable format.
- Transferring in a timely manner all student-related records for retention and historical accessibility to the local school district.

#### **Business and Personnel Records**

Washington University will oversee the gathering and retention of all personnel, governance, and financial records according to the Public School Records Retention Schedule (PSRRS).

#### **Submission of Final Data and Reports**

Washington University will coordinate and oversee completion of all data and reporting for the closing charter school, including but not limited to:

- Annual Secretary of the Board Report.
- Final audit submitted before December 31 of the year of closing.
- Any final state/federal program reports.
- Any final expenditure reports (FER) submitted for all federal/state programs in which the school participated.
- Core Data Reports.
- Missouri Student Information System (MOSIS) data.
- Any required student testing.

### **Resolution of Financial Obligations**

During the dissolution of a sponsored charter school, Washington University will coordinate efforts to ensure the meeting of financial obligation as required by law.

If Washington University notifies a charter school of closure, the Department of Elementary and Secondary Education shall exercise its financial withholding authority to assure all obligations of the charter school are met. (Section 160.400.18)

Washington University is responsible for the oversight of all unobligated assets and requires:

- Quarterly accountability reports on receipts and expenditures.
- Quarterly bank statements for the closing school's accounts.
- Monitoring all expenditures during and after school closure.
- A final independent audit.

Charter schools must satisfy all financial obligations within twelve months of a notification of closure as stated in subsection 8 of section 160.405. After satisfaction of all its financial obligations, any remaining state and federal funds shall be returned to the Department of Elementary and Secondary Education (DESE) for disposition as stated in subdivision (17) of subsection 1 of section 160.405. (Section 160.415.12)

If the charter school does not have sufficient funds to close out the school, Washington University has a statutory responsibility for any oversight and reporting.

### ***Disposition of Assets***

#### **State Funds**

Washington University will monitor that the distribution of all of the closing school's remaining assets purchased with state funds will be determined by the school's plan/policy in place for disposition of assets. The University will reasonably assure that the reallocation of equipment and materials from the closed charter school follow the students to their new school. Any remaining unobligated state-funded assets of the school shall be returned to the Department of Elementary and Secondary Education (DESE) for their disposition.

**Federal Funds**

For equipment or materials purchased with federal funds exceeding a total of five thousand dollars (\$5,000) and in accordance with federal guidelines, the University shall verify that:

- A physical confirmation of federally purchased equipment or electronic items is conducted.
- An inventory of available items is sent to all local education agencies (LEAs) and the district within which the charter school resides within 60 days of closure.
- An opportunity is provided for LEA's/districts interested in acquiring inventory items to send a request to the school and the University.
- Distribution of equipment or materials is based on:
  - Any equipment or materials purchased for an Individual Education Plan (IEP) for a student with disabilities must follow that student to his/her new school.
  - All equipment and materials purchased with Federal IDEA Part B funds must be sent to a public special education program for use by students with disabilities.
  - All materials purchased with specific funding sources (Perkins, Title I, Title III) must be sent to other LEA's participating in those programs.
  - The percentage of students transferring from the closed school to the requesting LEA/district to guide allocations.
  - A lottery based upon school requests.

**Remaining Assets**

Any other remaining assets, including those acquired through donations, gifts, grants, or other sources, shall be disposed of upon dissolution of the school's board in accordance with the articles of incorporation of the school and the Missouri Nonprofit Corporation Act.