

**Ball State University – Office of Charter Schools**

**School Closure Plan Implementation**

**SUMMARY**

<b>Required Actions</b>	<b>Responsible Party</b>	<b>Deadline Date</b>	<b>Status</b>
<b>Establish Transition Team:</b> 1. Lead person from authorizer staff 2. Charter school board chair 3. Charter school lead administrator 4. Charter school lead finance person			
<b>Establish a Meeting and Reporting Schedule:</b> 1. Reassignment of students 2. Disposition of assets 3. Transfer of student records 4. Notification to entities doing business with the school 5. Status of school’s finances 6. Submission of all required data to authorizer and/or state			
<b>Submit Final Report</b> School submits final report to OCS, detailing completion of closure plan			

**GOVERNANCE AND OPERATIONS**

<b>Required Actions</b>	<b>Responsible Party</b>	<b>Deadline Date</b>	<b>Status</b>
<b>Maintain Identifiable Location</b> Maintain the school’s current location through the winding up of its affairs or relocate all records and remaining assets to an identifiable location			

Required Actions	Responsible Party	Deadline Date	Status
<p><b>Terminate EMO Agreement (if applicable)</b>  Review management agreement and take steps necessary to terminate the agreement:</p> <ol style="list-style-type: none"> <li>1. Clear agreement between school and EMO regarding educational services through last day of instruction</li> <li>2. Clear agreement between school and EMO regarding when other services will end</li> <li>3. Agreement regarding when EMO will provide school with a final invoice and accounting, including any retained school funds and the status of grant funds</li> </ol>			
<p><b>Notify Lenders/Investors</b>  Notify banks, bondholders, etc. of the school's closure, a likely date as to when an event of default will occur, and the projected date of the last payment by the school toward its debt</p>			
<p><b>Maintain Corporate Records:</b></p> <ol style="list-style-type: none"> <li>1. Organizational documents (articles of incorporation, bylaws, etc.)</li> <li>2. Governance documents (board minutes, resolutions, etc.)</li> <li>3. Contracts</li> <li>4. Leases</li> <li>5. Assets and asset distribution</li> <li>6. Grants</li> <li>7. Employee records</li> <li>8. Employee benefit programs</li> <li>9. Loans, bonds, mortgages, and other financing documents</li> <li>10. Accounting and bank records</li> <li>11. Tax records, including tax status documents</li> </ol>			

Required Actions	Responsible Party	Deadline Date	Status
<p><b>Notify Employees and Benefit Providers</b> Formally notify all employees of termination of employment, including date of final salary payment and date of termination of all benefits in accordance with applicable laws (<i>i.e.</i>, COBRA). Notify benefit providers of pending termination of all employees, including:</p> <ol style="list-style-type: none"> <li>1. Medical, dental, and vision plans</li> <li>2. Life insurance</li> <li>3. Retirement plans</li> <li>4. Other benefits</li> </ol>			
<p><b>Notify Contractors and Terminate Contracts</b></p> <ol style="list-style-type: none"> <li>1. Notify all contractors of school closure</li> <li>2. Retain records of all contracts and payments</li> <li>3. Terminate contracts for goods and services as of the last date such goods and services will be needed</li> </ol>			
<p><b>Transfer Student Records</b> Send student records to appropriate entity, including:</p> <ol style="list-style-type: none"> <li>1. IEPs and all records regarding special education and supplemental services</li> <li>2. Student health/immunization records</li> <li>3. Attendance records</li> <li>4. Any testing materials required to be maintained by the school</li> <li>5. Student transcripts and report cards</li> <li>6. All other student records</li> </ol> <p>Document the transfer of records, including:</p> <ol style="list-style-type: none"> <li>1. Number of general and special education records transferred</li> <li>2. Date of transfer</li> <li>3. Signature and printed name of charter school representative releasing records</li> <li>4. Signature and printed name of representative receiving records</li> </ol>			

Required Actions	Responsible Party	Deadline Date	Status
<p><b>Inventory Assets</b> Inventory school assets, and identify items:</p> <ol style="list-style-type: none"> <li>1. Loaned from other entities</li> <li>2. Encumbered by terms of a contingent gift or grant, or a security interest</li> <li>3. Owned by EMO/CMO</li> <li>4. Purchased with Public Charter School Program grant funds</li> </ol> <p>Dispose of assets as required by applicable source and document asset disposition</p>			

**FINANCE**

Required Actions	Responsible Party	Deadline Date	Status
<p><b>Review and Revise School Budget:</b></p> <ol style="list-style-type: none"> <li>1. Review school budget and overall financial condition</li> <li>2. Revise budget to reflect closure and associated expenses</li> <li>3. Identify use of reserve funds, beginning with repayment of outstanding Common School Loan balance</li> </ol>			
<p><b>Maintain IRS 501(c)(3) Status:</b></p> <ol style="list-style-type: none"> <li>1. Notify IRS regarding address change</li> <li>2. File required final tax returns</li> </ol>			
<p><b>Notify all Funding Sources:</b></p> <ol style="list-style-type: none"> <li>1. Notify all state and federal agencies of last date of operation</li> <li>2. Notify all charitable partners of last date of operation</li> </ol>			
<p><b>Creditors and Debtors:</b></p> <ol style="list-style-type: none"> <li>1. List all creditors and debtors, including amounts owed</li> <li>2. Notify all creditors of school's closure and request a final invoice</li> <li>3. Notify all debtors of amounts owed and request payment</li> </ol>			

<b>Required Actions</b>	<b>Responsible Party</b>	<b>Deadline Date</b>	<b>Status</b>
<b>Itemize Financials</b> Review, prepare, and make available the following: <ol style="list-style-type: none"> <li>1. Fiscal year-end financial statements</li> <li>2. Cash analysis</li> <li>3. Bank statements for the final year, investments, payables, unused checks, petty cash, and payroll reports</li> <li>4. Collect and void all unused checks</li> <li>5. Destroy all credit and debit cards</li> <li>6. Close all accounts after transactions have cleared</li> </ol>			
<b>Close Out All Grants:</b> <ol style="list-style-type: none"> <li>1. Prepare final accounting for all grant funds</li> <li>2. File all final reports required by grants</li> </ol>			
<b>Retain Auditor to Prepare Final Financial Statements</b>			

**REPORTING**

<b>Required Actions</b>	<b>Responsible Party</b>	<b>Deadline Date</b>	<b>Status</b>
<b>Prepare and Submit all End-of-Year Reports Required by:</b> <ol style="list-style-type: none"> <li>1. Authorizer</li> <li>2. State Department of Education</li> </ol>			
<b>Prepare Final Report Cards and Student Records Notice</b> Provide parents/guardians with copies of final report cards and notice of where student records will be sent			

## DISSOLUTION

Required Actions	Responsible Party	Deadline Date	Status
<p><b>Dissolve the Charter School:</b></p> <ol style="list-style-type: none"> <li>1. Charter school board adopts resolution to dissolve that indicates to whom the assets of the non-profit corporation will be distributed after all creditors have been paid</li> <li>2. Unless otherwise provided in the bylaws, the members or board votes on a resolution to dissolve the corporation</li> </ol>			
<p><b>Notify the Secretary of State:</b></p> <p>After authorizing the resolution to dissolve, dissolve the corporation by delivering to the Secretary of State for filing articles of dissolution setting forth:</p> <ol style="list-style-type: none"> <li>1. The name of the non-profit corporation</li> <li>2. The address of the non-profit corporation's principal office</li> <li>3. The date dissolution was authorized</li> <li>4. Any other information the Secretary of State may require</li> </ol>			
<p><b>End Corporate Existence</b></p> <p>A dissolved non-profit corporation continues its corporate existence only to carry on activities appropriate to wind up and liquidate its affairs, including:</p> <ol style="list-style-type: none"> <li>1. Collecting its assets</li> <li>2. Transferring its assets</li> <li>3. Discharging its liabilities</li> </ol>			
<p><b>Notify IRS</b></p> <p>Notify the IRS of dissolution of the education corporation and its 501(c)(3) status and furnish a copy to the authorizer</p>			