

PUBLIC EDUCATION COMMISSION
CHARTER SCHOOL CLOSURE PROCEDURE

	Action Item	Responsibility for Completing Action	Due Date	Status
1	Establish Transition Team and Assign Roles Team to include but not limited to: <ul style="list-style-type: none"> - PEC Chair - CSD Director - School Director - School Business Manager 	PEC Chair CSD Director School Administrator	February 1	
2	Notice of Closure to NMPED Divisions & Bureaus	CSD Director	February 15	
3	Notice of Closure to PSCOC	CSD Director	February 15	
4	Contract with Closure Vendor -Coordinate closure procedure on behalf of NMPED (to include licensed school business official NOT currently under contract by school).	CSD Director	February 15	
5	Lease Terms -Copy of lease. -Identify final/termination date of lease. <i>*Provide to CSD Director; Deputy Secretary of Budget & Finance; Director of School Budget & Finance Analysis Bureau.</i>	Business Manager	February 15	
6	Financial Management Services System	School Administrator	February 15	

	<p>-Provide access to NMPED to Student Information System (SIS).</p> <p><i>*Provide to CSD Director.</i></p>			
7	<p>Initial Closure Notification to Parents & School Community</p> <p>-See template (Appendix A)</p>	School Administrator	February 15	
8	<p>Convene Parent Meeting</p> <p>-Explain PEC closure decision and appeals process (if applicable). -Explain transfer of student records. -Explain alternate school choices.</p>	School Administrator	February 15-28	
9	<p>Convene Staff Meeting</p> <p>-Communicate commitment to continuing coherent school operations through closure transition. Provide employment verifications to staff. -Ensure all staff files are organized, up to date and maintained in a secure location. -Digitize employment verifications.</p>	School Administrator	February 15-28	
10	<p>Terminate Summer Instruction Program</p> <p>Take appropriate action to terminate any summer instruction to include disseminating information to community and canceling staff summer contracts.</p>	School Administrator	March 30	
11	<p>School Choice Fair</p> <p>Coordinate and advertise School Choice Fair.</p> <p><i>*Provide list of participating schools and date of School Choice Fair to CSD Director.</i></p>	School Administrator	March 1- April 1	
12	<p>List of Vendors</p> <p>Create list of all vendors with contracts in effect.</p>	Business Manager	April 1	

	<i>*Provide to CSD Director; Deputy Secretary of Budget & Finance; Director of School Budget & Finance Analysis Bureau.</i>			
13	<p>Notification to Vendors and Other Services</p> <p>Current vendors IRS Status-Cancel/Update NMPSIA RHC ERB Etc.</p> <p><i>*Provide copy of notice to CSD Director; Deputy Secretary of Budget & Finance; Director of School Budget & Finance Analysis Bureau.</i></p>	Business Manager	April 1	
14	<p>Staff Closure Transition/Termination Letter</p> <p>Outline transition plans and timelines for staff including: -Plan for final contract payout; -Date insurance will terminate; and -Where employment verification requests can be made after June 30 (to CSD).</p> <p><i>*Provide to CSD Director.</i></p>	Business Manager	April 1	
15	<p>Disposition of Property</p> <p>-Provide notice to State Auditor of specific list of items to be disposed (13-6-1 NMSA).</p>	Governing Council President	April 30	
16	<p>Complete Form NMPED 947 and Disposal Plan</p> <p>Complete Form NMPED 947. Develop disposal plan. -Generate list of inventory assets distinguishing between property purchased with general vs. federal funds (such as Title 1, IDEA-B, etc.).</p>	School Administrator		

	<p><i>*Provide list of inventory assets; notice to State Auditor letter; GB agenda and approved minutes; NMPED 947 form; and list of schools taking possession of assets to CSD Director.</i></p>			
17	<p>Digitize Faculty/Staff Files</p> <p>Provide employment verifications to staff. -Ensure all staff files are organized, up to date and maintained in a secure location (Placed in moveable boxes). -Digitize contact information for each faculty/staff (e-mail, phone, and address) -Digitize signed employment verifications.</p> <p><i>*Provide to CSD Director.</i></p>	School Administrator	May 30	
18	<p>Bank Signatory Authority</p> <p>-Obtain bank signatory authority for school bank account(s) for the PED Deputy Secretary of Finance & Operations; Director of School Budget & Finance Analysis Bureau. -Remove school representatives from signatory authority (consequently school must not purchase items/supplies for the school WITHOUT the approval of the CSD Director</p>	School Administrator	June 1	
19	<p>Digitize Student Records</p> <p>-Ensure <u>all</u> student records are organized, up to date and maintained in a secure location. See special instructions below:</p> <ul style="list-style-type: none"> - Separate active vs. inactive student records. - Alphabetize regardless of grade level. - Place in moveable boxes. <p>-Digitize contact information for each student/family (e-mail, phone, and address) -Digitize report cards for K-8 and transcripts for 9-12. -Digitize health, special education, SAT and other records.</p>	School Administrator	June 15	

	<i>*Provide to CSD Director.</i>			
20	Secure Financial Records -Provide list of outstanding financial obligations that are going to be known after June 30. -Ensure all financial records are organized, up to date and maintained in a secure location. See special instructions below: - <u>Place in moveable boxes.</u>	Business Manager	June 30	
21	Annual Audit -Gather all	Business Manager	June 30	

Appendix A
Sample Parent Notification Letter

(DATE-NO LATER THAN FEB. 15)

Dear Parent/Guardian:

On (DATE), the Public Education Commission (PEC) our school's authorizer voted to (TYPE OF CLOSURE) the school charter. **As a result, (SCHOOL NAME) will no longer be operating as a public charter school.** Nonetheless, we will continue to hold classes until (LAST DAY OF SCHOOL). No classes will be held beginning Fall of (YEAR).

Although (SCHOOL NAME) will hold classes until (LAST DAY OF SCHOOL), we have scheduled a School Choice Fair the week of (DATE RANGE) and ask that families begin discussing and deciding where their child will be going to school next fall. We encourage you to contact and visit schools you are considering. Student records will be transferred directly to the receiving school once a request has been made. A copy of your student records for you to keep is also available upon request.

This is a difficult time for our students and our school community, but know we are here to help. Consequently, we ask that you contact me or the office staff directly at (PHONE # OF SCHOOL) if you have any questions, concerns, or need assistance with the transition period of your child/children.

Sincerely,

Executive Director