

Charter School Closure Procedure 6.12.23

The **School Transition Team** shall include CSD Director, CSD Deputy Director, CSD Closure Lead, PED/PEC Legal Counsel, PED Public Relations, PED School Budget Director, School Liaison (TBD), School Business Consultant - contractor, School Head Administrator, School Business Manager, Governing Board Member, and a Parent. Responsibilities of the Transition Team will continue beyond the closure of the school.

The Charter Schools Division (CSD) of the Public Education Department will contract with two providers who will work closely with identified school personnel throughout the closing process. These individuals are 1) a School Liaison and 2) a School Business Consultant. They will guide and manage the day-to-day action items. CSD will monitor the closure process to ensure the items in the checklist below are completed in a timely and thorough manner. See end of checklist for Contact Information.

	Action Item	Responsibility for Completing Action	Due Date	Status
1	School received letter of non-renewal	PEC Chair PEC Attorney	5.9.23	Letter sent 5.9.23
2a	<p>Publish Letter to Parents/Guardians -Explain PEC closure decision and appeals process, and GC decision on appeal -Provide calendar of important dates -Provide closure FAQ -Post closure letter widely -Commitment to continuation of coherent operations throughout closure transition</p> <p>Convene Parent Meeting -Explain transfer of student records -Explain alternate school choice</p> <p><i>School will provide copy of parent letter and list of recipients to Closure Lead</i></p>	School Administrator	<p>5.19.23 revised to 5.25.23 contingent on board action</p> <p>5.20.23 revised to 5.30.23 contingent on board action</p>	<p>CSD Director letter to LTMAS parents, distributed via Blackboard on 5.26.23</p> <p>CSD and LTMAS held a parent meeting 6.8.23</p> <p>CSD compiled school choice list for school to distribute</p>
2b	<p>Provide Letter to Staff -Explain PEC closure decision and appeals process, GC decision on appeal</p>	School Administrator	5.19.23, revised to 5.25.23 contingent on board action	Incomplete

	<p>-Express commitment to continuation of coherent operations throughout closure transition</p> <ul style="list-style-type: none"> -Provide calendar of important dates -Provide closure FAQ -Express commitment of school leaders to complete verification of experience <p><i>School will provide copy of staff letter and list of recipients to contracted School Liaison.</i></p> <p>Convene Staff Meeting</p> <ul style="list-style-type: none"> ● Reiterate commitment to continuing coherent school operations through closure transition 		<p>Staff meeting by 5.20.23, revised to 5.25.23 Contingent on Board Action</p>	<p>Staff check out form on the last day of school.</p> <p>Letters of intent to staff sent after last day of school</p>
3.	<p>Facility Lease Terms</p> <ul style="list-style-type: none"> ● Provide copy of lease and all amendments ● Identify final/termination date of lease, lease expires ● Notify landlord <p><i>School will provide copy of above items to contracted School Business Consultant.</i></p>	School Business Manager	5.30.23 note current lease with	School received notice to vacate by 8.31.23 currently renegotiating to extend the lease with TSAY Corp
4.	<p>Personnel Files</p> <ul style="list-style-type: none"> ● Provide employment verifications to staff (for all years of employment) and in staff files ● Ensure all staff files are organized, up to date and maintained in a secure location <ul style="list-style-type: none"> ○ W4s for 2023 ○ Others ● Digitize signed employment verifications 	School Administrator School Business Manager	5.26.23 or when contracts have terminated	<p>Included in staff checkout</p> <p>Complete (need evidence)</p>
5.	<p>Inventory</p> <p>Provide a complete Inventory Spreadsheet that includes a) name of item, b) location of item in the school, c) school inventory tag number, and d) any model number if applicable (such as technology), e) indication of item purchased with Federal monies (Title I, CSP or ESSER for example), and f) indication of items worth \$5,000 or more.</p> <p><i>School will provide a copy to contracted School Business Consultant.</i></p>	School Administrator	6.2.23 revised to 6.30.23 Contingent on board action	Ongoing and incomplete: CSD has received some lists and has photos of classroom and montessori inventory. The school has no inventory tags.
6.	Summer Instruction Program	School Administrator	5.20.23 N/A	None Planned

	Develop an action plan related to potential cancellation of any summer instruction to include disseminating information to community and to staff			
7.	School Choice Fair Coordinate and advertise School Choice Fair <i>School will provide list of participating schools and date of School Choice Fair to contracted School Liaison.</i>	School Administrator	Provide action plan for a tentative school fair no later than 6.2.23	On pause during the appeal process; List of school choice options provided to parents.
8.	List of Vendors Provide a list of all vendors, indicating which are current vendors along with all current and open contracts <i>School will provide list to contracted School Business Consultant.</i>	School Business Manager	5.16.23 revised to 6.15.23	NMPED School Budget has access to AptaFund as of 6.6.23
9.	Notification to Vendors and Other Services <ul style="list-style-type: none"> ● Current vendors ● IRS Status-Cancel/Update ● NM Taxation and Revenue ● Department of Workforce Solutions ● Workers Compensation (fee) ● NMPSIA ● RHC ● ERB ● Auditor ● Utilities ● Other services <i>School will provide copies to contracted School Business Consultant.</i>	School Business Manager	5.20.23 revised to 6.6.23	Notification to vendors will be to inform them of PED taking over the board of finance
10.	Staff Closure Transition Letter Outline transition plans and timelines for staff including: <ul style="list-style-type: none"> ● Plan for final contract payout; ● Date insurance will terminate; ● Return school equipment, badges, and keys ● Where employment verification requests can be made after June 30 (which would be CSD or its vendor) <i>School will provide copies to contracted School Business Consultant.</i>	School Business Manager	6.2.23	Pending

11.	<p>Complete Form NMPED 947 and Disposal Plan</p> <ul style="list-style-type: none"> • Develop disposal plan that documents disposition of school funds, property, and assets in accordance with provisions of NMSA § 22-8b-12.1(C)¹ • Complete Form NMPED 947 • Generate list of inventory assets distinguishing between property purchased with operational vs. federal funds (such as Title 1) as well as equipment purchased through E-Rate • Once NMSA § 22-8b-12.1(C) has been satisfied, disposition of property will be offered 1st to state-authorized charter schools then 2nd to other public schools • Identify fixates that are not available for disposition <p><i>School will provide list of inventory assets; documentation of disposition of property pursuant to NMSA § 22-8b-12.1(C); notice letter to State Auditor; GB agenda and approved minutes; NMPED 947 form; and list of schools taking possession of assets to contracted School Business Consultant.</i></p>	School Administrator to School Liaison	6.26.23 revised to 6.30.23 (can be extended should the lease terminate in FY25)	Pending
12	<p>Digitize Faculty/Staff Files</p> <ul style="list-style-type: none"> • Provide signed copies of employment verifications to all current staff for all time of employment • Ensure all staff files are organized, up-to-date and maintained in a secure location (Place in moveable boxes, available through CSD) • Digitize contact information for each faculty/staff (e-mail, phone, and address) • Digitize signed employment verifications for all active and inactive personnel files • Add format based on IT's input 	School Administrator	5.30.23 or when contracts have terminated, revised to 6.30.23	Pending
13	<p>Digitize Student Files</p> <ul style="list-style-type: none"> • Digitize special education records • Digitize 504/SAT records • Digitize cumulative student files • Digitize transcripts • Add format based on IT's input 	School Administrator	5.30.23 or when coursework has been completed, revised to 6.30.23	Incomplete; school has made copies of student files available to parents

¹ When a charter school is closed, the assets of the school shall be distributed first to satisfy outstanding payroll obligations for employees of the school, then to creditors of the school and then to the state treasury to the credit of the current school fund. If the assets of the school are insufficient to pay all parties to whom the schools owe compensation, the prioritization of the distribution of assets may be determined by decree of a court of law.

14	Financial Management Services System Provide access to NMPED staff/contractor to financial system	School Business Manager	5.16.23 revised to 5.31.23	School Budget has access to APTA fund
15	Student Information System Provide access to NMPED staff/contractor to student information system (SIS), ensure FERPA compliance and set up system archiving with the SIS vendor	School Administrator	5.16.23 revised to 6.15.23	Requested
16	Bank Signatory Authority <ul style="list-style-type: none"> 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 approval of PED officials) 	School Administrator	5.17.23 revised to 5.31.23	School Budget is working on this
17	Final Payroll Payments	School Business Manager to contracted School Business Consultant	6.15.23	Scheduled for 6.15.23
18	Secure Financial Records <ul style="list-style-type: none"> Provide list of outstanding financial obligations that are going to be known after June 30 Ensure all financial records are organized, listed, up-to-date, placed in moveable boxes, and maintained in a secure location 	School Business Manager to contracted School Business Consultant	6.15.23	Pending
19	Annual Audit Gather and organize all documents necessary to complete the annual audit	School Business Manager to contracted School Business Consultant	6.15.23	Pending
20	Arrange transfer of all records (staff, student and financial), including all hard copy and any electronic/digitized files to PED		6.15.23	TBD
21	Tribal Consultation in accordance with 22-8B-12.2. <ul style="list-style-type: none"> PEC Chair, CSD Director, School Closure Lead and Indian Education set to meet with Governor Phillips of Ohkay Owingeh and OO Education Director 	CSD		Tribal Consultation with OO Governor set for 6.22.23

22	Points of Contact <ul style="list-style-type: none">● Contracted School Liaison- Pending● Contracted School Business Consultant Betty Seeley b2consultingsvc@gmail.com● CSD Director Corina Chavez corina.chavez2@ped.nm.gov● CSD Deputy Director Brigette Russell● CSD Closure Lead Kimberly Gonzales		6.2.23	