

Charter School Closure Procedure

School Name:

Closure date:

~~To facilitate a smooth process of closure, a **School Transition Team** will be created, kept informed about the closure procedures until the closure is complete and will be identified as contacts for the public. The School Transition Team should include Charter Schools Division (CSD) of the Public Education Department (PED) Director, CSD Deputy Director, PED communications, PED legal counsel, PEC legal counsel, PED School Budget Director, a CSD contracted School Liaison, a CSD contracted School Business Consultant, School Head Administrator, School Business Manager, a Governing Board member, and a parent. The governing board member and a parent from the school shall be identified by the school. See Contact Information at the end of the chart below.~~

CSD will monitor the closure process to ensure the items in the checklist below are completed in a timely and thorough manner. If the School personnel does not take the action set forth below, the CSD may take the action on behalf of the school. The CSD ~~may~~has contracted with ~~two~~ providers who will work closely with identified school personnel throughout the closing process. If so, these contractors are identified herein. These individuals are 1) a School Liaison and 2) a School Business Consultant. They will guide and manage the day-to-day action items.

~~The contractors will update the status of the closure to CSD so that CSD may provide it to the PEC and update the PEC at its meeting.~~

This document will be updated at least monthly for reporting to the PEC each month from the closure vote to the completion of the process.

	Action Item	Responsibility for Completing Action	Due Date	Status
1	School received letter of non-renewal	PEC Chair PEC Attorney	<u>CSD to enter relevant dates</u> {all dates removed}	

<p>2a</p>	<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 contracted School Business Consultant and CSD.</i></p>	<p>School Administrator</p> <p>School Administrator CSD</p>		
<p>2b</p>	<p>Provide Letter to Staff -Explain PEC closure decision and appeals process, GC decision on appeal -Express commitment to continuation of operations throughout closure transition -Provide calendar of important dates -Provide closure FAQ -Express commitment of school leaders to complete verification of experience</p> <p><i>School will provide copy of staff letter and list of recipients to contracted School Liaison and CSD.</i></p> <p>Convene Staff Meeting</p> <ul style="list-style-type: none"> Reiterate commitment to continuing school operations through closure transition 	<p>School Administrator</p> <p>School Administrator CSD staff</p>		
<p>3.</p>	<p>Facility Lease or Lease Purchase Terms</p> <ul style="list-style-type: none"> Provide copy of lease <u>or lease purchase agreement</u> Identify final/termination date of lease, lease expires. Notify landlord <ul style="list-style-type: none"> <u>CSD to follow up on impact of closure on lease purchase agreement and appropriate action to resolve public interest in property</u> <p><i>School will provide copy of above items to contracted School Business Consultant and CSD.</i></p>	<p>School Business Manager</p> <p><u>CSD and PED legal counsel</u></p>		
<p>4.</p>	<p>Personnel Files</p>	<p>School Administrator School Business Manager</p>		

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	<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 <p><i>School will provide written verification to contracted School Business Consultant and CSD that this work is complete.</i></p>			
5.	<p>Inventory Provide a complete <i>Inventory Spreadsheet</i> 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 and CSD.</i></p>	School Administrator		
6.	<p>Summer Instruction Program Develop an action plan related to potential cancellation of any summer instruction to include disseminating information to community and to staff</p>	School Administrator		
7.	<p>School Choice Fair Coordinate and advertise School Choice Fair</p> <p><i>School will provide list of participating schools and date of School Choice Fair to contracted School Liaison and CSD.</i></p>	School Administrator		
8.	<p>List of Vendors Provide a list of all vendors, indicating which are current vendors along with all current and open contracts</p> <p><i>School will provide list to contracted School Business Consultant and CSD</i></p>	School Business Manager		
9.	<p>Notification to Vendors and Other Services</p> <ul style="list-style-type: none"> • Current vendors • IRS Status-Cancel/Update • NM Taxation and Revenue • Department of Workforce Solutions • Workers Compensation (fee) 	School Business Manager		

	<ul style="list-style-type: none"> • NMPSIA • RHC • ERB • Auditor • Utilities • Other services <p><i>School will provide copies to contracted School Business Consultant and CSD.</i></p>			
10.	<p>Staff Closure Transition Letter Outline transition plans and timelines for staff including:</p> <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) <p><i>School will provide copies to contracted School Business Consultant and CSD.</i></p>	School Business Manager	No later than June 1	
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, https://webnew.ped.state.nm.us/wp-content/uploads/2018/01/COB_Disposition_Requestforapprovalofproperty947.file2_.pdf • 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 properties 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; Governing Council agenda and approved minutes adopting the plan; completed NMPED 947 form ; and list of schools taking possession of assets to contracted School Business Consultant and CSD.</i></p>	School Administrator to School Liaison	June 26 to be complete	

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.

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 <p><i>School will provide written verification to contracted School Business Consultant and CSD that this work is complete.</i></p>	School Administrator	May 30 or when contracts have terminated	
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 <p><i>School will provide written verification to contracted School Business Consultant and CSD that this work is complete.</i></p>	School Administrator	May 30 or when coursework has been completed	
14	<p>Financial Management Services System Provide access to NMPED staff/contractor to financial system</p> <p><i>School will provide written verification to contracted School Business Consultant and CSD that this work is complete.</i></p>	School Business Manager	May 20	
15	<p>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</p> <p><i>School will provide written verification to contracted School Business Consultant and CSD that this work is complete.</i></p>	School Administrator	May 20	
16	<p>Bank Signatory Authority</p> <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 	School Administrator CSD	May 20	

	<ul style="list-style-type: none"> Remove school representatives from signatory authority (consequently school must not purchase items/supplies for the school WITHOUT approval of PED officials.) <p><i>School will provide verification to contracted School Business Consultant and CSD that this work is complete.</i></p>			
17	<p>Final Payroll Payments</p> <p><i>School will provide verification to contracted School Business Consultant and CSD that this work is complete.</i></p>	School Business Manager to contracted School Business Consultant	June 15	
18	<p>Secure Financial Records</p> <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 <p><i>School will provide verification to contracted School Business Consultant and CSD that this work is complete.</i></p>	School Business Manager to contracted School Business Consultant	June 15	
19	<p>Annual Audit</p> <p>Gather and organize all documents necessary to complete the annual audit Ensure that audit findings from FY22 are resolved, as needed</p> <p><i>School will provide verification to contracted School Business Consultant and CSD that this work is complete.</i></p>	School Business Manager School Business Consultant	June 15	
20	<p>Arrange transfer of all records (staff, student and financial), including all hard copy and any electronic/digitized files to PED</p> <p><i>School will provide verification to contracted School Business Consultant and CSD that this work is complete.</i></p>	School Liaison	June 15	
21	<p>Primary Points of Contact</p> <ul style="list-style-type: none"> Contracted School Liaison (TBD), meanwhile work with Martica Davis martica.davis@ped.nm.gov Contracted School Business Betty Seeley, b2consultingsvc@gmail.com CSD Team: Corina Chavez CSD Director, corina.chavez2@ped.nm.gov, CSD Deputy Director Brigette Russell Brigette.Russell2@ped.nm.gov 			

	<ul style="list-style-type: none">• Martica Davis and Kimberly Gonzales kimberly.gonzales@ped.nm.gov <p>Transition Team:</p> <ul style="list-style-type: none">• CSD Director Corina Chavez, corina.chavez2@ped.nm.gov,• CSD Deputy Director Brigette Russell Brigette.Russell2@ped.nm.gov• Martica Davis martica.davis@ped.nm.gov• Kimberly Gonzales kimberly.gonzales@ped.nm.gov• PEC Legal Counsel: Julia Barnes jhbnm1@gmail.com• PED Legal Counsel:• PED Communications: Kelly Pearce• PED School Budget Director: Sara Cordova• Contracted School Liaison:• Contracted School Business Consultant: Betty Seeley, b2consultingsvc@gmail.com• School Head Administrator: Patricia Herrera, patricia.herrera@montessorilatierra.org• School Business Manager: Mike Vigil II mike@vigilgroup.net• Governing Board Member:• Parent:			
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