

Charter School Closure Plan

The closing of a school has a significant impact on its stakeholders, and therefore must be managed with the utmost care. In the event of a school closing, the Guild will ensure that a plan is thoroughly mapped and executed to facilitate the transition of students and families.

A school closing may be precipitated by a number of factors, including the inability to meet enrollment expectations, facility issues, leadership or staffing challenges involving the board of directors and/or staff, financial challenges or termination for cause. The Guild's active monitoring and oversight of a school are designed to help a school identify and resolve many challenges, but in some cases, the situation may be untenable and closure is the appropriate solution.

As an engaged overseer, the Guild will act decisively when closure is called for and monitor the plan development and execution, working closely with the affected stakeholders. The National Association of Charter School Authorizers (NACSA) has developed a Charter School Closure Plan Framework that can be adapted for any school closure situation (see below). The Guild will use this protocol, which meets the provisions of Minnesota Statute 124E.10, subd. 1(b) pertaining to school closure.

In the event of a school closure, the Guild will immediately engage the Minnesota Department of Education and legal counsel to notify them of the closure, keep them informed about plans and progress, and leverage their expertise. The Guild will identify accountability for each task and assign the timeline for execution. The Guild will partner with the school's leadership, but also assume responsibility for oversight of the closure.

Charter School Closure Plan (Sample Framework)

School Name		Address	
Closing Date		School Contacts (Lead & External)	
Actions	Responsible Party	Timeline for Completion	Status
Students and Families			
Notify parents or legal guardians of all students enrolled as soon as the decision is made to close the school. The notice should include the closing school's plans to help students identify and transition into a new school.			
Continue current instructional program as specified in the school's charter, including administration of state-mandated assessments			
Help students find a new school			
Transfer pupil records to students' resident districts. This transfer must include disciplinary records, and the school must inform parents that disciplinary records are being sent (MN Stat. § 120A.22, subd. 7).		*Statutory language in section 120A.22, subdivision 7(b) gives 10 business days to transfer student records, which allows for the onsite pupil count audit to be completed with original records prior to the school transferring records to students' districts of residence. Enter date here:	
Staff			
Make full disclosure of the situation to staff and the school board			
Terminate the employment of all staff			

Payment of state and federal payroll taxes; payment of all TRA and PERA dues			
Coordinate termination of insurance benefits			
Provide letters of recommendation for staff			
Financial and Legal			
General Education Aid – reconcile final Gen Ed Aid amount			
Track all Special Education expenditures (Sp.Ed. information required during a charter school closure is essentially the same information that would be required during a Special Ed. Fiscal Monitoring visit).			
Track expense information (save all invoices) for federal Planning Grant; coordinate grant wrap-up with MDE liaison including submission of final Expenditure Report			
Reconcile final Lease Aid amount			
Notify the school's lessor and address for provisions of the lease in case of school closure			
Examine contracts with vendors and arrange for their termination – seek to fulfill contractual requirements to the greatest extent possible given the school's resources			
Ensure safe keeping of the school's physical assets, financial assets, and the facility during the shutdown process			
Provide for disposal of the school's assets according to statute 317A			
File final tax returns			
Arrange for final audit			
Notifications and Miscellaneous			
Notify the Minnesota Department of Education/Commissioner			
Notify the local school district of the closure			
Notify the local media of the school closure – communicate proactively positive aspects of the charter school movement as well as the specific circumstances leading to this school's closure			

Notify the Offices of the Minnesota Secretary of State and Attorney General			
Notify the IRS			
Such other actions as may be necessary			

Note: Any school closure authorized by the Minnesota Guild of Public Charter Schools will be carried out with compliance to all applicable state and federal laws and in consultation with the Minnesota Department of Education.