

Adopted: February 25, 2015

Revised: March 21, 2018

BLUESKY CHARTER SCHOOL POLICY No. 8.1 DISSOLUTION AND CLOSURE

I. PURPOSE

The purpose of this policy is to establish the processes that will be followed in the event the school must be closed and the Board dissolved.

II. POLICY STATEMENT

It is the policy of BlueSky Charter School to comply with state law and the school's contract with its authorizer in the event that the school must be closed and the Board dissolved.

III. GENERAL PROCESS TO ENSURE ORDERLY CLOSURE.

The plan for an orderly closing of the school under chapter 317A, whether the closure is a termination for cause, a voluntary termination, or a nonrenewal of the contract, that includes establishing the responsibilities of the school board of directors and the authorizer and notifying the commissioner, authorizer, school district in which the charter school is located, and parents of enrolled students about the closure, information and assistance sufficient to enable the student to reenroll in another school, the transfer of student records under 124E.03, subd 7, para (a), and procedures for closing financial operations. (*BlueSky Charter School Innovative Quality Schools Contract Agreement; Addendum #8, p. 78*)

Innovative Quality Schools (IQS) has created a *Charter School Closure Process* which meets the provisions of 124E pertaining to school closure and seeks to address key tasks to minimize disruption to students and families in the unfortunate event of a school closing. In case of a school closure, input will be sought from the Minnesota Department of Education and from legal counsel to ensure no critical issues are missed. Assigning responsibility to a specific party for each task and identifying the timeline in which it will be carried out will be critical to the effective use of the Closure Process. While IQS will attempt to hold the school's board responsible for closure actions, the authorizer will take charge of the situation if it is unable to properly process the school's closure.

IV. Charter School Closure Process

Attachment 9.1

Contract Addendum 8

Charter School Closure Process

Name of School: _____

School Address: _____

Date: _____

Required Actions	Timelines	Person Responsible
1. Take Board Action to Dissolve the school	First Step	
2. Contact MDE Charter Division and Authorizer	Immediately	
3. Establish ad hoc Committee	Following Board Decision to 'Cease Operations	
4. Create a Comprehensive Plan for School Closure Incorporating All Identified Steps Outlined Below (Steps 5-24)	Within 20 Days of Decision to Dissolve Operation	
5. Appropriate School Reserve Funds to ensure closure activities are fully funded (i.e. legal fees etc,)	On-going	
6. Notify Parents, Guardians and Staff	Within 7 Days of Decision	
7. Make a Decision Related to Final Day of School (Including Extended School Year)	Within 30 Days of Board Decision to Dissolve	
8. Make Final Report Cards Available to Parents	Within 7 Days of End of School Year	
9. Forward All Student Records to School District of Students' Residence	Within 10 Days of End of School Year	

10. Notify School Districts of Students Residences of Decision to Dissolve Operations	Within 10 Days of Board Decision
11. Notify all Sources of School Revenue of Decision to Dissolve Operations	Within 10 Days of Board Decision
12. Notify All Contractors of Decision to Dissolve Operations (i.e. auditors, business managers, telephone service, food service, transportation etc.)	Within 20 Days of Board Decision
13. Notify All employees of Termination of Employment	No Later Than 60 Days Before the End of the School Year
14. Notify Benefit Providers of Decision to Dissolve Operations	No Later Than 60 Days Before the End of the School Year
15. Notify Authorizer of Any Pending Litigation	As Soon As Possible
16. Develop a List of Creditors and Debtors	Within 20 of Board Decision to Dissolve Operations
17. Conduct Thorough Inventory	Within 30 Days of Decision to Dissolve Operations
18. Liquidate Assets in Accordance to Minnesota Statute 317A.735	Within 30 Days of Last Day of Operations
19. Prepare a 'Final' Statement of Dissolution for Authorizer	Within 90 Days of Last Day of Operations
20. Conduct a Final Audit of All Assets	Within 90 Days of Last Day of Operations
21. Close Out All State and Federal Grants	Within 30 Days of Last Day of Operations
22. Maintain All Corporate Records	On-Going
23. Board Act via Resolution to Dissolve Corporation	Within 10 Days of Receiving Final Audit

	and Confirmation of All Reconciliation of Records
24. Final Distribution of Assets	Within 10 Days of Resolution to Dissolve Corporation

(BlueSky Charter School Innovative Quality Schools Contract Agreement; Addendum #8, p. 78)

Legal References: Minn. Stat. §124E.15 paras (b) to (d) (Charter school law)

Minn. Stat. § 317A.711; 723; 725; 727; 729; 733; 735; 811 (Non-profit law dissolution provisions)

Charter School Authorizer Contract between Innovative Quality Schools and BlueSky Online Charter School