

Adopted: February 25, 2015

Revised: March 21, 2018, Feb. 26, 2025

## **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 re enroll in another school, the transfer of student records under 124E.03, subd. 5, para (b) to the student's resident school district, and procedures for closing financial operations.

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**

## Addendum 6: Charter School Closure Plan



*An approved authorizer of chartered schools in Minnesota*

### B.9.1 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	Board Chair and School Director
2. Contact MDE Charter Division and Authorizer	Immediately	School Director
3. Establish ad hoc Committee	Following Board Decision to 'Cease Operations	Board Chair and School Director
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	As identified in Action Item 3
5. Appropriate School Reserve Funds to ensure closure activities are fully funded (i.e. legal fees etc,)	On-going	As identified in Action Item 3
6. Notify Parents, Guardians and Staff of school closure	Within 7 Days of Decision	As identified in Action Item 3
7. Per Minnesota Statutes, section 124E.10, subdivision 1(b)(2), the closure plan must establish who is responsible for: "providing parents of enrolled students information and assistance to enable the student to re-enroll in another school."	Ongoing following the notification to parents, guardians and staff of school closure.	As identified in Action Item 3.
8. Make a Decision Related to Final Day of School (Including Extended School Year)	Within 30 Days of Board Decision to Dissolve	As identified in Action Item 3
9. Make Final Report Cards Available to Parents	Within 7 Days of End of School Year	As identified in Action Item 3
10. Forward All Student Records to School District of Students' Residence	Within 10 Days of Closure	As identified in Action Item 3

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11. Notify School Districts of Students Residences of Decision to Dissolve Operations	Within 10 Days of Board Decision	As identified in Action Item 3
12. Notify all Sources of School Revenue of Decision to Dissolve Operations	Within 10 Days of Board Decision	As identified in Action Item 3
13. 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	As identified in Action Item 3
14. Notify All employees of Termination of Employment	No Later Than 60 Days Before the End of the School Year	As identified in Action Item 3
15. Notify Benefit Providers of Decision to Dissolve Operations	No Later Than 60 Days Before the End of the School Year	As identified in Action Item 3
16. Notify Authorizer of Any Pending Litigation	As Soon As Possible	As identified in Action Item 3
17. Develop a List of Creditors and Debtors	Within 20 of Board Decision to Dissolve Operations	As identified in Action Item 3
18. Conduct Thorough Inventory	Within 30 Days of Decision to Dissolve Operations	As identified in Action Item 3
19. Liquidate Assets in Accordance to Minnesota Statute 317A.735	Within 30 Days of Last Day of Operations	As identified in Action Item 3
20. Prepare a 'Final' Statement of Dissolution for Authorizer	Within 90 Days of Last Day of Operations	As identified in Action Item 3
21. Conduct a Final Audit of All Assets	Within 90 Days of Last Day of Operations	As identified in Action Item 3
22. Close Out All State and Federal Grants	Within 30 Days of Last Day of Operations	As identified in Action Item 3
23. Maintain All Corporate Records	On-Going	As identified in Action Item 3
24. Board Act via Resolution to Dissolve Corporation	Within 10 Days of Receiving Final Audit and Confirmation of All Reconciliation of Records	As identified in Action Item 3
25. Final Distribution of Assets	Within 10 Days of Resolution to Dissolve Corporation	As identified in Action Item 3
26. File Articles of Dissolution with the office of the MN Secretary of State in accordance with MN Statute 317A.733	As required by Statute	As identified in Action Item 3

***Legal References:***

Minn. Stat. §124E.10 para (b) (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, Addendum #6