

BOARD POLICY
CHARTER AND CAMPUS CLOSURE OR SURRENDER

I. Closure of Campus/Site

If the Board of Directors finds it to be in the best interest of the School and its students, the Board shall, by written consent of a majority of the board members, approve the closure of a campus or campus site.

A. Board Approval: Prior to closing the campus or site, a majority of the board members shall, at a meeting held in compliance with the Texas Open Meetings Act, approve by written resolution the closure and the submission of a charter amendment request to the Texas Education Agency.

B. Notifications and Information:

TEA Notification and Approval: The board may delegate authority to the Superintendent, or his designee, to submit a charter amendment request to TEA, prior to closure of the campus or site. *(19 TAC § 100.1033; TEC § 12.114)*

Parent Notification: A letter must be sent to parents, posted prominently on the homepage of the charter school and charter campus website, and posted prominently in the main entrance of the campus/site and administration building. The letter must contain the following elements:

- the date of the last day of instruction;
- the date of the last day parents may obtain student records from the charter school;
- information telling parents how to obtain student records after the records have been transferred to Education Service Center Region 13;
- a list of other IDEA Public School campuses nearby where the student(s) are eligible to enroll
- a list of all other nearby school districts and charter schools; and
- the process for students, who are eligible, to obtain extended school year services.

Under TEA Rules this notice must be sent at least 14-day in advance of the start of the school year, if not sooner. Failure to comply is a material breach of the charter and could result in revocation of the charter itself.

Staff Notification: A letter must be sent to each staff member of the campus/site, posted prominently on the homepage of the charter school and charter campus website, and posted prominently in the main entrance of the campus/site and administration building. The letter must contain the following elements:

- the process for applying or transferring to another IDEA Public School campus or site;
- the date of the last day of employment, if applicable;

- the date the final paycheck will be distributed, if applicable;
- the date of the last day a teacher may obtain service records from the charter school;

All W-2s and 1099s shall be completed and distributed to employees within 30 business days of closure.

C. Inventory

The Board shall authorize an inventory of all real and personal property associated with the campus or site including, but not limited to:

- Deeds and/or leases for real property and improvements thereon
- Furniture, supplies and equipment
- Technology
- Contracts or agreements for services and goods
- Vehicles

D. Disposition of Property

The Board shall authorize the transfer of property to other IDEA Public School campuses or sites as deemed necessary and in the best interest of the School and its students

The Board may authorize the sale and/or disposal of property deemed surplus and not necessary for school operations in compliance with all applicable state and federal laws and in accordance with IDEA Public School board policy.

The Board shall comply with TEA Rules regarding disposition of assets upon closure.

II. Voluntary Surrender of Charter

If the Board of Directors finds it to be in the best interest of the School and its students, the Board shall, by written consent of a majority of the board members, approve the surrender and return of its contract for charter to the TEA.

A. Board Approval: Prior to surrender or return of the charter, a majority of the board members shall, at a meeting held in compliance with the Texas Open Meetings Act, approve by written resolution the surrender and the submission of a charter amendment request to the Texas Education Agency. (*19 TAC § 100.1033; TEC § 12.114*)

B. Notifications and Information:

TEA Notification and Approval: The board may delegate authority to the Superintendent, or his designee, to submit a charter amendment request to TEA, prior to surrender and return of the charter.

Parent Notification: A letter must be sent to parents, posted prominently on the homepage

of the charter school and charter campus websites, and posted prominently in the main entrance of each campus and administration building. The letter must contain the following elements:

- the date of the last day of instruction;
- the date of the last day parents may obtain student records from the charter school;
- information telling parents how to obtain student records after the records have been transferred to Education Service Center Region 13;
- a list of other nearby school districts and charter schools; and
- the process for students, who are eligible, to obtain extended school year services.

Staff Notification: A letter must be sent to each staff member of the campus/site, posted prominently on the homepage of the charter school and charter campus websites, and posted prominently in the main entrance of each campus and administration building. The letter must contain the following elements:

- the date of the last day of employment, if applicable;
- the date the final paycheck will be distributed, if applicable;
- the date of the last day a teacher may obtain service records from the charter school; and
- the method for a teacher to obtain service records after the records have been transferred to Education Service Center Region 13.

All W-2s and 1099s shall be completed and distributed to employees within 30 business days of closure. CONRA continuation benefit notices must also be transmitted

Check with Legal Counsel on Federal WARN-Act compliance and other state law.

Teacher Retirement System (TRS) Notification: The Superintendent must shall notify the TRS of following activities:

- the date of the final TRS payment; and
- the verification of current service records.

C. School Records

The Board shall provide for all school records to be assembled and submitted to TEA or the local ESC, including:

- The minutes to the meetings of the governing body
- The board policy manual
- The administrative, accounting, and personnel procedures manuals
- All of the personnel files including service records and teacher certifications
- All teacher schedules
- Student attendance records as defined in the Student Attendance Accounting Handbook

- All electronic files containing student attendance records, including files necessary for submission to the PEIMS
- Bank statements including canceled checks
- Corporate credit card statements and invoices
- Accounting reports, budgets, journals, ledgers, and registers
- Independent auditor annual financial reports
- All agreements, contracts and shared service arrangements, including exhibits, amendments, and other supporting documentation, for transactions for the purchase of real property, equipment, software, services, etc.
- All Internal Revenue Service forms and supporting documentation
- All Teacher Retirement System forms and supporting documentation
- Purchase requisitions and purchase vouchers, including supporting documentation (e.g., vendor invoices, store receipts, travel itineraries, etc.)
- Reimbursement and travel vouchers including travel vouchers and supporting documentation
- All electronic files containing financial records, including files necessary for submission to the PEIMS

Inventory

Assets: The Board shall authorize a detailed inventory of all capital assets of the charter holder purchased as reported on its Annual Financial Report including, but not limited to:

- Bank Accounts and Financial Instruments
- Deeds and/or leases for real property and improvements thereon
- Furniture, textbooks, supplies and equipment
- Technology
- Contracts or agreements for services and goods
- Vehicles

Debts: The Board shall authorize a detailed inventory of all outstanding debt and security interests of the charter holder.

TEA Notification: All inventories shall be submitted to the Board and TEA as soon as possible.

D. Disposition or Transfer of Property Purchased with State Funds

The Board may authorize the sale or transfer of property purchase with State funds with consent from the TEA and written agreement with any creditors with a security interest in the charter holder according to applicable law. (*TEC §§ 12.1281-12.1283*)

E. Closure of Charter School Operations

The Board shall contract with an appropriately licensed certified public accountant to prepare the final annual financial report and submit to TEA.

The Board and Superintendent shall submit all final reports to TEA including Annual Performance Report and Federal Expenditure Reports.

The Board shall oversee the final payment and discharge of all outstanding debt and obligations of the charter holder. All remaining funds received under TEC 12.106, the Foundation School Program and any state reimbursement due from the sale of property shall be remitted to the TEA. (*TEC § 12.1164*)

III. Involuntary Surrender of Charter

If the Board of Directors receives written notice of a final revocation decision by the Commissioner of Education, pursuant to *TEC § 12.116*, and subsequent to the conclusion of a review of the State Office of Administrative Hearings, if applicable, the Board shall implement the policies described above in II.B-II.E. or otherwise comply with statute, rules and directives of the Commissioner of Education.