

SPCSA School Closure Checklist

Action Item	Responsible Party	Completion Date	Status
Give written notice of the closure to: (1) The sponsor of the charter school, unless the closure results from the non-renewal or termination of a charter contract; (2) The Director of the Department of Business and Industry; (3) The board of trustees of the school district in which the charter school is located, unless the board of trustees is the sponsor of the charter school and the closure results from the non-renewal or termination of a charter contract; (4) The Nevada Department of Education (NDE); (5) The parents or legal guardians of the pupils enrolled in the charter school; and (6) The creditors of the charter school. NRS 388A.306(1)(a)			
Write talking points: Create talking points for parents, faculty, community, and press. Focus on communicating plans for the orderly transition of students and staff. Distribute to the transition team.			
Develop a press release: Create and distribute a press release that includes: – History of the school; – Authorizing board closure policies; – Reasons(s) for school closure; – Outline of support for students, parents, and staff; and – A press point person for the authorizer and the school.			
Convene a parent closure meeting: Plan and convene a parent closure meeting that includes: – Make copies of the “Closure FAQ” document available; – Provide an overview of the SPCSA closure policy and decision; – Provide a calendar of important dates for parents; – Provide specific remaining school vacation days and dates for end of classes; – Present timeline for transitioning students; – Present timeline for closing down of school operations; and – Provide contact and helpline information.			
Appoint an administrator: The administrator will be subject to the approval of the sponsor of the charter school, to act as trustee during the process of the closure of the charter school and for one year after the date of closure. NRS 388A.306(1)(b)			
Submit name of administrator to SPCSA board for approval.			
Establish a transition team and assign roles:			

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This team will be established to ensure the smooth transition of students and staff and orderly wind-down of the school's operations. The team will include: – Lead person from SPCSA staff; – Charter school trustee; – Charter school attorney; – Lead finance person from the charter school; and – Lead person from the charter school faculty.			
Continue current instruction: Continue instruction, if applicable, under the current education program per the charter contract until the end of the school calendar for the regular school year.			
Terminate the summer instruction program: Take appropriate action to terminate any summer instruction, including canceling teacher contracts.			
Secure financial records: Ensure all financial records are organized, up to date, and maintained securely.			
Parent contact information: Create a parent contact list that includes student name, address, telephone, and email. Provide a copy of the parent contact information to SPCSA staff.			
Faculty contact information: Create a faculty contact list that includes name, position, address, telephone number, and email. Provide a copy of the faculty contact list to SPCSA staff.			
Convene faculty meeting: The administrator should use the meeting to communicate: – Commitment to continuing coherent school operations throughout the closure transition; – Plan to assist students and staff by making closing as smooth as possible; – Reasons for closure; – Timeline for transition details; – Compensation and benefits timeline; and – Contact information for ongoing questions. Provide the SPCSA copies of all materials distributed.			
Maintenance of location and communication: Establish if the school will maintain the current facility as its locus of operation for the duration of closing out the school's business, regulatory and legal obligations. In the event the facility is sold or otherwise vacated before concluding the school's affairs, the school must relocate its business records and remaining assets to a location where a responsive and knowledgeable party is available to assist with closure operations. The school must maintain operational telephone service with voice message capability and maintain custody of business records until all business and transactions are completed			

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and legal obligations are satisfied. The school must immediately inform the authorizer if any change in location or contact information occurs.			
Maintain existing insurance: The school's assets and any assets in the school that belong to others must be protected against theft, misappropriation, and deterioration. The school should: – Maintain existing insurance coverage until the disposal of such assets under the school closure action plan; – Continue existing insurance for the facility, vehicles, and other assets until 1) disposal or transfer of a real estate or termination of the lease, and 2) disposal, transfer or sale of vehicles and other assets; – Negotiate facility insurance with entities that may take possession of school facility (lenders, mortgagors, bondholders, etc.); – Continue or obtain appropriate security services; and – Plan to move assets to secure storage after closure of the school facility. If applicable under state statute, the school should maintain existing directors and officers (D&O) liability insurance for the closure administrator until the final dissolution of the school.			
Complete an asset inventory: Conduct an inventory of all the assets of the charter school and prepare a written report of the inventory for the SPCSA and NDE.			
Complete an independent financial audit: Not later than six months after the closure of the charter school, prepare an independent financial audit and prepare a written report of the final audit for the SPCSA and NDE.			
Review PERS: Provide evidence that the school is current on PERS. If school is not, prepare a plan to resolve the debt as part of the final accounting process.			
Compile annual report of budget: Provide the SPCSA and NDE with the annual report of budget. NRS 388A.345			
Compile secured creditor list: Prepare a written list of the creditors of the charter school and identify secured creditors and the assets in which those creditors have interest. NRS 388A.306(1)(g)			
Account for debts: Submit to the SPCSA all records related to the charter school's indebtedness and encumbered property.			
Complete accountability information: Ensure that all information required by NRS 385A.820 for			

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inclusion in the automated system of accountability information for Nevada is current to the date of the closure.			
Resolve restricted funds: Return any remaining restricted assets to their source, including grant money and money contained in restricted categorical funds.			
Reconcile payroll: Create a current and projected payroll and benefits commitment, listing each employee, position, and the amount of money required to satisfy existing contracts.			
Prepare income tax reports: Submit to the SPCSA a report of the income tax documentation for the employees of the charter school.			
Coordinate physical inspection of the school: Schedule SPCSA conduct a physical inspection of the charter school to confirm that all equipment, supplies, and textbooks are on the premises of the charter school.			
Transfer equipment and property purchased by state funding: Transfer all property or equipment purchased with state funding to the SPCSA for accounting and disposition. NAC 388A.515			
Dissolve legal entity: Close bank accounts and complete all actions to dissolve the school's legal entity.			
Complete final written audit report: After the charter school's financial affairs have been dissolved and the closure has otherwise been completed, prepare a financial audit and a written report of the audit to the SPCSA and the Department of Education.			
Complete final closure report: Prepare a final closure report to the SPCSA board demonstrating compliance with all statutes and regulations for closure.			
Discharge administrator: Request administrator to be discharged of duties, pending approval by the SPCSA board.			