

DCM CLOSURE WORKPLAN

Tasks
Support students, families and staff
Send communications to newly enrolled families
Commission staff and lead administrator will hold a parent closure meeting (pg. 6)
Commission staff and lead administrator will meet with charter school faculty and staff (pg. 7)
Support students until all have enrolled in another school until end of school year
Support students through the summer on an as needs basis
Re-visit whether additional calls are needed to identify school families selected - high need students in Excel tracker mostly need follow-up as soon as we know where they are going (typically SPED students)
Track record requests
Confirm employee PTO payout for 12 month employees (for all employees!)
Update website- remove enroll now button, determine what closure info and student resources to add
Share upcoming parent meetings with Commission
Manage contracts
Determine termination dates and restrictions around all other IT contracts
Determine termination dates and restrictions around all other contracts
Notify commercial lenders and bond holders (pg. 7)
Notify vendors and chartiable partners of the school's closure and project date of closure
Create a list of all contractors with contracts in effect, and notify the contractors of the school's closure and cessation of operations (pg. 7)
Terminate/modify contracts as needed
Cancel Printer / Copier Leases
Cancel Pitney Bowes postage meter
Notify part-time nurse of closures, needs and adjust scope if needed
Janitorial Contract
Ensure contractors remove any contractor property from the school prior to final day of school operation (pg. 8)
Retain records of past contracts as proof of full payment (pg. 8)
Notify an education service provider of termination of education program by the school's board (pg. 8)
Manage assets
Research requirements: for R&E and private Gates grants for fixed assets
Research requirements: for state funding
Research requirements: Find the list of assets purchased using smaller grants
Ensure plan is in place to collect assets (e.g. laptops) from departing employees
Determine funding source: for fixed assets above \$300
Determine funding source: identify fixed assets below \$300 that were purchased by private funding
Inventory: furniture and equipment
Inventory: tech
Inventory: classroom specific curriculum (including art and science assets)
Transfer: add fair market value to assets that will be sold
Transfer: Make a plan to sell, transfer to other charter schools, dispose, leave for future tenant or return all fixed assets
Move: Execute on plan for fixed assets
Draft full asset list with associated source of funds
Update utilities
Submit a complete inventory / asset list to the State Auditor's office. The complete list would include historical purchases/donations of assets for your schools, using both private and public funds. The list should clearly identify if purchased with public or private, grants, or donation. The asset list should also include total cost of item (item + taxes + ancillary costs) and date of disposal. The list would include pretty much everything (non-consumable) valued at \$300 and up. Inventory tracking would be according to your WA charter contract