

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.

- 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
-

- 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 purchaet

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.