

APPENDIX Y

CHARTER SCHOOL DISSOLUTION PLAN

Name of Charter School:	Address:
Last day of school operation:	Charter termination date:
Board of Directors President (Name and Contact information):	Board of Directors Vice President (Name and Contact information):
Student Records Custodian (Name and Contact information):	Personnel Records Custodian (Name and Contact information):
Independent Trustee (Name and Contact information):	Independent Auditor:

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A: Student Records <u>Required Task(s):</u> <i>Transfer complete student records (academic, health, special education, etc.) to the school that each student will transfer to and to archive student records for the required period of time.</i>	Projected Date of Completion	Person Responsible
<ul style="list-style-type: none"> Board of Directors will designate a Student Records Custodian responsible for maintaining, transferring, and archiving student records in accordance with state law. 		
<ul style="list-style-type: none"> Board of Directors will provide the Office of Charter Schools with the name, telephone number, business address, and email address of the Student Records Custodian. 		
<ul style="list-style-type: none"> Student Records Custodian will provide Office of Charter Schools with a list of all students attending the charter school during the final year of operation. The list will provide student names, addresses, telephone numbers, and the schools to which students are transferring. 		
<ul style="list-style-type: none"> Student Records Custodian will provide Office of Charter Schools with a list of any student records in the charter school's possession for students other than those that attended school during the final year of operation. 		
<ul style="list-style-type: none"> Student Records Custodian will develop and implement sign-off procedure confirming transferal of student records. 		
<ul style="list-style-type: none"> Student Records Custodian will transfer student records to the school to which student will transfer to. 		
<ul style="list-style-type: none"> Student Records Custodian will document all student records transferals to the Office of Charter Schools. 		
<ul style="list-style-type: none"> Student Records Custodian will develop and implement a methodology to archive all student records in accordance with the law. 		
<ul style="list-style-type: none"> Student Records Custodian will arrange for destruction of student records at the end of the appropriate retention period. Destruction will occur in a manner that ensures the privacy of all individuals. 		

B: Personnel Records	Projected Date of Completion	Person Responsible
<i>Required Task(s): Devise a plan to retain and maintain staff personnel and professional certification records for a minimum of six years or as required by law, whichever time period is longer.</i>		
<ul style="list-style-type: none"> Board of Directors will designate a Personnel Records Custodian responsible for maintaining, transferring, and archiving personnel records in accordance with state law. 		
<ul style="list-style-type: none"> Board of Directors will provide the Office of Charter Schools with the name, telephone number, business address, and email address of the Personnel Records Custodian. 		
<ul style="list-style-type: none"> Personnel Records Custodian will, upon request, provide letters verifying charter school employment, etc. 		
<ul style="list-style-type: none"> Personnel Records Custodian will maintain all personnel records for a period of six years or as required by law, whichever time period is longer. 		
<ul style="list-style-type: none"> Personnel Records Custodian will arrange for destruction of personnel records at the end of the appropriate retention period. Destruction will occur in a manner that ensures the privacy of all individuals. 		

C. Financial and Contractual Obligations	Projected Date of Completion	Person Responsible
<i>Required Task(s): Board of Directors must devise a plan to maintain and administer financial, administrative and contractual obligations.</i>		
<ul style="list-style-type: none"> Board of Directors shall file all final federal, state and local employer payroll tax returns and issue final W-2s and Form 1099s by the statutory deadlines. 		
<ul style="list-style-type: none"> Board of Directors shall implement a procedure to strictly limit all expenditures to those that are reasonable and necessary for the ongoing day-to-day operations of the charter school. These expenditures are limited to salaries, benefits, utilities, rent, and insurance and must already be authorized in the budget. 		
<ul style="list-style-type: none"> Board of Directors shall appoint an Independent Trustee who will be responsible for satisfying all outstanding financial liabilities of the Charter School and properly distributing the School's assets in compliance with the law. 		

<ul style="list-style-type: none"> Board of Directors will submit to the Office of Charter Schools an approved Board resolution appointing an independent trustee including name and contact information. 		
<ul style="list-style-type: none"> Independent Trustee shall assess and satisfy all outstanding liabilities in accordance with the law. 		
<ul style="list-style-type: none"> Independent Trustee will submit to Office of Charter Schools a written report to take into account the present value of the charter school's liabilities held by all of its creditors, including but not limited to vendors, banking institutions, and health benefits agencies, and the present value of the charter school's assets, including but not limited to books, supplies, motor vehicles, furnishings, equipment and personal property. 		
<ul style="list-style-type: none"> Submit to Office of Charter Schools a monthly updates of accounts payable along with detailed aging schedule. 		
<ul style="list-style-type: none"> Independent Trustee shall upon the satisfaction of all liabilities liquidate all remaining non-monetary school assets. 		

D. Grants	Projected Date of Completion	Person Responsible
<p><i>Required Task(s): Provide proof of proper liquidation of goods acquired through grant(s).</i></p>		
<ul style="list-style-type: none"> Independent Trustee shall return all unspent federal or state grant moneys received by the school to the Department of Public Instruction. 		
<ul style="list-style-type: none"> Independent Trustee shall submit Final Expenditure Reports for entitlement grants. 		
<ul style="list-style-type: none"> The trustee shall provide the Office with an inventory of any property or equipment purchased, in whole or in part, with state or federal funds. 		
<ul style="list-style-type: none"> Following any disposition required by state or federal law, and following the satisfaction of creditors, the Trustee shall distribute any remaining property and equipment purchased with state or federal funds to other UWM-authorized charter schools. 		

E. Final Audit <i>Required Task(s): Appoint independent auditor to conduct a final audit including but not limited to the following task(s):</i>	Projected Date of Completion	Person Responsible
<ul style="list-style-type: none"> Board of Directors will provide Office of Charter Schools with approved board resolution appointing auditor. 		
<ul style="list-style-type: none"> Board of Directors will provide the Office of Charter Schools with the audit’s estimated start and completion dates and an estimated cost of audit. 		
<ul style="list-style-type: none"> Board of Directors will submit to Office of Charter Schools a board resolution establishing an escrow account for funds to pay for the audit and provide evidence that this account has been established; and funds deposited. 		
<ul style="list-style-type: none"> Board of Directors will submit copies of the audit to the Office of Charter School. Audit must be submitted prior to any dissolution of the Board. 		

This signed dissolution plan must be submitted to Office of Charter Schools along with an official approved Board resolution. Please provide a tally of the Board members present at the meeting and how they voted on the resolution.

Signed Approval:

Board President **Date**

Vice President **Date**