

TERMINATION PROCEDURE, FINANCIAL DIFFICULTY PLAN, AND CLOSURE/SUSPENSION PROCEDURES

Consistent with the District’s Termination Policy, SP9, and Closure Policy, SP11, the District has developed the following termination procedures, financial difficulty plan, and closing procedures. These Procedures are intended to supplement the Ohio Department of Education’s Community School Suspension and Closing Procedures and outline the responsibilities of specific sponsor and community school staff.

A. Termination

TERMINATION							
Action Item	Description	Timeline	Responsible Party	Statutory Reference	ODE Closing Assurance Item Number	Date Action Item Completed:	
A1	Notice of Intent to Terminate	Written Notice contains language required by statute and Board Policy.	Last day to provide Notice: January 15	Superintendent; Sponsor Board	O.R.C. §3314.07	N/A	
A2	Request for Hearing	Written Notice contains school’s request for a hearing.	14 days of Notice being sent	Community School	O.R.C. §3314.07	N/A	
A3	Informal Hearing	Hearing conducted pursuant to O.R.C. §3314.07.	14 Days after Notice is provided	Superintendent; Sponsor Board	O.R.C. §3314.07	N/A	
A4	Board Decision	Board decides whether to affirm or rescind decision to terminate contract.	14 days after Informal Hearing	Sponsor Board	O.R.C. §3314.07	N/A	
A5	Termination Effective Date	Date termination of contract becomes effective.	N/A	Sponsor Board	O.R.C. §3314.07	N/A	

B. Financial Difficulty

FINANCIAL DIFFICULTY - PROCEDURES							
Action Item	Description	Timeline	Responsible Party	Statutory Reference	ODE Closing Assurance Item Number	Date Action Item Completed:	
B1	Triggering Event		N/A	N/A	N/A	N/A	
B2	Review of Sponsor Contract	Review to determine special procedures to follow in the event a school experiences financial difficulty	Within 24 hours of Triggering Event	Sponsor Superintendent	N/A	N/A	N/A
B3	Review of ODE Agreement	Review to determine notification requirements and other obligations	Within 24 hours of Triggering Event	Sponsor Superintendent	N/A	N/A	N/A
B3	Meeting Between School and Sponsor	Meeting to Discuss the School's viability and options to resolve financial issues	Within 2 Days of Triggering Event	Sponsor Superintendent and Sponsor Treasurer	N/A	N/A	N/A
B4	Corrective Action Plan	Oversee corrective action plan to resolve financial difficulty	TBD	Sponsor Superintendent and Sponsor Treasurer	N/A	N/A	N/A
B5	Closure	If corrective action plan is not successful and financial situation cannot be improved, determine whether to proceed with closure	TBD	Sponsor Board; Community School Governing Authority	N/A	N/A	N/A

C. Closure / Suspension Process

References to “Closing Assurance Step Number” require the completion of the steps found in the Ohio Department of Education’s Closing Assurances.

<http://education.ohio.gov/getattachment/Topics/Quality-School-Choice/Community-Schools/Community-School-Forms/Closing-Assurances-and-Procedures.pdf.aspx>

INITIAL NOTIFICATIONS AND MEETINGS STUDENT RECORDS, AND SCHOOL RECORDS							
Action Item	Description	Timeline	Responsible Party	Statutory Reference	ODE Closing Assurance Step Number	Date Action Item Completed:	
1	Closure / Suspension Action	Resolution regarding Termination, Suspension, or Closure (if applicable)	N/A	Sponsor Board	O.R.C. §§ 3314.07, 3314.071, 3314.072	N/A	
2	Prepare Closure Packet Materials	Packet to Include: -Closure Policy, -Closure Procedure, -ODE Model Closure, -Closure Plan, and -Sponsor Contract	Within 24 hours of Action	Sponsor Superintendent or Designee	N/A	N/A	
3	Distribute of Statutory Obligations	Distribute Copies to School: -O.R.C. 3314.023 -O.R.C. 3314.44 -O.R.C. 3314.50	Within 24 hours of Action	Sponsor Superintendent or Designee	N/A	N/A	

4	Notice to Office of Quality School Choice	Complete step #1 Contents: -Resolution -Date of Closure -Reason for Closure -Additional Information	Within 24 hours of Action	Sponsor Superintendent; School Head Administrator	N/A	1	
5	Team Meeting; Establishing timeline for Suspension / Closing Procedures	Complete step #2 Develop written timeline of suspension/closing procedures Team Members Include: -School Governing Authority Representative -School Head Administrator -School Fiscal Officer -Sponsor Board Representative -Sponsor Superintendent -Sponsor Treasurer Modify tasks and assignments as necessary	Within 24 hours of Action	Sponsor Superintendent	N/A	2	
6	Parent Letter #1	-Complete steps #3, 4, 5, 6 Letter Contents: -Reason for Closure -Options for Enrollment -Sponsor Contract Information	Within 24 hours of Action	Sponsor Superintendent; School Governing Authority	N/A	3, 4, 5, 6	

		-Date of Parent Meeting -Location Records will be Delivered					
7	FAQ	-Create and Maintain FAQ regarding closure on the School's website	Within 24 hours of Action	School Head Administrator; Sponsor Superintendent	N/A	N/A	
8	Staff Letter	- Complete step #7, 10, 11, 12 Contents: -Reason for Closure -Staffing Until Closure -Sponsor Contract Information -Date of Staff Meeting	Within 24 hours of Action	School Head Administrator	N/A	7, 10, 12	
9	Securing Records and Property	- Complete step #15 -Secure Student Records -Secure Financial /Enrollment Records	Within 48 hours of Action	School Head Administrator; School Designee; Sponsor Representative	O.R.C. 3314.44	15	
10	Organize Staff Records and Clarify Benefits	- Complete steps #8, 9 -Ensure STRS/SERS contributions are updated - Clarify Cobra and medical Benefits	3 Days of Action	School Fiscal Officer	N/A	8, 9, 11	
11	STRS/SERS Letter	-Complete step #13 Letter Contents -Notice of Closure -School Contact Information	4 Days of Action	School Head Administrator; Sponsor Superintendent	N/A	13	

		-Sponsor Contract Information					
12	ODE Area Coordinator Letter	-Complete step #14 Letter Contents -Notice of Closure -Schedule FTE/ Enrollment Review	4 Days of Action	School Head Administrator; Sponsor Superintendent	N/A	14	
13	Auditor Letter	-Complete step #26 Contents -Notice of Closure -School Contact Information -Sponsor Contract Information -Request Final Audit	4 Days of Action	School Head Administrator; Sponsor Superintendent	N/A	26	
14	Parent Closure Meeting	-Discuss closure process, enrollment obligations, records transfer, and answer questions	4 Days of Action	School Head Administrator; Sponsor Superintendent; School Governing Authority	N/A	N/A	
15	Staff Closure Meeting	-Discuss closure process, obligation to teach, LPDC information, STRS/SERS contributions, and medical benefits	4 Days of Action	School Head Administrator; Sponsor Superintendent	N/A	N/A	
16	Student Records #1	-Complete step #20	5 Days of Action	School Head Administrator	N/A	20	

		Prepare list of: -Student Names -Student SSID -District of Residence					
17	Student Records #2	-Complete steps #16, 19, 21 -Organize records pursuant to ODE closing procedures -Produce Transcripts -Prepare records for FTE review: IEPs, Enrollment, and Attendance Records	5 Days of Action	School Head Administrator; School Special Education Director; School EMIS Coordinator	N/A	16, 19, 21	
18	Student Records #3	-Complete steps #17, 18 -Compile list of Graduates and dates of Graduation -Provide Copy of list to District of Residence -Provide Copy of list to Sponsor	5 Days of Action	School Head Administrator	N/A	17, 18	
19	Student Records #4	-Complete step #22 -Copy all student records (for use by Auditor of State)	6 Days of Action	School Head Administrator	N/A	22	
20	Delivery of Student Records	-Complete steps #23, 24 -Establish list of records being provided to each district of	7 Days of Action	School Head Administrator; School Special Education	O.R.C. 3314.44	23, 24	

		residence. -Deliver <u>original</u> student records to district of residence. -Obtain name and signature of the individual receiving the records -Deliver Special Education Records to special education administrator at district of residence -Obtain name and signature of individual receiving the records		Director			
21	Notice to Sponsor	-Complete step #25 Notice to Sponsor with an updated listed indicating delivery information	7 Days of Action	School Fiscal Officer; School Head Administrator	N/A	25	
22	Parental Notification Letter #2	Provide each parent with the location that their student records were sent	10 Days of Action	School Head Administrator	N/A	N/A	

D. Disposition of Assets

DISPOSITION OF ASSETS							
Action Item	Description	Timeline	Responsible Party	Statutory Reference	ODE Closing Assurance Item Number	Date Action Item Completed:	
Meeting Regarding the Disposition of Assets	Review ODE's Model Closing Procedures - Disposition of Assets -Develop schedule for completing disposition of assets -Review Financial Records of the School -Identify staff with legal authority for payment processes	3 Days of Action	School Fiscal Officer; Sponsor Treasurer	N/A	Section II		
Complete ODE Asset Disposition (Assets purchased with state or federal funds)	-Complete steps 27-35.	TBD at Meeting	School Fiscal Officer; Sponsor Treasurer	N/A	27-35		
Complete ODE Asset Disposition – Assets	-Complete steps 36-38.	TBD at Meeting	School Fiscal Officer; Sponsor Treasurer	N/A	36-38		

	purchased with Federal Funds						
	Complete ODE Asset Disposition – Assets purchased with State Funds	-Complete steps 39-40.	TBD at Meeting	School Fiscal Officer; Sponsor Treasurer	N/A	39-40	

E. Payments to Creditors

PAYMENTS TO CREDITORS							
Action Item	Description	Timeline	Responsible Party	Statutory Reference	ODE Closing Assurance Item Number	Date Action Item Completed:	
Meeting to Review ODE Documentation Regarding Payment to Creditors	Review ODE's Model Closing Procedures - Payments to Creditors -Develop schedule for completing payments	3 Days of Action	School Fiscal Officer; Sponsor Treasurer	N/A	Section III		
Complete Payments to Creditors	- Complete steps #41-45	TBD at Meeting	School Fiscal Officer; Sponsor Treasurer	N/A	41-45		

F. Itemized Financials and Documents for FTE Review

PREPARATION OF ITEMIZED FINANCIALS & DOCUMENTS FOR FTE REVIEW							
Action Item	Description	Timeline	Responsible Party	Statutory Reference	ODE Closing Assurance Item Number	Date Action Item Completed:	
Meeting to Review ODE Preparation of Itemized Financials & Documents for FTE Review	- Review ODE's Model Closing Procedures - Preparation of Itemized Financials & Documents for FTE Review -Develop schedule for completing payments	TBD	School Fiscal Officer; Governing Authority Designee; Sponsor Superintendent; Sponsor Treasurer	N/A	Section IV		
Complete Payments to Creditors	-Complete all items on ODE's Model Assurances	TBD	School Fiscal Officer; Governing Authority Designee; Sponsor Superintendent; Sponsor Treasurer	N/A	46-56		

G. Final Payments and Adjustments

FINAL PAYMENTS AND ADJUSTMENTS							
Action Item	Description	Timeline	Responsible Party	Statutory Reference	ODE Closing Assurance Item Number	Date Action Item Completed:	
Meeting to Review Final Payments and Adjustments	-	TBD	School Fiscal Officer; Sponsor Treasurer	N/A	Section V		
Complete Payments to Creditors	-Oversee prioritization and distribution of assets	TBD	School Fiscal Officer; Sponsor Treasurer	-Sponsor Contract -O.R.C. 3313.074 -Chapter 1702 of the O.R.C.	56-59		

H. Submission of Closing Assurances

SUBMISSION OF CLOSING ASSURANCES							
Action Item	Description	Timeline	Responsible Party	Statutory Reference	ODE Closing Assurance Item Number	Date Action Item Completed:	
Submission of Closing Assurances	Sponsor and Governing Authority execute Closing Assurances Document	TBD	Governing Authority Designee; Sponsor Superintendent	N/A	N/A		