

New Jersey Charter School Dissolution Plan

Submit within 30 days of notification of Non-Renewal, Revocation or Surrender of Charter

Name of Charter School:	Address:
Date of closing:	Last day of school:
Independent trustee (Name and Contact information):	School contact for all future inquiries (Name and Contact information):
Independent Auditor (Name and Contact information):	NJDOE liaisons (Names and Contact information):

A: Student Records	Projected Date of Completion	Person Responsible with contact information	Status
<p><u>Required Task(s):</u> <i>Verify completeness of student records (academic, health, special education, etc):</i></p> <p>NOTE: All student records will be secured by the NJDOE on or before the last day of school.</p>			
<ul style="list-style-type: none"> Charter school will provide NJDOE and county office staff with a list of student names including names of parent(s) / guardian(s), home address and their home district information. 	3/4/2017		
<ul style="list-style-type: none"> NJDOE, charter school staff, NJDOE county staff and staff from students' resident districts will review student records for completeness and accuracy. Records should be organized alphabetically (include Student Identification Number SID) by the student's home district then by grade level and should include all relevant documents. 			

<ul style="list-style-type: none"> • Check student records against Charter School Enrollment System (CHE) data and NJSMART data. 			
<ul style="list-style-type: none"> • Working with NJDOE, determine the date for transfer and receipt of student records to students' home districts (receipt provided by NJDOE); <ul style="list-style-type: none"> ○ Last day of school for students: _____ ○ Last day for teachers / staff: _____ ○ Record transfer date: _____ 			
<ul style="list-style-type: none"> • Verify final enrollment count in CHE 			
<ul style="list-style-type: none"> • County Office staff and/or Office of Charter and Renaissance School staff will arrange for pick-up and delivery of student records to the resident district(s); 			
<ul style="list-style-type: none"> • For charter schools with grade 12, implement a sign-off procedure confirming transfer and receipt of student records for students who have graduated. • If students are taking the DLM, print diplomas and submit to the NJDOE to distribute upon passing of the DLM; and; 			
<ul style="list-style-type: none"> • Student Assessment records will be held by the NJDOE and test results will be distributed to the appropriate district/school. 			

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B: Personnel	Projected Date of Completion	Person Responsible with contact information	Status
<p><i>Required Task(s): Devise a plan to retain and maintain staff personnel and professional certification records for a minimum of five years including but not limited to the following task(s):</i></p>			
<ul style="list-style-type: none"> • Provide to the NJDOE Office of Licensing and Credentials an updated status report on provisional teacher and administrator candidates. 			
<ul style="list-style-type: none"> • Submit all requisite licensing documents (provisional teacher evaluations, summative reports, etc.) to NJDOE Office of Licensing and Credentials. 			
<ul style="list-style-type: none"> • Compile and maintain a list of employees with their social security numbers and employment histories, copies of certificates, employment contracts and evaluations including any staff members who may have been terminated for cause. 			
<ul style="list-style-type: none"> • Board of trustees must arrange for the maintenance of staff personnel records for a minimum of five years for purposes of issuing letters of reference, verifying prior employment, etc. and provide to NJDOE a contact name and phone number of person responsible for maintaining records; 			
<ul style="list-style-type: none"> • Contact the Division of Pensions and Benefits regarding training for staff on pension options; 			
<ul style="list-style-type: none"> • Contact the Division of Pensions and Benefits regarding any outstanding payments for pensions and/or Health Benefits. If outstanding obligations remain, all payments must be made a priority and paid in full; 			
<ul style="list-style-type: none"> • Contact the Division of Pensions and Benefits to determine the projected future pension payments that will be due during the two years following closure, and; 			

<ul style="list-style-type: none">• Notify benefit providers of pending termination of all employees. Inquire about COBRA and unemployment options for staff.			
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C. Federal Grants/Discretionary Grants	Projected Date of Completion	Person Responsible with contact information	Status
<p><i>Required Task(s): Provide proof of proper liquidation of goods acquired through federal/state grant(s) including but not limited to the following task(s):</i></p> <ul style="list-style-type: none"> • Verify appropriate liquidation and/or transfer of property acquired through federal/state grants to the district(s) of residence (Note: No distribution of assets to the district(s) or any other entity may occur prior to satisfaction of charter school creditors.); and 			
<ul style="list-style-type: none"> • Submit Final Expenditure Reports for entitlement/discretionary grants (staff from the Office of Grants Management will work directly with charter school staff to complete all necessary reports). 			

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D. Financial and Contractual Obligations	Projected Date of Completion	Person Responsible with contact information	Status
<ul style="list-style-type: none"> • <i>Required Task(s):</i> Submit to NJDOE monthly updates of accounts payable along with detailed aging schedule. (Note: Expenditures must be strictly limited to only 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"> • Collect updated student registers and conduct a final enrollment count. Submit student registers to Independent auditor and NJDOE. 			
<ul style="list-style-type: none"> • Provide monthly updates to NJDOE on changes to the enrollment count. 			
<ul style="list-style-type: none"> • Finalize final enrollment count as specified by the Office of School Funding. 			
<ul style="list-style-type: none"> • Devise a plan to maintain and administer financial, administrative and contractual records and obligations for a minimum of five years. 			
<ul style="list-style-type: none"> • Independent trustee shall be required to file all final federal, state and local employer payroll tax returns and issue final W-2's and Form 1099's by the statutory deadlines. 			
<ul style="list-style-type: none"> • Contact NJ Department of Labor, Unemployment Insurance office to determine any outstanding balances due for Reimbursement expense. For schools operating under the Reimbursement model, determine amounts necessary for school to budget to cover future unemployment liabilities following closure. 			

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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 with contact information	Status
<ul style="list-style-type: none"> • Provide NJDOE with approved board resolution appointing auditor including contact information; 			
<ul style="list-style-type: none"> • Provide estimated start and completion date of audit as well as estimated cost of audit; 			
<ul style="list-style-type: none"> • Submit to NJDOE board resolution establishing escrow account for funds to pay for the audit and provide evidence that this account has been established; and; 			
<ul style="list-style-type: none"> • Submit copies of the audit to NJDOE. Audit must be submitted no later than December 5 as outlined in statute. 	December 5		

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F. Independent Trustee <i>(cannot be a current Board of Trustee member or employee of the charter and is subject to approval by the Commissioner of Education.)</i> <i>Required Task(s): Board shall appoint an independent trustee to address the satisfaction of all outstanding claims by creditors and proper distribution of assets in compliance with statutes and regulations that govern all New Jersey corporations including but not limited to the following task(s):</i>	Projected Date of Completion	Person Responsible with contact information	Status
<ul style="list-style-type: none"> • Submit to NJDOE approved board resolution appointing independent trustee including name and contact information. 			
<ul style="list-style-type: none"> • Submit to NJDOE a copy of an executed contract between the charter school and independent trustee. 			
<ul style="list-style-type: none"> • Formulate a list of creditors and debtors and any amounts accrued and unpaid with respect to such creditor or debtor. <ul style="list-style-type: none"> ○ Notify all creditors of the schools closure and request a final bill. ○ Contact all debtors and request payment. 			
<ul style="list-style-type: none"> • Independent trustee will submit to NJDOE 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, state pension and health benefits agencies, child study team providers, resident and non-resident school districts and the present value of the charter school's assets, including but not limited to books, supplies, motor vehicles, furnishings, equipment and personal property. 			

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G. Accountability and Reporting <i>Required Task(s): Submit end-of-year reports by specified deadlines to appropriate NJDOE office including but not limited to the following:</i>	Projected Date of Completion	Person Responsible with contact information	Status
<ul style="list-style-type: none"> • Annual Report (may submit a streamlined version of entire report). 	August 1		
<ul style="list-style-type: none"> • Electronic Violence and Vandalism Report. 			
<ul style="list-style-type: none"> • Harassment, Intimidation and Bullying-Investigations, Trainings and Programs (HIB-ITP) Data Collection data submissions. 			
<ul style="list-style-type: none"> • NJSMART data <ul style="list-style-type: none"> ○ Update SID/SMID (June 30) ○ “release” students from NJSMART (June 30) ○ Complete the State, Course/Roster, and CTE (if applicable by August 1). ○ Complete the End of Year data submission. 			
<ul style="list-style-type: none"> • Submit to NJDOE board resolutions approving each report (where required). 			

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H. Legal <i>Required Task(s): Devise procedures for dissolving board and relieving individual board members including but not limited to the following:</i>	Projected Date of Completion	Person Responsible with contact information	Status
<ul style="list-style-type: none"> • Consult with attorney to devise procedures for dissolving board. 			
<ul style="list-style-type: none"> • Terminate EMO/CMO Agreement (if applicable). Review the management agreement and take steps needed to terminate the agreement at the end of the school year or when the charter contract expires. 			
<ul style="list-style-type: none"> • Submit a copy of all facilities leases to NJDOE ensuring all leases contain the required clause for Termination of Lease in the event the school loses its charter. 			
<ul style="list-style-type: none"> • Provide NJDOE with name, address and contact info of person designated as the primary contact person for all future inquires, as well as board approved resolution appointing this person as primary contact. 			
<ul style="list-style-type: none"> • Notify IRS of dissolution of the education corporation and its 501(c)(3) status and provide a copy to the NJDOE. 			

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***This signed dissolution plan must be submitted to NJDOE 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.***

Submit within 30 days of notification of Non-Renewal, Revocation or Surrender of Charter.

Signed Approval:

Board President

Date

Vice President

Date