

School Closure or Dissolution Procedures

Governing Board (GB) Responsibilities	CEO/School Leader Responsibilities
Forms a Governing Board Closure Committee (GBCC)	Consults with the GBCC liaison of the process for informing staff students and parents of impending closure
Seeks information from DDOE regarding the timeline and process for school closing	Informs the GBCC liaison of any litigations, complaints and the like and provide copies of all filings
Schedule a community forum	Notify the staff of school's impending closure
Implement whatever steps are necessary to assure the maintenance of all corporate records	Notify the parents of school's impending closure
Secure all school property	Notify the students of school's impending closure
Submit all reports secured from the CEO and School Leader to DDOE	Prepare financial reports for review at the initial closure committee meeting
	Assess student records and prepare a summary report to the GBCC
	Notify all parents of Special Education students of their due process rights and responsibilities under the Individuals with Disabilities Education Act (IDEA)
	Provide the GBCC with a Staffing Plan for the duration of the school year and until dissolution of the school
	Provide the GBCC with a timetable and plan for collecting debts and paying creditors
	Submit a report to the GBCC of all open and active federal grants received by the school
	Notify all funding sources/charitable partners of the school's impending closure

	Notify all vendors/contractors regarding cessation of the school's operations and negotiate termination of contracts
	Provide to GBCC the names of all current employees and salaries for payoff according to their contractual agreements
	Notify benefit providers of pending termination of all employees
	Notify all employees of termination of employment and/or contracts
	Contact all debtors and demand payment
	Prepare and submit to the GBCC a log of all equipment and supplies purchased with federal grants to date
	Report to the GBCC the plans for terminating all bank and credit card accounts
	Reconcile all billings and payments with the Financial Specialist and Office Manager including special education payments or other "lagged" payments
	Distribute copies of final transcripts and test scores to current students and/or parents, along with an information notice
	Ensure that all IEPs are updated and that all information is entered into the state's system
	Transfer student records to the GBCC for storage by the DDOE or a Records Management Company
	Provide a copy of Special Education student's file to his/her parent
	Begin process of transferring property purchased with federal grants to the

	Delaware State Surplus Store located at the Governor Bacon Health Center, Wilmington Avenue, Delaware City, DE
	Liquidate all other school property
	Make final federal, state, and local tax payments, and issue final personnel tax reports
	Make final payments to all vendors/contractors
	Prepare to the full satisfaction of the GBCC a final Statement of the status of all contracts and other obligations of the school corporation, and all funds owed to the school, audited (or confirmed) by an independent accountant, with supporting evidence
	Submit an Annual Audit for the current fiscal year.
	Dissolve the school's non-profit corporation
	Identify custodian for all school records