

1) **Call to Order** at 5:31 -pm
Courtney X Colin X Sam X
Josh X Lindsey AB

2) **Public Participation- (5 minutes)**

3) Consent Agenda: September agenda, August and July minutes

Motion by S.S., seconded by C.H. to approve the consent agendas as presented/amended. Passed: 4:0

Y Colin Y Courtney Y Sam Y Josh

4) **Financial Report**

A. Bills paid and payable totaling \$ 32,205.96

Motion by C.W., second by S.S. to approve the bills paid and payable totaling \$ 32,205.96. Passed 4:0

Y Colin Y Courtney Y Sam Y Josh

B. Business Manager's report: Bank Statement, Bank Reconciliation.

Motion by C.H. second by S.S. to approve the Business Manager's report as presented. Passed 4:0

Y Colin Y Courtney Y Sam Y Josh

5) Closing update

Wendy - NEO gave update on State Historical Society and schools taking items. Final Audit and Dissolution with Secretary of State outstanding.

Next Meeting: Tuesday, October 11, 2022 @ 5:30 pm

6) Meeting Adjournment

Motion by S.S. seconded by C.W. to adjourn the meeting at 5:49 PM. Passed 4:0

Y Colin Y Courtney Y Sam Y Josh

**Lafayette Public Charter School Board Meeting:
July 12, 2022
Lafayette Technology Room & Zoom 5:30 p.m.**

1. Call to Order 5:31 pm

X Walters, X Wyczawski, X Larson, X Hoffman, X Harrison
 X Schwark, _____ Absent position
Interim Ex-Officio: X Clobes Business Manager: AB Heine

Mission Statement: We are committed to creating a safe and positive learning environment so that students grow socially and emotionally and reach their highest academic potential. We strive to build relationships with individual students and instill a sense of curiosity and excitement about education, with a focus on Agriculture and STEAM, so that students become life-long learners.

2. Public Participation (5 minutes)

3. Consent Agenda: July Agenda, June and May Minutes, Committee Reports, Note Conflict of Interest

Motion by J.H. , second by R.L. to approve the consent agendas as presented/amended. Passed 5:0

Y Walters, Y Wyczawski, Y Larson, Y Hoffman, Y Harrison
 AB Schwark, N/A Huiras

4. Board Development

Review Vision and Mision, Board Calendar, Board Workshop Calendar

5. Financial Report

A. Acceptance of Bills Paid

Motion by S.S. , second by A.W. to approve the bills paid and payable totaling \$ 65,130.87 . Passed 6:0

Y Walters, Y Wyczawski, Y Larson, Y Hoffman, Y Harrison
 Y Schwark

B. Gifts & Donations: N/A

Motion by _____ second by _____ to approve the gifts and donations received totaling \$ _____.

_____ Walters, _____ Wyczawski, _____ Larson, _____ Hoffman, _____ Harrison
_____ Schwark

C. Business Manager's Report: Bank Statement, Bank Reconciliation, Cash Flow, Monthly Budget Report

Motion by C.H. second by S.S. to approve the Business Manager's report as presented.

Y Walters, Y Wyczawski, Y Larson, Y Hoffman, Y Harrison
Y Schwark Passed 6:0

6. Director's Report:

Motion by C.W. second by C.H. to approve the Director's report as presented. Passed 6:0

Y Walters, Y Wyczawski, Y Larson, Y Hoffman, Y Harrison
Y Schwark

7. New Business:

A. Policy Review:

2.4.2 Harassment and Violence, 4.5.1 Prohibition Against Unfair Discriminatory Practices in Employment and Grievance Procedures, 5.4.2 Bullying Prevention, 5.4.3 Hazing, 5.5.3 Tobacco-Free Environment, , 5.6.1 Section 504 Education of Students With Disabilities Under Section 504 of the Rehabilitation Act, 5.8.2 Internet Acceptable Use Policy

Motion by J.H. second by R.L. to approve the policies as presented. Passed 6:0

Y Walters, Y Wyczawski, Y Larson, Y Hoffman, Y Harrison
Y Schwark

B. 2022-2023 Board Calendar

Motion by J.H. seconded by A.W. to approve 2022-2023 Board Calendar as presented. Passed 6:0

 Y Walters, Y Wyczawski, Y Larson, Y Hoffman,
 Y Harrison, Y Schwark

C. 2022-2023 Board Workshop Calendar

Motion by S.S. seconded by C.H. to approve the Board Workshop Calendar for 2022-2023 school year. Passed 6:0

 Y Walters, Y Wyczawski, Y Larson, Y Hoffman,
 Y Harrison, Y Schwark

D. Meal Prices and Fees for 2022-2023

adult breakfast \$1.90, adult lunch \$4.00, student breakfast \$1.65, student lunch \$3.05, milk \$0.40 \$30.00 snack

Motion by R.L. seconded by S.S. to approve the meal prices and fees for 2022-2023 school year as presented. ~~amended.~~ Passed 6:0

 Y Walters, Y Wyczawski, Y Larson, Y Hoffman,
 Y Harrison, Y Schwark

E. Annual Designation for 2022-2023

Motion by J.H. second by C.W. to approve to designate the Lafayette Ledger as the official newspaper, Citizen's Bank Minnesota as the depository for funds, Nicollet County Public Health as the school health official, and Lindsey Heine as the person authorized to make electronic fund transfers. Passed 6:0

 Y Walters, Y Wyczawski, Y Larson, Y Hoffman,
 Y Harrison, Y Schwark

F. Personnel Recommendation

Motion by C.W. seconded by C.H. to accept the resignation of Robin Larson as of July 31, 2022. Passed 6:0

 Y Walters, Y Wyczawski, Y Larson, Y Hoffman, Y Harrison,
 Y Schwark

G. Personnel Recommendation

Motion by J.H. seconded by R.L. to accept the resignation of Tally Clobes as of August 10, 2022. Passed 6:0

 Y Walters, Y Wyczawski, Y Larson, Y Hoffman, Y Harrison,
 Y Schwark

Dashboards

- 1. Enrollment – In Director’s Report
- 2. Testing –
- 3. Character Education –
- 4. LCS Values Update – Vision Statement

Next meeting: Tuesday, August 9, 2022 @ 5:30 pm – Lafayette Site & Zoom

8. Meeting Adjournment

Motion by J.H. seconded by S.S. to adjourn the meeting at 5:51 PM .

 Y Walters, Y Wyczawski, Y Larson, Y Hoffman, Y Harrison
 Y Schwark

**Lafayette Public Charter School Board Meeting:
August 9, 2022
Lafayette Technology Room & Zoom 5:30 p.m.**

1. Call to Order 5:32 pm

AB Walters, X Wyczawski, _____ Absent Teacher, X Hoffman, X Harrison
X Schwark, _____ Absent Teacher
Interim Ex-Officio: AB Clobes Business Manager: X Heine

Mission Statement: We are committed to creating a safe and positive learning environment so that students grow socially and emotionally and reach their highest academic potential. We strive to build relationships with individual students and instill a sense of curiosity and excitement about education, with a focus on Agriculture and STEAM, so that students become life-long learners.

2. Public Participation (5 minutes)

3. Consent Agenda: August Agenda, July and June Minutes, Committee Reports, Note Conflict of Interest Passed: 4:0

Motion by J.H., second by S.S. to approve the consent agendas as presented/amended.

AB Walters, Y Wyczawski, Y Hoffman, Y Harrison, Y Schwark,

4. Financial Report

A. Acceptance of Bills Paid

Motion by J.H., second by S.S. to approve the bills paid and payable totaling \$62,131.44. Passed 4:0

AB Walters, Y Wyczawski, Y Hoffman, Y Harrison, Y Schwark

B. Business Manager's Report: Bank Reconciliation

Motion by C.W. second by S.S. to approve the Business Manager's report as presented. Passed 4:0

AB Walters, Y Wyczawski, Y Hoffman, Y Harrison, Y Schwark

5. Director's Report:

Motion by S.S. second by C.H. to approve the Director's report as presented. Passed 4:0

AB Walters, Y Wyczawski, Y Hoffman, Y Harrison, Y Schwark

7. New Business:

A. Policy Review: 3.1 Record Retention/Destruction, 7.7 Sale or Purchase of State Property, 8.1 Dissolution and Closure as amended.

Motion by J.H. second by S.S. to approve the policies as presented. Passed 4:0

AB Walters, Y Wyczawski, Y Hoffman, Y Harrison, Y Schwark

B. Intent to Dissolve

Motion by J.H. seconded by C.W. to vote on the dissolution of Lafayette Public Charter School. Passed 4:0

AB Walters, Y Wyczawski, Y Hoffman, Y Harrison, Y Schwark

C. Closure Plan

Motion by J.H. seconded by S.S. to vote on the dissolution of Lafayette Public Charter School. Passed 4:0

AB Walters, Y Wyczawski, Y Hoffman, Y Harrison, Y Schwark

D. Authority for Dissolution

Motion by J.H. seconded by C.W. to vote on granting Joshua Harrison authority for dissolution. Passed 4:0

AB Walters, Y Wyczawski, Y Hoffman, Y Harrison, Y Schwark

E. Escrow account for Closure

Motion by C.W. seconded by S.S. to approve
\$ _____ of money to set aside for closure costs. IF NECESSARY
Passed 4:0

AB Walters, Y Wyczawski, --- Larson, Y Hoffman,
Y Harrison, Y Schwark

F. Approval of IoWA

Motion by J.H. seconded by C.H. to vote on Josh
Harrison as IoWA. Passed 4:0

AB Walters, Y Wyczawski, Y Hoffman, Y Harrison Y Schwark

G. Personnel Recommendation

Motion by S.S. seconded by C.W. to vote to pay
Tally Clobes \$ 20 an hour for Director duties for July -August 10, 2022.
Passed 4:0

AB Walters, Y Wyczawski, Y Hoffman, Y Harrison Y Schwark

H. Personnel Recommendation

Motion by J.H. seconded by S.S. to vote on hiring
TBD Closing Coordinator for \$ up to \$20 an hour. Passed 4:0

AB Walters, Y Wyczawski, Y Hoffman, Y Harrison Y Schwark

I. Personnel Recommendation

Motion by J.H. seconded by C.H. to vote on hiring
Sandy Hartley as Assistant Closing Coordinator for \$ up to \$20 an hour. Passed 4:0

AB Walters, Y Wyczawski, Y Hoffman, Y Harrison Y Schwark

**Next meeting: Tuesday, September 13, 2022 @ 5:30 pm – Lafayette Site &
Zoom**

8. Meeting Adjournment

Motion by J.H. seconded by C.H. to adjourn the meeting at 6:03 PM.
Passed 4:0

AB Walters, Y Wyczawski, Y Hoffman, Y Harrison, Y Schwark

BOARD PACKET SUMMARY

	<u>August 31, 2022</u>
Bank Account Balance as of:	
Citizens - Checking	\$ 3,127.01
Petty Cash	140.61
Total	<u>\$ 3,267.62</u>
Payroll Cost- Aug 2022	\$ 2,591.11
Hand Paid Bills Aug - Sept 2022	
Fund 1 General	\$ 4,955.28
Fund 2 Food Service	50.70
Fund 4 Community Service	-
Total	<u>\$ 5,005.98</u>
Bills to be Paid September 14, 2022	
Fund 1 General	\$ 27,170.48
Fund 2 Food Service	29.50
Fund 4 Community Service	-
Total	<u>\$ 27,199.98</u>
TOTAL FINANCE	\$ 32,205.96

checks cut since last meeting

LAFAYETTE CHARTER SCHOOL

Check Register by Bank and Check

Page 1 of 1
9/11/2022
10:32:27

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
4050	CKG	11227	10825	Check	1	1853		FILLMEUP CASH CARD	Yes	No	No	USD	08/22/2022	175.91
		11225	10826	Check	1	1609		Loffler Companies, Inc	Yes	No	No	USD	08/22/2022	19.12
		11226	10827	Check	1	1744		MARCO TECHNOLOGIES LLC	Yes	No	No	USD	08/22/2022	27.23
		11228	10828	Check	1	1860		RS FIBER	Yes	No	No	USD	08/22/2022	282.50
		11229	10829	Check	1	1697		CliftonLarsonAllen LLP	Yes	No	No	USD	08/23/2022	4,200.00
		11231	10830	Check	1	1846		BARBARA SULLIVAN	Yes	No	No	USD	08/24/2022	54.32
		11230	10831	Check	1	1063		JOURNAL	Yes	No	No	USD	08/24/2022	196.20
		11238	10832	Check	1	1896		SIEVERT-LEIGHTON, ASHLI	Yes	No	No	USD	09/08/2022	9.20
		11239	10833	Check	1	1897		WEIKLE, ROBYN & KURT	Yes	No	No	USD	09/08/2022	41.50
													Bank Total: CKG	\$5,005.98
													Report Total:	\$5,005.98

LAFAYETTE CHARTER SCHOOL
Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
4050	CKG	11243	10834	Check	1	1599		ABDO	Yes	No	No	USD	09/14/2022	2,500.00
		11245	10835	Check	1	1879		CANON FINANCIAL SERVICES	Yes	No	No	USD	09/14/2022	183.00
		11241	10836	Check	1	1292		CLOBES, TALLY	Yes	No	No	USD	09/14/2022	29.50
		11246	10837	Check	1	1885		Fischer Cont	Yes	No	No	USD	09/14/2022	690.00
		11240	10838	Check	1	1078		RIVER BEND ED DISTRICT	Yes	No	No	USD	09/14/2022	23,330.14
		11242	10839	Check	1	1495		RIVER VIEW SANITATION	Yes	No	No	USD	09/14/2022	185.00
		11244	10840	Check	1	1860		RS FIBER	Yes	No	No	USD	09/14/2022	282.34
Bank Total: CKG													\$27,199.98	
Report Total:													\$27,199.98	

Lafayette Charter School Bank Reconciliation

Month: **Aug-22**

Closing Balance Bank Statement \$ 3,127.01
Deposits In Transit

Outstanding Checks #	Amount
10536	\$ 3.25
10538	\$ 9.20
10542	\$ 41.50
10785	\$ 236.55
10786	\$ 17.05
10787	\$ 7.00
10788	\$ 6.75
10789	\$ 39.00
10790	\$ 39.20
10791	\$ 5.00
10792	\$ 114.90
10793	\$ 27.80
10794	\$ 8.10
10795	\$ 25.00
10796	\$ 1.80
10797	
10798	\$ 20.00
10799	\$ 10.25
10800	\$ 6.00
10801	\$ 51.25
10802	\$ 19.55
10803	\$ 23.90
10804	\$ 4.27
10805	\$ 102.50
10806	
10807	\$ 10.50
10808	\$ 27.65
10809	\$ 2.35
10810	\$ 6.00
10811	\$ 2.00
10812	\$ 1.35
10813	\$ 159.20
10814	\$ 19.60
10815	\$ 30.00
10816	\$ 3.50
10817	\$ 3.55
10818	\$ 1.00
10819	\$ 46.45
10820	\$ 93.95
10821	\$ 3.25
10822	\$ 256.72
10830	\$ 54.32
Total Outstanding Checks	\$ 1,541.21
Total Cash less Outstanding	\$ 1,585.80
End of Month Cash Trial Balance	\$ 1,585.80
Difference	\$ -

LAFAYETTE PUBLIC CHARTER SCHOOL CLOSURE PLAN

	Responsible Party	Timeline for Completion	Actual Completion	Status	Leader/Closure Coordinator's Notes	NEO's Comments
Students and Families						
<p>Notify parents of the coming closure: Parents or legal guardians of all students enrolled should be notified as soon as the decision is made to close the school. The notice should include the School's plans to help students identify and transition into a new school. The notice should include 1) the date of the last day of regular instruction, 2) information and offer of assistance sufficient to enable the student to reenroll in another school, 3) a list of and contact information for the charter, public and private schools in the area, and 4) the date of optional school fair coordinated by the School with representatives of area schools. Provide the Authorizer with a copy of the notice.</p>	<p>Leader/ Closure Coordinator</p>		<p>Done</p>		<p>7-14-22</p> <p>Closure notification sent by Tally via Bright Arrow.</p> <p>Communications written by Courtney.</p>	
<p>Continue current instructional program as specified in the school's charter, including administration of state-mandated assessments.</p>	<p>Leader/ Closure Coordinator</p>		<p>Done</p>		<p>Summer school ends</p> <p>7/28/22</p>	

<p>Within 7 days after the end of classes, provide parents/guardians with copies of final report cards and notice of where student records will be sent and specific contact information. The notice must advise the parent/guardian to contact the school where the student intends to enroll and to have the student's new school contact the School's district of location to have the student's educational records transferred to the new school. The student records must be sent to the student's new school upon the new school's request. After the school closes, and unless the student's records are requested by another school, the remaining student records will be sent to each student's school district of residence. The School will provide the Authorizer with a copy of the notice.</p>	<p>Leader/ Closure Coordinator & Teachers</p>		<p>Done</p>		<p>Report Cards sent at the end of the year in May.</p> <p>Individual Records still being sent</p> <p>7/27/22 Megan and Tally boxed up all student records to be dispersed to area schools.</p> <p>Megan made a list of each child and what school it is going to.</p> <p>8/3/22 Sandy H. driving to each school.</p>	
<p>Transfer pupil records and testing materials to students' resident districts. If the parents do not request transfer of records to a specific school, student records must be sent to the student's resident district. All end of year grades and evaluations must be completed and made part of the student records, including any IEP/Committee on Special Education meetings/progress reports. Testing material, including scores, test booklets, etc. required to be maintained by the School must also be forwarded to the new school.</p>	<p>Leader/ Closure Coordinator</p>		<p>Done</p>			

<p>No later than 10 business days after the School closes, send student records to the new school including 1) Individualized Education Programs and all records regarding special education and supplemental services, 2) student health and immunization records, 3) attendance records, 4) grades, and 5) assessments/testing information, 6) credits earned, 7) MARSS numbers, and all other student records. If a student's record contains formal disciplinary records, provide notice to the student and student's parent/guardian that the records will be transferred as part of the student's educational record. This requires an individual file by file review. To the extent that scores will come into existence after the end of classes, arrangements must be made with the testing agent to forward such material to the new school.</p>	<p>Leader/ Closure Coordinator</p>					
<p>Staff</p>						
<p>Provide contact information, and list of employees/School Board members and correspondent responsibilities to the Authorizer.</p>	<p>Leader/ Closure Coordinator</p>					<p>NEO received the board member list.</p>
<p>Terminate any contracts and cancel any programs extending beyond the charter termination.</p>	<p>Leader/ Closure Coordinator</p>				<p>Still need to do Phone, Internet, Utilities, Insurance,</p>	

Pay state and federal payroll taxes; pay all TRA and PERA dues.	Edvisions					
Coordinate termination of insurance benefits.	Edvisions					
Provide letters of recommendation for staff.	Leader/ Closure Coordinator				Done	As needed
Pay staff through the last day of employment.	BUSINESS MANAGER					
Financial and Legal						
Create an escrow account to cover closure costs. Segregate by School Board resolution in a separate checking account up to \$50,000 in funds to be used for legal, accounting, and other expenses to dissolve the school.						This will include the cost of closure coordinator, audit, business manager and other closure expenses
Reconcile final General Education Aid amount.	MDE					MDE completed student accounting audit 7/26
Track all Special Education expenditures (Sp.Ed. information required during a charter school closure is essentially the same information that would be required during a Special Ed. Fiscal Monitoring visit).	Special Ed Director					

<p>Track expense information (save all invoices) for federal grants; coordinate grant wrap-up with MDE liaison as applicable to each program including submission of final Expenditure Reports.</p>	<p>BUSINESS MANAGER & Leader/ Closure Coordinator</p>					
<p>Communicate with the landlord that during the wind-up of the School's affairs, it is anticipated that the School Board will use the School Facility, and access thereto will need to be maintained, even if only by advance notice in order to access assets, etc. In the event that the landlord sells or rents the School Facility before the winding up of the School's affairs, the School must relocate its business records and remaining assets to a location with operational telephone service and voice message capability, and maintain custody of business records until all business and transactions are completed, and the School corporation dissolved. Reconcile final Lease Aid amount.</p>	<p>Leader/ Closure Coordinator & BUSINESS MANAGER</p>					
<p>Examine contracts with vendors and arrange for their termination – seek to fulfill contractual requirements to the greatest extent possible given the school's resources. Retain records of past contracts with proof that they were fully paid. Telephone, gas, electric, water, insurance for example should remain operative through the end of classes and to the extent necessary to wind up the School's affairs beyond that time.</p>	<p>Leader/ Closure Coordinator & BUSINESS MANAGER</p>					

<p>Ensure safe-keeping of the school's physical assets, financial assets, and the facility during the shutdown process. Auction/sell assets in a manner that avoids conflicts of interests and in accordance with federal regulations regarding sale of assets purchased with federal funds.. Protect assets against theft, misappropriation and deterioration. Maintain insurance until final dissolution. No later than 30 days prior to the end of classes, all of the School's assets must be inventoried. Provide the Authorizer with a copy of the inventory and separately identify assets purchased with federal grant dollars and owned by any entity other than the School.</p>	<p>Leader/ Closure Coordinator</p>					<p>NEO (Wendy) took photos of assets on 7/26 and will work with the Closure Coordinator to inventory assets and identify if possible those purchased with federal funds.</p>
<p>Formulate list of creditors and debtors and any amounts accrued and unpaid. Provide this list to the Authorizer. Solicit from each creditor a final accounting of the School's accrued and unpaid debt. Negotiate a settlement of debts. Within thirty (30) days the School must contact all debtors and demand payment. Debtors include persons who owe the school fees or credits and any person holding property of the School.</p>	<p>BUSINESS MANAGER, NEO & Board</p>					
<p>The School must reconcile its billings and payments with the districts, including special education payments.</p>	<p>Special Ed Director</p>					
<p>Provide for disposal of the school's assets according to statutes 308A or 317A.</p>	<p>Leader/</p>					

	Closure Coordinator & NEO					
Liquidate or close bank accounts according to schedule that minimizes fees but leaves the School enough flexibility to pay creditors, attorneys, accountants, and for final audit and dissolution. Cancel corporate credit cards and lines of credit. Change authorized signatures on accounts as needed.	Leader/ Closure Coordinator & BUSINESS MANAGER					
File final tax returns and reports.	BUSINESS MANAGER					
Arrange for final audit. File as requested by Minn. Stat 124D.10.	BUSINESS MANAGER & Board					
Close out all State and Federal grants.	BUSINESS MANAGER & Leader/ Closure Coordinator					

<p>All liabilities and obligations of the School must be paid and discharged to the extent of the School's assets. Assets received and held by the School subject to limitations permitting their use only for charitable, benevolent, educational, or similar purposes, but not held upon condition requiring return or with specific disposition instructions, shall be held until dissolution and transferred or conveyed to one or more charter schools. An itemized receipt must be obtained from each recipient of an asset containing the name, address and telephone number of the recipient. In closing out any federal grant and accounting for federal grant funds, property owned by the federal government or property acquired under a federal grant must be distributed in accordance with federal regulations.</p>	<p>BUSINESS MANAGER & Leader/ Closure Coordinator</p>					
<p>Notifications and Miscellaneous</p>						
<p>Notify the Minnesota Department of Education and the Commissioner and schedule the MDE audit, as applicable.</p>	<p>Leader/ Closure Coordinator</p>					

<p>After an employee termination date is established, notify all employees of termination of employment and/or contracts, and notify benefit providers of pending termination of all employees. Notify employees and providers of termination of all benefit programs, and, if allowable, terminate all programs as of the last date of service in accordance with Applicable Law and regulations (i.e. COBRA), including healthcare, health insurance, life insurance, dental plans, eyeglass plans, cafeteria plans, teacher retirement plans and other.</p>	<p>Leader/ Closure Coordinator</p>					
<p>Notify employees of eligibility for Minnesota Unemployment Insurance pursuant to any applicable law and regulations. In the event that the School has not paid into the unemployment program on an ongoing basis, the School may have significant financial liability on an ongoing basis after the end of classes, and additional reserve funds should be set aside.</p>	<p>Edvisions Leader/ Closure Coordinator</p>					
<p>Notify the local school district of the closure, including 1) the closure date, 2) students that they will be getting, 3) a phone number/contact person to call for records, and 4) notification regarding cessation and transportation services if applicable. Provide the Authorizer with a copy of the notice.</p>	<p>Leader/ Closure Coordinator</p>					

<p>Within 30 days, formulate a list of all contractors with contracts in effect; the list should briefly describe the service and whether any property such as the photocopier is related to the contract. Notify the contractors regarding cessation of school operations. If applicable, instruct contractors to make arrangements to remove any contractor property from the School facility by a date certain. <u>Provide the Authorizer with a copy of the notice.</u></p>	<p>Leader/ Closure Coordinator</p>					
<p>As required by the contractual notice requirements, cancel school district or private transportation services.</p>	<p>Leader/ Closure Coordinator</p>					
<p>Notify the local media of the school closure – communicate proactively and attending to the positive aspects of the charter school movement as well as the specific circumstances leading to this school's closure</p>	<p>School Board Leader/ Closure Coordinator</p>		<p>Done</p>			
<p>Notify the Offices of the Minnesota Secretary of State and Attorney General</p>	<p>Leader/ Closure Coordinator</p>					

<p>Notify the IRS of the dissolution of the education corporation and its 501(C)(3) status and any address change of the School contact, and file required tax returns and reports.</p>	<p>BUSINESS MANAGER</p>					
<p>Interim and Final Statements of Notification to Authorizer: No later than 10 days after the end of classes, prepare and submit to the Authorizer the status of all contracts and other obligations of the School and all funds including principal and accrued interest, owed to, and by, the School Corporation, with supporting evidence showing 1) all creditors and any amounts paid to them, 2) any amounts of debt, 3) all amounts owed to School by debtors, 3) all income generated through sale and auction of assets. No later than 10 days prior to filing of a dissolution proceeding, the School must provide a final statement to the Authorizer with all of the above information.</p>	<p>BUSINESS MANAGER & Leader/ Closure Coordinator</p>					

<p>The School Board must follow the dissolution provisions provided by Applicable Law. The Board must adopt an intent to dissolve resolution which includes the plan of dissolution, secure any required affirmation/approvals, file notice of intent to dissolve with the Minnesota Secretary of State and the Minnesota Attorney General's office, publish notice for unknown creditors and provide written notice to known, and distribute assets. The Board must approve the Articles of Dissolution and file them with the Secretary of State as well as provide a copy to the Authorizer.</p>	<p>Leader/ Closure Coordinator & Board</p>					
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