



Closure Site Visit Checklist

School: _____

Date: _____

Grade	Black	Nonblack	Total Enrollment

STEP / Timeline	Responsibility	Comments
<p>Notification of final day of charter operation</p> <p>The school should notify the sponsor as soon as possible, but no less than 60 days prior to closing</p>	<ul style="list-style-type: none"> • School's Responsibility Notify the sponsor of closing date in written format, signed by the governing board chair • Sponsor's Responsibility Provide the school the steps needed to close the school site and the timeline for closure. 	<ul style="list-style-type: none"> •
<p>Parent/student notification</p> <p>Within a week of notifying the sponsor, parent notifications should be sent, waiting list parents should be notified.</p>	<ul style="list-style-type: none"> • School's Responsibility Provide parents, in written format, the date the school will close and the options available to students. • Sponsor's Responsibility Provide options and resources for student placement including assistance with ESE, zoning information, choice options, etc. 	<ul style="list-style-type: none"> •

<p>ESE Staffing Reevals and Change in Placements</p> <p>According to dates on ESE paperwork and completed prior to last day of school for students</p>	<ul style="list-style-type: none"> • School's Responsibility Complete all ESE required paperwork and staffings prior to closure in conjunction with PCSB ESE staff • Sponsor's Responsibility Work with the charter school to assure that all ESE paperwork and staffings are completed prior to school closure. 	<ul style="list-style-type: none"> •
<p>Student Cumulative Folders</p> <p>Cumulative folders should be forwarded no later than 3 working days after the last student school day.</p>	<ul style="list-style-type: none"> • School's Responsibility Forward cumulative folders within 3 working days to the students new school or to the Office of School Choice via courier • Sponsor's Responsibility House cumulative folders until student's new schools are identified, then forward cumulative folders to the new school site. 	<ul style="list-style-type: none"> •
<p>Teacher plan books, grade books and administrative records</p> <p>Should be forwarded to the Office of School Choice within 14 calendar days of the end of school.</p>	<ul style="list-style-type: none"> • School's Responsibility Bundle grade books and plan books together, alphabetize by teacher's last name and place in brown storage box marked with school, year, and contents. • Sponsor's Responsibility Store teacher plan books, grade books and administrative records as required by law. Provide a written receipt to the charter school official turning over records. 	<ul style="list-style-type: none"> •
<p>Current list of governing board members and school contacts</p> <p>A current list of governing board members and school contacts within 7 calendar days of notification of closure.</p>	<ul style="list-style-type: none"> • School's Responsibility Update all addresses, contact information, and email information and provide a written copy to the Office of School Choice within 7 calendar days of notification of closure 	<ul style="list-style-type: none"> •

	<ul style="list-style-type: none"> • Sponsor's Responsibility Keep governing board members and school contacts informed of the closure process. 	
<p>Comprehensive list of all items and equipment purchased by the school</p> <p>Provide written documentation of all equipment purchased for more than \$500 within 3 working days of the last day of school for students.</p>	<ul style="list-style-type: none"> • School's Responsibility Provide a complete list to the Office of School Choice, cross referenced to item identification numbers and location(s). • Sponsor's Responsibility Arrange pick up of these items and redistribution. Cross reference items with financial statements to reconcile major expenditures. 	•
<p>Administrative Computers and electronic records</p> <p>Turn over all administrative computers on or before the last day of the current contract.</p>	<ul style="list-style-type: none"> • School's Responsibility Save all relevant information on discs or CD Rom and provide copies to the Office of School Choice. Turn in computers to the PCSB Technology department and indicate whether computers have been wiped clean. • Sponsor's Responsibility Store and safeguard information from admin computers, assure that all computers are turned over to PCSB and redistributed for use. 	•
<p>Financial Records and Final Audit</p> <p>Complete all monthly financials and turn in no later than 14 calendar days after the last month of operation</p>	<ul style="list-style-type: none"> • School's Responsibility Turn in monthly financials, up to and including the final month of operation. Work with PCSB Business Services department to determine need for final audit. • Sponsor's Responsibility Review all monthly financials and work with school contacts and governing board chair to reconcile all statements. Determine the need and feasibility of a final audit. 	•

<p>Copies of lease agreements, mortgages and facility obligations</p> <p>Copies of applicable paperwork provided to PCSB within 10 working days of last day for students.</p>	<ul style="list-style-type: none"> • School's Responsibility Provide PCSB Facilities Department info regarding the school facility and a plan to resolve outstanding debts and obligations. • Sponsor's Responsibility Provide governing board members and school contacts information regarding inquiries to the school board from charter employees, land lords, debt collectors, etc 	<ul style="list-style-type: none"> •
<p>Insurance information: Liability Property Vehicle Board All Others</p> <p>Provide finalized insurance information within 10 working days of last day for students to PCSB Risk Management.</p>	<ul style="list-style-type: none"> • School's Responsibility Written description of insurance premium dates of coverage and applicable benefits packages. Who is covered, for what and for how long? Provide documentation of 3-year tail coverage for board members and administrator. • Sponsor's Responsibility Have contact information for school and governing board members for staff or others who inquire regarding insurance information. 	<ul style="list-style-type: none"> •
<p>Arrangements for summer payments for staff (if applicable)</p> <p>Within 10 working days after PCSB notification of closure.</p>	<ul style="list-style-type: none"> • School's Responsibility Provide notice of outstanding payments to staff and method of payments by the charter school to PCSB HR • Sponsor's Responsibility Provide school and governing board contact information to teachers who inquire about pay and/or processes 	<ul style="list-style-type: none"> •
<p>Teacher's/Staff on Leave from PCSB Notification</p> <p>Provide notice and list to PCSB Human</p>	<ul style="list-style-type: none"> • School's Responsibility Provide an alphabetized and complete list of all staff members who are currently on leave. Include name, SS#, addresses, and years at 	<ul style="list-style-type: none"> •

<p>Resources Dept. within 5 working days written notice of nonrenewal.</p>	<p>your school site.</p> <ul style="list-style-type: none"> • Sponsor’s Responsibility Notify each teacher or staff member of next steps and send out any required paper work to each staff member to insure opportunity to return to PCSB. 	
<p>FRS notification (if applicable)</p> <p>Provide written notice to FRS, with a copy to PCSB Office of School Choice within 10 working days</p>	<ul style="list-style-type: none"> • School’s Responsibility Contact FRS and follow their procedures for dissolving as an FRS site. Copy PCSB School Choice Office on correspondence • Sponsor’s Responsibility Provide information regarding FRS to charter school staff members and the public as requested. 	<ul style="list-style-type: none"> •
<p>School Busses and vehicles</p> <p>Within three days of the last day students are transported.</p>	<ul style="list-style-type: none"> • School’s Responsibility Notify the PCSB bus depot as to date and time when each school bus and/or vehicle will be driven to the Bartow PCSB bus garage. • Sponsor’s Responsibility Arrange for a time to receive busses and/or vehicles and provide a written receipt for each vehicle. 	<ul style="list-style-type: none"> •