



1.0 Purpose

- 1.1 The purpose of this policy is to ensure that Nord Country School (NCS), in the event of dissolution of the School, shall follow the procedures set forth in the California Corporations Code for the dissolution of a non-profit public benefit corporation and file all necessary filings with the appropriate state and federal agencies.

2.0 Documentation of Closure Activities

- 2.1 Closure of the School will be documented by official action of the Board. The action will identify the reason for closure. The official action will also identify an entity and person or persons responsible for closure-related activities.
- 2.2 If it is feasible to do so while still maintaining a viable and appropriate educational program, charter school closure will occur at the end of an academic year.

3.0 Notification of Closure

- 3.1 The Board will promptly notify parents and students of the School, the District, the Butte County Office of Education, the School's SELPA, the retirement systems in which NCS' employees participate (e.g. PERS, STRS), vendors and the California Department of Education of the closure as well as the effective date of the closure. This notice will include the names of and contact information for the person(s) to whom reasonable inquiries may be made regarding the closure; the pupils' school districts of residence; and the manner in which parents/guardians may obtain copies of pupil records. The notice will also include information on assistance in transferring the students to another appropriate school and a process for the transfer of all student records.

4.0 Student and School Records

- 4.1 As applicable, the School will provide parents, students and the District with copies of all appropriate student records and will otherwise assist students in transferring to their next school. All transfers of student records will be made in compliance with the Family Educational Rights and Privacy Act ("FERPA") 20 U.S.C. §1232g. If the District will not or cannot store the records, the School shall work with the County Office of Education to determine a suitable alternative location for storage.
- 4.2 All state assessment results, special education records, and personnel records will be transferred to and maintained by the entity responsible for closure-related activities in accordance with applicable law.

5.0 Financial Closeout

- 5.1 As soon as reasonably practical, the School will prepare final financial records. The School will also have an independent audit completed within six months after closure. The School will pay for the final audit. The audit will be prepared by a qualified Certified Public Accountant selected by the School and will be provided to the District promptly upon its completion. The final audit will include an accounting of all financial assets, including cash and accounts receivable and an inventory of property, equipment, and other items of material value, an accounting of the liabilities, including accounts payable and any reduction in apportionments as a result of audit findings or other investigations, loans, and unpaid staff compensation, and an assessment of the disposition of any restricted funds received by or due to the School.
- 5.2 The School will complete and file any annual reports required pursuant to Education Code section 47604.33.

6.0 Dissolution of Assets

- 6.1 On closure of the School, all assets, including but not limited to all leaseholds, personal property, intellectual property and all ADA apportionments and other revenues generated by the students attending the School, remain the sole property of the School and shall be distributed in accordance with the Articles of Incorporation upon the dissolution of the non-profit public benefit corporation to another California public educational entity.
- 6.2 Any assets acquired from the District or District property will be promptly returned upon School closure.
- 6.3 The distribution shall include return of any grant funds and restricted categorical funds to their source in accordance with the terms of the grant or state and federal law, as appropriate, which may include submission of final expenditure reports for entitlement grants and the filing of any required Final Expenditure Reports and Final Performance Reports, as well as the return of any donated materials and property in accordance with any conditions established when the donation of such materials or property was accepted.

7.0 Adoption and Review

- 7.1 Originally Adopted: 6/14/2005
- 7.2 Most Recent Revision: 12/14/2011