

School Closure Policy

Adopted: 09.18.2025



Policy

It is the responsibility of the Board of Directors (the “Board”) of Wallace Stegner Academy (the “School”) to maintain communications with the State Charter School Board regarding any significant changes, problems, or difficulties in the School. The Board will work with the State Charter School Board to resolve disputes and remedy deficiencies in accordance with Utah Code § 53G-5-501 *et seq.*, and the applicable rules of the State Board of Education for notice and resolution of deficiencies.

School Closure Plan

In the event a decision to close the School is made, the Board will establish a committee to prepare a school closure plan that will be presented to the State Charter School Board as soon as possible after the decision to close is made. The school closure plan will address and provide for the following issues:

- (a) designate a custodian for the protection of student files and school business records;
- (b) maintain a base of operation throughout the school closing, including:
 - (i) an office;
 - (ii) hours of operation; and
 - (iii) operational telephone service with voice messaging stating the hours of operation;
- (c) maintain insurance coverage and risk management coverage throughout the transition to closure and for a period following closure of the School as specified by the State Charter School Board;
- (d) complete a financial audit immediately after the decision to close is made;
- (e) inventory all assets of the School;
- (f) list all creditors of the School and specifically identify secured creditors and assets that are security interests; and
- (g) protect all school assets against theft, misappropriation, and deterioration.

Student Support

Once the decision to close the School has been made, the Board will organize a student support committee that may include local school counselors to take the lead in helping students and families with the transition to new schools. The committee will ensure that all parents are provided with contact information for school personnel that can answer their questions and provide requested information and assistance throughout the process. The Board recognizes that school closure will be a difficult situation for students and families and that communication and support will be key throughout this process. The Board will ensure that teachers and other school personnel are trained in how to work effectively with students and parents throughout the process. Upon dissolution of the School, all student records will be immediately transferred to the

receiving district or school, and a notice will be sent to all parents describing how to request records from the School.

Notification of Closure

The Board will designate a committee to be responsible for providing the required notifications in the event of school closure. Specifically, at a minimum, the Board will ensure that the committee notifies the following parties as soon as possible after the decision is made to close the School:

- (a) the State Charter School Board;
- (b) the State Board of Education;
- (c) parents of the School's students;
- (d) the School's creditors;
- (e) the school district in which the School is located and other charter schools located in that school district; and
- (f) the School's employees. This notification will include the following information:
 - (i) the proposed date of school closure;
 - (ii) the School's plans to help students identify and transition into a new school; and
 - (iii) contact information for the School during the transition.

Closure Management

If the School's charter is terminated as set forth in Utah Code § 53G-5-503, the following may be selected at the discretion of the State Charter School Board to assume operation of the School:

- (a) the school district in which the School is located;
- (b) the charter school governing board of another charter school;
- (c) a private management company; or
- (d) the governing board of a nonprofit corporation. T

The School recognizes the State Charter School Board has authority to determine who will be responsible for the operation of the School during the closure process, and ensures that any school closure plan will include individuals with specific experience and expertise in the fields of educational support, finance, and law to ensure orderly management of dissolution. It is anticipated that in the event dissolution is necessary, the administrative team that the School has in place, including any Business Manager/Management Company, will be in the best position to ensure an orderly closure process and to adequately safeguard the School's assets, since such individuals will be most familiar with the School's operations.

School Assets, Liabilities, and Contracts

Any assets held subject to written conditions or limitations in accordance with Utah Code § 53G-5-504 shall be disposed of in accordance with those conditions or limitations. All liabilities and obligations of the School shall be paid and discharged or

adequate provisions shall be made to discharge the liabilities and obligations to the extent of the School's assets. The remaining assets of the School will be returned to the State Charter School Board. This is consistent with both state law as well as the School's Articles of Incorporation.

To the extent possible, all leases, service agreements, and other contracts not necessary for the transition of the School will be terminated. The School maintains a sufficient financial reserve to cover expenses associated with closure. Expenses included in a closure such as hiring contractors, student support funds, costs of notifications, etc. can be covered with this reserve.

Verification

The School will submit all documentation required by the State Charter School Board, including documents to verify its compliance with procedural requirements as well as satisfaction of all outstanding financial issues. This verification will protect the integrity of School records as well as transparency in the procedure.