

WAC 108-40-150 Termination protocol responsibilities of the transition team. (1) The transition team may include:

- (a) Commission staff;
- (b) Charter school board chair or designee;
- (c) Lead administrator from the charter school;
- (d) Lead finance person from the charter school;
- (e) Lead person from the charter school faculty; and
- (f) Lead person from the charter school parent organization.

(2) The transition team will develop a closure plan and assign roles.

(3) Within forty-eight hours of a decision to nonrenew, revoke, or terminate a charter school contract, the transition team will notify districts materially impacted by the closure decision with information including:

(a) If the closure decision is being appealed, information of where parties are in process and an estimated timeline for a final decision;

- (b) A timeline for final decision;
- (c) A copy of the closure letter sent to parents;
- (d) A copy of letters sent to school faculty and staff;
- (e) Information regarding the school closure process;
- (f) Information regarding the plan being developed to ensure an orderly closure process; and

(g) Commission decision-making materials, including:

(i) A resolution to close school; and/or

(ii) A copy of a termination protocol pursuant to RCW 28A.710.210(1).

(4) Within seventy-two hours of a decision to nonrenew, revoke, or terminate a charter school contract, a parent contact list for enrolled students will be created and the transition team will notify parents of the closure decision. A parent contact list may include:

- (a) Student name;
- (b) Parent name;
- (c) Address;
- (d) Telephone number; and
- (e) Email.

(5) A notification of the closure decision may include:

- (a) Notification of the closure decision;
- (b) Timeline for transition;

(c) Assurance that instruction will continue through the end of the school year or the date when instruction will cease;

(d) Assurance that parents and students will be assisted in the reassignment process;

(e) Frequently asked questions about the charter closure process; and

(f) Commission and school contact information for parents/guardians with questions.

(6) Within seventy-two hours of a decision to nonrenew, revoke, or terminate a charter school contract, the transition team will create a faculty contact list and notify faculty members of the closure decision. The faculty contact list may contain:

- (a) Name;
- (b) Position;
- (c) Address;
- (d) Telephone number; and
- (e) Email.

(7) Within five business days of a decision to nonrenew, revoke, or terminate a charter school contract the transition team will develop a closure plan. The closure plan will include responsible persons and written reports concerning:

- (a) Reassignment of students;
- (b) Return or distribution of assets;
- (c) Transfer of student records;
- (d) Notification of entities doing business with the school;
- (e) The status of the school's finances; and
- (f) Submission of all required reports and data to the commission and/or OSPI.

[Statutory Authority: RCW 27A.710.070 [28A.710.070], 27A.710.180 [28A.710.180], 27A.710.190 [28A.710.190], 27A.710.200 [28A.710.200]. WSR 14-12-065, § 108-40-150, filed 6/2/14, effective 7/3/14.]