

SCHOOL CLOSURE POLICY

BEEHIVE SCIENCE & TECHNOLOGY ACADEMY

(Permanent Charter Closure)

Adopted: March 14, 2026

Responsible Entity: Board of Directors

Legal References:

Utah Code Title 53G, Chapter 5 (Charter Schools)

Utah Code §53G-5-505 (Disposition of Assets Upon Termination)

Utah Code §53G-4-402 (Student Records)

2 CFR Part 200 (Uniform Administrative Requirements for Federal Awards)

I. PURPOSE

This policy establishes a comprehensive and legally compliant framework governing the permanent closure of Beehive Science & Technology Academy (“BSTA”). It ensures an orderly wind-down of operations that protects students, families, staff, public funds, and federally funded assets.

This policy applies exclusively to permanent charter termination and does not apply to temporary or emergency closures.

II. AUTHORITY FOR CLOSURE

A permanent closure of BSTA may occur under one or more of the following circumstances:

1. Charter revocation by the authorizer
2. Charter non-renewal
3. Voluntary surrender of the charter approved by the authorizer
4. Financial insolvency
5. Other lawful termination pursuant to Utah Code

The Board of Directors retains fiduciary and governance responsibility for implementing closure procedures unless otherwise directed by the authorizer.

The Board shall maintain ongoing communication with the authorizer regarding any material circumstances that may affect school operations, including conditions that could reasonably result in potential closure.

Upon a formal decision to close, the Board shall:

- Adopt a closure resolution entered into official minutes;
- Establish a closure timeline consistent with authorizer directives; and

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- Prepare and submit a written School Closure Plan to the authorizer outlining procedures for student transition, financial wind-down, asset disposition, records management, and compliance with applicable state and federal requirements.

The School Closure Plan shall include:

- A complete inventory of school assets;
- A listing of all creditors, including identification of secured interests; and
- Designation of responsible individuals to implement closure activities.

The school acknowledges that the authorizer retains statutory authority under Utah Code Title 53G, Chapter 5, regarding oversight and, where applicable, operational management during the closure process.

III. NOTIFICATION REQUIREMENTS

The school shall provide written notice of closure to:

- The authorizer
- The Utah State Board of Education
- Parents and guardians
- Employees
- Applicable state and federal agencies

Written notice shall be issued no later than ten (10) business days following the Board's formal closure resolution or receipt of official notice from the authorizer, unless otherwise required by law or authorizer directive.

IV. STUDENT TRANSITION

The school shall develop and implement a written Student Transition Plan to support uninterrupted educational services and facilitate timely enrollment of students in other public schools.

BSTA shall:

1. Facilitate orderly student transition.
2. Securely transfer or store student records in accordance with Utah Code §53G-4-402 and FERPA.
3. Designate a records custodian to ensure post-closure access.

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V. EMPLOYEE MATTERS

The school shall:

1. Provide timely written notice of employment termination consistent with contracts and applicable law.
2. Process final payroll, accrued leave, and contractual obligations.
3. Notify applicable retirement systems and benefits administrators.
4. Comply with applicable state or federal workforce notification requirements.

VI. FINANCIAL WIND-DOWN

The Board shall ensure:

1. Completion of a final independent audit.
2. Payment or lawful resolution of outstanding liabilities.
3. Proper closeout of all federal awards in accordance with 2 CFR Part 200.

The school shall maintain appropriate insurance and risk management coverage throughout the closure process and for any period required by the authorizer.

VII. ASSET DISPOSITION

In accordance with Utah Code §53G-5-505:

1. Public assets remain public property.
2. Federally funded assets shall be disposed of in compliance with federal regulations.
3. After satisfaction of lawful debts, remaining assets shall be distributed as required by statute and authorizer directive.

No assets shall be distributed to private individuals except as permitted by law.

The Board shall ensure that all school assets are safeguarded against loss, theft, misappropriation, or deterioration during the closure process.

VIII. DATA, RECORDS, AND SYSTEM ARCHIVING

Prior to final closure:

- Student information system data shall be backed up.
- Financial systems shall be archived.
- Corporate governance records shall be preserved.
- Grant documentation shall be retained consistent with applicable state and federal retention requirements.

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IX. PUBLIC TRANSPARENCY

The Board shall ensure transparency throughout the closure process, including:

- Public board meetings in accordance with the Utah Open and Public Meetings Act;
- Public posting of closure timelines; and
- Clear communication with stakeholders.

X. POST-CLOSURE RECORD ACCESS

The school shall designate:

- A physical and/or digital storage location for records;
- A named Records Contact; and
- A publicly available method for requesting transcripts or official documents.

Records shall be maintained in accordance with Utah retention schedules and applicable federal requirements.

XI. POLICY REVIEW

This policy shall be reviewed as needed and updated as necessary to remain consistent with Utah law, federal grant requirements, and authorizer directives.