



## Summary of Expectations for Notification Requirements

*This informational overview is a general reference guide intended only to clarify for schools relevant legal and contractual obligations, including OPSB Policy. It is NOT a substitute for understanding federal and state guidelines and/or the appropriate state and local policies nor is it a comprehensive description of all applicable legal and contractual obligations. Additionally, it is not meant to explain or delineate OPSB strategic priorities.*

Charter Operators are required to provide OPSB timely notification of the following events. Notifications to OPSB should be submitted through [charterschools@opsb.us](mailto:charterschools@opsb.us):

	Notification Timeline
Any condition that will cause a charter school to violate the terms of the Operating Agreement, state or federal law or regulations, or OPSB policy.	Timely*
Any circumstance requiring the temporary or permanent closure of a school.	Immediately
The arrest of any board member or school employee, contractor, subcontractor, or direct or indirect employee for any crime previously identified by the state, the misappropriation of funds, or theft.	1 business day
Default on any obligation, including debts for which payments are past due by 60 days or more.	Timely*
Any change to the board of directors, its signing authority, or corporate legal status.	Timely*
Termination or non-renewal of contract with management organization.	2 business days
Any change to its Certified Public Accountant or its Qualified Business Professional.	30 days
Received notices of legal action that involves either Charter Operator or Charter School and OPSB.	Immediately
Formal complaints received by Charter Operator or Charter School by a government agency.	Immediately
Response to request for supplemental information by OPSB.	5 business days from request

*\*The recommended timeframe for "Timely" notifications is within 7 business days*

Reference(s): Charter School Operating Agreement

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*Last Updated July 2018*