



# Miami-Dade County Public Schools

*giving our students the world*

## **Superintendent of Schools**

Alberto M. Carvalho

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May 10, 2018

### **DELIVERY VIA ELECTRONIC MAIL**

Ms. Patricia Garcia, Board Chair

Acting for All, Inc.

3138 Commodore Plaza

Miami, FL 33133

[pattymgarcia@dadeschools.net](mailto:pattymgarcia@dadeschools.net)

Ms. Antonietta DiGirolamo, Principal

Academy of Arts and Minds

3138 Commodore Plaza

Miami, FL 33133

[adigirolamo@dadeschools.net](mailto:adigirolamo@dadeschools.net)

### **RE: ACKNOWLEDGEMENT OF VOLUNTARY TERMINATION DOCUMENTATION**

Dear Ms. Garcia and Ms. DiGirolamo:

The purpose of this correspondence is to acknowledge receipt of the governing board resolution from Acting for All, Inc., on behalf of Academy of Arts and Minds - WL 7022 ("School"), indicating that the Board of Directors voted to voluntarily terminate the School's charter contract with The School Board of Miami-Dade County, Florida, effective June 30, 2018.

District staff will work with School staff to facilitate a smooth transition and ensure a successful school closure pursuant to §1002.33, F.S., and School Board Policy 9800, **Charter Schools**. Additionally, District staff will report to the School to commence closure procedures. Therefore, be prepared to provide the following:

#### **Student Records**

- student records, cumulative folders, and any other student property and records including electronic records, report cards, and accountability testing results;

#### **School Property**

- complete cumulative inventory of property, furniture, fixtures and equipment purchased with public funds, which will be verified by District staff (e.g., desks, chairs, computers, projectors, etc.);
- invoices for all items purchased with federal or state grants (e.g., textbooks, software, etc.)
- access to any property and FF&E purchased with public funds that may be housed in sites other than the school;

**Business Documents/Information**

- copies of all financial records, including bank statements, bank reconciliations, transaction registers, and payroll records for the last three months;
- banking information (i.e., list of accounts and account numbers);
- copies of all employee contracts for active employees and any individuals hired for contracted or professional services;
- a listing of all vendors and vendor contact information, including management company if applicable;
- a listing of all outstanding balances due (accounts payable); and,
- name and contact information of the person(s) who will be handling any questions and/or concerns of vendors and school staff.

**Final Independent Audit**

Pursuant to §1002.33(8), F.S., upon termination of a charter the charter school is responsible for all debts. Additionally, all unencumbered funds, except capital outlay funds and charter school program grand funds, must be returned to the District. Therefore, it is imperative that a final independent audit is performed to close out the financial books. This independent audit is due to the District no later than forty-five (45) days subsequent to the final day of school operations. Please provide the name and contact of your independent auditor.

Again, anticipate site visits from District staff periodically until all closure processes are completed; therefore, you will need to make someone available who can provide access to the school site. The cooperation of the School staff in adhering to established deadlines and timelines relative to the closure process will lessen the understandable burden of this process and ensure a successful closing.

If you have questions or need additional information, please contact Ms. Nicki Brisson, District Director, Charter School Compliance and Support – Portfolio Management, at 305-995-1530 or via electronic mail at [nbrisson@dadeschools.net](mailto:nbrisson@dadeschools.net).

Sincerely,



Tiffanie A. Pauline, Assistant Superintendent  
Compliance and Support

TAP:nlb  
L051

cc: School Board Attorney  
Mrs. Valtena G. Brown  
Ms. Melinda McNichols, Esq.  
Ms. Cristina Rivera, Esq.  
Mr. John D. Pace

Dr. Dwight A. Bernard  
Ms. Nicki L. Brisson  
Mr. Adam Miller, FDOE  
Mr. Adam Emerson, FDOE