

MISSOURI STATE BOARD OF EDUCATION AGENDA ITEM:**March 2015**

**CONSIDERATION OF COMPLIANCE OF CHARTER SPONSOR PROPOSAL:
KANSAS CITY PUBLIC SCHOOLS' BOARD OF EDUCATION**

STATUTORY AUTHORITY:

Sections 160.400 and 160.403 RSMo

Consent
ItemAction
ItemReport
Item**DEPARTMENT GOAL NO. 1:**

All Missouri students will graduate college and career ready.

SUMMARY:

The 2012 session of the Missouri Legislature authorized the Department of Elementary and Secondary Education (Department) to establish an application and approval process for all entities eligible to sponsor charters. By April first of each year, the Department shall decide whether to grant or deny a sponsor applicant (Section 160.403 RSMo).

Section 160.400.3 (1) authorizes the school board of a public school district to be eligible to sponsor charter schools. The Department has received a charter sponsor proposal from the Kansas City Public Schools' Board of Education to sponsor charter schools within the boundaries of the district. Every three (3) years, the Department evaluates sponsors to determine compliance with sponsorship standards. The Department must execute a renewable sponsoring contract with each entity that the State Board has approved as a charter sponsor. The term of each authorizing contract is six (6) years.

A Department team has reviewed the proposal and determined that the requirements of the law have been met.

PRESENTER(S):

Curt Fuchs, Coordinator, Educational Support Services, will assist with the presentation and discussion of this agenda item.

RECOMMENDATION:

The Department recommends that the State Board of Education authorize Kansas City Public Schools to commence operations as a charter sponsor as soon as a sponsoring contract is executed for a period of six (6) years, effective within 30 days of the State Board action.



January 14, 2015

Curt Fuchs
Office of Quality Schools - Education Support Services
Department of Elementary and Secondary Education (DESE)
205 Jefferson Street; P.O. Box 480
Jefferson City, MO 65102

Dear Mr. Fuchs:

In accordance with board action taken on January 14, 2015, the Kansas City Public Schools Board of Education hereby submits notification to the Department of Elementary and Secondary Education (DESE) of its intent to serve as a charter school sponsor and acknowledges intent to comply with the Standards for Charter Sponsorship as outlined in rule 5, CSR 20-100.260. A list of all board members, the district they serve, and a link to their bio is on the following page.

The Administration is currently working on a draft application to submit to your staff for review/comment so that you have sufficient time to review and provide comment before a final application is submitted by the February 1, 2015 deadline.

If you have any questions/feedback, please contact Ray Sousley, Chief Legal Counsel, at 816-418-7567 or rsousley@kcpublicschool.org.

Sincerely,

Jon Hile
Board Chair



Jon Hile, Chair

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MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF QUALITY SCHOOLS – EDUCATIONAL SUPPORT SERVICES

CHARTER SCHOOL SPONSOR APPLICATION

SECTION I-A. Notification of intent to serve as charter school sponsor

I-A. Submit a letter from the governing/school board stating the intent to serve as a charter school sponsor. Include in the letter an acknowledgement of and the intent of the governing/school board to comply with the Standards for Charter Sponsorship as outlined in rule 5, CSR 20-100.260

Please see Exhibit A.

SECTION I-B. Evidence of the applicant sponsor's commitment and capacity

I(B)(1). List the individuals and their areas of expertise who may be employed or contracted and be involved with sponsor oversight, including school finance, special education, leadership, curriculum, federal/state programs, food services, transportation, assessment, governance, etc.

KCPS will provide services to charter schools through the Charter School Sponsor Office. Mr. Jerry Kitzi will manage and provide oversight of the department. Additionally, Mr. Kitzi will be the contact person for DESE and for charter schools who may have questions or require technical assistance. KCPS has a team of professionals who oversee various departments. Mr. Kitzi will work with these individuals to coordinate trainings, professional development, audits, technical assistance, etc. to any charter school we sponsor. A list of district personnel, their titles and areas of expertise is as follows:

- Al Tunis, Chief Financial Officer (school finance, sponsor oversight)
- Dr. Vickie Murillo, Chief Academic and Accountability Officer (leadership, curriculum, assessment, federal/state programs, sponsor oversight)
- Dr. Karla Arnold, Director of Exceptional Education (special education)
- Derald Davis, Assistant Superintendent of Elementary and Secondary Schools (school leadership)
- Dr. Trinity Davis, Director of Curriculum (curriculum)
- Andrew Larson, Supervisor/Coordinator Title I (federal/state programs)
- Ellen Cram, Director of Food Service (food services)
- Darrel Meyer, Chief Operating Officer (transportation, facilities)
- Lewis Gowin, Assistant Superintendent of Curriculum, Instruction and Professional Development (professional development)
- Eileen Houston-Stewart, Chief Communications Officer (public relations and communications)
- Ray Sousley, Chief Legal Counsel (sponsor oversight, legal, governance)

- Jess McCarthy, Director of Assessment (assessment)
- Shannon Jaax, Director of Repurposing (facilities)
- Allyson Hile, Director of Language Services (ELL)
- Tonia Gilbert, Executive Director of Student Support and Community Services (admissions, records, student discipline)
- Pamela Harris, Director of Parent and Family Engagement (parent involvement)
- Kris Collins, Grants and Special Projects Coordinator (grants, sponsor oversight)

I(B)(2). Describe routine oversight of sponsor's compliance with universal requirements such as fingerprinting, Family Care Safety Registry, Family Educational Rights and Privacy Act (FERPA), and student records.

The district requires each hire to undergo a thorough criminal record check process. Currently we use the following pre-employment background checks:

American Data Bank

- Federal Criminal Records
- Nationwide Sex Offender
- Statewide Criminal Search
- Motor Vehicle Record (If Job applicable)

DSS.MO.GOV

- Child Abuse or neglect/criminal record
- Missouri Family Care Safety Registry

MACHS (www.machs.mo.gov)

- 3M/Cogent is the designated vendor selected by DESE for FBI Fingerprinting services
- Fingerprints are recorded through DESE and then sent to the District

Additionally, each employee receives annual training on compliance issues. FERPA is one of the compliance areas.

The Family Educational Rights and Privacy Act (FERPA) policy is published annually in the student handbook. This handbook is distributed to each student and also available on the KCPS web site; <http://www.kcpublicschools.org/Page/136> . The handbook is available in four languages: English, Spanish, Somali and Vietnamese. All FERPA rules regarding student information and records are followed by KCPS staff. School staff receives mandatory annual training regarding FERPA rules by the Legal Services Department.

Records for currently enrolled KCPS students are stored at the school site. Each secretary ensures that student records for currently enrolled students are stored in a safe and secured location. Once a student graduates or becomes inactive, his or her records are sent to the KCPS Central Office. The records are then in possession of the District Records Custodian who will

maintain the records in accordance to the Missouri Public School Records Retention Schedule. District Records Custodian follows the standards of the Missouri Public School Records Retention Schedule by ensuring that the records are preserved on microfilm and destroyed securely and confidentially at the appropriate time.

Meetings are held at least twice a year with staff from every building to explain the proper care of student records and the retention schedule that is to be followed. KCPS Student Record Policies are reviewed annually to ensure that they are in agreement with the Missouri Public Schools Records Retention Schedule. The policies are then distributed to every school annually.

Student records and information are only released to parents or guardians listed on the family record, or to other school districts for enrollment purposes in accordance with FERPA. Transcripts are only released to properly identified individuals, or to other school districts, universities or employers in accordance with FERPA and KCPS policies. To release student records to other parties, there must be a signed release from parents and guardians or from the student if he or she is eighteen years of age or older.

l(B)(3). Apportion the time each of the individuals will be able to devote to charter school oversight and include the details of how oversight will be conducted (face-to-face meetings, webinars, emails, etc.).

As mentioned previously, Mr. Jerry Kitzi has been identified as the KCPS Charter School Sponsor Liaison. Mr. Kitzi has previous experience serving as a Charter School Sponsor representative for the Metropolitan Community College – Penn Valley in Kansas City. In that role Mr. Kitzi participated in the review of a number of charter school applications, engaged in regular sponsor monitoring activities, facilitated the MCC Charter Sponsor Advisory Committee meetings, conducted a formal charter school review including recommendation of a probationary status for a charter based on findings related to performance standards, and provided close oversight of the school's School Improvement Plan until the school returned to a "good standing" status. Mr. Kitzi was a member of the Missouri Charter School Sponsor group and is currently a board member of the Missouri Charter Public School Association.

Initially, it is anticipated that Mr. Kitzi will spend 30% of his time as the charter sponsor liaison. That percentage of time may vary as the number of charter schools the district sponsors increases or decreases. Mr. Kitzi will coordinate oversight with other district departments as needed. Mr. Kitzi will utilize the expertise of individuals throughout the district to assist all charter schools sponsored by the District. It is anticipated that team members mentioned in l(B)(1) will spend between 5% and 10% of their time to assist any charter schools sponsored by the District. This time may vary by department depending upon the amount of technical assistance or training that is needed. A suggested job description for the KCPS Charter School Sponsor Liaison is attached as **Exhibit B**.

Additionally, as the number of charter schools the district sponsors increases or decreases, we anticipate that the percentage of time may vary. Oversight will be conducted through regularly

scheduled face-to-face meetings, attendance at all charter school board meetings, and periodic site visits to monitor the learning environment. KCPS will also engage local consultants to assist in program audits across the five core areas of Academic Performance, Quality Leadership, Responsible Governance, Organizational and Financial Sustainability, and Parent and Community Engagement.

I(B)(4). Provide a preliminary budget showing anticipated cost for sponsoring a charter school for years 1, 2 and 3 that illustrate 90% of state funds support charter school operations. Separate state funds received under section 160.400(11), RSMo, from other anticipated income.

KCPS anticipates securing approval for its first charter school beginning with the 2016-2017 school year. All expenses related to the opening of a charter school prior to the start of that school year will be assumed by the district.

The attached suggested budget in **Exhibit C** assumes that KCPS would begin by sponsoring one charter school. In order to achieve fiscal viability for a launch, the charter school should have an anticipated enrollment of 350 children in year one and reach maximum enrollment by year three. KCPS, for the purpose of this application, is projecting a maximum enrollment of 500 children.

SECTION II. Sponsors implement a thorough application and decision-making process

II(1). Outline the charter application process that will be utilized as a sponsoring organization. Include a copy of the application form that will be utilized by the organization for future charter schools.

KCPS will create a website specifically designated for the Charter School Sponsor Office detailing operations and services. Additionally, information will be placed on the KCPS website, including a link which will direct users straight to the Charter School Sponsor Office. Publications such as Quality Standards for Missouri's Charter Public Schools, KCPS Charter School Application process, and the liaison's contact information will be placed on both websites.

KCPS's Four-Phase Process for Reviewing Applications

1. Proposals for sponsorship should be sent to Jerry Kitzi, Charter Sponsor Liaison, 1215 East Truman Road, Kansas City, Missouri, 64106. Initial proposals must be made at least one year prior to the anticipated application submission date (October of any year).
2. The KCPS Charter School Advisory Committee will review the proposal, evaluate the proposal against KCPS conditions for sponsorship, and provide a response to the charter school developer(s) within a reasonable period. KCPS will then either decline the request to serve as a sponsor or meet with the developer(s) for further exploration.

3. If the KCPS Charter School Advisory Committee is in favor of supporting the proposed charter school, the committee will meet with charter school developer(s) to discuss the concept, the charter school model, and the educational and financial viability of the proposed charter school. KCPS will also evaluate whether the charter school developer(s) have the appropriate education, training, and experience to be successful.
4. If, after the initial meeting or interview, KCPS is still in favor of sponsoring the proposed charter school, KCPS and the charter school developer(s) will collaborate on the charter application and submit the application by the deadlines established by the state. KCPS reserves the right to opt out of sponsoring the school if adequate progress is not made to submit the application on time or if the application varies from the original purpose and mission of the school as laid out in the initial proposal.

KCPS's Four-Phase Process for Reviewing Applications, along with a timeline will be included in the KCPS Charter School Manual and Charter School Application. A suggested Charter School Manual and Charter School application are attached as **Exhibits D and E** respectively.

II(2). Describe the organizational policy for soliciting, accepting, approving and denying charter applications. Include a timeline for the application process including application acceptance date, length of time to review application and notification of acceptance date.

KCPS will consider sponsoring charter schools whose mission, vision, and core values are aligned with KCPS. Consideration is based on the charter school's ability to:

1. Build a viable business plan and application.
2. Demonstrate early on that the school will have high expectations for school staff, students, and families that will result in a high performing, high achieving school.
3. Extend opportunities to students who are not well served in a traditional setting.
4. Fill educational gaps in the community.
5. Utilize technology to deliver education.
6. Develop innovative and relevant curriculum that maximizes personal potential and engages students in reading, math, and science.
7. Hold their organization accountable to high academic standards.
8. Hire an exceptional school leader and qualified teaching staff, and support continuing professional development.
9. Demonstrate strong leadership.

The policy for soliciting and considering charter applications will be outlined in the Operations Manual and Charter Application. In order to maintain consistency, this information will also be listed on the Charter School Sponsor website. Those applicants interested in KCPS becoming their sponsor will be encouraged to begin meeting with Mr. Kitzi no less than one year prior to submitting an application. Mr. Kitzi will provide technical assistance throughout the process and ensure expectations on both sides are met. Applicants will also be encouraged to seek assistance from the Missouri Charter Public School Association.

All applications will be vetted by a subcommittee for the KCPS Charter Sponsor Advisory Committee. That Committee will be comprised of internal and external individuals with experience in public education, board governance, accounting and finance, data management, marketing, and/or charter school operations. A scoring guide will be developed by KCPS, based on DESE's application and guide for new charter applications, posted on the website, and included in the Operations Manual and Charter School Application. A suggested timeline for consideration is below:

- **Submission of a completed application for State approval - October**
- **Acceptance of a charter school application and performance contract by KCPS - January – April**
- **Initial meeting to develop an application for consideration by KCPS - one year prior to KCPS deadline for approving a charter application**

II(3). Describe the application vetting process that will be used. Explain how the applicant will be assisted to elevate the application to the appropriate level.

It is anticipated that KCPS will use a detailed process for vetting charter school applications, with applicants advancing to the next step based on points awarded. The process includes:

- 1) The KCPS Charter School Liaison will facilitate meetings with potential applicants and provide technical assistance during the writing of the charter application several months prior to submission.
- 2) Internal and external individuals are chosen to participate on the panel to review and score applications. The suggested panel will include: Internal KCPS staff - Charter School Sponsor Representative, Chief Academic and Accountability Officer, Chief Legal Counsel, Chief Financial Officer, and Grants and Special Projects Coordinator; and external stakeholders – 2 parents (preferably those residing in the area of the potential charter school site), a business/nonprofit representative (preferably one providing services or doing business in the community of the potential charter school site), and a consultant who has expertise in all areas of charter schools.
- 3) Initial review of applications, with points awarded for student achievement plan; organizational and governance structure/expertise; financial plan including start-up dollars/budget; unique characteristics/need for type of school; community involvement; and quality of application;
- 4) In-person interviews with major stakeholders (school director/administrator and board); points awarded for capacity of running the school; depth of investment in the school; demonstrated understanding of state/federal requirements; response to interview questions.
- 5) Final in-depth review of application, with suggested revisions prior to submission to DESE.

II(4). Describe the sponsor's expectations of any charter school contracting with a third-party provider for education design and operation or management to include additional provisions that ensure rigorous, independent contract oversight by the charter governing board and the school's financial independence from the external provider.

KCPS does not plan to accept charter schools contracting with a third-party management provider.

SECTION III. Sponsor's support training, organization, knowledge, compliance, leadership oversight, accountability, and interpretation of appropriate statutes/rules for charter school boards

III(1). Explain how oversight of charter boards will be demonstrated.

KCPS shall do the following:

- 1) Ensure that the charter school board members have received adequate board training from entities such as Missouri School Board Association; Missouri Charter Public School Association (Charter Board Partners), etc.
- 2) Provide the KCPS Policy BBFA-1 "Board Member Conflict of Interest and Financial Disclosure;"
- 3) Monitor the charter board members' compliance with Missouri statutory requirements including successfully passing a criminal background check and family care safety registry check (RSMo 160.400.14) and that charter school employees may not be board members (RSMo 160.400.15).
- 4) Monitor compliance with Missouri Sunshine Law (See III-4 below).
- 5) Annually review financial information to identify if the charter school is in financial distress according to RSMo 160.417, and if it is, work with the charter board to implement a budget and education plan.
- 6) Develop a monitoring plan that annually evaluates student and organizational performance, and whether the charter school has met the goals/expectations outlined in the Charter School Agreement.
- 7) Attend monthly Charter School board meetings.
- 8) Annually review the charter school's compliance with statutory standards including:
 - 1) participation in the statewide system of assessments (RSMo 160.518); 2) completion/distribution of annual report card (RSMo 160.522); 3) collection of baseline data during the first 3 years of operation to determine the longitudinal success of the charter school; 4) a method to measure pupil progress (RSMo 160.514); and 5) publication of an annual performance report.
- 9) Review minutes from all board meetings.
- 10) Review and monitor Financial Audit
- 11) Require Charter School Board to post minutes from all board meetings on their website.

III(2). Explain how sponsor will monitor charter's compliance with Missouri Sunshine Laws. Provide a model "conflict of interest" policy that will be required for board members.

KCPS staff will audit meeting notices, meeting minutes, attend all board meetings, and work with charter school boards to develop a conflict of interest policy similar to the district's KCPS Policy BBFA-1 "Board Member Conflict of Interest and Financial Disclosure." KCPS will train charter school board members on conflict of interest policies and will **use the district's policy as a model to follow as they devise their own policy.** The KCPS Board Member Conflict of Interest and Financial Disclosure policy is attached as **Exhibit F** to illustrate a suggested model conflict of interest policy.

III(3). Describe how the sponsorship role will be related to charter school board training and support. For example: non-profit status, conflict of interest, ethics commission reporting, conducting business meetings, etc.

KCPS' role as a sponsor includes charter school board oversight, training and support. The following outlines how training will be accomplished.

Training: The Missouri School Boards Association (MSBA) and Missouri Charter Public School Association (MCPSA) utilizing a contractual partner Charter Board Partners, provides training to school board members, including charter school boards. KCPS will work with the MSBA and/or MCPSA to ensure that charter school boards receive the necessary training in the areas of organization, conflicts of interest/ethics, compliance, accountability and transparency. KCPS will work with charter school boards to identify additional training needs and opportunities not provided by MSBA and or MCPSA when needed. KCPS will require that all charter school board members have a minimum of 16 hours of training every year for board members.

SECTION IV. Sponsor's academic performance framework as guide in charter school contract and role in oversight and evaluation of charter schools

IV(1). List the academic performance components of a contract between a sponsor and charter school. Provide a sample contract that will be used and how those goals align with the state academic standards as prescribed in the Annual Performance Report (APR).

The academic performance components will be detailed in a Performance Contract between KCPS and any charter school we sponsor. The performance contract will be aligned with state standards and will be based on state performance standards.

After DESE releases APR scores for each school, KCPS will review the APR score of all charter schools it sponsors, and supporting data for previous years to identify trends and status in performance outcomes. This information will be used to determine support and, if necessary, interventions in schools.

KCPS's performance expectations and the educational goals and objectives will also be in the Charter's Application. The goal is to clearly set forth the standards by which the Charter's performance will be measured. KCPS's expectation is that each charter school it sponsors must have an APR score of 70% or greater for contract renewal. A suggested performance contract is attached as **Exhibit G**.

IV(2)(a). *Provide intervention plans that are currently in place for each charter.*

KCPS will institute a policy that if any charter school it sponsors has an APR score below 70%, then we will provide the following interventions:

Schools with an APR score between 50% - 69%

- KCPS will review all relevant data. Appropriate audits will be completed and the results will be used to develop a revised Comprehensive School Improvement Plan (CSIP) to inform the development of an updated performance contract. The audits may focus on any of the following: curriculum and assessment, data, finance, governance, parent involvement, professional learning, comprehensive school improvement plan, community involvement.
- Develop a performance contract with the charter school which includes interventions such as: extend school year programming, extend opportunities for school day programming beyond the traditional 6 1/2 hour school day, provide a structured afterschool program for students who are not proficient in English language arts and mathematics, provide a structured afterschool program in partnership with a community agency, nonprofit group, or other organization; participate in DESE's MOLEAD program or Leadership Academy, create opportunities for meaningful parent/community involvement, and determine and provide local wraparound services.

Schools with an APR below 50%

- KCPS will review all relevant data. Appropriate program audits will be completed and the results will be used to develop a revised Comprehensive School Improvement Plan (CSIP) to inform the development of an updated performance contract. The audits may focus on any of the following: curriculum and assessment, data, finance, governance, parent involvement, professional learning, comprehensive school improvement plan, community involvement.
- Develop a performance contract with the charter school which includes interventions such as: extend school year programming, extend opportunities for school day programming beyond the traditional 6 1/2 hour school day, provide a structured afterschool program for students who are not proficient in English language arts and mathematics, provide a structured afterschool program in partnership with a community agency, nonprofit group, or other organization; participate in DESE's MOLEAD program or Leadership Academy, create opportunities for meaningful parent/community involvement, and determine and provide local wraparound services.
- Determine the date the charter school shall be placed on probation or lapse.

- If the charter school meets specific established performance standards of an APR score between 50 – 70%, KCPS will remove probation status of the charter school and interventions at their level will be continued.
- If the charter school does not improve sufficiently to an APR score between 50-70%, KCPS may lapse the charter school and close the building.

IV(2)(b). *As a sponsor, explain the interventions that will be taken if a charter has deficiencies in academic performance and/or other objectives agreed to in the performance contract.*

Please see interventions described in IV(2)(a) above. Additional interventions may include establishing a School Improvement Advisory Committee, holding quarterly meetings, establishing a monitoring support team, submission of monthly reports to the monitoring support team, and establishing wrap-around services.

When a charter school shows deficiencies in academic performance, the charter school sponsor representative will coordinate with KCPS curriculum and instruction staff and offer technical assistance to the charter school. Technical assistance may include, but is not limited to: attending professional development workshops, additional classroom observations, and assistance in establishing data teams.

IV(3). *Describe the criteria for denial/approval of additional grade-levels or new sites for charter schools designated as persistently low-achieving.*

KCPS will have a policy that charter schools designated as persistently low-achieving will be required to demonstrate academic growth for a period of three years and have an APR score of at least 70% prior to being approved for additional sites or grade levels, based on the successful implementation of intervention plans.

IV(4). *Explain the sponsor's role in gathering and evaluating qualitative data supporting student performance.*

KCPS will have various internal and external individuals who will be performing walkthroughs in the classrooms quarterly at the sponsored charter school, using the KCPS Observation 360 classroom instructional walkthrough tool which is currently in use at KCPS. Individuals include the charter school sponsor liaison, staff from the curriculum and instruction department, and field directors from DESE. Also, the KCPS Assessment department will work in conjunction with charter school personnel to create student, teacher and parent surveys and provide distribution methods to the sponsored charter school.

SECTION V. Sponsor's fiscal management and oversight

V(1). *Explain how the charter's financial solvency will be monitored throughout the year.*

The sponsor will provide support in financial planning by:

1. Providing assistance in developing budget, requiring charter schools' details of estimated revenue and expenditures with enrollment target for the proposed term. Also, by ensuring the budget is consistent with the school's plan, mission, educational program, staffing and facility needs, including any plan to incur debt payments.
2. Ensuring the budget reflects the projected percentage of reserve funds at the end of each fiscal year.
3. Requiring charter schools to provide cash flow analysis for the fiscal year; KCPS will review on a monthly basis.
4. Reviewing monthly payment plans requiring charter schools to provide monthly budget vs actual report.
5. Ensuring that grants to be received are used according to established guidelines.
6. Requiring charter schools to have a contingency plan for any budget shortfall and cash flow challenges.
7. Reviewing monthly financial reports.
8. Requiring annual audit, Annual Secretary of the Board Report and other financial management reports.
9. Monitoring the Audit selection process, final audit report and management response.
10. Designating a KCPS Finance staff person to work directly with them.

Additionally, the charter school is to provide the minutes from Charter Board of Director meetings each month accompanied by the check register to be approved.

On-site review by KCPS will be performed to view charter's procedures and inspection of access to and physical control of check book, with attention to software access security, and appropriate segregation of duties to minimize opportunity for fraud.

V(2). If a charter's expenditures exceed receipts, explain what and when actions will be taken by the sponsor.

If a charter school ends the year with expenditures exceeding revenues, KCPS will review the charter's annual ASBR report and meet with the charter fiscal staff throughout the year and at year end to evaluate where the adopted budget, both revenue and expenditures, vary from actual. Once it is determined where the variances occurred, then KCPS will address with:

- Training - If variance caused by over-estimating revenue, review assumptions and projection variables to develop more conservative and accurate variables. If the variance is due to expenditures exceeding budget and the variance is payroll related, review budgeting template, and compare with DESE staffing guidelines. If non-salary related, review procurement policies and share strategies to save cost.
- Mentoring – Partner seasoned KCPS Business and Finance staff with charter staff. The informal relationship should produce an environment which would allow earlier intervention when problems arise.

V(3). How will the sponsor plan for and monitor that adequate financial controls are in place to assure that revenue received for operation of the charter is expended for expenses related to the operation of the charter.

KCPS will ensure all charter schools it sponsors have financial control policies in place and that their board has knowledge of and are trained in what the policies include. Examples of financial control policies include: two signatures on all checks, bidding out all large purchases and/or services, procurement policies, and the prevailing wage. Additionally, KCPS will ensure all charter schools participate in an outside audit. KCPS will assist charter schools in the audit including:

1. Assist with the development of criteria for selecting an audit firm, with a selection of audit firms.
2. Upon completion of audit, review report. If there are any findings, assist in developing management responses and corrective actions. Quarterly, management meets to monitor progress on corrective actions. Monthly, staff meets to review implementation progress, and provide guidance as needed.
3. If subject to A-133 audit, at beginning of fiscal year, assign KCPS staff with expertise to mentor charter and prepare them for audit.
4. Meet with fiscal staff to verify preparation for audit to include:
 - Closed book Trial Balance through June 30
 - Detail Transaction report of all entries during the fiscal year
 - Payroll registers
 - AP Check registers
 - Minutes of all Board meetings
 - All bid documents and Purchase orders
 - Treasury deposit receipts
 - Bank Statements
 - Reconciliation of all balance sheet accounts - review to see if done timely, and current. Specific attention to cash accounts and payroll vendor and tax payments
 - All IRS, State and Local payroll tax returns. Quarterly and Annual
 - Insurance policies
 - Journal vouchers
 - Adopted original budget, and all amendments
 - All documents supporting the DESE Schedule of Selected Statistics
 - Review of charter's internal control procedures and policies

V(4). Explain the process for specifically monitoring the compliance of federal funds obtained and utilized by the charter schools sponsored.

Federal law requires that KCPS monitors the operation of Title I programs in every participating school in the Local Education Agency (LEA), whether the LEA is a school district or a charter school. KCPS developed its monitoring system during 2006, and revised it extensively in 2012.

It is based on a careful review of all federal requirements, with consideration given to the unique circumstances of this state, and with attention given to the approved monitoring systems of other states. Quarterly on-site compliance visits are conducted at each school site. The following items are audited in every Title I School each visit:

Highly Qualified

- Current Roster of all Staff
- LEA Plan for Highly Qualified Teachers
- Highly Qualified Status Certificates w/Educator Certification

Staff Paid with Federal Funds

- Instructional Coach Logs
- Instructional Paraprofessional Schedules
- Parent Involvement Representatives
- Supplemental or Content Teachers

Professional Development

- Agendas/Sign-in sheets/Minutes
- Handouts
- Payroll (if applicable)
- Professional Development Plans

Single Source Funding

- Federal Programs Employee Certification Forms
- Certificates of Pay (One each semester)

Parent Involvement

- Agendas/Sign-in sheets/Minutes
- Flyers/Any Communication Sent Home
- Student/Parent/School Compacts (Parent Suggestion Notes to Leadership Team)
- School Parent Involvement Plan
- Annual Meeting Compliance Documents (Held at the beginning of the school year)
- Annual Review Compliance Documents (Held at the end of the school year)
- Districtwide Title I Needs Assessment and Parent Involvement Review held in the Spring of each school year

Budget Transfers

Budget Transfers (if applicable)

Review items were selected from among all ESEA Title I, Part A requirements to ensure that the compliance review covers all major aspects of the law, and that the monitoring focuses – to the extent feasible – on those matters most related to the educational purposes of ESEA. While the DESE monitoring system covers a sample of items, KCPS’s monitoring system is required to follow all legal requirements. This system has benefited from the input of KCPS parents, school administrators, teachers, community groups, and others. It has undergone extensive legal and programmatic review to ensure that all items tie directly to federal law.

If a charter school is not compliant with the use of federal funds, they will be placed on probation and KCPS staff will increase on-site monitoring visits to once per month. If the

charter school remains noncompliant, KCPS will take over their finances and may begin the revocation process of the charter school.

V(5). Describe how the sponsor will monitor charter compliance with procurement practices as required by the federal government.

Following is the procurement policy of KCPS. The charter school sponsor liaison will ensure all charter schools we sponsor have a procurement policy similar to the one KCPS uses. KCPS will help them draft a procurement policy that is conducive for the size of their school and that is suitable for state and federal purposes.

- I. Procurement and Contract (P&C) Committee
 - Purpose - What, When, Why
 - P&C Form (new vendors, Contracts/Agreements)
- II. Orders \$1,000 – 4,999.99 (Requires two quotes)
 - Must have a quote from the vendor on company letterhead or valid/official email address.
 - One quote must be from MBE/WBE (if applicable)
 - Quote cannot be over 30 days old.
 - Amount entered on requisition must match quote.
 - Quote must be sent to Purchasing Department with requisition number included.
- III. Orders \$5,000 - \$24,999.99 (Requires three quotes)
 - Must have three quotes (one from the vendor you're ordering from and two from additional vendors to ensure competitive bidding). ALL must be on company letterhead or valid, official email address.
 - One quote must be from MBE/WBE (if applicable)
 - Quotes cannot be over 30 days old.
 - Amount entered on requisition must match quote.
 - Quote must be sent to Purchasing Department with requisition number included.
 - *Exception: Sole Source or Emergency Justification Form with appropriate signatures (i.e. Requestor and/or their immediate supervisor or Superintendent)*
- IV. Orders over \$25,000 must be formally bid. Construction orders over \$15,000 must be formally bid.
- V. IT, Transportation and Professional Development Purchases
 - All IT orders must be approved by the IT Department before purchases are made. This includes any type of hardware purchases (limited exceptions) and software licenses.
 - All Transportation requests must go through the Transportation Division.
 - All Professional Development requests must be first approved by both Professional Development and School Leadership.

- VI. Library Book Orders
 - Must have a quote from the vendor on company letterhead or valid/official email.
 - Cannot be over 30 days old.
 - Amount ordered must match quote.
- VII. Purchase Orders
 - PO's should be generated **before** products/services are rendered (limited exceptions).
 - Do not contact a vendor and place orders directly. You must go through the purchasing process.
 - Punch-Out is now available (OfficeMax, School Specialty, Follett, OfficeDepot).
- VIII. Contracts/Service Agreements
 - All Contracts and Service Agreements must be reviewed by the P&C Committee to ensure contract and procurement compliance.
 - All Contracts/Service Agreements can only be signed by the Superintendent or the Board of Education. No exceptions.
- VI. Requisitions
 - Please check Alio often to approve requisitions in your queue. PO's cannot be processed unless they have been fully approved.
 - Do you have enough money in your account? PO's cannot be processed if there are insufficient funds in the account.
- VII. Supplier Diversity Procurement Program (SDPP)
 - Make every attempt to include minority participation (i.e. Minority, Women, Veteran, Service-Disabled Veteran, HubZone and Small (8(a) Business Enterprises in your purchases.

KCPS, as charter sponsor, will review the procurement practice/process policies of the charter school to assess compliance with federal government requirements and will annually monitor the charter's purchases to assure compliance has been met.

SECTION VI. Sponsor implements steps to monitor reports/data submission

VI(1). *Describe how the timely and accurate submission of data by the charter schools sponsored will be monitored.*

The KCPS will designate a staff person who will monitor MOSIS to verify that certified trials are submitted on the appropriate due dates. This staff person will also train and support charter school personnel, serve as a resource, and provide checks and balances for all data submitted.

VI(2). Does the sponsor require that charters identify the system or company providing the electronic student information system used for reporting requirements?

KCPS utilizes the Tyler as our student information system and we will require any charter school we sponsor to use the same system.

VI(3). Describe how the retention of necessary records required by state and federal agencies will be monitored.

KCPS will regularly monitor and meet annually with charter schools to ensure compliance with the Public Schools Law Records Retention Manual. (A suggested copy is attached for your review as **Exhibit H**). If required records are not found during monitoring, an action plan will be developed with the charter school to resolve the identified issues.

VI(4). Explain how submission of the annual report to the joint committee on education will be verified.

KCPS will require each sponsored charter school to submit their annual report to the joint committee on education in a timely manner. KCPS will monitor to ensure it is done in a timely manner.

VI(5). Explain how the sponsor will confirm that charter personnel have access to the Missouri Student Information System (MOSIS) and Core Data systems, and are fully trained in accurate reporting.

The KCPS Core Data Specialist will ensure that charter school personnel will have access to Missouri Student Information System (MOSIS) and Core Data systems and will provide training on the MOSIS and Core Data Systems to charter school personnel. Additionally, KCPS will develop a policy requiring that we have access to their data.

KCPS subscribes to a policy service through the Missouri School Boards Association. As policy changes are needed, KCPS will consult with and monitor charter schools to ensure their policies are updated annually for compliance.

VI(6). The sponsor is aware that approved changes to a charter contract must be submitted to the Department within 30 days of such changes. Yes No

SECTION VII. Sponsor oversight and evaluation of charters for state/federal compliance

VII(1). Describe how and when the sponsor will monitor for non-discrimination (including the admission process).

KCPS Notice of Non-Discrimination:

The Kansas City 33 School District does not discriminate on the basis of sex, race, religion, color, national origin, ancestry, age, disability, sexual orientation, gender-identity or any other factor prohibited by law in its programs and activities. If you believe you have been subject to discrimination or harassment, or if you have any inquiries regarding the District's non-discrimination policies, please contact the Anti-Discrimination and Harassment Coordinator at 1211 McGee, Suite 1103, Kansas City, Missouri 64106, or call (816)418-7610.

All KCPS sponsored charter schools will be required to have an adopted non-discrimination policy as well as a general statement regarding the accommodation of all students. KCPS will evaluate how the charter school's accommodation relates to the adopted instructional model. KCPS will participate in each charter school's annual review of non-discrimination issues. KCPS also will monitor each charter school's lottery process annually.

Additionally, KCPS will ensure that all charter schools it sponsors have a lottery system in place and require they use it if needed.

VII(2). Explain the sponsor's role in monitoring student/parent/community concerns with the charter schools sponsored.

Each KCPS-sponsored charter school will have documented procedures to document, monitor and resolve student/parent/community concerns. KCPS will annually review and monitor concerns and will participate, if needed, in resolution of the concerns, if not adequately addressed by the charter school administration. Each charter school also will maintain a checklist of health/safety issues/requirements, which will be reviewed annually by KCPS.

Additionally, the charter school sponsor liaison will have his contact information listed on the district's website, the charter school sponsor website, the charter school's website, and at the school site where parents/students/community concerns can be logged. Mr. Kitzi will check the system daily and address all complaints. Complaints may be made initially to the principal at the charter school and if concerns are not met, forwarded to Mr. Kitzi or sent directly to Mr. Kitzi. Mr. Kitzi will review all complaints.

VII(3). Explain how or provide checklists that will be used by the sponsor to monitor teacher certification, highly qualified status, background checks, and compliance with state/local fire, health and other standards.

All KCPS sponsored charter school boards are required to regularly monitor documentation related to certification, background checks, FCSR, and other standards for employees and volunteers. KCPS will encourage charter schools to develop a checklist to allow for easy monitoring of completed documentation. KCPS will conduct an annual review of these requirements and if a charter school is found not in compliance, an intervention plan will be developed for prompt resolution. The annual review will be completed in October.

VII-4(a). Describe how the sponsor will provide oversight and evaluation of state/federal compliance, including but not limited to: title programs, vocational/career education, food service, and services for homeless, foster, migrant, and English language learners.

English Language Learners

KCPS will provide oversight and evaluation of services for English Language Learners (ELL) by ensuring that sponsored charter schools have procedures in place to identify ELL students at enrollment and provide assessments to determine the level of services each will need. Varying levels of service should be available to adequately address students' individual needs. Records of services provided to ELL students will be audited annually by KCPS.

Homeless and Foster Services

KCPS will assure sponsored charter schools are in compliance with requirements for providing services to students who meet federal program qualifications outlined in the McKinney-Vento Homeless Assistance Act by supporting the establishment of procedures at the charter school to identify homeless students and to seek out and provide resources to ensure students attend school regularly. Technical assistance and training may be offered to staff of sponsored charters by KCPS to assist with the development and implementation of processes to meet compliance requirements. KCPS will audit records of homeless students, resources provided, and student attendance records annually to evaluate services provided.

Title Programs

KCPS, as charter sponsor, will review quarterly and on an as needed basis, Title documentation for the charter schools it sponsors. This will happen through a combination of data and documentation review and on-site visits. Charter schools will be monitored to ensure they meet all fiscal and program requirements of federal categorical programs and mandated areas of federal and state responsibility and funding in Title I, Title II.A, Title III, and Supplemental Programs.

KCPS can provide oversight and evaluation for Career and Technical Education by:

- Working directly with charter administrators and staff to ensure that all Career Technical Education (CTE) offerings are properly approved by DESE (State) and assigned teachers are appropriately certified to teach any approved CTE courses.
- Working directly with charter administrators and staff to ensure all DESE and Carl D. Perkins (Federal) reporting and budgeting requirements and compliance items are adhered to and met in a timely manner.
- Providing consistent and ongoing training related to quality CTE programming and State and Federal compliance.
- Ensuring that all eligible charter school students are able to attend any of the programs offered at Manual Career and Technical Center.
- Working directly with charter school administrators and staff to develop or adopt appropriate curricula for approved CTE courses.

Food Service

Child Nutrition would provide oversight and compliance of state/federal guidelines by:

If KCPS is the vendor (KCPS would consider options of using other vendors as well), provide meals and staff only: (Charter school would process free and reduced applications and submit claims for reimbursement, KCPS would charge charter program for each meal served)

- Provide training on an annual basis to staff in the areas of food safety, meal preparation, customer service, meal patterns.
- Develop and serve menus utilizing USDA guidelines and procedures.
- Complete Quarterly visitation audits to review meal accountability system, facility and health department inspection compliance, and meal acceptability by students.
- Designated staff would be identified to supervise and serve meals as well as an administrative person to track expenses and revenue.

KCPS will also:

- Provide training for staff at least twice per year in the areas of food safety, meal preparation, customer service, meal patterns.
- Develop menus, purchase and prepare meals according to USDA guidelines.
- Complete Quarterly visitation audits to review meal accountability system, facility and health department inspection compliance, and meal acceptability by students.
- Monthly or bi-monthly audits of the facility by Child Nutrition staff for adherence to meal compliance, product compliance, staffing concerns.
- Designated staff would be identified to supervise and serve meals as well as an administrative person to track expenses, revenue, and processing of free and reduced application process.

KCPS will designate staff to meet with charter school administration quarterly to ensure the school is maintaining compliance in every federal/state program. Compliance for Special Education is listed below in section VII-4(b).

VII-4(b). Describe how the sponsor will oversee student recruitment, discipline, referral, placement, testing/diagnostics, teacher selection, administration, and capacity to comply with all applicable special education laws, rules and regulations.

Referral Process

All charter school special education activities will be reviewed by the Director of Exceptional Education, the supervisory staff, and KCPS Process Coordinators. The KCPS Exceptional Education Department will review the charter school's procedures and data regarding child find and special education referral procedures. The charter school will be responsible for submitting child find and referral data to KCPS twice per year. This information will be reviewed to assure that all timelines, procedures, and processes are followed in accordance with DESE standards and indicators/state and federal regulations.

Data submitted to the district shall include evidence of compliance with timelines from referral to special education, through the evaluation process, to the completion of the identification process and IEP. This will include evidence of all indicators from the Missouri Office of Special Education Compliance Standards and Indicators Section 200.05 through 200.1320.

As part of the review process, special education and general education staff will be interviewed and surveyed by KCPS in order to ascertain their understanding of special education process, procedures, and regulations. Quarterly, KCPS special education administration will have an on-site visit in order to examine the operations of the special education services, service delivery to students, and IEP compliance.

Teacher Selection

KCPS will review the core data provided by the charter school to ensure all highly-qualified teacher requirements are followed and to determine that all teachers are appropriately certificated in the area of special education as specified in the Missouri Office of Special Education Compliance Standards and Indicators, Section 100.470 & 100.475.

Discipline

The charter school will provide KCPS with attendance and discipline data. Discipline data will include out-of-school suspensions, as well as in-school suspensions. The charter school will maintain records for students removed from the instructional environment and conduct appropriate Manifestation Determinations once the removal exceeds 10 cumulative days and constitutes a pattern of suspension. The charter school will provide evidence of all long and short-term suspensions and subsequent Manifestation Determinations. This will include evidence of all indicators from the Missouri Office of Special Education Compliance Standards and Indicators Section 300.05 through 300.80.

Administration

The special education administration will submit evidence of following the compliance standards and indicators, Section 100. The charter school will provide evidence of Public Awareness activities, Educational Surrogate Procedures, and all other administrative items as outlined in Section 100 where appropriate. Administrative policy and procedures, as well as compliance with state regulations will be reviewed on a yearly basis.

The charter school will also provide evidence they have an effective special education program that serves all children with disabilities. The program will meet the FAPE requirements for all identified children. In addition, the school will provide evidence of a pre-referral intervention team to address the needs of students struggling within the general education environment.

VII(5). Explain the sponsor's role in monitoring student participation in the Missouri Assessment Program (MAP) and other assessments.

KCPS Assessment department will provide oversight to ensure charter school's compliance in participation of the Missouri Assessment Program and other assessments. Additionally, KCPS

Assessment department will provide training to charter school personnel in accepted testing procedures and protocols. KCPS will utilize the same auditing procedure for charter schools as we use for district schools.

VII(6). *If applicable, explain how the sponsor will monitor the enrollment of students under the urban voluntary transfer program.*

N/A

SECTION VIII. Sponsor's intervention, renewal, revocation, and closure processes are consistent with Missouri law

VIII(1). *Describe the sponsor's intervention criteria/policy responses and potential consequences for findings of under-performance and/or the creation of a school improvement plan.*

KCPS has identified a charter school sponsor liaison who will provide oversight and be the contact for all charter schools we sponsor. The liaison will coordinate any interventions for charter schools with the entire KCPS team as mentioned in Section I(B)(1). KCPS has identified individuals in key departments to create a team approach when providing technical assistance and oversight of interventions to charter schools. The liaison will work with each department to develop appropriate interventions for charter schools. Due to KCPS being a district with many schools, we already have policies, procedures, and professional development opportunities in place and are willing to share with any charter school we sponsor.

KCPS will develop an intervention policy which will be readily available on the KCPS website. If interventions are required, KCPS will create a performance contract for the charter school that details expectations. In accordance with RSMo 160.405.8(1), KCPS's intervention policies/procedures will give charter schools "clear, adequate, evidence-based and timely notice of contract violations or performance deficiencies and mandate intervention based upon findings of state board of education of the following:

- (a) The charter school provides a high school program which fails to maintain a graduation rate of at least 70% in three of the last four school years unless the school has dropout recovery as its mission;
- (b) The charter school's annual performance report results are below 70%; and
- (c) The charter school is identified as a persistently lowest achieving school by DESE."

KCPS will regularly review the intervention policy with each sponsored charter school throughout the term of the contract. For charter schools with an APR slightly above 70%, KCPS will continue to monitor the school closely to ensure they don't move backwards. If needed, a school improvement plan will be developed. Possible interventions could include increased oversight, working with the charter to develop a corrective action plan, sharing KCPS' intervention strategies for low-achieving schools, and targeted training or technical assistance.

Interventions in specific areas will be implemented when necessary. They could happen at any time throughout the year.

VIII-2. Thoroughly describe the process by which renewal decisions will be made. Specifically address the meeting of standards/targets, organizational and fiscal viability, and meeting contractual and legal obligations.

KCPS will develop a renewal process which will be available on the KCPS website. The KCPS renewal process will meet the minimal requirements outlined in RSMo 160.405.9(2); however, KCPS will ensure that the renewal process factors in the charter school's performance expectations outlined in the performance contract and the charter school's organizational and fiscal capacity.

KCPS' renewal process will be based on a comprehensive body of objective evidence, to include:

- (a) The charter school has maintained results on its annual performance report that is at least 70 percent;
- (b) The charter school is organizationally and fiscally viable determining at a minimum that the school does not have:
 - A negative balance in its operating funds;
 - A combined balance of less than three percent of the amount expended for such funds during the previous fiscal year; or
 - Expenditures that exceed receipts for the most-recently-completed fiscal year;
- (c) The charter is in compliance with its legally-binding performance contract and sections 160.400 to 160.425.

A suggested Renewal Decision and Planning Process Guide is attached as **Exhibit I**.

VIII-3. Identify what specific criteria would cause the sponsor to revoke the charter of a school sponsored. Describe the evidence that would prompt the sponsor to not renew a charter.

KCPS would consider revocation when: 1) clear evidence of academic underperformance for at least three consecutive years; 2) violation of law that puts students/public funds at risk; 3) breach of charter contract including academic performance, financial performance or board performance.

Nonrenewal would be considered when: 1) academic quality issues; 2) fiscal management/financial performance issues; 3) board leadership issues; 4) noncompliance with charter contract terms/conditions.

The decision on revocation and/or nonrenewal will be made by October 1.

VIII-4(a). As a sponsor, you are prepared to revoke a charter if there is clear evidence of underperformance or violation of law that imperils students or public funds. x Yes No

VIII-4(b). Provide written procedures that will be in place if the sponsor decides to close/revoke a school's charter. Include such items as notification of parents, transition of student records, and disposition of school funds/ property/assets. Also, estimate the financial cost to the sponsor and the amount needed in the sponsor's financial reserve to defray such costs.

Under RSMo 160.405.1(15), KCPS will develop closing procedures to address the following:

- (a) "Orderly transition of student records to new schools and archival of student records;
- (b) Archival of business operation and transfer or repository of personnel records;
- (c) Submission of final financial reports;
- (d) Resolution of any remaining financial obligations; and
- (e) Disposition of the charter school's assets upon closure;
- (f) A notification plan to inform parents or guardians of students and the state board of education within thirty days of the decision to close."

A Closure Transition Team will be formed to ensure that the closure process is handled correctly and ensure a smooth transition for students and staff. The closure process may include parent/student meetings; staff/faculty meetings; media notification; student enrollment fairs; termination of vendor contracts; develop/monitor closing budget; scheduling final audit; develop list of fixed assets; and notification to creditors/debtors. KCPS has decided that if a charter school is performing below standard three out of four years, we reserve the right to close/revoke the school's charter.

Additionally, charter schools must establish a plan for disposition of property as described in RSMo 160.405(17): "For all new or revised charters, procedures to be used upon closure of the charter school requiring that unobligated assets of the charter school be returned to the department of elementary and secondary education for their disposition, which upon receipt of such assets shall return them to the local school district in which the school was located, the state, or any other entity to which they would belong. Charter schools operating on August 27, 2012, shall have until August 28, 2015, to meet the requirements of this subsection".

A suggested Closure Guide is attached as **Exhibit J**.

KANSAS CITY

PUBLIC SCHOOLS



EXHIBIT A

Letter from KCPS Board of Directors



January 14, 2015

Curt Fuchs
Office of Quality Schools - Education Support Services
Department of Elementary and Secondary Education (DESE)
205 Jefferson Street; P.O. Box 480
Jefferson City, MO 65102

Dear Mr. Fuchs:

In accordance with board action taken on January 14, 2015, the Kansas City Public Schools Board of Education hereby submits notification to the Department of Elementary and Secondary Education (DESE) of its intent to serve as a charter school sponsor and acknowledges intent to comply with the Standards for Charter Sponsorship as outlined in rule 5, CSR 20-100.260. A list of all board members, the district they serve, and a link to their bio is on the following page.

The Administration is currently working on a draft application to submit to your staff for review/comment so that you have sufficient time to review and provide comment before a final application is submitted by the February 1, 2015 deadline.

If you have any questions/feedback, please contact Ray Sousley, Chief Legal Counsel, at 816-418-7567 or rsousley@kcpublicschool.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon Hile', written over the word 'Sincerely,'.

Jon Hile
Board Chair



Jon Hile, Chair

Sub-district 1

jhile@kcpublicschools.org; <http://kcpublicschools.org/site/Default.aspx?PageID=2245>

Curtis L. Rogers, Vice Chair

Sub-district 5

crogers@kcpublicschools.org; <http://kcpublicschools.org/site/Default.aspx?PageID=2251>

Gunnar Hand

Sub-district 2

ghand@kcpublicschools.org; <http://www.kcpublicschools.org/site/Default.aspx?PageID=2418>

Marisol Montero

Sub-district 3

mmontero@kcpublicschools.org; <http://www.kcpublicschools.org/Page/2248>

Melissa Robinson

Sub-district 4

mrobinson@kcpublicschools.org; <http://www.kcpublicschools.org/Page/3409>

Carl Evans

Sub-district 6

cevans@kcpublicschools.org; <http://kcpublicschools.org/site/Default.aspx?PageID=2252>

Airick L. West

Member at-large

awest@kcpublicschools.org; <http://www.kcpublicschools.org/site/Default.aspx?PageID=2241>

Amy Hartsfield

Member at-large

ahartsfield@kcpublicschools.org; <http://www.kcpublicschools.org/Page/3410>

Pattie Mansur

Member at-large

pmansur@kcpublicschools.org; <http://www.kcpublicschools.org/Page/3411>

KANSAS CITY

PUBLIC SCHOOLS



EXHIBIT B

Suggested Job Description

Exhibit B

Kansas City, MO School District Job Description

Job Title: Charter School Sponsor Liaison
Job Title Code:
Salary Grade:
Department: Chief Academic and Accountability Office
Reports To: Chief Academic and Accountability Officer
FLSA Status: Exempt
Prepared Date: January 2015

SUMMARY: The Liaison for charter schools manages and administers sponsorship/oversight responsibilities of KCPS-sponsored charter schools. The Liaison is responsible for management of the Charter School Sponsor Office. As Liaison of the Charter School Office, serves as contact with public school officials, community leaders, policy-makers, Missouri Department of Elementary and Secondary Education, media, and other charter school stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implements KCPS policies, procedures, and directives in the oversight of KCPS-sponsored charter schools.
2. Coordinates annual operational audits of charter schools, assessing academic achievement, instructional practices, curriculum alignment, leadership strategies, building safety, management, organization, business practices, fiscal management, and governance.
3. Responsible for submitting an annual report on the performance of each charter school in meeting goals established in charter agreements, and student progress related to Federal and State academic targets.
4. Schedules and attends monthly meetings with charter school operators.
5. Meets directly with the board of directors for each charter school on a scheduled basis.
6. Meets regularly and provides updates as needed to the Chief Academic and Accountability Officer.
7. Provides updates to key KCPS leaders and the KCPS Board of Directors as requested.
8. Compiles and submits oversight reports to the Missouri Department of Elementary and Secondary Education, and monitors the charter schools' timely submission of required documents.
9. Ensures maintenance of an appropriate filing system for charter school documentation.
10. Establishes and maintains a collaborative relationship with charter school administrators and staff, state officials, policy makers, community representatives, and KCPS personnel.
11. Organizes and participates in the review of charter school applications.
12. Manages the charter renewal consideration process.
13. Responsible for oversight of remediation plans, and probationary processes, as may be imposed upon schools.
14. Plays a primary role in any potential or actual charter revocation.
15. Attends state-sponsored workshops or sponsor meetings related to charter schools, and national charter school conferences.
16. Participates in local workshops, seminars, and conferences related to areas of responsibility.
17. Responsible for managing budget.
18. Arranges professional development and maintains documentation of such activities.

Supervisory Responsibility: None

MINIMUM QUALIFICATIONS:

- Master's Degree in Education, School Administration, Business Administration or related field.
- Three years' experience in business administration
- Teaching and/or supervision experience in public schools, district offices and/or teacher education related field.
- Knowledge of urban education and experience and knowledge of school law, finance, and administration.
- Ability to function independently provided minimal direction.
- Good leadership skills, including organization, meeting facilitation, and/or project leadership.
- Good written and oral communication skills.
- Well developed, documented, problem solving skills.
- Demonstrated ability to meet priority assignments and task deadlines.
- Demonstrated ability to handle many concurrent tasks in a changing environment.
- Experience functioning as member of a team.
- Ability to maintain confidentiality in work-related areas.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires that the employee be able to: sit, stand, walk, speak, hear, use hands, fingers, reach with hands and fingers; bend, stoop, lift objects of at least 10 pounds.

TERMS OF EMPLOYMENT:

Length of work year: 12-months

Benefits: Retirement Programs, Health, Dental and Life Insurance are provided.

Budget Holder

_____ **Title** _____ **Date** _____

Human

Resources _____ **Title** _____ **Date** _____

KANSAS CITY

PUBLIC SCHOOLS



EXHIBIT C

Suggested Budget

KCPS Charter Sponsor Budget

Description	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue					
Total	\$ 52,500	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Expense					
Charter Sponsor Liaison salary	\$ 20,800	\$ 26,750	\$ 27,553	\$ 28,379	\$ 29,230
Charter Sponsor Liaison fringe	\$ 5,450	\$ 6,212	\$ 6,398	\$ 6,590	\$ 6,788
KCPS billable hours by department	\$ 12,750	\$ 20,500	\$ 19,375	\$ 20,216	\$ 19,023
School Incentive program	\$ -	\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278
Contractual (PD/TA)	\$ 12,000	\$ 17,000	\$ 17,000	\$ 15,000	\$ 15,000
Travel/mileage	\$ 1,500	\$ 1,538	\$ 1,584	\$ 1,632	\$ 1,681
Total	\$ 52,500	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Variance	\$ -	\$ -	\$ -	\$ 0	\$ (0)

KANSAS CITY

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EXHIBIT D

Suggested Manual



Exhibit D

Kansas City Public Schools

Charter Schools Sponsor Office

Charter School Manual

January 2015

Contact Information:

Mr. Jerry Kitzi

**Kansas City Public Schools
Manual Career & Technical Center
1215 East Truman Road
Kansas City, MO 64106
gkitzi@kcpublicschools.org
816-418-5266 (office)**

Vision

The Kansas City Public Schools (KCPS) envisions its schools as places where every student will develop deep understanding of the knowledge and skills necessary to pursue higher education, obtain family supporting employment, contribute to the civic well-being of the community, and have the opportunity for a rewarding and fulfilling life.

Mission

The mission of the Kansas City Public Schools (KCPS) is to achieve, in a way that is unencumbered by excuses, our vision for education by ensuring that all children benefit from teaching and learning. The school district will do this through:

- *Inquiry-based instruction that involves active-learning, and is project-oriented, collaborative, and facilitated by meaningful professional development;*
- *Successful instructional settings where teachers continually coach each child to develop deep understanding and educational proficiency, while meeting all Adequate Yearly Progress goals;*
- *Cooperative planning among principals and teachers to ensure attainment of district goals;*
- *Substantial autonomy to each learning community; and*
- *Accountability for executing and achieving the school district's vision, goals, and objectives articulated in the Accountability Plan.*

The Kansas City Public Schools (KCPS) supports providing high-quality education to students in Kansas City, through instructional settings that meet the needs of students and their families, and that result in increased quality of life in and for the Kansas City community. One potential source of such high-quality education may be provided by charter schools.

Therefore, the KCPS, in its role as charter sponsor, invites applications from individuals, groups, and organizations seeking to establish and successfully operate charter schools for the benefit of Kansas City students.

KCPS will consider sponsoring charter schools whose mission, vision, and core values are aligned with KCPS. Consideration is based on the charter school's ability to:

1. **Build a viable business plan and application.**
2. **Demonstrate early on that the school will have high expectations for school staff, students, and families that will result in a high performing, high achieving school.**
3. **Extend opportunities to students who are not well served in a traditional setting.**
4. **Fill educational gaps in the community.**
5. **Utilize technology to deliver education.**

6. Develop innovative and relevant curriculum that maximizes personal potential and engages students in reading, math, social studies, and science.
7. Hold their organization accountable to high academic standards.
8. Hire an exceptional school leader and qualified teaching staff, and support continuing professional development.
9. Demonstrate strong leadership.

KCPS's Four-Phase Process for Reviewing Applications

1. Proposals for sponsorship should be sent to Jerry Kitzi, Charter Sponsor Liaison, 1215 East Truman Road, Kansas City, Missouri, 64106. Initial proposals must be made at least one year prior to the anticipated application submission date (October of any year).
2. The KCPS Charter School Advisory Committee will review the proposal, evaluate the proposal against KCPS conditions for sponsorship, and provide a response to the charter school developer(s) within a reasonable period. KCPS will then either decline the request to serve as a sponsor or meet with the developer(s) for further exploration.
3. If the KCPS Charter School Advisory Committee is in favor of supporting the proposed charter school, the committee will meet with charter school developer(s) to discuss the concept, the charter school model, and the educational and financial viability of the proposed charter school. KCPS will also evaluate whether the charter school developer(s) have the appropriate education, training, and experience to be successful.
4. If, after the initial meeting or interview, KCPS is still in favor of sponsoring the proposed charter school, KCPS and the charter school developer(s) will collaborate on the charter application and submit the application by the deadlines established by the state. KCPS reserves the right to opt out of sponsoring the school if adequate progress is not made to submit the application on time or if the application varies from the original purpose and mission of the school as laid out in the initial proposal.

Dates and Timeline

January 1 to April 1: Applications due to KCPS from schools planning to open in the Fall of the upcoming school year.

April/May/June: Initial review, in-person interviews and final in-depth review of application.

Prior to August 1: Submission of finalized application – along with Letter Agreeing to Sponsor – to DESE.

August/September: Make changes as suggested by DESE.

On or before October 1: DESE will make Charter School application recommendations to the State Board of Education.

KANSAS CITY

PUBLIC SCHOOLS



EXHIBIT E

Suggested Charter Application



Exhibit E

Kansas City Public Schools

Charter School Application Form

Opening Date: Fall 2016

Vision

The Kansas City Public Schools (KCPS) envisions its schools as places where every student will develop deep understanding of the knowledge and skills necessary to pursue higher education, obtain family supporting employment, contribute to the civic well-being of the community, and have the opportunity for a rewarding and fulfilling life.

Mission

The mission of the Kansas City Public Schools (KCPS) is to achieve, in a way that is unencumbered by excuses, our vision for education by ensuring that all children benefit from teaching and learning. The school district will do this through:

- *Inquiry-based instruction that involves active-learning, and is project-oriented, collaborative, and facilitated by meaningful professional development;*
- *Successful instructional settings where teachers continually coach each child to develop deep understanding and educational proficiency, while meeting all Adequate Yearly Progress goals;*
- *Cooperative planning among principals and teachers to ensure attainment of district goals;*
- *Substantial autonomy to each learning community; and*
- *Accountability for executing and achieving the school district's vision, goals, and objectives articulated in the Accountability Plan.*

Introduction

The Kansas City Public Schools (KCPS) supports providing high-quality education to students in Kansas City, through instructional settings that meet the needs of students and their families,

and that result in increased quality of life in and for the Kansas City community. One potential source of such high-quality education may be provided by charter schools.

Therefore, the KCPS, in its role as charter sponsor, invites applications from individuals, groups, and organizations seeking to establish and successfully operate charter schools for the benefit of Kansas City students.

Dates and Timeline

January 1 to April 1, 2015: Applications due to KCPS from schools planning to open Fall 2016.

April/May/June 2015: Initial review, in-person interviews and final in-depth review of application.

Prior to August 1, 2015: Submission of finalized application – along with Letter Agreeing to Sponsor – to DESE.

August/September 2015: Make changes as suggested by DESE.

On or before October 1, 2015: DESE will make Charter School application recommendations to the State Board of Education.

Application Specifications

All proposals must utilize the materials available on the Department of Elementary and Secondary Education (DESE) website:

<http://dese.mo.gov/quality-schools/charter-schools/applications>

The application must include page numbers and headers for each section. Appendices, as needed, must be clearly labeled and referenced within the narrative. The purpose for requiring this format is to provide consistency for examiners and to facilitate the review process for DESE personnel, should an application be accepted for sponsorship.

- 1. Cover Letter**

Include all available contact information – address, phone, fax, and e-mail.

- 2. Model Charter School Application and Closure Addendum**

In addition to the application on the website, new legislation requires the inclusion of closure procedures (RSMo 160.405.1 [15]). All proposals must include section C.6 as indicated below:

C.6 Closure Procedures

Applicant Instructions

Discuss the process by which your board would lead an orderly school closing process.

At a minimum, note that you agree to:

- Notify students and their parents or guardians, local school districts, the retirement system, the State Board of Education, and any other stakeholders of the school closure within 30 days of the decision to close.
- Submit any and all final reports and cooperate with any remaining oversight requirements of the sponsor, DESE, or the State Board of Education.
- Meet and resolve all financial obligations.
- Archive and transfer business and personnel records.
- Archive and transfer student records to their new schools.
- Ensure that any unobligated assets be returned to DESE.

C.6 Evaluation Criteria

A response that meets the standard will:

- Identify board and school management responsibilities regarding closure.
- Delineate a timeline for closure activities.
- Present a draft budget and plan for maintaining a reserve for closure activities and other unexpected expenses.

3. Charter School Budget

All proposals must submit a budget in the Excel template provided.

4. Letters of Support or Endorsement

Letters of support or endorsement must be included in the appendices.

Submission Requirements – Electronic and Paper

Electronic: Submit the initial electronic application by e-mail to: gkitzi@kcpublicschools.org

Paper: Submit five hard copies of the application to:

Mr. Jerry Kitzi
Kansas City Public Schools
Manual Career & Technical Center
1215 East Truman Road
Kansas City, MO 64106

Evaluation Process

All six copies (5 paper copies, 1 electronic copy) must be received for the review process to begin. By law, the review must be completed within 90 days.

Initial Review: April 2015. The application will be scored on a five-point scale on the six criteria described below. Applicants must score at least 45 of the 60 possible points to move to the in-person interview portion of the evaluation process. Applicants will receive written feedback of the initial review and will be contacted to schedule the in-person interview, if warranted.

Five-Point Scale:

1 = Weak; 2 = Marginal; 3 = Average; 4 = Above Average; 5 = Strong

Criteria:

1. Student Achievement Plan – 15 points
 - a. Goals (5 points)
 - b. Educational Plan (5 points)
 - c. Student Assessment Plan (5 points)
2. Organizational/Governance Structure & Expertise – 15 points
 - a. Board Member Credentials (5 points)
 - b. Expertise of Applicant(s) (5 points)
 - c. Organizational Structure (5 points)
3. Financial Plan – 15 points
 - a. Start-up Funding (5 points)
 - b. Budget (5 points)
 - c. Facility (5 points)
4. Demonstration of Need for School – 5 points
5. Unique Characteristics/Need for School – 5 points
6. Overall Quality of Application – 5 points

In-Person Interview:

Interviews will be scheduled at the conclusion of the initial review and will be conducted during the month of May. Interviews will include, at minimum, the director/head of school and the founding board of directors. Interviews will be scored on the same five-point scale for the five criteria listed below.

Five-Point Scale:

1 = Weak; 2 = Marginal; 3 = Average; 4 = Above Average; 5 = Strong

Criteria:

1. Stakeholders' knowledge of the proposed charter – 5 points
2. Response to proposal feedback and questions from the review team – 5 points
3. Investment of all stakeholders in the school, including the founding board of directors – 5 points
4. Capacity of the founding team to realize the vision – 5 points
5. Clear understanding by all stakeholders of state and federal requirements – 5 points

Applicants must score in the range of 20 to 25 points to qualify for the Detailed Review. Following the completed interview, applicants will receive written feedback and will be notified within two weeks if a detailed review will be granted.

Detailed Review:

A detailed application review is the final step in the evaluation process. Necessary revisions must be provided prior to submission to DESE. To allow adequate time to prepare for a Fall 2016 opening, final applications to DESE must be submitted no later than August 1, 2015.

By Law, DESE is allowed 60 days to review applications and may require revisions prior to submission to the State Board of Education. DESE will make recommendations to the State Board of Education on or before October 1, 2015.

KANSAS CITY

PUBLIC SCHOOLS



EXHIBIT F

Sample Conflict of Interest Policy

Policy
STAFF CONFLICT OF INTEREST

Descriptor Code: GBCA-1

(Districts Including Any Portion of a First-Class County)

Employees of the Board will not engage in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members of the Kansas City Public Schools (the "district"), and may be disciplined or terminated for doing so. The following activities are explicitly prohibited:

1. Employees are prohibited from doing business with the district outside the scope of their employment.
2. Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or their parents/guardians, except when permitted by the Board of Education.
3. Employees will not engage in any type of work where the source of information concerning customer, client or employer originates from information obtained through the school district, except when permitted by state law and the Board of Education.
4. Employees will not use confidential information obtained in their capacity as employees of the district to financially benefit themselves or any other person or business.
5. Employees shall not act as agents or accept commissions or other rewards for books or other school materials, the selection or purchase of which they may influence. Furthermore, employees will not sell or provide products to the district, including instances in which the employee receives remuneration for such products.
6. Employees shall neither teach nor coach on a private basis for pay during the school year any students or groups of students enrolled in their classes or over whom they have grading or rating authority except upon the approval of the superintendent. Any private tutoring of students for a fee on district property is subject to facility usage policies and procedures.
7. Employees will not favorably act on any matter that provides a special monetary benefit to the employee, his or her spouse or dependent children. A "special monetary benefit" means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected

or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the class.

- 8. An employee will not trademark, patent, copyright or claim ownership interest in any inventions, publications, ideas, processes, compositions, programs, images or other intellectual property created by the employee in their capacity as an employee of the district, unless authorized by the Board of Education. The district will not pay royalties, licensing fees or other fees for use of intellectual property an employee creates in his or her capacity as an employee of the district to employees or businesses with which the employee is associated, unless authorized by the Board of Education.

To the extent this policy conflicts with an existing handbook, the handbook will govern.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Kansas City 33

Date Adopted: 3/27/2013

Policy Reference	Description
BBFA-1	<u>BOARD MEMBER CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE</u>
DA	<u>FISCAL RESPONSIBILITY</u>
DJF-2	<u>PURCHASING</u>
DN-2	<u>SURPLUS DISTRICT PROPERTY</u>
KG	<u>COMMUNITY USE OF DISTRICT FACILITIES</u>

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Kansas City 33

Policies

Home Policies B. School Board Governance and Operations

Policy

BOARD MEMBER CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE

All directors of the Kansas City, Missouri School District (the "District") Board of Directors shall adhere to the laws regarding conflict of interest and avoid capacity as Board members conflict with the mission of the District.

Definitions

Business with Which a Board Member Is Associated – For the purposes of this policy:

1. A sole proprietorship owned by the Board member, his or her spouse or any dependent children in the Board member's custody;
2. A partnership or joint venture in which the Board member or his or her spouse is a partner, other than as a limited partner of a limited partnership in which the Board member is an officer or director or of which the Board member or his or her spouse or dependent children in the Board member's custody own more than ten percent of the outstanding shares of any class of stock or partnership units; or
3. Any trust in which the Board member is the trustee or settlor or in which the Board member or his or her spouse or dependent children in his or her custody are beneficiaries or holders of a reversionary interest of ten percent or more of the corpus of the trust.

Fourth Degree of Consanguinity or Affinity – Includes parents, grandparents, great-grandparents, great-great-grandparents, spouse, children, sibling grandchildren, nieces, nephews, grand-nieces, grand-nephews, aunts, uncles, great-aunts, great-uncles, and first cousins by virtue of a blood relationship

Special Monetary Benefit – Being materially affected in a substantially different manner or degree than the manner or degree in which the public in general or a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

Substantial Interest – A substantial interest exists when the Board member or his or her spouse or dependent children in his or her custody, either singly or jointly,

1. Own(s) ten percent or more of any business entity; or
2. Own(s) an interest having a value of \$10,000 or more in any business entity; or
3. Receive(s) a salary, gratuity or other compensation or remuneration of \$5,000 or more from any individual, partnership, organization or association.

Sale, Rental or Lease of Personal Property (Property Other Than Real Estate)

No elected or appointed official of the District shall sell, rent or lease any personal property to the District for consideration in excess of five hundred dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

Sale, Rental or Lease of Real Property (Real Estate)

No elected or appointed official of the District shall perform a service or sell, rent or lease any real property to the District for consideration in excess of five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the contract let or sale made after public notice.

Employment

The District shall not employ Board members for compensation even on a substitute or part-time basis. The District will not accept applications of Board members for employment or decide to employ Board members while they remain on the School Board. Board members may provide services on a volunteer basis.

Independent Contractor Services

No elected or appointed official of the District shall perform service as an independent contractor for consideration in excess of five hundred dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

Businesses That Employ Board Members

A Board member may participate in discussions and vote on motions for the District to do business with entities that employ the Board member as long as the Board member will not receive any financial benefit from the transaction. The Board member may need to submit a statement of interest as described below.

Statement of Interest

Before voting, Board members who have a substantial personal or private interest in a decision before the Board shall provide a written report of the written statement will be recorded in the minutes. Board members who have disclosed the interest in a financial interest statement filed or amended requirement.

Self-Dealing

1. Board members may not act or refrain from acting by reason of any payment, offer to pay, promise to pay or receipt of anything of actual pecuniary value from any third person. This includes a gift or campaign contribution made or received in relationship to or as a condition of the performance of an official duty.
2. Board members shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to them, their spouses or dependent children.
3. Board members will not use their decision-making authority for the purpose of obtaining a financial gain that materially enriches them, their spouses or dependent children, or acting or refraining from acting for the purpose of coercing or extorting anything of actual pecuniary value.
4. Board members shall not offer, promote or advocate for a political appointment in exchange for anything of value to any political subdivision.
5. Board members will not accept gifts with a value in excess of \$100 from a vendor who does or is attempting to do business with the District.
6. A Board member will not attempt to directly or indirectly influence or vote on a decision when the Board member knows the result of the decision will be the sale, rental or lease of property to the District and the Board member, his or her spouse, dependent children in his or her custody or any other person who will benefit financially. If such a transaction is presented to the Board, the Board member will abstain and leave the room during any deliberation.

Use of Confidential Information

Board members shall not use or disclose confidential information obtained in the course of or by reason of their official capacities in any manner with their spouses, dependent children in their custody, any business with which the Board member is associated or any other person.

Even when there is no financial gain involved, failure to keep information confidential violates Board ethics and Board policy and could also violate state or local law.

Nepotism

Board members shall not vote to employ or appoint any person who is related to them within the fourth degree by consanguinity or affinity. In the event of an appointment and the individual is related within the fourth degree to a Board member, the related Board member shall abstain from voting and shall not cast the vote, unless the motion is part of a consent agenda and there is no discussion, in which case, the member need not leave the room but will refrain from voting.

For the purposes of this section, to "employ" includes hiring persons to be employees of the District and approving independent contractors who provide services to the District.

Financial Interest Statements

The District Board of Directors hereby adopts a policy establishing and making public its own method of disclosing financial interests of Board members in accordance with law. Financial interest statements (also known as personal financial disclosure statements) as described below shall be filed with the Board of Directors on or before May 1 for the preceding calendar year, unless the person filing is a Board candidate. Candidates must file their reports within 14 days of filing. All reports will be made available for public inspection and copying during normal business hours.

This portion of the policy dealing with the financial interest statement will be adopted in an open meeting every other year by September 15. A certificate of adoption will be filed within ten days of adoption.

Board Member Disclosure

All School Board members and candidates for School Board will file the short-form version of the MEC's financial interest statement each year. This form is required for Political Subdivisions." School Board members and candidates will report the following transactions if they occurred during the previous calendar year. If a transaction or candidate will still file, but will mark the items as not applicable.

1. Each transaction in excess of \$500 per year between the District and the individual or any person related within the first degree by consanguinity or affinity. The statement shall not need to include compensation received as an employee or payment of any tax, fee or penalty due the District and other transfers for no consideration to the District. The statement shall include the dates and identities of the parties in the transaction.

"First degree of consanguinity or affinity" includes parents, spouse or children by virtue of a blood relationship or marriage.

2. Each transaction in excess of \$500 between the District and any business entity in which the individual has a substantial interest. The statement shall include the dates and identities of the parties in the transactions.

Superintendent, Chief Financial Officer and General Counsel Disclosure

The superintendent, chief financial officer and general counsel, if employed full-time, will file the short-form version of the MEC's financial interest statement. These employees will report the following transactions if they occurred during the previous calendar year.

employees will still file, but will mark the items as not applicable.

These employees will disclose in writing the information required in 1) and 2) above. In addition, these employees will disclose the following information in their custody:

1. The name and address of each employer from whom income of \$1,000 or more was received during the year covered by the statement.
2. The name and address of each sole proprietorship owned by the employee.
3. The name, address and general nature of business conducted by each general partnership or joint venture in which the employee was a partner or
4. The name and address of each partner or coparticipant in the partnership or joint venture unless the information is already filed with the secretary
5. The name, address and general nature of business of any closely held corporation or limited partnership in which the individual owned ten percent limited partners' units.
6. The name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in any class of outstanding stock, limited partnership units or other equity interests.
7. The names and addresses of each corporation for which the individual served in the capacity of director, officer or receiver.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative related information.

Readopted: 08/27/2014

Kansas City 33

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Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to use additional resources for those interested in the subject matter of the policy.

State Reference	Description
§§ 105.450-.458, RSMo.	State Statute
§§ 105.461-.462, RSMo.	State Statute
§§ 105.476-.492, RSMo.	State Statute
§105.472, RSMo.	State Statute
§162.261, RSMo.	State Statute
§162.401, RSMo.	State Statute
§168.126, RSMo	State Statute
§171.181, RSMo.	State Statute
Mo. Const. art.VII § 6	State Constitution

Policy Reference	Description
DA	FISCAL RESPONSIBILITY
DJF-2	PURCHASING
FEF-2	CONSTRUCTION CONTRACTS BIDDING AND AWARDS
GBCA-1	STAFF CONFLICT OF INTEREST
GBL	PERSONNEL RECORDS
JO	STUDENT RECORDS



EXHIBIT G

Suggested Performance Contract

Exhibit G

Performance Contract

Between Charter School Sponsor and Charter School

This Charter School Performance Contract identifies the annual targets based on the Annual Performance Report (APR) and major interventions required of the struggling charter school which have not performed at levels adequate to ensure student access and opportunity to a quality education. The terms and conditions of this Charter School Performance Contract has been agreed to by the authorized agent of the KCPS-authorized representative and by the authorized signature of the Missouri State Board of Education, the terms and conditions are binding on the Charter School. Failure to meet or make substantial progress toward meeting the annual targets, to implement the selected interventions with fidelity, or to fully meet all terms and conditions will result in more intensive levels of interventions and monitoring.

1. DEFINITIONS

- 1.1 "Performance Contract" means this contract between KCPS and the Charter School identified by KCPS as a low-performing school.
- 1.2 "Applicable Law" means all state and federal laws and rules applicable to Missouri School Districts and any regulations and guidelines issued pursuant to those laws and rules. This includes changes made to applicable law by Congress, the Missouri Legislature, and/or appropriate federal and state agencies.
- 1.3 "District" means the Kansas City Public School District (KCPS).
- 1.4 "School" means any low-performing charter school sponsored by KCPS.
- 1.5 "Low-Performing School" means any school with an Annual Performance Report below 70%.
- 1.6 "Department" means the Missouri Department of Elementary and Secondary Education.
- 1.7 "Resources" means people, scheduled time and funding.

2. TERMS OF AGREEMENT

- 2.1 Effective Date. July 1, 20XX
- 2.2 Expiration Date. June 30, 20XX
- 2.3 Governing Law, Jurisdiction, and Venue. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Missouri. District and School agree and consent to the exclusive jurisdiction of the courts of the State of Missouri for all purposes regarding this Agreement.

3. STRUCTURE

- 3.1 Liaison. The School designates a liaison and will inform the District if the liaison changes.

4. OPERATING REQUIREMENTS

4.1 Compliance With Law. The School will at all times comply with all federal and state laws that apply to the school.

4.2 Resources. The Schools will ensure that adequate resources are provided to implement the provisions of the school contracts. Further, the School agrees to minimize time spent on other interventions and/or strategies except those that further enhance the implementation of the interventions agreed to in this contract or those necessary to fulfill requirements of student Individualized Education Programs (IEPs).

4.3 Other Requirements. The School must perform the following:

4.3.1 Budget. The School shall adopt annual budget no later than July 1 of each fiscal year. The budget must allocate sufficient financial resources to implement this Contract.

4.3.2 Financial Reports. The School shall produce and provide upon request School financial reports including a balance sheet, and actual-vs.-budget income statement, cash flow projections, check register, contracts and an accounts payable aging report for all bills older than 30 days.

4.3.3 Student Assignment. The School may not re-assign pupils on the basis of intellectual ability, measures of achievement, or aptitude in order to meet any of the performance requirements of the School. The School may not limit admission to pupils on the basis of ability, race, religion, or any other factors, other than the capacity of the program, class, grade level or building.

4.3.4 Staffing. The School must assign staff in a manner that provides high quality educational opportunities for all students.

4.3.5 Reporting by the School. The School will use standard data and report filing systems. Additional information required to monitor performance of this Contract will be provided in a form and at specified times agreed to the District.

4.3.6 Community Compacts. The School will develop compacts with community and other external entities to provide additional supports and resources directed toward meeting the terms of this contract.

4.4 Targets. The School will meet the following annual targets based on the APR:

Performance Targets	Measurement Tool	Annual Targets
Graduation Rate	APR – 4-year graduation rate	School must be “on target” or “exceeding” in status or improvement
Mathematics	APR – MAP Performance Index (MPI)	School must be “on target” or “exceeding” in status, improvement or growth
Science	APR – MAP Performance Index (MPI)	School must be “on target” or “exceeding” in status or improvement

5. INTERVENTIONS

5.1 The School will implement the interventions selected below (select all that apply)

Intervention	Implement throughout School	Implement in selected grade levels
MOLEAD		
Extend school year programming		
Extend opportunities for school day programming beyond the traditional 6 ½ hour school day		
Provide structured afterschool programming for students who are not proficient in English Language Arts and Mathematics		
Provide structured afterschool programming in partnership with a community agency, nonprofit group or other organization		
Establish a monitoring support team		
Establish a School Improvement Advisory Committee		
Create opportunities for meaningful parent/community involvement		
Determine and provide local wraparound services		

6. RENEWAL, NONRENEWAL AND TERMINATION

6.1 Discretionary Renewal or Non-Renewal by the District. The District, at its sole discretion, elect to renew, renew with modifications, or not renew this Contract at the end of the term of this Contract.

7. OVERSIGHT

7.1 School Improvement Plan (SIP). The School will develop a SIP which describes the implementation of the school contract. The SIP will include at a minimum: detailed implementation timeline for major interventions, person responsible at the school, and how process and progress will be measured. The School will use intervention tools provided by the District whenever those tools exist unless the District permits the School to use another tool. The plan must include a component which identifies internal and external stakeholders who will monitor finances, staff, professional learning, student assignment and performance, communications, and other data related to the implementation of the School. The plan must include frequency of monitoring and checklists and other tools to be used to make determination about the implementation fidelity.

7.2 Evaluation. The School will be annually evaluated in accordance with the Missouri School Improvement Program and with the terms of this Performance Contract.

8. GENERAL TERMS

8.1 Amendments. No changes to this Contract are valid unless they are in writing and signed by the parties.

8.2 Severability. If any provision in this Contract is held to be invalid or unenforceable, it will be ineffective only to the extent of the invalidity, without affecting or impairing the validity and enforceability of the remainder of the Contract.

8.3 Authority of Signatories: The signatures below represent that they have the authority to bind the School and the District to full compliance with this Contract.

Charter School

District (Sponsor)

Signature _____

Signature _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____



EXHIBIT H

Sample Public Schools Law Records Retention Manual

Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

August 2014

Public School Records Retention Schedule

See also the General Records Retention Schedule.

Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

What is a Record?

A "record" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.
- Survey forms

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

Statutory Authority for Establishing Records Retention Requirements

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

Application of the Records Retention Schedule

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules>.

Destruction of Records

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and

quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

Preservation of Permanent Records

A fundamental, yet often neglected obligation of local government is to care for its permanent records-in this case, some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record's medium-paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration.

By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.

A Note about Electronic Records

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

A Note about Retention Periods

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

Retention Definitions:

COA=Completion of Audit. Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

DCA=Destroy in Current Area/Reference. Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

For further information on any records management or preservation issue, please contact:

Missouri Secretary of State
Local Records Preservation Program
PO Box 1747, Jefferson City, MO 65101-1747
Telephone: (573) 751-9047
local.records@sos.mo.gov

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Introduction

Public School Records Retention Schedule

See also the General Records Retention Schedule.

Administration

SCH001

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Annual Secretary of the Board of Education Report

ASBR
Financial record of the district's receipts and disbursements for the fiscal year

Permanent
Archive

SCH003

Also Called:
Function:
Content:

Retention:
Disposition:
Note:
Approval Date:

District Reorganization Records

Verify appointment of new board members annually and included in board packet
Oath of office, notice of election, election results, appointment of custodian of records and MSBA delegates

Permanent
Archive
See RSMO 162.152; 162.171; 162.181; 162.841

SCH004

Also Called:

Function:

Content:

Retention:
Disposition:
Note:
Approval Date:

Missouri School Improvement Program Report

MSIP; Final Report; State Board of Education Summary; Notice of Classification; Annual Performance Report
Report submitted to Department of Elementary and Secondary Education documenting the district's performance on MSIP standards. Used to determine accreditation and track performance standards.

Report includes: academic achievement, subgroup achievement, college and career readiness, high school readiness, attendance rate, graduation rate
Permanent
Archive

SCH005

Also Called:
Function:
Content:

Retention:
Disposition:
Note:
Approval Date:

Post High School Status Reports

1 year follow-up; 5 year follow-up; 180-day follow-up
Core data file that tracks student activity after graduation.
May include: student name, what student predicted they would do after graduation, what they are doing after graduation, list of career courses taken

Retain until superseded
Destroy
This is based on a template from DESE related to MSIP Standard 3 regarding college and career readiness.

Administration

SCH006

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Written Curriculum Guide

Documents curriculum used in the district, aligned with Missouri Learning Standards

Retain until superseded
 Destroy

SCH007

Also Called:
Function:

Content:
Retention:
Disposition:
Note:
Approval Date:

School Improvement Plan

Comprehensive School Improvement Plan
 Details mission, vision, goals and objectives for school district that ensure that students meet or exceed grade-level standards established by the state board of education

Retain until superseded
 Destroy
 See RSMo 160.514; 162.1100

SCH008

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

MSIP Supporting Documentation

Data Files
 Data collected to generate MSIP Annual Performance Report
 Part of Core Data
 1 year after completion of cycle
 Destroy

SCH010

Also Called:
Function:

Content:

Retention:
Disposition:
Note:

Approval Date:

Core Data--Source Documents

General data collected by school district and reported 6 times per year to DESE Core Data Collection System
 Includes information used in producing School Directory, estimated ADA, actual summer school attendance, planned school calendar data, LEP census data, educators, courses and assignments, enrollment, gifted education, information for federal special education reports, home schooled count, free and reduced lunch count, December 31 ending fund balance, census of technology, end-of-year- data, library media center, discipline, school calendar, special education exiter counts, secondary headcount, attendance, Resident II Attendance, Resident II gpa, Physical Fitness Assessment, Professional Development, Summer School Courses and Enrollment
 5 years or as otherwise indicated
 Destroy

The Missouri Department of Elementary and Secondary Education (DESE) maintains an historical copy of data submitted electronically as part of the Core Data Collection System. Although district staff members are encouraged to maintain copies as appropriate for immediate local use, permanent copies of these data submitted by the district are maintained by DESE and are therefore not required to be maintained by local school districts

SCH011

Also Called:
Function:
Content:

Retention:
Disposition:
Note:
Approval Date:

Application for Summer School Approval

District application to DESE to hold summer school
 Includes: School district information, summer school director information, dates of summer school, program information, estimated enrollment, dates of operation, hours of operation, superintendent certification
 5 Years
 Destroy

Administration

SCH012**Multiple Consortium Co-ops Legal, Technical, Special Ed., Professional Development**

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

5 Years
Destroy

SCH084**Statement of Intention to Employ a Minor**

Also Called:

Certificate to Employ a Minor; Certificate of Age for Employment of Minors; Work Certificates

Function:

Documents permission granted or denied to a student, aged 14 to 15 years to work at any job during the school year. These permissions are issued by 1) the public school superintendent, 2) the CEO of the charter school, 3) the school principal, or 4) the designee of any of the aforesaid officials.

Content:

May contain request to work, statement of intent to employ a student setting forth the nature of work, exact hours of the day, number of hours per day and days of the week; written consent of the parent, custodian or guardian; proof of age; certificate from school documenting grades; certificate from a physician stating that work will not injure the child's health or mental development

Retention:

5 years + audit

Disposition:

Destroy

Note:

**This record is mandated by the Missouri Department of Labor. The required forms are available from the Division of Labor Standards
http://labor.mo.gov/DLS/YouthEmployment/work_cert_permit.asp. Please see RSMo chapter 294.**

Approval Date:

Adult Education

SCH015

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Application to State for Reimbursement

5 Years
Destroy

SCH016

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Employment and Training Record of Students Follow-up

5 Years
Destroy

Buildings and Grounds

For Other Building and Grounds Records, Please Refer to General Schedule

SCH019

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Americans with Disabilities Act Plan

ADA Plan

3 years, or until superseded; review for historical purposes

Destroy*

*If determined to be historically significant, Archive

SCH020

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Federal Environmental Reports

Asbestos Hazardous Emergency Response Act (AHERA) report

Documents environmental inspections of school facilities

Reports on asbestos, lead, radon, etc.

Until Superseded + 6 Years*

Archive

Under AHERA, triennial reinspections are required. *In the case of a final report, which will not be superseded, maintain permanently.

Revised, August 19, 2014

Business Affairs

SCH026

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Assessed Valuation Certification

Letter from county certifying real and personal property valuation of district

Permanent
Archive

SCH027

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Bound Book Generated by Bond Counsel

School Bonds, general obligation bonds, leasehold revenue bonds, quality school construction bonds, Build America bonds
Financial records documenting bond issues

Maturity + 3 years
Destroy

August 24, 2010

SCH028

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Sales Tax Exemption Letters

Documents district's exemption from sales tax when making purchases

Retain until superseded
Destroy

SCH029

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Tax Exemption Certificate

Tax ID letter confirming exempt status

Retain until superseded
Destroy

SCH032

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Surety Bonds

Performance Bonds
Official performance bonds from school officials

Completion of Audit + 5 years
Destroy

Treasurer is the only official required to file bond; construction work requires contractor to file surety bond

SCH035

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Certification of Property Tax Rates

Documents tax rates, generated by State Auditor and sent to County Clerk

Completion of Audit
Destroy

This is a copy of a record kept by the County Clerk.

Federal Programs

SCH036

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Estimate of Required Local Taxes

Documents tax rates, generated by State Auditor and sent to County Clerk

Completion of Audit

Destroy

This is a copy of a record kept by the County Clerk.

Federal Programs

SCH037

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Title I

Records relating to federal programs for Educationally Deprived Children

3 years after program year

Destroy

SCH038

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Title II

3 years after program year

Destroy

SCH039

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Title II-D e-MINTS Grant (competitive)

5 years

Destroy

SCH040

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Title III

Records relating to federal programs for English language acquisition

3 years after program year

Destroy

SCH041

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Title IV

3 years after program year

Destroy

Federal Programs

SCH042

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Title V

3 years after program year
Destroy

SCH043

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Federal Discretionary Grant Programs

3 years after program year
Destroy

SCH044

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Federal Impact-aid P.L. 815 & P.L. 874

3 years after program year
Destroy

SCH173

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Medicaid Records/Payments

3 years after program year
Destroy

Food Services

SCH045

Also Called:
Function:

Content:
Retention:
Disposition:
Note:
Approval Date:

Food Application Agreements

National School Lunch; Food Distribution; Special Milk; School Breakfast Program Agreement between local education agency and State Agency Coordinator, School Food Services, detailing general and record-keeping requirements for national school lunch, school breakfast, after-school snack, special milk and donated food programs

3 Years after fiscal year
Destroy
See: 7 CFR 210 on USDA food assistance programs
Revised August 19, 2014

SCH177

Also Called:

Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Food Service Records

Application for Free or Reduced Price Meals; Lunch, Milk, and Breakfast Claim for Reimbursement; December 31 Commodity Inventory*; Cafeteria Records and Reports; Cafeteria Register Tapes

3 years
Destroy
*Food Management Company Schools Only; Replaces SCH046, 047, 048, 049, 050
August 20, 2013

Health Records

SCH051

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Student Cumulative Health Record

10 years, or until the student turns 23, whichever is longer
Destroy

Revised August 28, 2012

SCH052

Also Called:
Function:

Content:
Retention:
Disposition:
Note:
Approval Date:

Immunization Records

Immunization Record; Immunization Exemption; Medical Exemption; Religious
Provides verification of immunizations received, or immunization exemptions (religious, medical or parental)

3 years after leaving school, or graduating
Destroy

August 25, 2009; Revised August 28, 2012

SCH053

Also Called:
Function:
Content:

Retention:
Disposition:
Note:
Approval Date:

Immunization--In Progress

Document verifying student is current until next scheduled immunization is due.
Card submitted by doctor or health department stating what immunizations student has received and indicating when they will be up-to-date.
Until next dose is due; destroy when temporary exemption status has passed
Destroy

Information is destroyed when immunization is complete
August 25, 2009

SCH054

Also Called:
Function:
Content:

Retention:
Disposition:
Note:
Approval Date:

Emergency Contact Record

Student Health Information; Student Emergency Information; Emergency Card

May contain: student name, address, parent information, doctor's name, hospital preference, medical history.

1 Year*

Destroy

*Maintain only current contact information.

Revised August 19, 2014

SCH061

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Health Care Plans

Summary of the nursing plan of care for a student with special health needs

1 year

Destroy

Evaluate annually--may be a part of the Individual Education Plan--IEP

SCH062

Also Called:
Function:
Content:
Retention:
Disposition:
Note:

Approval Date:

Head Injury Note

Documents any head injury sustained by student at school.

1 year
Destroy

Need only be kept for the current year if the information contained within the document has been summarized and recorded onto the individual clinic record or onto the cumulative health record

SCH063

Also Called:
Function:
Content:
Retention:
Disposition:
Note:

Approval Date:

Daily Clinic Log

List of all students seen on any given day

1 year
Destroy

This record is not considered to be adequate to document individualized care. Need only be kept for the current year if the information contained within the document has been summarized and recorded onto the individual clinic record or onto the cumulative health record

SCH174

Also Called:

Function:
Content:

Retention:
Disposition:
Note:

Approval Date:

Medical Treatments, Reports and Evaluations

Clinic Record; Nursing Documentation; Medication Record; Treatment Records; Physician Orders for Specialized Treatments/Procedures; Behavioral Assessment Tool*; Accident Reports#; Child Abuse/Neglect Documentation; Screening Reports of Medical Professionals

Documents treatments, drug distribution and other services through school nurse's office
 Individual documentation of each clinic visit/assessment/care provided. May include:
 Asthma peak flow records; seizure logs; catheterization records; G-tube feeding record;
 Medical reports from accidents (diagnosis, hospital records, audiology reports, etc.)
 Until student reaches age 23

Destroy

*To assess drug/alcohol use; #Physician releases to return to school/sports participation or to be excluded from such. Replaces SCH055, 056, 058, 059, 064, 065, 066, 067
 August 20, 2013

SCH175

Also Called:

Function:
Content:

Retention:
Disposition:

Note:
Approval Date:

Medical Consents

Medication Consents; Consents for Specialized Treatments/Procedures
 Permissions granted by parent/guardian/physician

Until student reaches age 23

Destroy

Replaces SCH057, 060
 August 20, 2013

Instruction

SCH069

Also Called:
Function:

Content:
Retention:
Disposition:
Note:

Approval Date:

District Test Assessments

District Test Scores

Documents District-level performance on standardized tests, including, but not limited to: MAP, MMAT, EOC, MAPA, College and Career Readiness Assessments, ACT, SAT, ASVAB, TSA, Terra Nova, DRA, SRI.

15 Years

Destroy

These are aggregate test scores for the district as a whole. Individual student scores will be part of the student record.

Revised August 19, 2014

SCH070

Also Called:
Function:

Content:
Retention:
Disposition:
Note:

Approval Date:

Textbook Inventory

Inventory of textbooks for each school.

Retain until superseded

Destroy

SCH071

Also Called:
Function:

Content:
Retention:
Disposition:
Note:

Approval Date:

Teacher's grade book

2 years

Destroy

SCH074

Also Called:
Function:

Content:
Retention:
Disposition:
Note:

Approval Date:

Counselor Records

Documents meetings between guidance counselors and students.

May include: notes taken by counselor, discipline reports, record of meeting.

Destroy in Current Area

Destroy Securely

Confidential records

SCH075

Also Called:
Function:

Content:
Retention:
Disposition:
Note:

Approval Date:

Teacher Plans, Programs, Recommendations

Destroy in Current Area

Destroy

SCH178

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Driver Education

Application for Approval for Matching Federal Funds to Train Driver Education Teachers;
Application for Federal Matching Funds to Purchase Driver Education Simulation Equipment

Destroy in Current Area

Destroy

Replaces SCH072, 073

August 20, 2013

Personnel

For Other Personnel Records see General Schedule

SCH083

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Substitute Teacher Record

Documents qualifications and performance of substitute teachers

May contain evaluations of substitute, substitute certificate, background checks, application, letters informing parents of long-term substitute assignment

3 years

Destroy

This series may be obsolete.

Special Education

SCH087

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Annual Report of Exceptional Pupil Programs

3 years
Destroy
This record is now a part of the ASBR SCH001.
Revised August 20, 2013

SCH092

Also Called:

Function:
Content:
Retention:
Disposition:
Note:

Individuals with Disabilities Education Act (IDEA) Entitlement Grants

Applications for Special Education Programs, Application for Exceptional Pupil Programs; Remedial Speech and Hearing Class Applications; Applications for Home Teaching for Home-bound Instruction; Applications Report of Exceptional Pupil Programs

Approval Date:

3 years
Destroy
This series consolidates SCH088, 089, 090, 091, with 092 from the previous schedule. Many of these applications are now done through DESE and no local records are generated.
Revised, August 20, 2013

SCH093

Also Called:
Function:
Content:

Retention:
Disposition:
Note:
Approval Date:

619 Early Childhood Special Education Grants

619 Early Childhood Special Education Records; ECSE Reports verifying expenditures of funds
ECSE Final Expenditure Report—expenditure detail, contact information core data personnel, equipment expenditures, third-party contracts, extended school year, operation of plant, staff mileage, supplies, transportation, personnel development, child
3 years
Destroy

Revised August 20, 2013

SCH097

Also Called:
Function:
Content:

Retention:
Disposition:
Note:

Approval Date:

Student Special Education Record

Chapter Programs; Individuals with Disabilities Education Act Data; Title Programs

Record of Access Form; Documentation of Screening; Program Modifications; Evaluations Plans; Notice and/or Consent forms for Evaluation; Diagnostic Summaries; Individualized Education Programs (IEPs); Notice and/or Consent Forms Placement and Documentation of the Provisions of Appropriate Procedural Safeguards.
Subject to Federal Requirements

This is subject to requirements of the State Compliance Plan for Part B. These Special Education records are independent of the student cumulative record and are not permanent records.
Revised August 19, 2014

SCH098*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Individuals with Disabilities Education Act (IDEA)**

Reports Documenting expenditures and proposed expenditures.

Final expense report, maintenance of effort, child count, amendment, budget grid, request for payment, payment grid

Subject to Federal Requirements

Under federal requirements, IDEA demands that destruction of records will not take place until 3 years past the time the child no longer receives IDEA services which is in most cases 3 years past graduation. However, even if the destruction is not occurring until after the 3 year minimum guideline, the school district must attempt to notify the parents or eligible student. Consult with DESE, Special Education for the most current federal regulations

SCH099*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Local Compliance Plan and Monitoring Documentation**

Documents the local school district's version of the state compliance plan

Retain until superseded

Destroy

Combined with SCH100

Revised August 20, 2013

SCH179*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Special Education--Pupil Test Protocols, Scores, Evaluations**

Test Protocols

Documents Individualized Education Program (IEP) test protocols, scores, and evaluations

3 Years after last service

Destroy

This series combines former series entries SCH095 with SCH096.

August 20, 2013; Revised August 19, 2014

State Programs

SCH102

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

At Risk Student Programs

5 years
Destroy

SCH103

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Career Ladder Records

Documents teachers who achieve national board certification
List of certified teachers and letters confirming certification
5 years
Destroy

SCH104

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Child Care Development Fund Grant (Block Grant)

5 years
Destroy

SCH105

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Drop Out Data

Documents Student drop-outs
Monthly report submitted to DESE.
5 years
Destroy
Kept as part of Core Data

SCH106

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Minimum Salary Supplement

5 years
Destroy

SCH107

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Parents as Teacher Project Records

Documents district's participation in the Parents as Teachers Program
May include: home visits, child screening, high needs characteristics, and data collection
5 years
Destroy
Generated and submitted on a DESE form, used for program funding.

SCH108

Also Called:
Function:

Content:
Retention:
Disposition:
Note:
Approval Date:

Missouri Preschool Project Grant

The Missouri Preschool Program Invitation for Bid/Invitation for Grant (IFB/IFG) is for programs that will result in new or expansion of early care and education programs for children who are one or two years from kindergarten eligibility.

5 years
Destroy

SCH109

Also Called:
Function:

Content:
Retention:
Disposition:
Note:
Approval Date:

Professional Development Committee Records

Records generated by district-level committee that oversees professional development of district's teachers

Agendas, minutes, budget, by-laws, reports of professional development.
5 years
Destroy

SCH110

Also Called:
Function:

Content:
Retention:
Disposition:
Note:
Approval Date:

Teacher Education Scholarships

5 years
Destroy

SCH111

Also Called:
Function:

Content:
Retention:
Disposition:
Note:
Approval Date:

School Board Member Training Records

Documents training of school board members
May include: hours of training, date, name of class, and certificate.
Duration of service
Destroy

SCH112

Also Called:
Function:

Content:
Retention:
Disposition:
Note:
Approval Date:

State Gifted Records

Documents district's gifted program, participation and requirements
May include: testing protocols, test results, evaluation forms
5 years
Destroy
May be kept as part of student record.

SCH113

Also Called:
Function:

Content:
Retention:
Disposition:
Note:
Approval Date:

State Grants

Health; A+ Schools; Vocational Enhancement; etc.

5 years
Destroy

State Programs

SCH114*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Summer School Records**

Documents summer school approvals from DESE and student enrollments
 May include: Summer School Checklist and Final Approval Form (DESE); district enrollment forms

5 years**Destroy****Grades should be filed with the student transcript.****SCH115***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Technology Plans**

Documents district plans for integrating and utilizing technology for both teaching and learning.

May include: objectives and goals related to student learning; teacher preparation; administration, data management, communication processes; resource distribution; technical support

5 years**Destroy****SCH116***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Tuition Reimbursement****5 years****Destroy**

Student Activities

SCH117

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Year Books

Permanent
Archive

SCH118

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Student Policy Handbook

Board of Education Rules and Regulations

Until superseded + 7 Years
Destroy

Revised August 19, 2014

SCH119

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Scorebooks (Athletics)

5 years
Destroy

SCH123

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Athletic Conference Reports

1 year
Destroy

SCH124

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Eligibility Certificates

Document student eligibility to engage in extracurricular activities.

1 year
Destroy

These are now accessed and completed online through MSHAA

SCH125

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Events Schedules

1 year
Destroy

SCH126

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Scholarship Awards

1 year
 Destroy

SCH128

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Physical Education Excuses

Destroy in Current Area
 Destroy

SCH129

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Alumni Lists

Destroy in Current Area
 Destroy

SCH130

Also Called:

Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Career and Technical Student Organization Records

Future Business Leaders of America; Family, Careers and Community Leaders of America; FFA; DECA; Skills USA; Student Council; etc.
 Document activities of district's chapters of national organizations.
 May include: record of expenses, rosters, meeting minutes.
 Destroy in Current Area
 Destroy

SCH131

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

School Club and Organization By-laws

Documents organizations that operate under the school's auspices
 May include: by-laws, affidavits, re-authorizations, proposed budgets, officer lists, etc.
 Destroy in Current Area
 Destroy

Student Records

SCH132

Also Called:
Function:
Content:

Retention:
Disposition:
Note:

Approval Date:

Student Cumulative Record--Transcripts

May include: Grades; birth record; gpa; class rank; college prep certificates; standardized test scores

75 Years

Destroy

If elementary, middle or junior high school records have been transferred to the Senior High Record, then the transferring school's record is considered a non-record and may be destroyed. This series also includes SCH014 Class and Grade Reports for Individual Students and SCH165 Student Folders, which were previously classified under Adult and Career Education

August 25, 2009; Revised August 20, 2013; Revised August 19, 2014

SCH133

Also Called:
Function:
Content:

Retention:
Disposition:
Note:

Approval Date:

Student Cumulative Record--Other

Any non-transcript material as defined in SCH132

5 years after graduation or leaving school

Destroy

Includes Nonresident Student Information, formerly part of SCH137

August 25, 2009; Revised August 20, 2013

SCH138

Also Called:
Function:

Content:

Retention:
Disposition:
Note:

Approval Date:

Records of Serious Discipline Violations

Committee on Conduct Records

Documents student violations of the school's code of conduct as well as violations of the Safe Schools Act, and actions taken.

May include: correspondence; report to superintendent; incident information; supporting documentation; guidance reports; summary of investigation; student discipline record; determination review; code of conduct meeting minutes

Until student reaches age 23

Destroy

See RSMo 167.020 subsection 7 and 160.261 subsection 9

SCH139

Also Called:
Function:
Content:

Retention:
Disposition:
Note:

Approval Date:

Student Accident Insurance Information

Documents accident insurance that is available for parent purchase

May include: fliers for program, rate information, etc.

Destroy in Current Area

Destroy

SCH140

Also Called:
Function:
Content:

Retention:
Disposition:
Note:

Approval Date:

New Student Orientation Schedules

Destroy in Current Area

Destroy

Revised August 19, 2014

SCH141

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

School Publications Information

Destroy in Current Area
 Destroy

SCH142

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Class Meeting Minutes

Destroy in Current Area
 Destroy

SCH143

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Class Rosters

Destroy in Current Area
 Destroy

SCH144

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Current Class Schedule of District

Master schedule of all classes in all schools in the district
 May include: school, class, teacher name, student names, student IDs
 Destroy in Current Area
 Destroy

SCH145

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Deficiency Report

Destroy in Current Area
 Destroy

SCH146

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Graduation Records

Commencement Records; End of Year Activity Arrangements

1 year
 Destroy

Student Records

SCH147

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Graduation Records--A+ student records

10 Years
 Destroy

Revised, August 20 2013

SCH148

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Honor Roll Lists

1 year
 Destroy

SCH149

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Student Awards

1 year
 Destroy

SCH150

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Letter Grade Distribution by Class

Destroy in Current Area
 Destroy

SCH151

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Student Directory

Destroy in Current Area
 Destroy

SCH176

Also Called:

Function:

Content:
Retention:
Disposition:
Note:

Approval Date:

Student Registration Records

Student Enrollment Records; Student Drop-Out Records; Student Transfer-in/Transfer-out Records; Application for Admission
 Records regarding student enrollment, including application to enter school district and career education, drop out and transfer information not part of the cumulative transcript.

10 Years after leaving school
 Destroy

These records are distinct from the student cumulative record and should be maintained as a separate file. This series replaces SCH134, 135, 136.
 August 20, 2013

Student Records

Transportation

For Vehicle Maintenance and Ownership Records see General Schedule

SCH153

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Annual Bus Route Approval Report

Transportation Route Approval
Records submitted for approval of bus routes
May include: driver names, routes and time, mileage, school name, anticipated rider counts
3 years
Destroy

SCH154

Also Called:
Function:
Content:

Retention:
Disposition:
Note:
Approval Date:

Ridership Lists

Ridership counts
Documents verification of students riding school-provided transportation.
May include: route, driver name, bus number, list of riders by schools and route number, student name, grade, ID number, distance transported, bus stop location, report generated from preceding data
3 years
Destroy

SCH156

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Annual Bus Driver Certification

Annual Physical Examination; Copy of Drivers' CDL

1 year
Destroy

Career Education

SCH159

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Reimbursement for salaries for Career Education Programs

5 years
Destroy

SCH160

Also Called:
Function:

Content:
Retention:
Disposition:
Note:
Approval Date:

Application for Authorization to Purchase Equipment/Supplies

Application to spend federal Perkins fund money for equipment and/or supplies for use in technical schools.
May include: DESE forms FV2, FV4; enhancement application for grant money
5 years
Destroy
Funding made available through "Carl D. Perkins Vocational and Technical Education Act, Public Law 105-332"

Career Education

SCH161

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Reimbursement Request for Approved Expenditures

Application to reimbursement for equipment and/or supplies for use in technical schools.

5 years
Destroy

SCH162

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Federal Title IV Financial Aid--Administrative Files

PELL grant student payment summary; Federal PELL grant payment voucher; IPS batch report; Recipient data exchange summary report

5 years
Destroy

SCH163

Also Called:
Function:
Content:

Federal Title IV Financial Aid--Student Files

SAR; ESAR; ISAR; Stafford Loan

Verification worksheet and documentation including 1040s, Social Security printouts, Family Services printouts, etc.; Acknowledgment of funds; Enrollment Agreement; Promissory note; Entrance interview acknowledgment; Exit interview acknowledgment; Financial aid transcript from other post-secondary schools (if other were attended); first year students who receive funds and leave before completing 60% of the program will have, in their file: Refund calculation worksheet; new perspectives intake form

5 years
Destroy

Retention:
Disposition:
Note:

For students who receive funds but leave before 60% of the programs is completed—the 5 year clock begins after the second year or the 180 day follow-up

Approval Date:

SCH164

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Minutes of Career-Technical Education Committee

2 years
Destroy

SCH166

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Career-Technical Building Payment Certificates

Permanent and update
Archive

SCH167

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Area Career Center Tuition Charges

5 years
 Destroy

SCH168

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Application for Reimbursement from Career-Technical Funds

Reimbursement for salaries, travel and other allowable items
 3 years (subject to federal regulations)
 Destroy

SCH169

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Enrollment Report for Career-Technical Program

3 years
 Destroy

SCH170

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Grade Report Sheets--Career Center

2 years
 Destroy

SCH171

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Record of Curriculum

Curriculum offered in Career-Technical education program/school
 Retain until superseded
 Destroy

SCH172

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Technology Consortium Meetings

5 years
 Destroy

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KANSAS CITY

PUBLIC SCHOOLS



EXHIBIT I

Suggested Renewal Decision and Planning Process

Exhibit I

KCPS Charter School Sponsor Office Renewal Decision and Planning Process

The quality and effectiveness of excellent public schools is important to the economic engine of Kansas City and the overall quality of life for all citizens. The renewal of a charter school contract is a significant milestone in the development of a high quality school choice option. The purpose of this document is to outline the law, policies and procedures needed for renewal.

STATE LAW

Missouri law is clear on the minimum conditions and procedures required for renewal of a charter (RSM0160.405.9):

- The sponsor's renewal process of the charter school shall be based on the thorough analysis of a comprehensive body of objective evidence and consider if:
 - The charter school has maintained results on its annual performance report that meet or exceed the district in which the charter school is located based on the performance standards that are applicable to the grade-level configuration of both the charter school and the district in which the charter school is location in three of the last four years.
 - The charter school is organizationally and fiscally viable determining at a minimum that the school does not have:
 - A negative balance in its operating funds;
 - A combined balance of less than three percent of the amount expended for such funds during the previous fiscal year; or
 - Expenditures that exceed receipts for the most recently completed fiscal year.
 - The charter is in compliance with its legally binding performance contract and sections [160.400](#) to [160.425](#) and section [167.349](#) .
- Beginning August first during the year in which a charter is considered for renewal, a charter school sponsor shall demonstrate to the state board of education that the charter school is in compliance with federal and state law as provided in sections [160.400](#) to [160.425](#) and section [167.349](#) and the

school's performance contract including but not limited to those requirements specific to academic performance.

- Along with data reflecting the academic performance standards indicated in paragraph (a) of this subdivision, the sponsor shall submit a revised charter application to the state board of education for review.
- Using the data requested and the revised charter application under paragraphs (a) and (b) of this subdivision, the state board of education shall determine if compliance with all standards enumerated in this subdivision has been achieved. The state board of education at its next regularly scheduled meeting shall vote on the revised charter application.
- If a charter school sponsor demonstrates the objectives identified in this subdivision, the state board of education shall renew the school's charter.

KCPS PROCESS

The decision to renew, or not renew a charter school is a high-stakes decision that involves careful planning by all stakeholders. When considering a school for renewal, KCPS reviews a comprehensive body of evidence submitted by the governing board of the charter school. In addition to the requirements established by state law, KCPS also considers the following components that are reviewed and monitored during the charter term, the evidence presented over time in each of these categories, and the future goals and objectives in each of these areas as presented by the governing board.

1. Governance
2. Compliance
3. Operations
4. School Culture
5. Educational Outcomes
6. Finances

In addition to the above, the long-term goal for all of our schools is not only to provide a high-quality school option, but to provide educational leadership and a willingness to engage in collaborative efforts to expand the body of knowledge related to the educational process in providing exceptional educational options for all students. This can be demonstrated in a variety of ways, but is an area that will be discussed during the renewal process.

PROCEDURES FOR RENEWAL OF A 5-Year CHARTER CONTRACT

➤ Year 3

In the summer after the third year, with three years of data, the school is in a position to critically assess their progress and engage in significant strategic planning for the future of the school.

➤ Year 4

STEP 1: Based on three years of data, the board needs to determine if the school should and can be brought forward for renewal. This decision should be carefully considered and should include, but is not limited to the following questions:

- ✓ Is the school meeting expectations as required by state law and detailed in the original charter?
- ✓ Is the school organizationally sound, with a stable culture and sustainable leadership?
- ✓ Is the school fiscally viable?
- ✓ Is the board committed to engage in further collective and individual professional development?
- ✓ Does the school require any changes?
- ✓ How will the school demonstrate the willingness, commitment and capacity to seek continuous improvement?

STEP 2: Following the strategic planning and discussion process, the board makes a decision to go forward with renewal or prepare for closure of the school. The following questions should be considered:

- ✓ Will the board maintain the current sponsor?
 - If the board would like to seek a new sponsor, the timing is accelerated.

STEP 3: Should the board elect to pursue renewal with KCPS, the following guidelines and timelines should be followed to ensure a timely, transparent process:

- ✓ A letter of intent from the board chair indicating intent to pursue renewal of the charter with KCPS including documentation of board vote to pursue renewal.



STEP 4: Upon receipt of the letter of intent, KCPS will review the accumulated evidence for the previous three years, including KCPS Annual Reports, Charter School Annual Reports and MSIP 5 data. Following the review, KCPS will notify the school of intent to proceed with renewal, or end the contract at the close of the current charter period.

STEP 5: Should KCPS agree to renew the school, the Charter Office will work with the school administration and board to prepare and finalize the charter application and contract for submission to DESE. The timeline for submission will be based on the date provided by DESE. Should KCPS decline to renew the charter, the school will be notified and placed in closure status for year five of the existing contract.

TIMELINE

1. Renewal letter of intent must be received by the KCPS Office during the 4th year of the current contract, no later than June 30 of that year.
2. Following receipt of the letter of intent, KCPS will respond within 14 business days of the decision to take the school forward or to end the contract agreement.
3. Should KCPS approve the renewal, the school and KCPS will work together to have all renewal materials prepared to submit to DESE in the fall of the 5th year of the current charter as per DESE guidelines.

KANSAS CITY

PUBLIC SCHOOLS



EXHIBIT J

Suggested Closure Guide

Exhibit J

KCPS Charter School Closure Guide

Closing a charter school is a drastic decision made after significant due diligence on the part of either the governing board, sponsor, or both. The decision to close sets in motion a chain of related actions. The KCPS Charter School Sponsor (CSS) Office has developed this guide for schools in or approaching closure status. Responsibility for all tasks falls on the governing board. The CSS Office is available for assistance and will monitor all aspects of closure.

This guide has six sections:

1. Decision
2. Appeal Process
3. Immediate Actions
4. Notifications
5. Ongoing Closure Duties
6. Financial Obligations

1. DECISION

Charter school closure is “accountability in action.” It is the cessation of school operations and is triggered by:

- Board relinquishing the charter;
- Non-renewal of the school’s charter by either party; or
- Revocation of the charter by the sponsor;

Areas of consideration for school closure include, but are not limited to:

- Academic underperformance;
- Financial mismanagement;
- Organizational incompetence;
- Non-compliance with state statutes;
- Non-academic charter violations;
- Low enrollment;
- Illegal behavior; and
- Fear for the health and safety of students and staff.

A. Voluntary Closure

If the board decides to close a school, or the board and the CSS Office decide together that closure is the best option for a school, the CSS Office will support the board through closure, following the steps in the next section of the guide.

B. Non-Renewal

The decision to non-renew a school's charter will be made in the year prior to the last year of the charter (generally year 4, though contracts and charters vary) to ensure a smooth transition for staff and students. In the fall of the last year before the final year of the charter period, the CSS Office will decide if it has sufficient evidence to bring the charter to the State Board of Education for renewal. If the CSS Office decides sufficient evidence does not exist, or KCPS no longer sees a mission fit, it will work with the governing board to ensure a smooth transition of sponsor records to a new sponsor. The decision not to renew is not a revocation decision but a decision of lack of mission fit for the CSS Office, and taken at the end of a contract period, there is no appeal.

C. Revocation

Finally, revocation by the sponsor can occur at any time:

“if the charter school commits a serious breach of one or more provisions of its charter or on any of the following grounds: failure to meet the performance contract as set forth in its charter, failure to meet generally accepted standards of fiscal management, failure to provide information necessary to confirm compliance with all provisions of the charter and sections 160.400 to 160.425 and 167.349 within forty-five days following receipt of written notice requesting such information, or violation of law.” RSMO 160.405.7(1)

When the sponsor elects to revoke a charter, statute requires certain actions of the sponsor:

1. “At least sixty days before acting to revoke a charter, the sponsor shall notify the governing board of the charter school of the proposed action in writing. The notice shall state the grounds for the proposed action. The school's governing board may request in writing a hearing before the sponsor within two weeks of receiving the notice.” RSMO 160.405.7(3)
2. “The sponsor of a charter school shall establish procedures to conduct administrative hearings upon determination by the sponsor that grounds exist to revoke a charter. Final decisions of a sponsor from hearings conducted pursuant to this subsection are subject to an appeal to the state board of education, which shall determine whether the charter shall be revoked.” RSMO 160.405.7(4)

2. APPEAL PROCESS

A revocation is a serious action and the Kansas City Public Schools is committed to fair due process. Appeals can be of two types:

- Procedural, claiming that the sponsor did not follow proper process;
- Substantive, claiming that the sponsor made a bad decision on the merits.

Regardless of the type of appeal, the Board and CSS Office will observe the following guidelines:

- Written notice will be provided at least 60 days before acting to revoke the charter. The notice shall state the grounds for the proposed action and information about the school's right to appeal. RSMO 160.405.7(3)
- Summary of recommendation to revoke a charter presented to the KCPS administration and/or board.
- A written request for a hearing may be submitted by the charter school governing board within two (2) weeks of receiving the 60 day notice. RSMO 160.405.7(3)
- A hearing, with oral testimony and written argument challenging the evidence against the school, before KCPS administration and/or board will be held within two (2) weeks of the written request from the board. Hearing may include the following:
 - Legal representation;
 - Written record of the proceedings;
 - Right to call witnesses and challenge evidence.
- Written notice from the sponsor of final revocation decision presented prior to the 60 day final notice.
- Revocation shall only be effective at the conclusion of the school year, unless the sponsor determines that continued operation of the school presents a clear and immediate threat to the health and safety of the children. RSMO 160.405.7(5)
- A decision by the Kansas City Public Schools to revoke a charter may be further appealed, as statute allows.
- A Closure Transition Team, consisting of representation from the sponsor, board, and school, shall be appointed to follow the Closure Process to ensure a smooth transition for students and staff.

3. IMMEDIATE ACTIONS

A. Notify DESE's Office of Charter Schools of the closure decision.

- Provide a copy of supporting documentation.

B. Establish a Transition Team. Team members should include:

- "School Closure Coordinator(s)" (representative(s) of the sponsor);
- Representative(s) of the Board of Directors, including chair;
- Lead administrator of the school;
- Lead finance person;
- Faculty representative (i.e. principal);
- Parent/student representative (i.e. Dean of Students);
- Regional DESE Oversight staff member;

- Parents (optional);
- Member of local charter support organization (optional);
- Member of the local school district administration (optional).

C. Develop talking points for a single consistent message.

- Used to ensure consistent, accurate communications to the school community, the media, and the public.

D. Schedule dates to notify the staff and parents of the school's closure.

- Staff and parents are notified prior to media notification.
- Staff meeting should occur within 24-48 hours after the official notice of closure has been issued.
- Parent meeting should occur within 24 hours after the staff meeting. (It is advisable to offer multiple parent meetings to accommodate varying schedules.)

E. Schedule dates, times, and locations of school choice fairs for students/parents, and job fairs for teachers.

F. Write a press release.

- Should be issued by the Board of Directors or the sponsor.
- Explain reasons for closure.
- Offer assurances and evidence that student interests are the top priority.
- Announce plans, if any, to replace the closing school.

G. Secure the school facility, property, equipment, supplies, and records.

- Secure assets. (responsibility of the Board)
- Consult legal counsel about options and potential liabilities.

H. Terminate summer school plans for the summer following closure.

4. NOTIFICATIONS

Written notification to the school staff, parents, and public must be provided by the Board, with support from the sponsor.

A. Staff letter, addressed individually. Letter should include the following information:

- A brief history of the school;
- The reason(s) for closure;
- Commitment to continuing school operations throughout the closure process;
- Information on the scheduled staff meeting concerning the closure;
- Timeline for transition details;
- Affirmation of the Board's commitment to the staff (i.e. information on a job fair);
- Information related to pay and benefits;
- A reminder of the importance of staying in the classroom and servicing students through the end of the school year;

- Information on the Transition Team and its faculty point person, including the individual's contact information;
- A calendar of important dates between the closure announcement and the end of school;
- A plan for assisting students in the transition;
- Help Line/Help Site information (800 number and/or website).

B. Staff meeting.

- Facilitated by Transition Team.
- Staff letter reviewed and rationale for closure discussed.
- Staff may voice questions/concerns.
- Utilize talking points.

C. Parent letter, addressed individually and sent prior to parent meeting(s). Letter may come from the school or the sponsor and should include the following information:

- Brief history of the school;
- Reason(s) for closure;
- Clear timeline for the closure process;
- Date of the last day of regular instruction;
- Notification of mandatory enrollment under state law;
- Information on the scheduled parent meeting(s);
- The school's commitment to successful transition for students and parents (including information on any school choice fairs planned);
- Procedures for ensuring transfer of student records, as well as notice of the right to access student records under the Freedom of Information law;
- Information on the Transition Team and the parent/student point person, including contact information;
- Help Line/Help Site information (number and/or website).

D. Fliers in appropriate languages notifying parents of scheduled meeting(s).

E. Parent meeting(s).

- Purpose – to focus on successfully transitioning students to a school that will provide a demonstrably better education.
- Held shortly after the staff meeting at the school site.
- Possibly offer multiple dates/times to accommodate parents' varying schedules.
- Letter should be discussed. (Have extra copies available.)
- Reasons for closure should be discussed.
- Facilitated by Transition Team.
- May be attended by the media.
- Discuss the closure process.
- Talk about educational options.
- Assure parents of the privacy of student records and provide information about the transfer of these records.
- Provide concise talking points (verbal/written).
- Possibly provide on-site child care.

- Possibly provide on-site translators.

F. Media notification - press release to local news outlets (print, radio, television).

- Responsibility of the governing board.
- Post release on school and sponsor websites.
- Include history of the school; closure procedures/timeline; reason(s) for closure; outline of support for students, parents, and staff; and contact information.

G. Utilize counsel to dissolve the 501(c)3 nonprofit at state and federal levels.

5. ONGOING CLOSURE DUTIES

The school administration is expected to run a fully compliant school through closure and the board must still operate in compliance with sunshine laws and their own policies. In addition, they will assist the transition team with the following closure activities.

A. Meet regularly with the Transition Team.

- Utilize an agenda.
- Weekly meetings recommended.
- Hold meetings at sites accessible to the school community.
- Monitor the school environment through the closure process.

B. Monitor staff benefits.

- Responsibility of the Board.
- Monitor contributions to the Retirement System.
- Inform staff of:
 - Benefits available after closure (e.g., COBRA);
 - Termination date for benefits;
 - Schedule for teacher/staff pay.

C. Monitor professional development.

- Ensure that professional development continues to meet all state requirements related to professional development and certification/licensure.

D. Ensure continuation of accurate and timely data reporting.

- Submissions to include:
 - MOSIS data;
 - Core data;
 - Annual Secretary of the Board Report;
 - Annual audit;
 - Federal Programs Reporting;
 - Federal Expenditure Report (FER);
 - Annual Performance Report (APR).
 - All requested KCPS submissions;
 - All required DESE submissions.

E. Monitor transportation.

- Avoid disruption of service.
- Avoid miscommunication about service.

F. Transfer student records.

- Student records are private and must be handled in accordance with privacy rules set forth in the Family Education Rights and Privacy Act (FERPA).
- Ensure that all student records, including IEP's, are up-to-date.
- Obtain from the school a complete inventory of all student records, including SPED records, their location, and security measures taken to ensure record safety.
- For students enrolling in another school prior to the school closing, records will be transferred in the normal manner. (A priority for the office personnel.)
- For students who have not enrolled in other schools prior to the school closing, records will be transferred to each student's district of residence following the conclusion of the last day of classes.
- Verify transfer of records.*
 - Records may be shipped or transferred person-to-person. Regardless of how the records are transferred, a verification form with the following information must be maintained, with a copy being sent to the sponsor:
 - o The number of general education records released;
 - o The number of special education records released;
 - o An inventory of all student files;
 - o The date of transfer;
 - o The signature(s) and printed name(s) of the district representative(s) collecting the records;
 - o The signature(s) and printed name(s) of the charter school representative(s) releasing the records.

**Both the sponsor and the school will retain a copy of the release for their records.*

G. Ensure proper retention of student and non-student records.

- All records should be retained according to the public school records retention schedule found on the MO Secretary of State's website.
- All records related to the following should be maintained:
 - Loans, bonds, mortgages, and other financing;
 - Contracts;
 - Leases;
 - Assets and asset sales;
 - Grants;
 - Governance (minutes, by-laws, policies);
 - Employees (background checks, personnel files);
 - Accounting/audit, taxes and tax status;
 - Employee benefit programs and benefits.
- Sponsors will consult with legal counsel about the best way to handle retention of non-student records. This may vary case-by-case. For example, if the governing board chooses to suspend its own operations and close the school (leaving the charter still "alive"), it may be best to have the records remain with the governing board. If, on the other hand, a governing board abandons all responsibilities related

to closure, including the handling of records, it may be wise for the sponsor to secure the records.

- All records must be housed in a locked, fireproof file for safety purposes.

6. FINANCIAL OBLIGATIONS

The school finance officer should be included in the transition team meetings, and should provide a regular update to the team, sponsor and Board on how the financial closeout is progressing.

A. Scheduling the final audit.

- Scheduled by the Board with an independent auditor.
- Ensure that funds are retained to pay the auditors.
- Ensure that all records are properly, securely maintained and available to auditors.

B. Termination of vendor contracts.

- Compile a list of all current vendors.
- Review the termination provisions in each vendor's contract.
- Contact each vendor to terminate the contract.
- Instruct vendors to remove all contractor property from the school by a set date.
- Retain records of past contracts as proof of full payment.
- Maintain utilities long enough to cover the time period required for all closure procedures.
- Maintain liability insurance long enough to cover the time period required for all closure procedures.

C. Termination of benefits.

- Compile a list of all benefit providers, including:
 - Health insurance;
 - Life insurance;
 - Dental plans;
 - Eyeglass plans;
 - Cafeteria plans;
 - 401(k) retirement plans;
 - Disability insurance;
 - Pension plans.
- Review the termination provisions in each provider's contract.
- Contact each provider to terminate the contract.

D. Development of or update of the fixed-assets list (by school finance office).

- List should separate state and federal funds, while noting the source of the funds and the fair market value (FMV) – initial and amortized – for every fixed asset in the inventory.
- For items purchased with federal funds, the school must comply with the guidance in the Education Department General Administrative Regulations (EDGAR) regarding the disposition of property.

- Sponsor will retain a copy of this inventory.
- E. Establishment of a plan for the disposition of property.
- Follow school policy regarding disposition of property.
 - Dispose of property in 2 phases:
 - Disposal of the inventory;
 - Disposal of real property (i.e., the school building).
 - Establish methods and procedures for receipt of payment (e.g., cash, check, credit card) for the disposed inventory.
 - Note obligations specific to items purchased with federal funds via the Public Charter School Program (PCSP) grant or Title Programs. Property purchased with PCSP funds must first be offered to charter schools located within the same region as the school that is closing. If the property is offered and offers are declined, the property must be disposed of at auction.
- F. Filing of Federal form 269 or 269a if the school was receiving funds directly from the U.S. Department of Education. (See 34 CFE 80.41)
- G. Compilation of itemized financial statements and lists.
- After disposition of assets, the school should prepare itemized financial statements.
 - Sponsors should have access to the following:
 - Fiscal year-end financial statements;
 - Cash analysis;
 - List of compiled bank statements for the year;
 - List of investments;
 - List of payables (with any outstanding payables);
 - List of all unused checks (which should be collected and voided);
 - List of petty cash;
 - List of bank accounts (accounts should be closed once transactions have cleared);
 - List of all payroll reports, including taxes, retirement, or adjustments on employee contracts;
 - List prioritizing the payments from the proceeds of the disposal based on the charter governing board's policy.
- H. Notification to creditors.
- Request a final accounting from all creditors.
 - Negotiate a settlement of debts and release from existing obligations.
 - Maintain all records related to payment of debt.
- I. Notification to debtors.
- Prepare a final accounting for all debtors.
 - Demand payment. If collection efforts are unsuccessful, consider turning the debt over to a commercial debt collection agency.
 - Maintain all records related to these debts.

J. Work with DESE to ensure payments stop appropriately and that the school receives all entitled funds.