



**CHARTER SCHOOL SPONSOR APPLICATION**

OFFICIAL NAME OF SPONSOR	NAME OF SPONSORING AGENCY
NAME OF CONTACT PERSON	CONTACT PHONE NUMBER
CONTACT EMAIL ADDRESS	APPLICATION FORM DUE DATE <b>FEBRUARY 1</b>
CONTACT MAILING ADDRESS	APPLICANT INTERVIEWS BEGIN <b>FEBRUARY 15</b>

**INSTRUCTIONS**

Entities **applying** to become charter school sponsors must submit this application electronically by responding to Sections I-VIII. The application cover page must be signed by the authorized representative and then scanned into an electronic document.

The body of the application may be recreated in a word processing format with all appropriate section numbers and subparagraphs. Response to each section should follow that order. Appendices and reference material are to be included at the end of the application.

The pages must be numbered and a minimum of a 12-point font should be used. The document should be submitted in a PDF format.

EMAIL the completed form **prior to February 1** to [webreplyimprcharter@dese.mo.gov](mailto:webreplyimprcharter@dese.mo.gov).

QUESTIONS: Contact Educational Support Services at 573-751-2453 or [webreplyimprcharter@dese.mo.gov](mailto:webreplyimprcharter@dese.mo.gov).

**ASSURANCES**

The authorized representative assures the Department of Elementary and Secondary Education (Department) that the sponsor and all sponsored charter schools, in accordance with sections 160.400–160.425, RSMo, shall:

1. Receive and expend state/federal funds in a manner consistent with the intent of the approved application and charter law in section 160.400.11, RSMo;
2. Acknowledge sponsor’s intent to comply with the Standards for Charter Sponsorship as outlined in rule 5, CSR 20.100-260;
3. Participate in an evaluation process every three years and provide the Department any information it may need to carry out its responsibilities under the program; and
4. Adhere to the applicable state statutes, rules and regulations governing the program.

The board-authorized representative understands the assurances and the responsibility for compliance placed upon the applicant. The applicant will refund directly to the Department the amount of any funds made available to the sponsor applicant that may be determined by the Department, or an Auditor representing the Department, to have been misspent or otherwise misapplied.

SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE	AUTHORIZED REPRESENTATIVE PHONE NUMBER
PRINTED NAME OF AUTHORIZED REPRESENTATIVE	AUTHORIZED REPRESENTATIVE EMAIL ADDRESS	

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6<sup>th</sup> Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email [civilrights@ese.mo.gov](mailto:civilrights@ese.mo.gov)

## **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.

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

**I-B(1).** Provide the mission statement and sample business contract approved by the governing board/body addressing the role as a charter school sponsor.

**I-B(2).** 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.

**I-B(3).** 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.

**I-B(4).** Describe capacity to access, review and analyze data in the Missouri Comprehensive Data System (MCDS).

**I-B(5).** Describe the policies and procedures as outlined by section 160.400.16(1)-(6), RSMo, to review charter school proposals; grant charters; establish and use a performance framework for evaluation; maintain intervention; renewal and revocation policies; implement ongoing oversight; and establish closure policies.

**I-B(6).** 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.).

**I-B(7).** 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.

**I-B(8).** Describe capacity for intervention when a charter is designated as persistently low achieving.

**I-B(9).** Include a copy of: 1) conflict of interest policy, and 2) plan of oversight for remotely located charters.

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

**II-1.** Outline the charter application process and budget plan 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.

**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.

**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.

**II-4(a).** Describe how the application process will ensure the applicant understands the meaning of local educational agency (LEA) status as it concerns the operation of a charter school.

**II-4(b).** If the charter is seeking local educational agency (LEA) designation, describe how awareness will be provided of retirement processes to include social security coverage for employees. You may contact the State's Social Security Administrator at 573/751-3289 [and](#) the Public School and the Non-Teacher School Employee Retirement Systems of Missouri at 573/634-5290.

**II-5.** 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.

**II-6.** Explain the sponsor's plan to meet the Department's established application timelines as required in rule 5, CSR 20-100.260(2)(F).

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

**III-1.** Describe how the sponsorship role will be related to charter school board oversight, training, and support. For example: non-profit status, conflict of interest, ethics commission reporting, conducting business meetings, etc.

**III-2.** Describe plans to address board issues such as probation, non-renewal or revocation of charter sponsorship.

**III-3.** Explain how oversight of charter boards will be demonstrated.

**III-4.** Explain how sponsor will monitor charter's compliance with Missouri Sunshine Laws.

**III-5.** Provide a model "conflict of interest" policy that will be required 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(a).** 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).

**IV-1(b).** Provide examples of additional measurable objectives that are aligned with the charter's mission for which charter schools will be held accountable.

**IV-2.** 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.

**IV-3.** Describe the standards/level of performance a charter must attain and possible consequences for a school's failure to meet agreed upon requirements and outcomes.

**IV-4.** Describe the criteria for denial/approval of additional grade-levels or new sites for charter schools designated as persistently low-achieving.

**IV-5.** Explain the sponsor's role in gathering and evaluating qualitative data supporting student performance.

**SECTION V. Sponsor's fiscal management and oversight**

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

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

**V-3.** Describe the sponsor's annual review process of financial audits. Please provide a schedule, review checklist, etc.

**V-4.** Explain how financial controls will be ensured. Specifically address monthly approval of charter's checks/check register and board control of the bank account.

**V-5.** Explain the process for specifically monitoring the compliance of federal funds obtained and utilized by the charter schools sponsored.

**V-6.** Describe how the sponsor will monitor charter compliance with procurement practices as required by the federal government.

**V-7.** Explain how submission and use of data required for the annual secretary of the board report (ASBR) will be monitored.

**V-8.** Describe how the sponsor will monitor the publication of the annual audit summary.

**V-9.** Describe how the sponsor will ensure that coding procedures prescribed in the *Missouri Financial Accounting Manual* are utilized by each charter.

## **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.

**VI-2.** Explain how the sponsor will influence charters' use of electronic student records.

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

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

**VI-5.** Explain how and when adopted policies will be reviewed to be consistent with the FERPA and the Health Insurance Portability and Accountability Act (HIPAA).

**VI-6.** 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.

**VI-7.** 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).

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

**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.

**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.

**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.

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

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

## **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.

**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.

**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.

**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.  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.