



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

**CHARTER SPONSOR REPORT**

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

**INSTRUCTIONS**

Section 160.400.17, RSMo, directs the Missouri State Board of Education to evaluate sponsors every three years based on 5 CSR 20-100.260, Standards for Charter Sponsorship. Charter school sponsors must submit this report electronically by responding to Sections I-VIII. The cover page must be signed by the authorized representative and then scanned into an electronic document.

The body of the report 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 report.

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 response **prior to JUNE 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 and 167.344, 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 rules 5 CSR 20.100-250; 5 CSR 20.100-260 and 5 CSR 20.100.265;
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 authorized representative understands the assurances and the responsibility for compliance placed upon the sponsor. The sponsor will refund directly to the Department the amount of any funds made available to the sponsor 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; email [civilrights@ese.mo.gov](mailto:civilrights@ese.mo.gov)

### **SECTION I-A. Sponsor's governing board/body**

I-1. Submit the names and titles of the governing board/body and designate the officers.

I-2. Does the sponsor currently have a charter school contract(s) in effect with the state board of education?

Yes  No

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

I-1. List the individuals and their primary areas of expertise who are currently employed/contracted and involved with sponsor oversight, including school finance, special education, leadership, curriculum, federal/state programs, food services, transportation, assessment, governance, Missouri Comprehensive Data System, etc.

I-2. Have all charter sponsor staff working in charter schools completed a Missouri criminal background and Family Care Safety Registry checks?  Yes  No

I-3. Does sponsor have capacity for intervention when two or more of your schools are persistently low achieving, as verified by the APR, before expanding your portfolio?  Yes  No If no, explain.

I-4. Following a review of the charter school sponsor's financial accountability data and other information, additional information may be requested.

### **SECTION II. Sponsor implements a thorough application and decision-making process**

II-1. Provide a statement indicating current status and timeline for accepting charter applications and briefly describe your application process.

II-2. Describe the sponsor's expectations/requirements of all charter schools contracting with a third-party provider for education design and/or operation/management.

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

III-1. Have all charter board members completed a criminal background and Missouri Family Care Safety Registry checks?  Yes  No

III-2. Provide an assurance statement addressing means of board oversight. What components of board training does the sponsor offer/provide, if any?

III-3. Provide minutes of three, recent consecutive board meetings for each charter in your portfolio (include proof of compliance with the Sunshine Law).

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

IV-1. The sponsor develops and keeps current a Performance Contract aligned to the state performance standards for each charter school.  Yes  No If yes, please provide a copy of all recent contracts.

IV-2. Provide/describe the interventions that are in place for any school(s) performing below 70% APR.

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

### **SECTION V. Sponsor fiscal management and oversight**

V-1. Provide an assurance statement indicating means of fiscal oversight, including:

- Board approval of monthly checks/check registry;
- State/federal deposits are to a bank account under direct charter school governing board control; and
- Procurement policies and procedures are in place and are reviewed/updated annually.

V-2. Does the sponsor verify that procurement practices and coding procedures prescribed in the *Missouri Financial Accounting Manual* are utilized by each charter.  Yes  No

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

**VI-1.** Provide an assurance statement indicating the sponsor's oversight in reporting, including:

- Charter school maintenance of electronic student records;
- Charter school policies and procedures regarding record retention schedule;
- Annual report to the Joint Committee on Education (if applicable);
- Charter school follows policies and procedures consistent with Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA);
- Approved access to Missouri Student Information System (MOSIS) and Core Data of only appropriate charter personnel; and
- Changes to a charter are submitted to Department within 30 days of approval.

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

**VII-1.** Briefly describe the sponsor's oversight of:

- non-discrimination (including hiring, selection, accommodation, and the lottery/admission process);
- parent/community concerns;
- health, safety, and ongoing legal requirements;
- educator certification, highly qualified status, and background checks;
- 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;
- special education laws; and
- the Missouri Assessment Program (MAP) and other assessments.

**VII-2.** Provide an assurance statement indicating that the sponsor monitors policies, procedures and practice related to student recruitment, lottery, discipline, referral, placement, testing/diagnostics, and teacher/administrator selection.

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

**VIII-1.** Provide a copy of policies/procedures/plans that are in place for intervention, revocation, and/or closure of any applicable charter school(s).

**VIII-2.** According to the requirements in 5 CSR 20-100.265 and 5 CSR 20-100.260(8), addressing charter school closure, does the sponsor believe it has the capacity to carry-out the closure of a charter school?  Yes  No