



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

CHARTER SCHOOL RENEWAL APPLICATION for schools with less than 70% APR

SCHOOL/LOCAL EDUCATIONAL AGENCY (LEA) NAME:	COUNTY-DISTRICT CODE:
NAME OF SCHOOL/LEA CONTACT PERSON:	SCHOOL/LEA CONTACT PHONE NUMBER:
SPONSOR NAME:	APPLICATION FORM DUE DATE: JANUARY 1
NAME OF SPONSOR CONTACT PERSON	SPONSOR CONTACT PHONE NUMBER

DIRECTIONS

Charter schools desiring to renew their charter must submit this application electronically by responding to the following sections. 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. Responses 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 twelve-point font should be used. The document should be submitted in a PDF format.

EMAIL the completed form prior to **January 1** to: webreplyimprcharter@dese.mo.gov

QUESTIONS: Contact Educational Support Services at 573-751-2453 or webreplyimprcharter@dese.mo.gov

ASSURANCES

The authorized representative assures the Department of Elementary and Secondary Education (Department) that 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.
2. Acknowledge sponsor's intent to comply with the Standards for Charter Sponsorship as outlined in 5 CSR 20-100.260 and other applicable rules.
3. Keep such records for a period of three years and provide such information as may be necessary for the fiscal program auditing and for program evaluation; provide the Department any information it may need to carry out its responsibilities under the programs.
4. Adhere to the requirements of the applicable state statutes and regulations, the state rules governing the programs, and all other applicable statutes.

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 applicant that may be determined by the Department, or an Auditor representing the Department, to have been misspent or otherwise misapplied.

SIGNATURE OF AUTHORIZED CHARTER REPRESENTATIVE	DATE
SIGNATURE OF AUTHORIZED SPONSOR REPRESENTATIVE	DATE

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), 6th 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@dese.mo.gov.

APPLICATION COMPONENTS AND GUIDELINES

A letter from the sponsor requesting renewal should be one page and signed by the sponsor and the not-for-profit contact person. Included with the one-page letter should be an up-to-date list of:

- mailing/physical addresses and telephone number of the charter school's main office;
- names and contact information of the not-for-profit organization's current president;
- education service provider (if applicable); and
- sections A through D (following).

A. MISSION, VISION, AND GOALS -- SECTION 160.405, RSMo

State the school's mission and briefly present the vision for how the school will continue to operate. Describe any changes or modifications to the school's educational foundation, culture, or ethos. The goals must specifically address academic performance based on current and projected data for the next five years. **Documentation can be provided in Appendix A.**

- If applicable, present an updated, one-two sentence mission statement that defines the ongoing purpose of the school.
- Provide a concise projection of the school's performance over the next term of the charter. Describe the current student population. Include a detailed description of significant changes to the school's education program, curriculum alignment, staff training or other areas that have/will be addressed to improve performance.
- Are the school's educational program goals and curriculum aligned with state standards? Yes No If no, please explain.

B. ORGANIZATIONAL/GOVERNANCE PLAN – SECTIONS 160.400.5,11; 160.405.1,2,5,9; 160.408; 160.425; 167.349; RSMo

The organization/governance plan should provide an understanding of the continued operation of the school. It should present a clear picture of the school's operating priorities, delegation of responsibilities, and relationships with key stakeholders. **Documentation can be provided in Appendix B.**

- If applicable, provide updated Articles of Incorporation, bylaws, and Missouri not-for-profit status.
- If applicable, provide an updated list of current board members, assurance of their most recent fingerprints and Family Care Safety Registry check, and signed Conflict of Interest disclosure forms.
- Provide a current organizational chart showing the staffing/reporting structure for the board, administration, and staff, including teachers.
- The sponsor has reviewed documentation and asserts that the school uses curriculum guides, Missouri Learning Standards, has evidence of student/staff handbooks, and other standard supports. Yes No If no, please explain.
- The sponsor has reviewed documentation of ongoing Board training and minutes of three consecutive months of charter board meetings. Yes No If no, please explain.
- Show that the governing board follows the Sunshine Law requirements in conducting all public business, for example: posting meeting notices and minutes on the school's website and in the school.
- Discuss the evaluation process of the LEA's leadership and any changes that have been made over the course of the charter and why the current leadership is appropriate for the future challenges.
- Explain/list any sponsor/partnership efforts that help support the charter school(s) in increasing student performance.
- Sponsor has reviewed evidence of ongoing professional development/training for all teachers and school leaders; minutes and compliance with Sunshine Laws of three consecutive months of charter board meetings; evidence of requisite surety bond for school financial officer(s) and evidence of requisite insurance coverage for directors/officers, and buildings; statement of compliance with any/all federal and state programs' requirements; and evidence that a copy of the renewal application has been sent to the school board of the district in which the charter school is located. Yes No If no, please explain.

C. STUDENT PERFORMANCE – SECTION 160.405.4,5,7,8,9, RSMo

All public schools are subject to state and federal accountability requirements. The Department has performance records on statewide assessments, graduation rates, attendance, etc. that need not be submitted. **Documentation can be provided in Appendix C.**

- If sponsor has not already submitted a current copy to the Department, provide a copy of the most recent performance contract that includes timelines and minimal standards for renewal. Include procedures and consequences for failure to meet requirements in the contract.
- Has this charter school been placed on probation within the last three years and, if so, specifically for what reasons? Yes, explanation attached. No If no, please explain.
- To what do you attribute student performance below 70% APR?
- Describe intervention strategies that are currently in place based on identification of school's low performance. What improvements/results have been obtained? How long will the interventions be maintained?
- What additional steps/strategies are planned?
- Based on current data, explain what specific performance goals are expected to improve first.
- Have administrative staff been evaluated annually? Do they each have a personal development plan?
- Do teachers have personal development plans, mentoring, and professional development? Explain.
- Is clear criteria for promotion from one grade/level to another in place? Yes No If no, please explain.
- If the school is a recipient of a federal Charter School Program grant, the sponsor ensures that student performance is the most important factor in the determination of renewal/revocation. Yes No If no, please explain.

D. FINANCIAL/BUSINESS PLAN AND PROJECTED BUDGET – SECTIONS 160.405.1,5,9; 160.415, 161.520, RSMo; 5 CSR 20-100.260

Describe the organization structure of the school and its day-to-day operation. Explain the management roles and responsibilities of key administrators with respect to instructional leadership, curriculum development, personnel decisions, budgeting, financial management, legal compliance, and any specific staffing needs. **Documentation can be provided in Appendix D.**

- Provide an updated, detailed organization chart that shows the staffing and reporting structure for the board, administration and teaching staff.
- Provide a financial plan and projected budget for the next three-five years.
- Are the costs of instruction, operation of plant and administration near the state average? If not, why?
- The sponsor attests that the school adheres to generally accepted accounting practices, including a procurement plan/policy and board approval of checks/check register on a regular (monthly) basis and reviews bank statements and expense accounts annually. Yes No If no, please explain.
- The sponsor attests that the school board regularly reviews/addressess such items as expenditures, low balances in operating funds, compliance with federal/staff programs, and staff hiring. Yes No If no, please explain.
- If there is an Education/Charter Management Organization contract, discuss fees paid to date, how the performance of the contract has been evaluated and why the contract should be continued.
- The sponsor assures that the school reports outstanding debt as required in Section 37.850.1, RSMo. Yes No If no, please explain.
- Discuss any building/facility plan changes anticipated in the next three-five years.

E. INTERVENTION, RENEWAL, REVOCATION, OR CLOSURE – SECTIONS 160.405, RSMo; 5 CSR 20-100.250, 260, 265

Describe/provide a checklist of items that the charter/sponsor regularly addresses to ensure the charter is fulfilling its mission of educating children. **Documentation can be provided in Appendix E.**

- Provide a timeline and results for the interventions that have been implemented.
- Describe other performance measures currently used for renewal purposes.
- How long will the school continue to operate if performance does not reach greater than 60% APR?
- The sponsor assures that the charter school understands the procedures for closure, if necessary. Yes No If no, please explain.