



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

CHARTER SPONSOR EVALUATION APPLICATION

OFFICIAL NAME OF SPONSOR	NAME OF SPONSORING AGENCY
NAME OF CONTACT PERSON	CONTACT PHONE NUMBER
CONTACT EMAIL ADDRESS	APPLICATION FORM DUE DATE APRIL 15
CONTACT MAILING ADDRESS	APPLICANT INTERVIEWS BEGIN APRIL 30

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 APRIL 15** 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 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 and 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), 6th 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

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

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

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

I-2 (a). List the individuals and their 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 (b). 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-3. Report the portion of time that each of the sponsor's staff devotes to charter school oversight and include the details of how oversight is conducted (face-to-face meetings, webinars, emails, etc).

I-4. A review of the Charter School Sponsor Financial Accountability Form shows current cost for sponsoring all charter schools and that 90% of state funds support charter school operations (separating state funds received under section 160.400 11, RSMo, from other anticipated income) is provided.

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

II-1. Include a copy of the policy, application form, timelines, and budget plan that are utilized by the sponsor for future charter schools.

II-2. If amended or changed (since the most recent approval), describe the changes in organizational policy/procedure for soliciting, accepting, approving and/or 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 is used.

II-4. Describe the sponsor's expectations/requirements 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.

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

III-1. Describe how oversight of charter boards is provided. Provide minutes of three, consecutive meetings for all charters in your portfolio. List the board meetings the sponsor attended in the past year.

III-2. Explain how the sponsor monitors each charter's compliance with Missouri Sunshine Laws, closed meetings, and conflicts of interest. Include a sample conflict of interest policy used by your charters.

III-3. Address/list the specific board training provided/monitored during the most recent year for each charter sponsored.

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

IV-1. Beginning in 2015, provide each charter's performance contract and explain how those goals align with the state academic standards as prescribed in the Annual Performance Report (APR).

IV.2 (a). List your charters and note those with an APR below 50%, those between 50-70%, and above 70%. What intervention plans are currently in place for each charter? Note any/all charters that are on probationary status due to low academic performance.

IV-2 (b). Explain the interventions that the sponsor is taking or will take if a charter has deficiencies in academic performance and/or other objectives agreed to in the performance contract. Provide a copy of the intervention/revocation policy based on academic under-performance.

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.

IV-4. Explain the sponsor's role in gathering and evaluating quantitative and qualitative data supporting student performance, including on-site visits, checklists, surveys, etc.

SECTION V. Sponsor's fiscal management and oversight

V-1. Explain how the charter's financial solvency, including financial audit, is monitored throughout the year.

V.2. Describe the corrective action plan that is in place for any charter that is financially stressed.

V-3. Explain how financial controls are ensured. Specifically address monthly approval of charter's checks/check register and board control of the bank account.

V-4. Explain the process for monitoring (and corrective actions if needed) the use of federal funds in programs as outlined in the *Fiscal Guidance for Federal Programs*, utilized by the charter schools sponsored (specifically in Title, ELL, special education, food service, migrant, and homeless programs).

V-5. Describe how the sponsor verifies that procurement practices and 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, including Annual Secretary of the Board Report (ASRB), by the charter schools sponsored, is monitored.

VI-2. List the system or company name of each charter's electronic student records systems.

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

VI-4. Explain how submission of the annual report to the Joint Committee on Education is verified.

VI-5. Explain how the sponsor confirms that charter personnel have access to the Missouri Student Information System (MOSIS) and Core Data systems, and are fully trained and in compliance with FERPA standards.

VI-6. The sponsor is aware that approved changes to any 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 monitors for non-discrimination (including hiring, selection, accommodation, and the admission process). Describe how the sponsor monitors the lottery process, if applicable.

VII-2. Explain the sponsor's role in monitoring parent/community concerns, health, safety, and ongoing legal requirements with the charter schools sponsored.

VII-3. Explain how or provide checklists that are used by the sponsor to monitor educator certification, highly qualified status, and background checks.

VII-4 (a). Describe how the sponsor provides 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. Provide a list of the free/reduced lunch count for each charter and compare it to the district in which the charter is located.

VII-4 (b). Describe how the sponsor oversees 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 monitors 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. Provide the sponsor's intervention criteria/policy 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 are 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 sponsored school. Describe the evidence that would prompt the sponsor to not renew a charter.

VIII-4. Provide written procedures that are 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 reserve needed to defray such costs.