

Missouri Charter Public School Commission	
Oversight: Monitoring and Intervention	3.02

Policy

The Commission believes that good authorizing protects a school's autonomy. As a sponsor we exercise great restraint when engaging the school beyond the expected accountability plans, submissions and site visits. Sponsor intervention should be directly related to the performance of the school. When those performance levels are not met, it is the responsibility of the sponsor to intervene. This intervention must always keep in mind the role of the sponsor as the accountability agent and its commitment to maintain the school's autonomy. Interventions must be clear, direct and provide an opportunity for the school to make the necessary modifications to assure compliance. Interventions must provide the school with the required outcomes necessary, but not the prescribed path to achieve these outcomes.

The Commission's accountability program is designed to provide schools with clear expectations, deliverables and timelines. We desire all schools to be in full compliance and work to assure they are aware of deadlines and required documentation. The Commission reserves the right to use professional judgment to determine whether and at what level we will initiate intervention. Additionally, we reserve the right to forgo intervention or skip levels of intervention, including moving straight to revocation as appropriate.

Outlined below is the Commission's intervention process and policy.

Letter of Concern

The Commission may issue a "Letter of Concern" to a school when:

- Submissions to the Commission, DESE or DOE are missing or not timely
- The Commission has evidence that activity at the school may be jeopardizing the health, safety or welfare of students, but is not a breach of the contract.
- The Commission has evidence that activity at the school may threaten the stability of the organization.

Process:

1. Commission staff determine it is necessary to send a Letter of Concern.
2. The staff send a certified Letter of Concern to the school.
3. The school must respond in writing within the specified number of days and provide evidence that the issue(s) are corrected, or a plan on how and when the issue(s) will be resolved.
4. The Commission staff accepts or rejects the school's response. If rejected, staff meet with the board chair and school leader to assure the situation is resolved.
5. At the discretion of the Commission, the Letter of Concern may be included in the annual report.

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Breach of Contract

MCPSC will send a “Breach of Contract Letter” to the school, detailing contract breach. This breach may be multiple sections of the contract or one large issue.

Process

1. Letter includes correction action and timeline
2. MCPSC may require and school may request an audit, site visit or external review to provide site visit review to provide additional guidance on the breach.
3. MCPSC or school may ask for an amendment to the performance contract.
4. The Breach of Contract Letter will be included in the school’s annual report.

Probation

MCPSC places a school on probation when:

- The school fails to comply with the action plan from a contract breach,
- The school fails to make significant progress on a proscribed action plan or other intervention measure,
- Significant health, governance, safety, financial, and/or building issues occur unexpectedly (Examples include a fund balance less than 3%, insufficient cash flow, excessive age of accountants payable, police calls to the schools, no quorum for board meetings, or the board is not meeting), or
- The school has transferred from another sponsor to the Commission and is not meeting the conditions of its performance contract.

Process

1. Staff recommend to the Commission that the school be placed on probation based on evidence presented. The Commission must vote to place the school on probation.
2. A certified letter stating the cause of probation is sent to all members of the board, the school leader, and CMO (if applicable), with copies provided to DESE’s charter school office.
3. The school will be required to notify parents and lenders that the school is on probation and provide evidence to the Commission this has been completed.
4. The school will be required to place the notification letter on the school’s homepage.
5. Probation will be included in the school’s annual report.
6. MCPSC may require external evaluation, proctored testing, audits and other interventions as required to insure the safety, security of the students, finances and data.