

MCPSC Intervention Process and Policy - Adopted April 11, 2018

MCPSC 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.

MCPSC's accountability program is designed to provide schools with clear expectations, deliverables and timelines. We desire all school to be in full compliance and work to assure they are aware of deadlines and required documentation. MCPSC 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.

1. MCPSC may issue an "Letter of Concern" to a school when:
 - i. Submissions to MCPSC, DESE or DOE are missing or not timely
 - ii. MCPSC 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.
 - iii. MCPSC has evidence that activity at school may threaten the stability of the organization.

Proposed Process:

- i. Staff determine it is necessary to send a Letter of Concern.
- ii. MCPSC sends a certified Letter of Concern to the school.
- iii. 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.
- iv. MCPSC accepts or rejects the school's response. If rejected, MCPSC staff meet with board chair and school leader to assure the situation is resolved.
- v. At the discretion of the Commission, the Letter of Concern can be included or excluded in the annual report.

2. 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.

Proposed Process

- i. Letter includes correction action and timeline
 - i. 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.
 - ii. MCPSC or school may ask for an amendment to the performance contract.
 - iii. The Breach of Contract Letter will be included in the school's annual report.
3. MCPSC places a school on Probation when the school has:
 - i. Failed to comply with the action plan from a contract breach
 - ii. Failed to make significant progress
 - iii. Significant health, governance, safety, financial, and/or building issues occurred unexpectedly. (Examples include a fund balance less than 3%, insufficient cash flow or accountants payable x% of budget, police calls to the schools; no quorum for board meetings or board is not meeting.)
 - iv. Transfers from another sponsor and is not meeting the conditions of its performance contract.

Proposed Process

- i. Staff recommend Probation designation to Commission based on evidence presented. Commission must vote to place the school on probation.
- ii. Certified letter stating the cause of probation is sent to all members of the board, school leader, CMO (if applicable), with copies provided DESE charter school office, DESE Commissioner, and members of the State Board of Education
- iii. The school will be required to notify parents and lenders that the school is on probation.
- iv. The school will be required to place the notification letter on school's website
- v. Probation will be included in the school's annual report.
- v. MCPSC may require external evaluation, proctored testing, audits and other interventions as required to insure the safety, security of the students, finances and data.

4. Commission may revoke a school's charter, causing for the timely closure of the school prior to the end of the contract. This occurs when a school has:
 - i. Continued failure to comply with the action plan (from the Letter of Concern) and/or additional requirements when placed on Probation.
 - ii. Failure to make significant progress
 - iii. Significant health, governance, safety, financial, and/or building issues occurred unexpectedly.
 - iv. Charter transfers from another sponsor and is significantly failing to meet the conditions of its performance contract.

Proposed Process

- i. Staff recommends to Commission to issue a Notice of Revocation based on evidence presented. Commission must vote to revoke.
- ii. Notice of Revocation letter issued to each member of the Board of Directors through certified letter. Copies of the letter are sent to CMO, Charter School Office, DESE Commissioner, State Board of Education, and Superintendent of local district.
- iii. Notice of Revocation is placed on MCSPC website and press release issued.
- iv. Follow existing closure policy:
 - i. Public hearing, if not waived by school
 - ii. Commission affirms decision to revoke charter
 - iii. Letter is issued to parents
 - iv. Press and public communication occurs
 - v. School may appeal to SBOE