

Maryville City Schools Board of Education

Monitoring:

**Review: Biennially
in October**

Descriptor Term:

Procedures & Guidelines Charter Schools Application

Descriptor Code:

3.5

Review Date:

09/19/16

Rescinds:

Last Revision:

Application Process

A prospective charter school sponsor shall send the director notice of its intent sixty (60) days prior to April 1 of the year preceding the year in which the proposed charter school plans to begin operation as a public charter school.

A sponsor seeking Board approval of an initial charter school application must complete the form provided by the Tennessee Department of Education as well as provide a list of requirements that the sponsor wants to waive. In the application, the sponsor must demonstrate that the proposed charter school meets the purpose prescribed by law for the formation of a charter school and the proposed charter school will be able to implement a viable program of quality education for its students.

Applications must be submitted to Board on or before 4:30 p.m. on April 1 of the year preceding the year in which the proposed charter school plans to begin operation as a public charter school. Applications will be accepted only between March 1 and April 1. The sponsor shall pay an application fee of \$500.00.

Review Team

If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school applications. The team shall be composed of appropriate school personnel and a member of the community. The Board shall designate a chairman of the review team as the contact person for answering questions about the application process and receiving applications.

The Board shall require a procedure of receiving, reviewing and ruling on applications for the establishment of charter schools. The procedure must include a timeline for the application and review process and the mean for reviewing and evaluating each application, including the criteria on which the decision to grant or deny a charter will be based. A copy of the procedure, including the review criteria, shall be available to any interested party upon request.

The review team shall:

1. Evaluate all charter school applications based on the review criteria adopted by the Board;
2. Recommend one of the following options to the Board for each application: approve, reject, or reject with stipulations for reconsiderations;
3. Monitor charter school progress; and
4. Make recommendation for revocation, renewal or non-renewal of charter contracts.

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Review Criteria for Charter School Applications

I. Academic Design

Reviewers will look for the following this section:

- Clear articulation of the purpose, philosophy, and mission of the proposed charter school
- Vision for an innovative public school that will serve different learning styles and needs of students
- Description of education services not currently available in the district
- Complete description of the scope of the education program for the proposed charter school
- Sound research-based instructional methodologies and curriculum
- Consistency between the purpose, philosophy and mission of the school and its educational program and state content standards
- Compliance with legal and operational requirements associated with special education and Limited English Proficient students
- Clear and complete description of policies and plans for grading promotion and retention
- Discipline policies and plan designed to provide a safe and orderly learning environment for teachers and students
- Commitment to high academic standards for all students
- Well-developed, comprehensive assessment plan that will enable the Sponsor to determine whether school improvement objectives are being met
- Measure of education success that include the following at a minimum (if applicable to grade level) number and percentage of students meeting academic standards as required by the state (TCAP) attendance rates, graduation rates, number of academic honor diplomas
- Commitment and ability to provide developmentally appropriate interventions to assist students who need additional support to achieve
- Description of how technology will be incorporated into the education program
- Professional development/evaluation plan for employees.

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II. Governance and Management

Reviewers will look for the following in this section:

- Documentation of the Sponsor's tax status with the IRS
- Documentation that the Sponsor has a Board of Directors whose members have authority to organize and oversee the charter schools' activities
- Evidence that the governing boards of the charter school and the administrators running the school on a day-to-day basis are a representative group with a range of appropriate educational, organizational, financial, legal and other skills necessary to operate a successful school
- Assurance that the members of the governing boards and administrators have no criminal history that would make their involvement inappropriate
- The operations of the charter school are free of conflict of interest
- Verification that the governing documents of the Organizer provide that the assets of the charter school will be distributed as required by the charter, upon dissolution or if the proposed charter is not renewed or if terminated
- Evidence of community support for the proposed charter
- Plan for annual audit by the Sponsor of the program operations of the charter school.

III. Operations

Reviews will look for the following in this section:

- Orderly and achievable timeline and process for planning and opening of the proposed charter school
- Proposed charter school calendar must provide for at least 180 days of instruction
- Proposed charter school must be consistent with the calendar of Maryville City Schools if the charter school anticipates purchasing services, e.g. food service
- Pupil recruitment plan that is designed to achieve sufficient enrollment that reflects the diversity of Maryville City Schools
- Specific plans to reach a broad cross section of the resident student community within the boundaries of Maryville City Schools
- Specify terms and conditions of employment in the proposed charter school.

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- Employment contracts will be available to Maryville City Schools before signing the charter
- Well developed crisis intervention and emergency preparedness plan.
- Access to adequate meal service to meet student's nutritional needs during the school day, if applicable
- Workable, fair and effective transportation system (if provided)
- Provide regulations on travel, including policies regarding student field trips and reimbursement of travel expenses.

IV. Physical Plant

Reviewers will look for the following in this section:

- Safe and educationally appropriate physical plant for the level of student and educational program proposed for the charter school
- Maintenance plan for the facility
- Documentation that the physical plant complies with all applicable building, fire, health, safety and zoning codes and ADA requirements.

V. Finance

Reviewers will look for the following in this section:

- Evidence of sound financial planning and fiscal viability of the proposed charter school, including a financial statement
- Demonstrate knowledge and have the ability to meet the requirements of the Internal School Financial Manual
- Provide a cash-flow budget
- Provide reliable sources of revenue that will carry the proposed charter school month-to-month for startup and continued implementation
- Provide insurance as stated in this application to indemnify Maryville City Schools in connection with any claim or loss concerning the charter school
- Provide policies and processes regarding the deposit and investment of idle funds
- Provide purchasing procedures and identification of purchasing authority.

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Approval, Denial of Application

The Board shall rule by resolution on the approval or denial of a charter application within ninety (90) days of receipt of completed application or the application shall be deemed approved by law.

Approval – If the application is approved, the Sponsor may proceed to negotiate a charter agreement with the Board through its designee within the district administration. The Sponsor of a public charter school that is approved by the Board shall enter into a written agreement with the Board, which shall be binding on the charter school's governing body. This agreement, known as the charter agreement, shall be in writing and shall include all aspects of the Sponsor's approved application as well as any reporting requirements prescribed under state or federal laws.

Charter schools approved by the Board of Education are expected to implement the application as submitted and approved. Substantial deviations from the approved application may result in revocation of the Charter by the Board.

The Governing Body of an approved public charter school shall make a written report to the Board annually between August 1 and September 1. This reporting requirement shall begin in the year after the year in which the public charter school begins operation. This annual report shall include: a report on the progress of the school in achieving its goals, objectives, pupil performance standards, content standards, and all other terms of the charter agreement; and a financial statement disclosing the financial health of the school including the costs of administration, instruction and other spending categories of the school.

The Board may revoke or deny renewal of a public charter school agreement for any of the reasons enumerated in TCA 49-13-122.

Denial - Upon receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to submit an amended application to correct the deficiencies. The Board shall have thirty (30) days either to deny or to approve the amended application or the application shall be deemed approved by law.

A denial of an application by the Board may be appealed by the sponsor, within ten (10) days of the final decision to deny, to the State Board of Education.

Legal References:

TCA 49-13-105 to 141