Timeline for Charter Application Process – 2020 Opening

*Where an item requires a submission/resubmission it is considered as occurring on the 1st day of the month.

*The State Board holds one meeting between November and December each year. As the charter must be approved by January 30th it is best to consider the November/December meeting as the target meeting allowing the January State Board Meeting as a final option if needed.

**August 2018**
- Review all documents in the New School Development Documents to Review File
- Review *The Missouri Charter School History*
- Review *The Missouri Charter School Commission and the Role of Sponsorship*
- Engage with the Community
  - Identify community members (including planning group members, community leaders, and parents/families) who are interested in education in the community
  - Solicit input from community members
  - Hold community meetings
  - Work with community members to collaboratively develop vision for the school
- Form a core design team
  - Assess skills, access experts
  - Ensure that design team is diverse in skill and experience
- Articulate initial vision for the charter school
- Apply for nonprofit and tax-exempt status (501c3 Entity)
- Develop clear vision and mission statements
- Create a plan that maps out how the design team will prepare the major design areas of the application
- Conduct research and reach out to experts in each major school design area, as needed, including:
  - Educational program design
  - School culture and climate
  - Governance
  - Budget/Finances
  - Facilities
  - Other
- Create a basic written description of your ideas for a new charter school, including major design areas
  - Share this prospectus with community members, school board leaders, potential funders, and others to engage them and solicit further input for your school design
- Develop a strategy for ideally gaining district support

**September 2018**
- Engage with the Community
- Begin drafting the charter application in preparation for submission to potential sponsor. The Missouri Model document can be accessed via the following link: [http://dese.mo.gov/quality-schools/charter-schools/sponsor-resources](http://dese.mo.gov/quality-schools/charter-schools/sponsor-resources)
  - **THE FOLLOWING SHOULD ALWAYS BE NOTED AS IMPORTANT**
    - Incorporate all elements required by law
    - Address any application requirements noted in the model application evaluation criteria
    - Provide detailed information on each major design area for your school
    - Review, Review, Review (CHECK ALL GRAMMAR!!)

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October 2018
- Engage with the Community
- Identify possible facilities for the school
- Identify and apply for available local and national charter school start-up funding; begin to raise additional funds if needed*
  *In the State of Missouri the availability of MO DESE CSP Grant is in question and currently no funds are available.

November 2018
- Engage with the Community
- Submit draft application for external evaluation (MCPSA can assist with coordinating the evaluation).
- Draft a charter school prospectus (based on the application) for potential sponsor [if required]

December 2018
- Submit charter school prospectus
- Engage with the Community
- Prepare revisions to application based on external evaluation

January 2019 - May 2019
- Engage with the Community
- Continue work on application
- Continue work on facility acquisition
- Continue work on fundraising

May 2019
- Submit entire application for external evaluation (MCPSA can assist with coordinating the evaluation).
  - Section A – Education Plan
  - Section B – Organizational Plan
  - Section C – Business Plan

From Now Moving Forward -
- Increase meetings with local leaders to discuss your charter application
  - Understand and address individual concerns
  - Show respect for opposition
  - Assess likelihood of approval
- Disseminate information about charter proposal
  - Meet with local media
  - Meet with church and community groups
  - Letters to the Editor
- Continue building and demonstrating community support
  - Attendance at school board meetings
  - Phone calls and letters to school board
  - Letters to the Editor

June 2019
- Submit charter application to potential sponsor (sponsor legally has 90 days to evaluate the application and consider sponsorship)
- Continue recruiting board members as needed
- Work with sponsor to revise charter application
September 2019

- Sponsor submission of charter application to the Missouri Department of Elementary and Secondary Education (MODESE legally has 60 days to evaluate the application for compliance prior to making a recommendation to the State Board for approval). **It should always be expected that MODESE does utilize their full 60 days.**
- Revise charter application as requested by DESE*
  *MO DESE holds the legal authority to require application modifications only if related to the charter school’s compliance with state and/or federal law. All other feedback from MO DESE are suggestions but not required.
- Begin head of school/principal/executive director search

November 2019

- Missouri Department of Elementary and Secondary Education Recommendation to Missouri State Board of Education* for consideration during their November/December Meeting.

If final MOSBOE Approval Received - Preopening work begins toward a fall 2020 opening including:

- Finalize charter agreement with the sponsor
- Recruit and hire staff
- Recruit any necessary additional board members
- Recruit and admit students
- Orient staff and bring them into the planning process
- Provide board governance training
- Formalize the instructional process
  - Refine detailed curriculum instruction, and assessment plans
  - Finalize choice of and purchase instructional materials
  - Finalize detailed school calendar and daily schedule
  - Create detailed professional development schedule based on overall plans
- Arrange for facility and support services including (note that these services should be priced and budgeted earlier in the process; this step involves actually contracting for them)
  - Fiscal support (accounting, budget, payroll, banking, auditing, purchasing)
  - Transportation (if providing)
  - Food service
  - Insurance
  - Staff benefits
  - Telecommunications and technology
  - Other
- Confirm relationships with community groups, supporters, the sponsor, the media, MCPSA, and other partners