

## Procedure 645 - Charter Schools

### I. General Procedures

- A. Consideration of an application for sponsorship of charter schools requires a significant amount of time. Applicants should anticipate a period of several months from the date of first contact until the date of final approval. If there is delay in receipt of requested materials or other considerations, additional time may be required.
- B. The deadline for receipt of completed application materials by the district is 180 days prior to the date the application is due to the Minnesota Department of Education. Applicants should make initial contact with the district well in advance of that schedule.
- C. With State approval, the district and applicants negotiate a mutually agreeable contract, normally resulting in implementation of the school in September of the year following initial application.

### II. Process

- A. Applicants contact the superintendent who forwards a copy of Policy and Procedures 645 - Charter Schools.
- B. Applicants are responsible to inform themselves of all statutory and regulatory requirements in regard to applying for sponsorship of a charter school and to submit a complete application to the superintendent.
- C. The district's Charter School Review Committee reviews the final application and advises the superintendent on a recommendation.
- D. The school board considers the recommendation at a regular meeting of the school board. Applicants attend the school board meeting prepared to clarify and answer questions at the request of the board.
- E. The school board either approves or disapproves district sponsorship of the charter school. If approved, the matter is referred to the State.
- F. If approved by the State, the district and charter school negotiate a contract to mutual satisfaction. The final contract is approved at a regular meeting of the school board. If the State does not approve, the school board is precluded from sponsoring the charter school.

### III. Initial Application

Applicants will use the application form required by the Minnesota Department of Education and complete the application form in its entirety.

#### IV. Review Criteria

- A. Applicants provide evidence of adherence to all relevant advice, requirements, statutes, and support documents from the Minnesota Department of Education and to all relevant statutes.
- B. The proposed charter school complies fully with the requirements of M.S. 124D.10 - Charter Schools.
- C. The proposed charter school complies with all applicable state and federal laws, rules, and regulations, including applicable state and local health and safety requirements, as stated in M.S. 124D.10, Subd. 7 and 8 (a) and future revisions.
- D. The program is located within the boundaries of District 279.
- E. A budget is presented that demonstrates financial capability for start-up and operation for at least one full year.
- F. The charter school places no additional financial burden on the district beyond the ordinary costs associated with sponsorship.
- G. There is evidence of local support and leadership

#### V. Contract

Upon acceptance by the State sponsorship of the charter school by District 279, a contract will be negotiated to mutual agreement. The contract will, at minimum, encompass all the provisions required by M.S. 124D.10, Subd.6. In addition, the contract will specify the manner, format and timeline for the annual report required in M.S. 124D.10, Subd. 14. New or renewal contracts will be written for a period of no more than three (3) academic years.

#### VI. Renewal Applications

- A. An application for renewal will be submitted to the district during the last academic year of the current contract, but no later than 180 days prior to expiration of the contract. The renewal application will include:
  - 1. A report of the progress of the charter school in achieving the goals, objectives, student performance standards, content standards, and other terms of the initial charter.
  - 2. A financial statement that discloses the costs of administration, instruction, and other costs.
  - 3. Additional information as determined by the school board
- B. Renewal applications will receive the recommendation of the superintendent and will be acted on by the school board in a timely fashion.

## VII. Revocation and Non-Renewal

- A. A charter may be revoked or not renewed by the school board. Such revocation or non-renewal must be carried out according to the provisions of M.S. 124D.10, Subd. 23. A contract may be terminated or not renewed upon any of the following grounds:
  - A. Failure to meet the requirements for student performance contained in the contract
  - B. Failure to meet generally accepted standards of fiscal management
  - C. Violations of law
  - D. Other good cause shown
- B. If the school board does not approve renewal or revokes sponsorship, the charter school's board of directors may seek any remedy available in State statute.

Procedure Revised: 10/21/08  
Procedure 645 Dated: 10/16/01  
(formerly Procedure 540 – 12/7/99)  
(formerly Procedure 5125)  
Procedure Dated: 10/21/97

## Legal Reference

M.S. 124D.10 – Charter Schools

School Board  
INDEPENDENT SCHOOL DISTRICT NO. 279  
Maple Grove, Minnesota