

Missouri Charter Public School Commission	
Revocation	3.07

Policy

Revocation

1. Commission staff may recommend revocation of a charter prior to the expiration of the school's current performance contract for any of the following reasons:
 - Continued failure to comply with or make significant progress on elements of an action plan proscribed through Commission intervention (e.g., from a Letter of Concern or placement on Probation by the Commission).
 - One or more material violations or breach of any part of the current performance contract.
 - Failure to meet requirements for student performance as outlined in the performance contract.
 - Failure to meet generally accepted standards of fiscal management or audit requirements.
 - Significant concerns for the health and safety of students, staff, and community members visiting the school.
 - Violation of any provision of law from which the charter school has not been exempted, including federal laws and regulations governing children with disabilities.
 - Conviction of fraud.

2. Whenever the Commission staff has reason to believe that a charter should be revoked, staff shall notify the charter school's governing board in writing of the prospect of revocation. The notification shall be served by email and certified mail. The notice shall include the following:
 - The reason why revocation is contemplated
 - The date by which the charter school shall respond, which shall be not less than thirty (30) days from the date of the notification
 - A statement that the charter school may, in its response, request an administrative hearing.
 - An explanation that if the school does not request a hearing before the Commission, it thereby also waives its appeal rights to the State Board of Education as outlined in RSMo 160.405.

3. If the charter school does not pursue an administrative hearing, the Commission will vote on the recommendation in closed session. A vote by a majority of the commissioners present is required for revocation. The Commission's vote on the recommendation to revoke is final.

Missouri Charter Public School Commission	
Revocation	3.07

4. If the charter school pursues an administrative hearing pursuant to RSMo160.405, the Commission shall conduct the administrative hearing as follows:
 - a. The chair of the Commission will set a date, time, and place for the hearing, which shall take place within 15 days of the date of written notification.
 - b. Notice of the hearing and the hearing itself will be conducted according to State open meeting laws.
 - c. The staff of the Commission will provide evidence of the reason(s) for the revocation.
 - d. The charter school may be represented by legal counsel, present evidence, and call witnesses. However, the Commission may exclude irrelevant or unduly repetitious evidence.
 - e. The hearing shall be recorded.
5. The Commission will make a final decision in closed session, within thirty (30) days of the hearing. A vote by a majority of the commissioners present is required for revocation.
6. The Commission will notify the charter school of its final decision by email and certified mail. Notification of the decision shall be simultaneously transmitted to the State Board of Education. The charter school may appeal a decision by the Commission to revoke the charter to the State Board of Education.
7. Following a decision to revoke the charter, the Commission will also send a letter informing parents of the decision, the rationale, and the process available to parents to choose a new school for their children.

Closure

Pursuant to statute and each school's performance contract with the Commission, charter schools are obligated to adhere to the statutory closure requirements, this policy and the Commission's closure plan.

Following a revocation decision, the Commission will commence closure proceedings in accordance with RSMo 160.405 and the Commission's closure plan. The closure process is guided by a commitment to minimize disruption to students' education, to protect the public funds generated for educating students, and to preserve assets acquired through operation of the charter school.

Missouri Charter Public School Commission	
Revocation	3.07

The Commission will appoint a School Closure Committee that includes the following individuals:

- School Closure Coordinator (designated by the Commission),
- School Board Chair,
- Board Treasurer,
- Chief Executive Officer,
- Chief Financial Officer,
- A parent of a current student at the school,
- School Leader,
- A Field Representative from the Department of Elementary and Secondary Education (DESE), and
- Representative(s) from a local education advocacy organization (optional).

The School Closure Coordinator will chair the School Closure Committee, manage the closure process, and assure all elements of the School Closure Plan are completed.

The School Closure Plan has three phases with defined completion dates:

- Phase I – to be completed by the end of the academic year,
- Phase II – to be completed by the end of the fiscal year, and
- Phase III – to be completed between July 1 and September 30.