

**CHARTER CONTRACT
TABLE OF CONTENTS**

1.	ESTABLISHMENT OF SCHOOL.....	1
1.1	Charter.....	1
1.2	Effective Date; Term.....	1
2.	SCHOOL GOVERNANCE	1
2.1	Governance; Board of Trustees; By-Laws.....	1
2.2	Code of Ethics.....	2
2.3	Public Records and Public Meetings	2
2.4	Contracting with Educational Service Providers	2
2.5	Complaint Policy.....	2
3.	OPERATION OF SCHOOL.....	2
3.1	Mission Statement.....	2
3.2	Age; Grade Range; Number of Students.....	2
3.3	Admissions; Enrollment.....	3
3.4	Educational Program and Curriculum	3
3.5	Evaluation of Students	3
3.6	Performance Framework.....	3
3.7	School Calendar; Days and Hours of Operation	4
3.8	Student Disciplinary Code	4
3.9	Special Education.....	5
3.10	Student Welfare and Safety.....	5
3.11	Transportation	5
3.12	Health Services	5
3.13	Food Service	5
3.14	Facilities	5
3.15	Attendance	6
3.16	Student Records	6
4.	PERSONNEL.....	6
4.1	Personnel Policies; Staff Responsibilities	6
4.2	Educator Certification.....	6
4.3	Criminal History Review	6
4.4	Collective Bargaining	6
5.	FINANCIAL OPERATIONS OF SCHOOL	7
5.1	Fiscal Year	7
5.2	Management and Financial Controls	7
5.3	Funding	7
5.4	Debt.....	7
5.5	Audit.....	7
5.6	Financial Records.....	7
5.7	Assets and Funds.....	7

5.8	Insurance	8
5.9	Commission Expenses	8
6.	MONITORING, OVERSIGHT AND INTERVENTION	8
6.1	Monitoring and Oversight	8
6.2	Records.....	8
6.3	Complaints Received by School	8
6.4	Complaints Received by Commission	8
6.5	Commission Response	9
6.6	Grounds for Revocation	9
6.7	Process for Resolution of Compliance Issues; Revocation.....	9
7.	OTHER COVENANTS AND WARRANTIES	9
7.1	Application; Commission’s Reliance.....	9
7.2	Compliance with Laws and Regulations	9
7.3	Religious practices	9
7.4	Non-discrimination	9
8.	CHANGES.....	10
8.1	Changes Requiring Notice to the Commission.....	10
8.2	Changes Requiring Notice and Prior Approval by the Commission	10
8.3	Changes Requiring Amendment of the Charter	10
9.	RENEWAL; DISSOLUTION.....	11
9.1	Renewal Process	11
9.2	Denial of Renewal.....	11
9.3	Dissolution	11
10.	MISCELLANEOUS	11
10.1	Entire Agreement.....	11
10.2	Integration	11
10.3	Notices	11
10.4	Disclaimer of Liability.....	11
10.5	Indemnification	12
10.6	Waiver.....	12
10.7	Assignment.....	12
10.8	Governing Law	12
10.9	Severability.....	12
10.10	Construction.....	12
10.11	Ratification.....	12

Appendix 1

Exhibits A-D

MAINE CHARTER SCHOOL COMMISSION

CHARTER CONTRACT

This Charter Contract (the “Charter”) is executed on this ___ day of _____, 20__ by and between the Maine Charter School Commission (the “Commission”) and Snow Pond Arts Academy, Inc., a Maine nonprofit corporation located at 8 Goldenrod Lane, Sidney, Maine 04330 (the “Applicant”) to operate the Snow Pond Arts Academy (the “School”), a public charter school under the Maine charter school law, 20-A M.R.S. § 2401 *et. seq.* The Commission and the Applicant are referred to collectively throughout the Charter as the “Parties.”

WHEREAS, the Maine Legislature has authorized the establishment of public charter schools; and

WHEREAS, the Maine Charter School Commission has the authority to authorize charter schools pursuant to 20-A M.R.S § 2405(1)(B); and

WHEREAS, the Applicant is a nonprofit corporation organized under 13-B M.R.S. § 101 *et. seq.*; and

WHEREAS, on November 17, 2015, the Commission approved the Applicant’s application for the proposed School (the “Application”) set forth in Exhibit A attached hereto; and

WHEREAS, the Parties intend that this Charter serve as a contract that governs the operation of the School described herein;

NOW, THEREFORE, in consideration of the mutual covenants, representations, warranties and agreements contained herein and for other good and lawful consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

SECTION 1: ESTABLISHMENT OF SCHOOL

1.1 Charter. This Charter, which explicitly incorporates the terms of, and content set forth in, the Application, as well as all supporting documents and assertions by the Applicant in support of the Application, shall be binding on the Applicant and the Commission and shall be construed in accordance with all laws and regulations applicable to Maine charter schools.

1.2 Effective Date; Term. This Charter is effective on the date of execution. It shall continue for five (5) years, except it shall terminate on June 30, 2021, unless earlier revoked, surrendered, or renewed.

SECTION 2: SCHOOL GOVERNANCE

2.1 Governance; Board of Directors; By-Laws. The School shall be governed by its Governing Board (the “Board”). The Board shall be responsible for all functions of the School in accordance with applicable law and the terms and conditions set forth in this Charter. The Board shall have the authority to decide matters related to the operations of the school including, but

not limited to, budgeting, curriculum, and operating procedures and shall have final authority for the academic performance of the School. The Board shall be established and operate pursuant to the following requirements and restrictions:

- (a) The Board shall operate pursuant to the by-laws of the School whether such by-laws be those initially submitted to the Commission or as amended (initially or as amended, the “By-laws”), as well as all applicable laws and regulations.
- (b) Board members shall receive no compensation other than reimbursement of actual expenses incurred while fulfilling official duties as a member of the Board. No member of the Board shall hold any office or employment from the Board or the Charter School while serving as a Board member.

2.2 Code of Ethics. The School, its Board, officers and employees shall adhere to a duly adopted code of ethics and conflict of interest policy, including provisions related to nepotism and consistent with the provisions of this section and of applicable law. The School shall disseminate the code in written form to each of its Board members, officers and employees.

2.3 Public Records and Public Meetings. Records of the School shall be considered public records pursuant to Maine’s Freedom of Access Act, 1 M.R.S. 401 *et. seq.*, (the “Act”) and shall be made available for public inspection and copying pursuant to the Act. Meetings of the School’s Board shall constitute public meetings and must comply with all applicable provisions of the Act.

2.4 Contracting with Educational Service Providers. The School may not contract with an educational service provider without first reaching an agreement with the Commission containing the terms and conditions for the School’s use of the identified ESP which shall be attached to this Charter as Appendix I.

2.5 Complaint Policy. The School shall maintain a complaint policy to receive and handle complaints. The School shall have the power to amend the complaint policy in any way it deems necessary and appropriate, so long as, such amendments are approved by the Board and are consistent with applicable law and due process. A copy of the School’s complaint policy shall be distributed to the parents and/or guardians of students enrolled in the School and made readily available to all others requesting a copy. Upon resolution of a complaint, the School shall provide to the complainant a written determination and any remedial action thereto.

SECTION 3: OPERATION OF SCHOOL

3.1 Mission Statement. The School shall operate under the mission statement set forth in the Application.

3.2 Age; Grade Range; Number of Students. The School shall provide instruction to pupils in such ages and grades as set forth in the Application, and in such numbers in each year of operation in accordance with the Terms of Operation attached hereto as Exhibit B.

3.3 Admissions; Enrollment. The School shall have in place and implement comprehensive policies for admission, enrollment, and attendance, which shall be approved by the Board and shall be fully consistent with applicable law and Chapter 140 of the Department of Education's regulations. Such policies shall provide in detail the procedures and practices used by the School in regards to admission, enrollment, attendance and withdrawal, including, *inter alia*, the period in which applications for admission shall be timely, how to obtain an application for admission, the practices in operating the random selection process, the maintenance of a wait list, and the implementation of the preferences allowed by law. Any changes to such policies must be consistent with applicable law and regulation, and the School must report such changes to the Commission. The School shall utilize reasonable outreach and marketing measures to make potential applicants throughout the School's catchment area aware of opportunities for enrollment at the school. Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner and without regard to race, ethnicity, national origin, religion, gender, sexual orientation, income level, disabling condition, proficiency in the English language or academic or athletic ability.

3.4 Educational Program and Curriculum. The School shall implement an educational program and curriculum that meet or exceed state standards consistent with the program and curriculum presented in the Application. The School may revise and amend the educational program and curriculum at its discretion without requiring approval from the Commission or amendment of the Charter provided that such amendments do not indicate a material change to the school's mission or its pupil performance standards.

3.5 Evaluation of Students. The School shall implement the plan for assessment of student performance contained in the Application and shall administer the statewide assessment consistent with the laws and regulations of the state. The School shall certify annually that its students have participated in the statewide assessment program.

3.6 Performance Framework.

- (a) The Performance Framework shall be incorporated into the Charter as Exhibit C. The Performance Framework shall supersede and replace any and all assessment measures, educational goals and objectives, financial operations metrics, and organizational performance metrics set forth in the Application and not explicitly incorporated into the Performance Framework. The specific terms, form and requirements of the Performance Framework, including any required indicators, measures, metrics, and targets, are maintained and disseminated by the Commission and will be binding on the School. Material amendments to the Performance Framework shall require approval by the Commission.
- (b) The Commission shall monitor and periodically report on the School's progress in relation to the indicators, measures, metrics and targets set out in the Performance Framework. Such reporting shall take place at least annually.
- (c) The School's performance in relation to the indicators, measures, metrics and targets set forth in the Performance Framework shall provide the basis upon

which the Commission will decide whether to renew the School's Charter at the end of the Charter term.

- (d) The Parties intend that, where this Charter references or is contingent upon state or federal laws, that they be bound by any applicable modifications or amendments to such laws upon the effective date of said modifications or amendments. The specific terms, form and requirements of the Performance Framework may be modified or amended to the extent required to align with changes to applicable state or federal accountability requirements as set forth in law or other circumstances that make assessment based on the existing Performance Framework requirements impracticable. In the event that such modifications or amendments are required, the Commission will use best efforts to apply expectations for school performance in a manner as consistent as possible with those set forth in the Performance Framework.

3.7 School Calendar; Days and Hours of Operation. The days and hours of operation of the School shall be determined by the School subject to the following restrictions:

- (a) The School shall implement the calendar and days and hours of operation as set forth in the Application. The school year shall begin on July 1st and end on June 30th with a minimum of 175 instructional days. In no event shall the School provide less instructional time during a school year than is required of other public schools.
- (b) To allow parents to determine whether the School's program is appropriate for their child(ren), the School shall, in each year of the Charter, determine the days and hours of operation of the School for the next school year by May 15th of the then current school year and shall make such information readily available to parents seeking to enroll their child(ren) in or return their child(ren) to the School and provide a copy of such material to the Commission. The School shall not thereafter for the next school year make any material changes to the days and hours of operation of the School from those determined on each May 15th date that have the effect of shortening the number of days of instruction or hours in which such instruction is provided without obtaining the prior written permission of the Commission, it being understood that such permission shall not be forthcoming except for good cause shown.

3.8 Student Disciplinary Code. The School shall maintain written rules and procedures for student discipline, including guidelines for suspension and expulsion, and shall disseminate those procedures to students and parents. Such guidelines and procedures must be consistent with applicable law including, but not limited to, requirements for due process, provision of alternative instruction, and federal laws and regulations governing the discipline and placement of students with disabilities. In the first year of operation, the discipline policy must be consistent with the discipline policy outlined in the Application and adopted by the Board following initial approval of the Application. Thereafter, if the School seeks

modifications to the student disciplinary code, it will be required to notify the Commission of such change.

3.9 Special Education.

- (a) The School shall ensure that the needs of children with disabilities are met in compliance with all applicable federal and state laws. The School shall be designated a local education agency (LEA) for purposes of meeting special education requirements pursuant to the Individuals with Disabilities Education Act (IDEA). As such, the School shall comply with all requirements of Maine's Unified Special Education Regulation ("Chapter 101") applicable to school administrative units. The School shall participate in all MDOE-required monitoring activities, and submit all data and information deemed necessary by the MDOE in order to fulfill its general supervisory authority over special education in a timely manner.
- (b) The School shall immediately notify the Commission if it is the subject of a request for a complaint investigation or a due process hearing. The School shall provide the Commission with copies of any Complaint Investigation Report or Hearing Decision involving the School. If the School enters into a resolution agreement, mediation agreement, or any other settlement of a special education matter, the School shall include the Commission as a party entitled to receive a copy of the final agreement.

3.10 Student Welfare and Safety. The School shall comply with all applicable federal and state laws concerning student welfare, safety and health, including but not limited to state laws regarding the reporting of child abuse, accident prevention and disaster response, and any applicable state and local regulations governing the operation of school facilities.

3.11 Transportation. The School shall be responsible for providing student transportation consistent with the plan proposed in the Application.

3.12 Health Services. The School shall provide such health services as are set forth in the Application or their equivalent, so long as the services provided meet applicable law.

3.13 Food Services. The School shall provide food services consistent with or equal to those outlined in the Application.

3.14 Facilities.

- (a) The building(s) in which the School is to be located shall be known as the School's facilities (the "Facilities"). The Facilities shall meet all applicable health, safety and fire code requirements and shall be of sufficient size to safely house anticipated enrollment. All Facilities shall conform to the applicable provisions of the Americans with Disabilities Act and any other federal or state requirements applicable to public schools. The Commission or its designee may, at the Commission's discretion, conduct a health and safety inspection of the Facilities at any time.

- (b) The School shall provide the Commission with a written, signed copy of the lease, purchase agreement and/or such facilities agreement (the “Facilities Agreement”) for the primary facilities and any ancillary facilities identified by the School and such certificates and permissions as are necessary to operate the Charter School in the proposed Facilities for at least the first year of the School’s operation. In the event that an adequate Facilities Agreement and/or necessary certificates and permits are not in place, the Charter School may not provide instructions at the Facilities.
- (c) The location of the Facilities shall be identified in the Terms of Operation attached hereto as Exhibit B.

3.15 Attendance. The Charter School shall maintain contemporaneous records to document student attendance and shall make such records available for inspection at the Commission’s request.

3.16 Student Records. The School shall comply with applicable federal and state laws and regulations for maintenance, security and transmittal of school records including as provided for under section 20-A M.R.S. §§ 6001, 6001-A and 6001-B, and the Family Educational Rights and Privacy Act (FERPA).

SECTION 4. PERSONNEL

4.1 Personnel Policies; Staff Responsibilities. The School shall make available to the Commission in written form its hiring and personnel policies and procedures, including the qualifications required by the School in the hiring of teachers, school administrators and other school employees as well as a description of staff responsibilities.

4.2 Educator Certification. The School may employ non-certified teachers pursuant to 20-A M.R.S. § 2412(6); however, the School may not employ teachers or other instructional personnel whose certificate, authorization or approval has been revoked or is currently suspended.

4.3 Criminal History Review. All Board members and any person directly or indirectly employed by the School (including, to the extent required by law, an individual who is a contractor or subcontractor who performs work at the School) must comply with 20-A M.R.S. § 6103. No member of the Board or person employed or otherwise associated with the School who has been convicted of, or has pleaded *nolo contendere* to, a crime related to misappropriation of funds or theft shall be engaged in direct processing of School funds unless approved in writing by the Commission.

4.4 Collective Bargaining. In all cases when the School is a party to a collective bargaining agreement, the School must provide a copy thereof to the Commission including any extensions and side letters.

SECTION 5. FINANCIAL OPERATIONS OF SCHOOL

5.1 Fiscal Year. The School shall operate on a fiscal year that begins on July 1 and ends on June 30.

5.2 Management and Financial Controls. The School shall at all times maintain appropriate governance and managerial procedures and financial controls; including but not limited to the identification of a professionally qualified chief financial officer or school business administrator and the resources and professional assistance needed to provide financial information upon the request of the Commission and participate in the independent annual audit required by 20-A M.R.S. § 2412-A.

5.3 Funding. The School shall receive public funds directly from the Department of Education in accordance with the governing law and regulations. The School may not charge tuition, and may only charge such fees as may be imposed by noncharter public schools in the state.

5.4 Debt. The School is authorized to incur debt in anticipation of receipt of public or private funds including borrowing to finance facilities and other capital items. Any new incursion of debt or borrowing in excess of the amount contained in the Application other than ordinary trade credit shall constitute a material amendment to this Charter requiring prior Commission approval based on the School's demonstration of a satisfactory plan for repayment.

5.5 Audit. The School shall retain an independent certified public accountant or certified public accounting firm licensed in the State to perform an annual audit that complies with 20-A M.R.S. § 2412-A. The cost of the audit shall be borne entirely by the School. Copies of the initial report, the final report, and all correspondence regarding corrective action must be sent to the Commission at the same time it is sent to the Commissioner of Education.

5.6 Financial Records. The School shall maintain all books, documents, payrolls, papers, accounting records and all other evidence pertaining to this agreement for the duration of this Charter and for seven (7) years after the conclusion of the end of the fiscal year to which they pertain. All records of the School are subject to inspection and production as required for fulfillment of the Commission's oversight duties. The School shall make records available to authorized representatives of the Maine Department of Education or the United States Department of Education as required by applicable state and federal laws. If the Charter is revoked, non-renewed or surrendered, or the School otherwise ceases operations, the School shall manage all financial records consistent with its Closure Plan.

5.7 Assets and Funds. The School shall maintain a complete and current inventory of all school property and shall update the inventory annually. The School shall take reasonable precautions to safeguard assets acquired with public funds. If the Charter is revoked, non-renewed or surrendered, or the School otherwise ceases to operate, any public funds remaining after satisfaction of outstanding obligations to employees and creditors must be paid to the Treasurer of the State of Maine to the extent required by 20-A M.R.S. § 2411(8)(B). If the Charter is revoked, non-renewed or surrendered, or the School otherwise ceases to operate, any

remaining private funds shall be disposed of consistent with Maine nonprofit organization law provided that the School must maintain records demonstrating that such funds are not public funds. If the Charter School's records fail to establish clearly whether an asset was acquired with public funds, the asset shall be deemed to be a public asset.

5.8 Insurance. The School shall maintain, at its sole cost and expense and in the amounts contained in Exhibit B, policies in the areas of comprehensive or commercial general liability; worker's compensation; property insurance to address business interruption and casualty needs including fire and other hazards with replacement costs coverage for all assets listed in the School's property inventory and consumables; comprehensive or business automobile liability; professional or directors' liability to cover errors or omissions; and a surety bond for the chief financial officer of the School.

5.9 Commission Expenses. The Commission shall be entitled to receive from the Charter School three percent (3%) of the annual per-pupil allocation received by the Charter School pursuant to 20-A M.R.S. § 2405(5)(B) to cover the cost of overseeing the Charter School.

SECTION 6. MONITORING, OVERSIGHT AND INTERVENTION

6.1 Monitoring and Oversight. The School and the Board acknowledge that the Commission, or its authorized agents, has the right to visit, announced or unannounced, examine into and inspect the School and its records. To permit the Commission to fulfill this oversight function and ensure that the School is in compliance with all applicable laws and regulations and the terms and conditions of this Charter, the School agrees to abide by the requirements and activities contained in the Monitoring Plan attached hereto as Exhibit D. The school shall post a copy of its annual monitoring report (or a link to it) on its website.

6.2 Records. Upon request, the Charter School shall report and/or make available to the Commission any information necessary to confirm ongoing compliance with this Charter, including but not limited to cumulative files and/or student records. Student records may include but are not limited to emergency contact information, health and immunization data, class schedules, attendance summaries, disciplinary actions and academic performance, standardized assessment results and documentation required pursuant to state and federal law. The School shall authorize the Commission to access student assessment data directly from the Department of Education.

6.3 Complaints Received by School. The School shall promptly forward to the Commission any formal complaints or concerns received by the School, including but not limited to complaints filed with the Office for Civil Rights, Maine Human Rights Commission, and Equal Employment Opportunity Commission, and/or formal grievances filed by any party with the Board.

6.4 Complaints Received by Commission. The Commission shall promptly forward to the School any complaints or concerns received by the Commission about the School along with a timetable and/or deadline by which the School must respond.

6.5 Commission Response. To the extent that concerns or complaints received by the School may trigger Commission intervention, including revocation or non-renewal of the Charter, the Commission may monitor the School's handling of such concerns or complaints. In such cases, the Commission may request and the School shall provide information regarding the school's actions in responding to those concerns or complaints. The Commission may elect to delay intervention until another state or federal investigation is completed and may accelerate the level of intervention based on the conclusions of the state or federal investigation.

6.6 Grounds for Revocation. The Commission may revoke the Charter pursuant to any and all statutory and regulatory authority conferred upon the Commission, including but not limited to 20-A M.R.S. 2411(6)(A).

6.7 Process for Resolution of Compliance Issues: Revocation. If the School's performance or compliance with the law or this Charter is deemed unsatisfactory in the sole discretion of the Commission, the Commission shall provide the School with written notice and give the School 10 days to either correct the issues identified or propose a corrective action plan ("CAP") in a form required by the Commission. If the School fails to timely respond, or the Commission determines that the proposed CAP or other response is insufficient, the Commission may specify a CAP for the School. Execution of the terms and conditions of any CAP put in force shall be deemed binding on the School as a condition of continuing to operate pursuant to this Charter and the school shall be placed on probationary status until the terms of the CAP are satisfied. If the School is placed on probationary status, the School must provide written notice to the parents of every student explaining the basis for the probationary status. Failure to complete the CAP within the timeframe provided in the CAP or make timely response to the notice provided herein from the Commission shall be deemed grounds for revocation of the Charter pursuant to 20-A M.R.S. 2411(6)(A)(1).

SECTION 7. OTHER COVENANTS AND WARRANTIES

7.1 Application; Commission's Reliance. The Applicant represents that the Application constitutes an accurate representation of all aspects of the School's operations except for those matters specifically addressed in the Charter. The Applicant recognizes that the Commission has entered into the Charter upon reliance on the statements in the Application, oral representations, and additional materials provided by the Applicant during the application process. The Applicant further represents that all that all such oral representations and written materials are materially accurate and any material inaccuracy or deviation in the operation of the School constitutes a breach of the Charter subject to sanction or revocation of the Charter.

7.2 Compliance with Laws and Regulations. The School shall operate at all times in accordance with Chapter 112 of Title 20-A and other applicable laws, rules and regulations and shall meet the same health and safety, civil rights, and student assessment requirements as are applicable to noncharter public schools.

7.3 Religious practices. The School may not engage in any religious practices in its educational program, admissions or employment policies or operations.

7.4 Non-discrimination. The School may not discriminate against any person on the basis of race, color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin or on any other basis that would be unlawful if done by a noncharter public school.

SECTION 8. CHANGES

8.1 Changes Requiring Notice to the Commission. The following changes require the School to provide notice to the Commission:

- (a) Changes in membership of the Board, advisory committee(s) or school administrators;
- (b) Changes to the mailing address, telephone and/or fax number of the School, or other contact information (including email) provided that such changes do not constitute a change to the location of the School; and
- (c) Minor revisions and/or amendments to the instructional methods or curriculum that do not affect the School's mission or pupil performance standards.

8.2 Changes Requiring Notice and Prior Approval by the Commission. The following changes require notice and prior approval by the Commission:

- (a) Changes in the structure of the Board or the competencies of its membership;
- (b) Amendments to the School's By-laws; and
- (c) Changes to the mission statement.

8.3 Changes Requiring Amendment of the Charter. Any change not identified in Sections 8.1 and 8.2 above, including, but not limited to, the changes below, require amendment of the Charter:

- (a) Changes in legal status or ownership of the School;
- (b) Variances in enrollment greater than allowed in the Terms of Operation;
- (c) Changes in grade levels served;
- (d) Changes in the location of, or changes or additions to, the Facilities;
- (e) Substantial changes to the instructional methods or curriculum that affect the school's mission;
- (f) Changes to the performance expectations; and

- (g) New incursion of debt beyond that described in the Application other than ordinary trade credit.

SECTION 9. RENEWAL; DISSOLUTION

9.1 Renewal Process. This charter may be considered for renewal. The Commission's process for deciding whether to renew this Charter is contained in Chapter 3 of the Commission rules.

9.2 Denial of Renewal. In the event that this Charter is not renewed, then the Parties to the Charter shall fulfill their respective obligations hereunder to the end of the term of this Charter, and the School shall follow the procedures for dissolution established by the School's closure plan.

9.3 Dissolution. In the event of termination of the Charter, whether prematurely or otherwise, the School shall follow the closure plan included in the Application.

SECTION 10. MISCELLANEOUS

10.1 Entire Agreement. The Charter, including all exhibits and appendices, as well as the statements and representations described in Paragraph 7.1 contain the entire agreement of the Parties, and neither party shall be bound by any statement or representation not contained therein. To the extent that any conflict or incompatibility exists between the Application and the other terms of this Charter, such other terms of this Charter shall control.

10.2 Integration. Insofar as practicable, all terms of Exhibits B through D to this Charter shall be interpreted in such a way as to be consistent at all times with the body of the Charter. While Exhibit A may be referred to for guidance in the event of uncertainty about the meaning of the terms of this Charter, in no event shall the language of Exhibit A take precedence over inconsistent language in the body of the Charter or Exhibits B through D.

10.3 Notices. Any notice, demand, request or submission from one party to any other party or parties hereunder shall be deemed to have been sufficiently given or served for all purposes if and as of the date, it is delivered by hand, overnight courier, facsimile (with confirmation), by electronic mail as an attachment thereto with a valid electronic signature or an electronic image of a physical signature (.pdf format) or within three (3) business days of being sent by registered or certified mail, postage prepaid, to the relevant parties. The mailing address of the Commission is: 182 State House Station, Augusta, ME 04333-0182.

10.4 Disclaimer of Liability. The Parties acknowledge that the School is not acting as the agent of, or under the direction and control of the Commission, and that the Commission does not assume liability for any loss or injury resulting from the acts or omissions of the School, its directors, trustees, agents, or employees. The School acknowledges that it is without authority to extend the faith and credit of the Commission to any third party. The School shall clearly indicate to contractors, vendors, and other entities and individuals that the obligations of

the School under agreement or contract are solely the responsibility of the School and are not the responsibility of the Commission.

10.5 Indemnification. The School shall defend, indemnify, and hold harmless the Commission and its officers, directors, agents and employees from any and all claim, costs, demands, expenses, injuries, liabilities, losses, proceedings, suits and damages of every kind and description, including but not limited to attorneys' fees and or litigation expenses which may be brought or made against or incurred by the Commission on account of any action of the School, its employees, agents, contractors, or assigns. In no event shall the school have an obligation to indemnify for such portion of any claims arising out of or resulting from (i) the Commission's negligence or unlawful act or omission, or (ii) action by the School taken in reasonable reliance upon an instruction or direction given by a person acting on behalf of the Commission in material compliance with this Charter. The provisions or limits of insurance required under this Charter shall not limit the liability of the School.

10.6 Waiver. No waiver shall be deemed to have been made by either party unless expressed in writing and signed by the waiving party. The Parties expressly agree that they shall not assert in any action relating to the Charter that any implied waiver occurred between the Parties that was not expressed in writing. The failure of either party to insist in any one or more instances on strict performance of any terms or conditions of this Charter shall not constitute a waiver or relinquishment for the future of that term or condition, but the same shall continue in full force and effect even if the Party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it. No waiver by either party of any one or more of its rights and remedies under the Charter shall be deemed to be a waiver of any prior or subsequent rights or remedies under the Charter or at law.

10.7 Assignment. This Charter may not be assigned or delegated by the Applicant(s) without the Commission's express written approval. A violation of this provision shall constitute a breach and shall be grounds for immediate revocation of the Charter. No assignment or delegation of any contractual duty shall in any case release the School of liability under this Charter.

10.8 Governing Law. This charter shall be governed by and construed in all respects in accordance with the laws, statutes and regulations of the State of Maine. Any legal proceedings against the Commission shall be brought in an administrative forum or a court of competent jurisdiction in the State of Maine. As a condition of this Charter, the Applicant consents to personal jurisdiction in the State of Maine.

10.9 Severability. The provisions of this Charter are severable. The invalidity or unenforceability of any particular provision of this Charter shall not affect the remainder of said provision or any other provisions, and this Charter shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

10.10 Construction. This Charter shall be construed fairly as to both Parties and not in favor of or against either party, regardless of which party prepared the Charter.

10.11 Ratification. The Board shall pass a board resolution acknowledging the terms and conditions of this charter as agreed to by the signature of the Board President.

MAINE CHARTER SCHOOL COMMISSION

Shelley Reed 2/2/16
Date

By: Shelley Reed
Title: Chairperson

SNOWPOND ARTS ACADEMY

Rob Moody 2/2/16
Date

By: Rob Moody

Title: President, Board of Directors

Date of Board resolution: _____

EXHIBIT B
TERMS OF OPERATION

1. Enrollment projections; number of students.

CHARTER YEAR	ACADEMIC YEAR	GRADES SERVED	PROJECTED NO. OF STUDENTS
Year 1	2016-2017	9-10	124
Year 2	2017-2018	9-11	192
Year 3	2018-2019	9-12	264
Year 4	2019-2020	9-12	276
Year 5	2020-2021	9-12	284

The School may enroll a number of students different from the projected number above so long as the number of students enrolled does not exceed 110% of the projected number, or fall below 90% of the projected number, at any time.

2. Facilities and Finances.

- (a) The location of the Facilities shall be: 8 Goldenrod Lane, Sidney, Maine 04330.
- (b) Not later than February 1, 2016, the School shall provide plans, schedules and evidence of permits, applications or approvals satisfactory to the Commission regarding development of a school facility that will meet the needs and objectives of the School's education plan.
- (c) Not later than February 1, 2016, the School shall provide the Commission with copies of a commercially ordinary, arm's-length contract representing its proposed lease.

3. Insurance Coverage.

The following coverage shall be maintained at the School's expense:

- (a) Worker's Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over the School's employees, and employer's liability insurance with a minimum limit of \$500,000.
- (b) Comprehensive General Liability insurance with a minimum combined single limit of \$1,000,000 each occurrence.
- (c) Comprehensive Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to

the School's owned, hired or non-owned vehicles assigned to or used in performance of programs or services offered by the School.

- (d) Property insurance for buildings used by the School to fulfill the purposes of this Charter and any contents acquired by the School with public funds. The insurance obtained by the School shall provide the Commission with the ability to file a claim for any loss of property acquired with public funds.
- (e) Errors and Omissions Liability insurance shall conform to the following requirements:
 - Cover the School for potential liability arising out of the rendering or failure to render professional services in the performance of the Charter including all services related to financial management and indemnification.
 - Be subject to a maximum deductible not to exceed \$100,000 per claim.
 - Maintain minimum limits of no less than \$2,000,000 per claim/annual aggregate.
- (f) The chief financial officers of the School shall maintain a surety bond in the amount of at least \$250,000.
- (g) Any and all policies of insurance maintained by the School pursuant to this Section shall be deemed primary to any potentially applicable policy or policies of insurance maintained by the Commission and/or their respective officers, agents, employees and representatives. The Commission may specify that it be named as "separately insured."
- (h) The School shall provide copies of all required policies of insurance and certificates of coverage to the Commission annually prior to the first day of school.

4. Community Outreach.

Not later than February 1, 2016, the School shall provide evidence satisfactory to the Commission that it has conducted outreach and meetings with the community, including those reasonably calculated to raise awareness of the School with all social and economic demographic groups in its catchment area.

5. Independence of School.

- (a) Not later than February 1, 2016, the School shall enter into a commercially ordinary, arm's-length contract with the New England Music Camp Association satisfactory to the Commission.
- (b) Not later than February 1, 2016, the School shall adopt organizational and fiscal controls satisfactory to the Commission to ensure the independence of the School from the New England Music Camp Association.

6. Blended Academic Program.

Not later than February 1, 2016, the School shall provide evidence of how virtual and on-premise instruction will be blended and reconciled with the K12-sourced curriculum materials.

7. Arrangements with Other Schools Authorized by the Commission.

The School shall not enter into any formal or informal arrangements with any other Commission-authorized schools or their affiliates without the prior authorization of the Commission.

8. Adjustments to School Year.

The School will obtain approval from the Commission if extenuating circumstances require adjustment of the minimum number of instructional days provided in Section 3.7(a) of the Charter.

Performance Measures (Indicators)

TAB 8

Charter School Name: Snow Pond Arts Academy

Indicator and Measure	Target	Documentation to be Provided by School
<p>Student Academic Proficiency: State Assessments Measure 1: Proficiency on State Assessments in reading.</p>	<p>After a baseline is established year 1, goals will be set for the remainder of the charter term.</p>	<p>Annual State Assessment</p>
<p>Student Academic Proficiency: State Assessments Measure 2: Proficiency on State Assessments in math.</p>	<p>After a baseline is established year 1, goals will be set for the remainder of the charter term.</p>	<p>Annual State Assessments</p>
<p>Student Academic Growth: School Selected Assessments Measure 1: Growth on school selected standardized test in reading.</p>	<p>85% of students will meet or exceed individual expected annual growth by RIT score as identified by NWEA.</p>	<p>NWEA</p>
<p>Student Academic Growth: School Selected Assessments Measure 2: Growth on school selected standardized test in math.</p>	<p>85% of students will meet or exceed individual expected annual growth by RIT score as identified by NWEA.</p>	<p>NWEA</p>
<p>Student Academic Proficiency: School Selected Assessments: Measure 3: Proficiency on school designed assessment program measuring Common Core ELA and Math as well as Maine learning results for science and history.</p>	<p>80% of students will meet all of their PLP goals</p>	<p>Student PLP Portfolio</p>
<p>Student Academic Proficiency: School Selected Assessments Measure 4: Proficiency on school selected standardized test in reading.</p>	<p>After a baseline is established year 1, goals will be set for the remainder of the charter term.</p>	<p>NWEA</p>

<p><u>Student Academic Proficiency: School Selected Assessments</u> Measure 5: Proficiency on school selected standardized test in math.</p>	<p>After a baseline is established year 1, goals will be set for the remainder of the charter term.</p>	<p>NWEA</p>
<p><u>Student Academic Growth: State Assessments</u> Measure 1: Same cohort growth on State Assessment in ELA</p>	<p>After baseline is established year 1, new goal set after year 1 baseline for the remainder of the charter term.</p>	<p>Annual State Assessment</p>
<p><u>Student Academic Growth: State Assessments</u> Measure 2: Same cohort growth on State Assessment in math</p>	<p>After baseline is established year 1, new goal set after year 1 baseline for the remainder of the charter term.</p>	<p>Annual State Assessment</p>
<p><u>Achievement Gaps</u> Measure 1: Gaps in proficiency and growth between major student subgroups on Maine State Assessment. READING</p>	<p>After a baseline is established year 1, determine difference between subgroups and non-subgroups and set goal for the remainder of the contract to decrease gap.</p>	<p>Annual State Assessment</p>
<p><u>Achievement Gaps</u> Measure 2: Gaps in proficiency and growth between major student subgroups on Maine State Assessment. MATH</p>	<p>After a baseline is established year 1, determine difference between subgroups and non-subgroups and set goal for the remainder of the contract to decrease gap.</p>	<p>Annual State Assessment</p>
<p><u>Achievement Gaps</u> Measure 3: Gaps in proficiency and growth between major student subgroups on school selected assessment. READING</p>	<p>After a baseline is established year 1, determine difference between subgroups and non-subgroups and set goal for the remainder of the contract to decrease gap.</p>	<p>NWEA</p>
<p><u>Achievement Gaps</u> Measure 4: Gaps in proficiency and growth between major student subgroups on school selected assessment. MATH</p>	<p>After a baseline is established year 1, determine difference between subgroups and non-subgroups and set goal for the remainder of the contract to decrease gap.</p>	<p>NWEA</p>
<p><u>Student Attendance</u> Measure 1: Average Daily Attendance Rate</p>	<p>Average Daily Attendance will be 95%.</p>	<p>Attendance records</p>
<p><u>Student Enrollment</u> Measure 1: Maintaining student enrollment throughout the year.</p>	<p>A minimum of 90% of the students enrolled on Oct 1 of any school year will still be enrolled as of the last day of that school year.</p>	<p>Enrollment data</p>
<p><u>Student Enrollment</u> Measure 2: Student re-enrollment from one year to the next</p>	<p>By the end of each school year a minimum of 90% of students enrolled on the last day of school will indicate their intent to return for the following year. To be measured annually.</p>	<p>Enrollment data</p>
<p><u>Financial Performance and Sustainability</u> Measure 1: Budget versus actual revenue and expenditures</p>	<ul style="list-style-type: none"> • Percentage variation between budget and actual revenue and expenditures (+/- 10%) • Balance Sheet (Quarterly review) • Presence of management findings of deficiencies on an audit report, and success in correct findings (Annual external audit report for each fiscal year) 	<p>Quarterly Financial reports</p>
<p><u>Governance Board Performance & Stewardship</u></p>	<ul style="list-style-type: none"> • Frequency of governance board meetings to be negotiated in 	<p>State and Federal IRS forms are</p>

<p>Measure 1: Public accountability – Transparent, responsive, and legally compliant Board operations</p>	<p>contract (weekly, via telephone conference line or in-person;</p> <ul style="list-style-type: none"> • Evidence of bylaws and policies in place and are regularly reviewed. (In application) • Meeting minutes made publicly available (e.g., internet) within timely fashion (Posted within 10 days of approval on website) 	<p>regularly filed and available to the public Authorizer to conduct semi-annual interviews with Governance Board Chair and Executive Director/Head of School.</p>
<p>Adequacy of Facilities Maintenance in Support of Program Measure 1: Facility meets State standards</p>	<p>Executive Director/Head of School will provide an annual report to the Board of Directors related to:</p> <ul style="list-style-type: none"> • Percentage of over or under cost projection on facilities (+/- 5%) • Rate of room utilization • Daily cleaning logs • Maintenance requests and time completed • Updated 1-3-5 year plan for capital improvements 	<p>Annual review of maintenance and capital improvements</p>
<p>Transportation & Food Service Measure 1: Record of costs and student utilization</p>	<p>Executive Director/Head of School will provide an annual report to the Board of Directors related to:</p> <ul style="list-style-type: none"> • transportation costs Snow Pond Arts Academy Charter School Application / 127 • number of students transported/frequency • food service costs • number of students served/frequency • free and reduced lunch data 	<p>Annual review of Transportation and Food Service</p>
<p>School Social and Academic Climate Measure 1: Instances of bullying, harassment, or other abusive practices.</p>	<p>Initial data will indicate baseline in year 1. Measurable goals will be set to reduce instances of bullying, harassment, or other abusive practices</p>	<p>Annual review of data on bullying and harassment. State and federally required reporting</p>
<p>School Social and Academic Climate Measure 2: Confidential survey of parents, staff, and students.</p>	<ul style="list-style-type: none"> • School will participate in the state student climate surveys; data compared with comparison schools • SPAA will create and disseminate anonymous surveys to parents and staff annually • Goals will be set after baseline data collected and analyzed 	<p>Annual review of data on school social and academic climate</p>
<p>Parent and Community Engagement Measure 1:</p>	<p>SPAA will host parent/student conferences twice/year and will document the related activities, conversations, and decisions accordingly. Our goal is to have 90% parental involvement in at least one parent/teacher conference per year.</p>	<ul style="list-style-type: none"> • Documentation of the ways in which parents participate as well as the amount of time they contribute. • Documentation of growing portfolio of corporate and community partners, aiming for added breadth (growing pool of partners) and depth (deeper engagement with partners).

<p><u>Parent and Community Engagement</u> Measure 2:</p>	<p>SPAA will send, at a minimum, monthly communications to parents via e-mail and/or web-posting to advise them of school happenings and important upcoming dates and decisions.</p>	<p>Record of communications</p>
<p><u>Parent and Community Engagement</u> Measure 3:</p>	<p>SPAA will document parent/guardian participation in volunteer groups and activities to gather baseline information for year 1 and set goals for improvement moving forward</p>	<p>Attendance record</p>
<p><u>Parent and Community Engagement</u> Measure 4:</p>	<p>In year 1 we will identify specific events that we would like to have high parent participation in and identify a base line for involvement based on sign in sheets. In year 2 we will set goals for improvement moving forward</p>	<p>Parent sign in sheets</p>

B.4 Pre-Opening Plan

- Pre-Opening Plan

The Snow Pond Arts Academy Pre-Opening Plan can be found on Tab 19 titled Pre-Opening Plan.

Key tasks included in the Pre-Opening Plan include:

- Monitor enrollments and notify SAUs of those enrollments
- Interview and hire staff
- Set up payroll and benefits procedures and implement as staff is hired
- Pre-opening professional development
- Finalize transportation, food, and other shared service contracts
- Issue contracts and complete paperwork for employment or contracted services
- Order furniture and furnish the classrooms
- Order educational supplies
- Order technological equipment
- Install computer network
- Develop and refine instructional design and staff development

The Head of School will monitor enrollment along with the Admissions/Student Services Director and the notification of SAUs regarding enrollment numbers. He/she will work with Snow Pond Center for the Arts to monitor progress of renovations, conduct interviews, and issue contracts. He/she will be responsible for overseeing technology purchases and ordering. He/she will supervise the computer network installation and equipping of classrooms with necessary technology. He/she will be responsible for pre-opening professional development and overseeing curriculum development. He/she will conduct interviews, order and furnish the classrooms, and order educational supplies.

Teachers are responsible to finalize curriculum with the Head of School and the Department Heads and provide them with lists of requested materials.

Anticipated Resource Needs:

- Tables
- Chairs
- Desks
- Laptops
- LCD projectors
- Smart boards
- Desktop computers
- Office supplies
- Printers
- Books or Music
- School Supplies

- Music supplies
- Theater Arts supplies

- Tab 19. Pre-Opening Plan

**Maine Charter School Commission
Required Elements Pre-Opening Plan
TAB 19.**

School Name: Snow Pond Arts Academy

(Approved 1-8-13 Updated 4-23-14) Approved 5-6-14

Contract Dimension	Task Element	Responsible Party	Required Completion Date	Date Complete
Governance	Board Recruitment	Founders	In application	
	Articles of Incorporation and Nonprofit filings	Founders and Governing Board	In application	
	By-laws	Founders and Governing Board	In application	
	Organizational Chart	Founders and Governing Board	In application	
	Organizational Policies and Procedures	Founders and Governing Board	In application	
	Staff Handbook	Governing Board Executive Director	In application	8/24/2015
Enrollment	Enrollment Policy and Enrollment Plan	Governing Board	In application	
	Required min/max enrollments	Governing Board	On contract date	
	Application process for admission	Governing Board/ Executive Director	In application	

Contract Dimension	Task Element	Responsible Party	Required Completion Date	Date Complete
Enrollment continued:	Assessment of student interest	Executive Director /Director of Admissions	Ongoing	
	Admissions and Lottery procedures	Executive Director /Director of Admissions	In application	
	Admissions Notification and/or Lottery Deadline	Executive Director / Director of Admissions	Prior to April 1st of school year	
	Admissions Acceptance Decisions	Executive Director / Director of Admissions	Prior to April 1st of the school year	
	File Pre-enrollment Report to SAU's	Executive Director	April 1 of the school year	
Staff Recruitment and Hiring	Recruitment Procedures for Principal and Key Admin. (Chief Finance Officer, Special Services Director, others)	Governing Board / Executive Director	In application	

Contract Dimension	Task Element	Responsible Party	Required Completion Date	Date Complete
Staff Recruitment and Hiring continued:	Hiring of Principal and Key Admin. (CFO, S.S. Director, others)	Governing Board/ Executive Director	On contract date	
	Professional Instructional Staff (FT and PT Regular Teachers, Special Ed., ELL Teachers); background checks completed	Executive Director / Head of School	30 days prior to start of school year	
	Paraprofessionals	Executive Director / Head of School	20 days prior to start of school year	
	Clerical Staff	Executive Director / Head of School	20 days prior to start of school year	
	Substitute Teachers	Executive Director / Head of School	At start of school year	
	Initial Professional Development and Staff Orientation	Executive Director / Head of School	5 days prior to start of school year	

Contract Dimension	Task Element	Responsible Party	Required Completion Date	Date Complete
Facilities and Safety	Signed lease for all space as listed in application	Governing Board/ Executive Director	On contract date	
	All required renovations to meet approved school inspections	Governing Board / Executive Director	90 days prior to start of school year	
	Certificate of Occupancy	Executive Director / Head of School	60 days prior to start of school year	
	Fire and Asbestos Inspections, Lead-paint Assessment	Executive Director / Head of School	60 days prior to start of school year	
	Insurance Policies in place	Executive Director / Head of School	10 days after contract date	
	Utilities (water and air quality, plumbing, electricity)	Executive Director / Head of School	60 days prior to start of school year	
	Capital Equipment and Installation	Executive Director / Head of School	30 days prior to start of school year	
	Office and Classroom Equipment and Installations	Executive Director / Head of School	20 days prior to start of school year	

Contract Dimension	Task Element	Responsible Party	Required Completion Date	Date Complete
Facilities and Safety continued:	Emergency Contact Sheet and Safety Plan	Executive Director / Head of School	15 days prior to start of school year	
Student Learning	School Calendar and Student Schedule	Executive Director / Head of School	On contract date	
	Code of Conduct	Executive Director / Head of School	On contract date	
	Special Services and Special Education Policy	Executive Director / Head of School /Special Services Coordinator	In application	
	DOE has reviewed the Special Student Population section of the Application: <i>"Name of Applicant's application contains all required elements."</i>	Dept. of Education Special Education Department	Submitted with Rubric by DOE SPED.	
	If applicable, Title 1 plan approved by DOE. ELL plan approved by DOE.	Executive Director /Head of School /Special Services Coordinator	30 days prior to start of school year	

Contract Dimension	Task Element	Responsible Party	Required Completion Date	Date Complete
Student Learning continued	Qualification of Staff Certification of School Personnel List of all SPED Staff to include S.S. Numbers and applicable licensure.	Executive Director /Head of School /Special Services Coordinator	Submit to ME Dept. of Ed Special Education 30 days prior to start of school	
	Adequacy of Special Education Services: Grid of special education service time provided to all students enrolled. This includes specially designed instruction, consultation, all related services, provider license or certification number and amount of time for each service and provider.	Executive Director /Head of School /Special Services Coordinator	Submit to ME Dept. of Ed Special Education 14 days prior to start of school	
Finance and Financial Services	Operating Budget final pre-opening revisions	Governing Board / Exec. Director	45 days prior to school opening	
	Cash-flow Projections	Executive Director/CFO	On approval of application	
	Fiscal Policies & Procedures Manual	Executive Director /CFO	In application	
	Financial accounting system compatible with MEDMS	Governing Board / Exec. Director	On signing of contract	

Contract Dimension	Task Element	Responsible Party	Required Completion Date	Date Complete
Finance and Financial Services continued	Grants / Entitlements (State and Federal)	Executive Director /CFO /Director of Dev.	Ongoing	
	Other Grants	Executive Director / CFO /Director of Dev.	Ongoing	
	Misc. Funds / Fundraising Plan	Executive Director /CFO /Director of Dev.	Ongoing	
	Audit Timeline	Governing Board / Executive Director	On signing of contract	
Technology	Hardware installed and set-up	Director of IT	30 days before opening of school	
	Software installed and set-up	Director of IT	20 days before opening of school	
	Student/Staff IT Policy and Procedures in place	Executive Director /Director of IT	On signing contract	

Contract Dimension	Task Element	Responsible Party	Required Completion Date	Date Complete
Curriculum and Instruction	Curriculum Plan	Executive Director / Head of School	In application	
	Instructional Materials purchasing plan	Executive Director / Head of School	On signing contract	
	Classroom assignments and set-up	Executive Director / Head of School	15 days before opening of school	
Student Services, Records and Reporting System	Attendance, Student Retention Records System	Executive Director / Head of School	On signing contract	
	Academic Performance Information	Executive Director / Head of School	On signing contract	
	Student information system compatible with MEDMS	Executive Director / Head of School	On signing contract	
	Student academic assessment and reporting plan compatible with MEDMS	Executive Director / Head of School	On signing contract	

Contract Dimension	Task Element	Responsible Party	Required Completion Date	Date Complete
Student Services, Records and Reporting System continued	Transportation Plan and Contract	Executive Director / Head of School	60 days prior to school opening	
	Nutrition/Food Service Plan and Contract	Executive Director / Head of School	60 days prior to school opening	
	Health and Wellness Plan	Executive Director /Head of School	On signing contract	
Staff Information and Records System	Employment Policies, including performance evaluation criteria and procedures for professional and support staff, compatible with MEDMS	Governing Board / Executive Director	On signing contract	
	Professional Development Plan	Head of School	On signing contract	
			Address: P/CSC/RFP TABS – EXHIBITS A-E	

Maine Charter School Commission

Public Charter School Monitoring Plan

Approved 12-4-12
Correction of Dates to be Compliant with MRS-20A 4-23-14
Recommended update for all schools 1/2016

1. Complaints Received by the Charter School:

- a. The School shall adopt and maintain a policy regarding the receipt and resolution of public concerns and complaints. The School shall keep records of complaints received and their resolution and shall make those records available to the Commission annually.

2. Academic Proficiency, including Readiness for Postsecondary Enrollment:

- a. Within 3 months of the start of the first school year ("Year One"), the School will provide the Commission with a protocol for fulfilling its assessment plan (formative and summative) as listed in the Charter Application.

Target date: January 15

- b. At the end of Year One, the School will provide a statistical summary of student scores in accordance with the appropriate MEDMS template.

Target date: June 30

- c. Prior to the start of Year Two, the School will provide its plan for improving or maintaining student academic growth, based on its data from Year One.

Target date: September 1

- d. In Years Two through Five, at mid-year and end-of-year, the Commission will be provided copies of reports used by the School to track student academic growth.

At least once a year, the School will meet with the Commission's Executive Director to review these data reports and the annual plan to monitor and reach the academic targets for years 3, 4 and 5.

(For more specific areas, refer to Performance Indicators.)

Target dates: January 15 and June 30

3. Special Education Compliance Review

- a. The School will provide the Commission notification of a due process complaint or a request for due process hearing **within five business days** of receiving the complaint or request. The Commission will monitor the School's response and any subsequent plan for correction of noncompliance.

- b. The Commission will review annually the agreement between the School and MDOE and/or an SAU or other approved provider for special education services to the school. **Target date: June 30**

4. Student Attendance and Enrollment

- a. The Commission will receive simultaneous copies of student enrollment reports provided to sending SAUs in accordance with state reporting guidelines. Within **30 calendar days** of receipt of said reports, the Commission will review the status with the chief executive of the school and/or the Chair of the governing board.

Target dates:

- **Prior to the opening of school** (August 1 to SAUs and MCSC for Payment September 1 and December 1);
- **October 1**- Dept. of Education EPS Report (see instructions DOE);
- **February 1** to SAUs and MCSC (for March 1 and June 1 Payments) **and**
- **April 1** -Dept. of Education EPS Report (see instructions DOE).

- b. The Commission will receive an annual attendance report from the School, and the Commission will provide a report back to the School subsequent to its review.

Target date: June 30.

5. Social and Academic Climate, including Academic Discipline

- a. The Commission will receive copies of the academic disciplinary reports required under federal and state statutes on the required filing dates.
- b. Copies of any expulsion records will be provided to the Commission **within ten business days** of any action taken by the governing board.
- c. Commission members may meet with a representative group of parents, staff, and students for the purposes of receiving feedback.

Target date: At the annual on-site review

6. Parent and Community Engagement

- a. Within three months of the start of Year One, the School will provide the Commission with a plan for parent engagement and conferences.
- Target date: December 1.**
- b. Annually, the School will provide a copy of its current parent-student handbook and related policies, highlighting any changes from that approved in the charter contract.

Target date: September 1.

- c. Commission members will meet annually with a representative group of parents, community members and/or volunteers for the purposes of receiving feedback on the school's community engagement plan.

Target date: At the annual on-site review (See section 9 below.)

7. Transportation Contract, Food Service, Facilities Maintenance and Performance Record.

- a. Provide an annual report on performance based on the respective plans as approved in contract.

Target date: 2 weeks before the date of the annual end-of-year visit

- b. If necessary, the School and the Commission may re-open any relevant contract provision related to transportation, food service or facility maintenance based on the first annual review.

Target date: June 30

8. Financial Reports

- a. The School will ensure that monthly and quarterly financial reports are created and distributed to the governing board. The School will provide **quarterly reports** to the Commission with the evidence that the Governing Board has reviewed them in compliance with standard auditing practices.

Target dates: October 15, January 15, April 15 and July 15

- b. Quarterly financial statements will include revenues and expenses in accordance with state accounting reporting system.
- c. The School will complete an annual audit in accordance with standard auditing practices for public schools for the State of Maine Commissioner of the Department of Education.

Target dates:

- **November 1 (on or before)** Initial (Audit) Report to the (DOE) Commissioner. MRS 20-A § 2412-A Audits #4
- **December 30 (on or before)** Audit Report (complete) to the (DOE) Commissioner within 6 months after the end of an audit period. MRS 20-A § 2412-A Audits #6

- c. The school will provide a revised annual financial plan, based on known and projected enrollments, including anticipated grant, foundation and fundraising revenues.

Target date: September 1

9. Governance Reports

- a. Once a year the chair of the governing board and the chief school executive will have an on-site visit and meeting with the Commission to discuss the role of the board in exercise of its oversight responsibilities to the school and its students and families.

Target date: At the annual on-site review

10. Standards and Processes for Revocation of a Contract

- a. If at any time the Commission determines, as the result of receiving a complaint or on its own review of the information obtained through the monitoring process, that it has significant concerns regarding the School's failure to comply with the terms of the Charter or governing law, or failure to meet any projected targets in one or more of the performance areas required by the Charter, the Commission will deliver a notice to the governing board of the School. Such notice shall identify the specific concerns, stating that the concerns represent potential violations of law or the Charter that could lead to sanctions by the Commission up to and including revocation of the Charter. The Commission shall require a written response, including a plan for timely remediation within **thirty calendar days** of receipt of the notice by the School.
- b. No later than **ten business days** after receipt of the School's written response, the Commission will schedule an interview and public hearing to discuss the concerns identified by the Commission and the response as filed by the School.
- c. For no less than **five business days** after the interview and hearing, the Commission will receive any further written comments from the School and/or the public.
- d. After the additional response/comment period described above, the Commission will have **thirty business days** to issue a letter of findings including either 1) conditions for the continued operation of the School including timelines for required remediation, or 2) the time and date under which the school is ordered to begin implementation of the Closure Plan. Subsequent failure on the part of the School to comply with the conditions and timelines for continued operation without seeking additional assistance or relief from the Commission will result in notice of the time and date under which the School is ordered to begin implementation of the Closure Plan.

11. Emergency Closure

- a. The Commission may order an emergency closure of the school upon a finding that the health, welfare or safety of pupils enrolled is at imminent risk.

Maine Charter School Commission
CLOSURE PLAN
TAB 35.

Approved 7-3-12
4-24-14 Tab Change

1. Documentation of Closure Action:

Should **SNOW POND ARTS ACADEMY** be closed for any reason by the SNOW POND ARTS ACADEMY Governing Board, notice of such action shall be sent to the Maine Charter School Commission ("MCSC") and the Maine Department of Education ("DOE") within 5 calendar days of any official closure action taken by the Board. Should the MCSC or the Department initiate the closure action, timely notice will be sent to the SNOW POND ARTS ACADEMY governing Board. The notice by either party will include a description of the circumstances of the closure. Following receipt of such notice, the parties will develop a joint agreement on a closure date. The parties will send a joint notice of closure to:

- Parents or guardians of students;
- Maine Charter School Commission;
- The Maine Department of Education;
- The special education local plan area in which the school participates;
- The retirement systems in which the school's employees participate; and
- Collaborative partners in the local community.

Notification of all the parties will include at least the following:

- The effective date of the closure;
- The name(s) of and contact information for the person(s) handling inquiries regarding the closure;
- The students' school districts of residence; and
- How parents or guardians may obtain copies of student records, including specific information on completed courses and standards met toward graduation requirements.

In addition to the four required items above, notification to the DOE and MCSC will also include:

- A description of the circumstances of the closure; and
- The location of student and personnel records.

In addition to the four required items above, notification to parents, guardians, and students will include:

- Step by step instructions as well as essential information on how to transfer the student to a school that can meet their needs both educationally and geographically;

- A certified packet of student information that may include grade reports, discipline records, immunization records, and any other appropriate information;
- Information on student completion of college entrance requirements for all high school students affected by the closure.

The Board of SNOW POND ARTS ACADEMY will announce the closure to any school districts that may be responsible for providing education services to the former students of the charter school. These districts can then assist in facilitating student transfers.

If a closure should occur it will happen at the end of an academic year as long as it is feasible to maintain a legally compliant program until then. If for some reason SNOW POND ARTS ACADEMY reverts to non-charter status, notification of this change will be made to all parties listed in this section.

2. School and Student Records Retention and Transfer:

School records will be kept in a file folder in the central office in a fireproof file cabinet. Attached to every cabinet will be a copy of our student records and policies. A formal request for records will be required from any school to which a student wishes to transfer. Our request for records regarding students transferring to other schools will have a 30 day deadline.

SNOW POND ARTS ACADEMY will manage student records in accordance with Maine law and regulations as it has done through its history, including this past full year of operation for SNOW POND ARTS ACADEMY. This well established system of records management will be adjusted to align with the needs of operating as a public charter school rather than as a magnet school.

Closure procedures for SNOW POND ARTS ACADEMY will include the following plans for the transfer and maintenance of school and student records that will be completed within 30 days of closure:

- Transfer and maintenance of personnel records in accordance with applicable law;
- Provision of a list of students in each grade level and the standards they have completed to the entity responsible for overseeing the closure;
- Provision of the students' districts of residence to the entity responsible for overseeing the closure; and
- Transfer and maintenance of all student records, state assessment results, and any special education records to the custody of the entity responsible for overseeing the closure, unless transferred to a different entity.

Submission of personnel records will include any employee records SNOW POND ARTS ACADEMY has. They include, but are not limited to, records related to performance and grievance.

3. Financial Close-out:

Within 60 days after receiving notification of closure, the DOE and MCSC will notify SNOW POND ARTS ACADEMY and the Board if it is aware of any liabilities the school owes the state. These may include overpayment of apportionments, unpaid revolving fund loans or grants, or other liabilities. An audit will be conducted after the school has been closed or the school has had a status change.

an independent final audit will take place within six months after the closure of the school that includes:

- An accounting of all financial assets. These may include cash and accounts receivable and an inventory of property, equipment, and other items of material value; and
- An accounting of all liabilities. These may include accounts payable or reduction in apportionments due to loans, unpaid staff compensation, audit findings, or other investigations.

A plan for completing and filing of any annual reports will include the following sections:

- Preliminary budgets
- Interim financial reports
- Second interim financial reports
- Final unaudited reports

These reports must be submitted to the DOE and MCSC in the form required. These reports will be submitted as soon as possible after the closure action, but no later than the required deadline for reporting for the fiscal year.

4. Disposition of Liabilities and Assets:

A closeout audit to be completed within twelve months of announcement of closure will determine the disposition of all liabilities of SNOW POND ARTS ACADEMY as well as ensure disposal of any net assets remaining after all liabilities have been paid or otherwise addressed. Such disposal includes, but is not limited to:

- The return of any donated materials and property according to any conditions set when the donations were accepted.
- The return of any grants and restricted categorical funds to their source according to the terms of the grant or state and federal law.
- The submission of final expenditure reports for any entitlement grants and the filing of Final Expenditure Reports and Final Performance Reports, as appropriate.

After closure, assets of SNOW POND ARTS ACADEMY will be distributed first to satisfy any outstanding payroll obligations for employees and then to creditors. Any remaining assets purchased with public funds provided through this Charter shall be returned to the Treasurer of State for a public purpose to the extent required by 20-A M.R.S. §2411(8) or its successor.